



ULANE UNIVERSIT  
School of Professional  
Advancement

# NEW STUDENT ORIENTATION GUIDE

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Welcome to the Tulane School of Professional Advancement (SoPA). SoPA is the school at Tulane most focused on serving adult students and offering educational programs relevant to the workplace. Tulane has been serving working adults since the 1880s; we are proud to continue in that tradition.

This orientation guide will serve as an adjunct to the New Student Orientation for undergraduate and graduate students. Please make sure to visit the **School of Professional Advancement website**, which offers additional detail on all of the topics included in the guide.

# Academics: The Basics

## Academic Advising

Your academic advisor is your personal guide to SoPA who will help you throughout your studies at Tulane. You should consult with your advisor on course selection; an advisor will be assigned to you based on your academic program. Your advisor will assist with the transfer credit process and help certify that you have met your program requirements and earned a Tulane degree.

Please note that first-time undergraduate students are required to meet with an academic advisor prior to registering for courses. You can find your advisor [here](#).

## Your official Tulane User ID and Password

Your official Tulane User ID and password provide access to all of your official Tulane correspondence with your advisor, the University Registrar, faculty and all other official Tulane interactions; email, [Gibson Online](#), and [Canvas](#) (the university's e-learning platform).

**You must have your Tulane user ID and password in order to register;** both were sent to you via email, using the email address you provided in your application for admission. If you need assistance with your Tulane user ID and password or accessing your official Tulane email account, contact the [Technology Support Help Desk](#).

## Registration

Review the [Schedule of Classes](#); it contains all of Tulane University's offerings for the current and previous semesters. Within the Schedule of Classes, you may search for classes held on particular days of the week, course titles, subject areas, and so on. Be sure to click on the Professional Advancement Only button on the search page to ensure you see only those classes offered at the SoPA tuition rate, which are lower than those for programs in the rest of the university. **Non-SoPA courses may be open to you for enrollment; you will be billed at the offering school's higher tuition rates.**

The Help button in the upper right contains a detailed [Frequently Asked Questions](#) section, including a guide for registration. Be sure to go through the registration tutorial before meeting with your advisor. Also, you must have your Tulane user ID and password in order to register. These items were sent to you via email, using the email address you provided in your application for admission.

View class descriptions in the Schedule of Classes by clicking on the course code. (For example: ENGL 1010, Writing, ENGL is the 4-letter abbreviation and 1010 is the course code). The course description will appear in another window if it is available.

The screenshot shows the Tulane University Schedule of Classes interface. At the top, there is a green header with the Tulane University logo, the text "TULANE UNIVERSITY Schedule of Classes", and links for "[ Log In ]" and "? Help". Below the header is a navigation bar with buttons for "Search", "Search Results", "My Planner", "Register (Add/Drop)", and "Current Schedule". A "Term:" dropdown menu is set to "2025 Fall".

The main content area displays a list of courses. The first course is "ENGL-1010-85 Writing" with a "SoPA" tag and "CRN:63973". A hand cursor is pointing at the course code. Below the course name, there is a table with columns for "Instructor", "Campus", "Dates", "Credit Hours", "Max Seats", "Type", "Days", "Times", "Bldg.", and "Room". The instructor is "Boudreaux, Beau", the campus is "Uptown", and the credit hours are 4. The type is "Lecture", the day is "R", and the times are "06:00PM - 08:50PM". The building is "DW" and the room is "108".

A Mozilla Firefox browser window is open over the course listing, showing the URL "classschedule.tulane.edu/CourseDesc.aspx?term=202530&subj=ENGL&crse=1010". The page content in the browser window includes the title "ENGL 1010 Writing Writing" and a detailed description: "ENGL1010 is a 4-credit course that satisfies the freshman writing requirement and should be taken in the fall or spring of the first year. The purpose of English 1010 is to teach students to write clearly and to organize complex arguments that engage in a scholarly way with expert knowledge. Students learn to conduct independent bibliographic research and to incorporate that material appropriately into clear, complex, coherent arguments that characterize academic discourse. Students with an AP credit score of 4 or 5 or an IB credit score of 6 or 7 in English do not have to take ENGL 1010. Questions should be directed to the student advisor and the Director of Freshman Writing in the Department of English. Credit Hours: 4". Below the description is a section titled "Additional Information" with a sub-section "Terms Offered" listing "1980 Fall" and "1981 Spring".

Below the browser window, the course listing continues with "PAEN-1000-15" and "PAEN-2630-10 Expository Writing" with a "SoPA" tag and "CRN:98827".

**Please note that SoPA requires students to confirm registration for fall and spring classes.** This verifies that you will attend Tulane and have agreed to be responsible for the payment of tuition for your courses. Students who do not respond to the emailed request to confirm course registrations will have their registrations canceled.

## Academic Calendar

Please periodically review the **SoPA academic calendar** to be aware of key dates such as holidays, mid-term and final exam periods, the refund schedule (the date on which a class is dropped determines the amount of the tuition refund), and the last date to add and drop classes.

## Credit Hour Maximum

First-time freshmen with no previous college experience may take up to 11 credits in their first semester. All other SoPA undergraduate students in good academic standing may take up to 19 credits in the fall and spring semesters. Graduate students in good academic standing may take up to a maximum of 9 credits in the fall and spring semesters. During the summer, you may earn up to 20 credits.



## Planning a Course of Study

Requirements for undergraduate and graduate degrees are described on the [SoPA website](#). You may refer to your Degree Works audit (found on the **Student** tab of [Gibson Online](#)) to monitor your progress. Consult the Registrar's website for [Degree Works instructions](#).

## Academic Support and Success

[The Goldman Center for Student Accessibility](#) offers accommodations and modifications to students with psychological, medical/physical, and learning/developmental disabilities. If you require accommodations, please contact the Goldman Center directly.

Students enrolled in online courses (or thinking about enrolling in online courses) can download a copy of the [SoPA Online Learning Student Guide](#). The guide provides information on subjects such as:

- What kind of computer you need for an online course
- What your online instructor expects from you
- What can you expect from your online instructor
- How to avoid common pitfalls in online learning

SoPA offers a limited number of [merit-based and need-based scholarships](#) to students. Tulane's [Office of Financial Aid](#) administers all federally-funded financial aid to SoPA students.

## Important Contacts

### ID (“Splash”) Cards

Tulane issues a photo ID card, referred to as a [Splash Card](#), to all students. It serves as a library card, building access card, and can be used as a declining-balance debit card for on-campus purchases at certain vendors. You may acquire an ID card on the main campus through the Office of Card Services, located in room 107 of the Uptown campus [Lavin-Bernick Center for University Life](#).

### Libraries

The [Howard-Tilton Memorial Library](#) is a key academic resource, located at the corner of Freret Street & Newcomb Place on the Uptown campus. In addition to its physical collections, study spaces, and computer and printing resources, Howard-Tilton offers a wide array of electronic databases, journals, images, and other online resources.

### Technology Support: Service Desk

Tulane's [Information Technology Service Desk](#), which is generally open from 8:00 A.M. to 6:00 P.M. CST is available at (504) 862-8888. It provides technology assistance for email and password recovery, access to [Canvas](#) (the university's e-learning platform), and general troubleshooting.

## Bookstore

The Tulane **Bookstore** is located on the Uptown campus inside the Lavin-Bernick Center. Textbooks and merchandise may also be ordered directly from the bookstore website.

## Career Advising

Every student in the School of Professional Advancement should meet with SoPA's career advisor who will help you define your unique potential for success. She will help you tailor your resume and cover letter, build your job search, networking and interview skills, develop your personal brand, as well as offer advice on showcasing your strengths, and work with you on planning strategically about your career. You can meet with our career advisor in-person, over the phone, or online via Zoom web conferencing. To discuss your individual career path, **schedule an appointment**. To explore online career resources, visit **this link**.

## Student Life

### Athletics

Tulane's array of Division I sports provides many opportunities to cheer on the **Green Wave**. Discounted tickets to games are often available.

The **Reily Student Recreation Center** at the Uptown campus includes aquatics, intramural sports, club sports, fitness and wellness, and outdoor adventures. SoPA students may use the Reily Center at an additional cost.

### Parking and Ride Service

On the Uptown campus, parking is free after 5:30 P.M. Before 5:30 P.M., students parking on the Uptown campus must have a **permit** or use the limited number of metered, guest spaces available.

In addition to **shuttles**, Tulane also offers **Passio Go**, which provides Tulane University students, staff, and faculty the convenience of requesting ride-share style transportation within specified regions and time frames.

### Student Organizations

Chartered **student organizations** allow students to explore their interests with like-minded peers in areas such as academic/professional, club sports, fraternities and sororities, gender and sexuality interest groups, health and wellness, media, multicultural, performance, political, and service.

SoPA has a student government organization which assists in determining how student fees are used to support student activities. Contact **Susan de la Houssaye** if you are interested in participating in student government.



# Student Employment

The **Student Employment Guide** gives you step-by-step instructions on how to find employment at Tulane.

# Health and Safety

Health services, including brief individual therapy, group therapy, telehealth services, psychiatry services, and other supportive services are available to students who elect to pay a \$373 Student Health and Wellness fee each semester. Twenty-four hour a day confidential crisis support is available. Contact The Line at (504) 264-6074.

**Case Management & Victim Support Services** are available to assist students experiencing stressors such as medical, mental health, personal or family crisis, illness, and injury. For referral, please contact the Assistant Dean for Student Support and Services at (504) 865-5333.

At the Uptown campus, students and faculty may call **Tulane University Police Department (TUPD)** at (504) 865-5381 to request a personal escort anywhere on campus 24/7. There are also 85 blue light emergency phones on the Tulane uptown campus which dial directly to the Emergency Communications when activated.

SoPA students are encouraged to download the Tulane **Everbridge app** to their phones (both iPhone and Android). It offers a virtual escort for the Uptown campus, but is also a source of information from the university during emergency situations.

SoPA students are encouraged to keep their contact information up to date on **Gibson Online**. Tulane will send text, voice and e-mail alerts in the event of an emergency or impending threat. Students can also check the **Emergency Notices website** or call the Tulane alert line at (504) 862-8080 or (877) 862-8080 for updated information on university operations.





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[sopa.tulane.edu](http://sopa.tulane.edu)