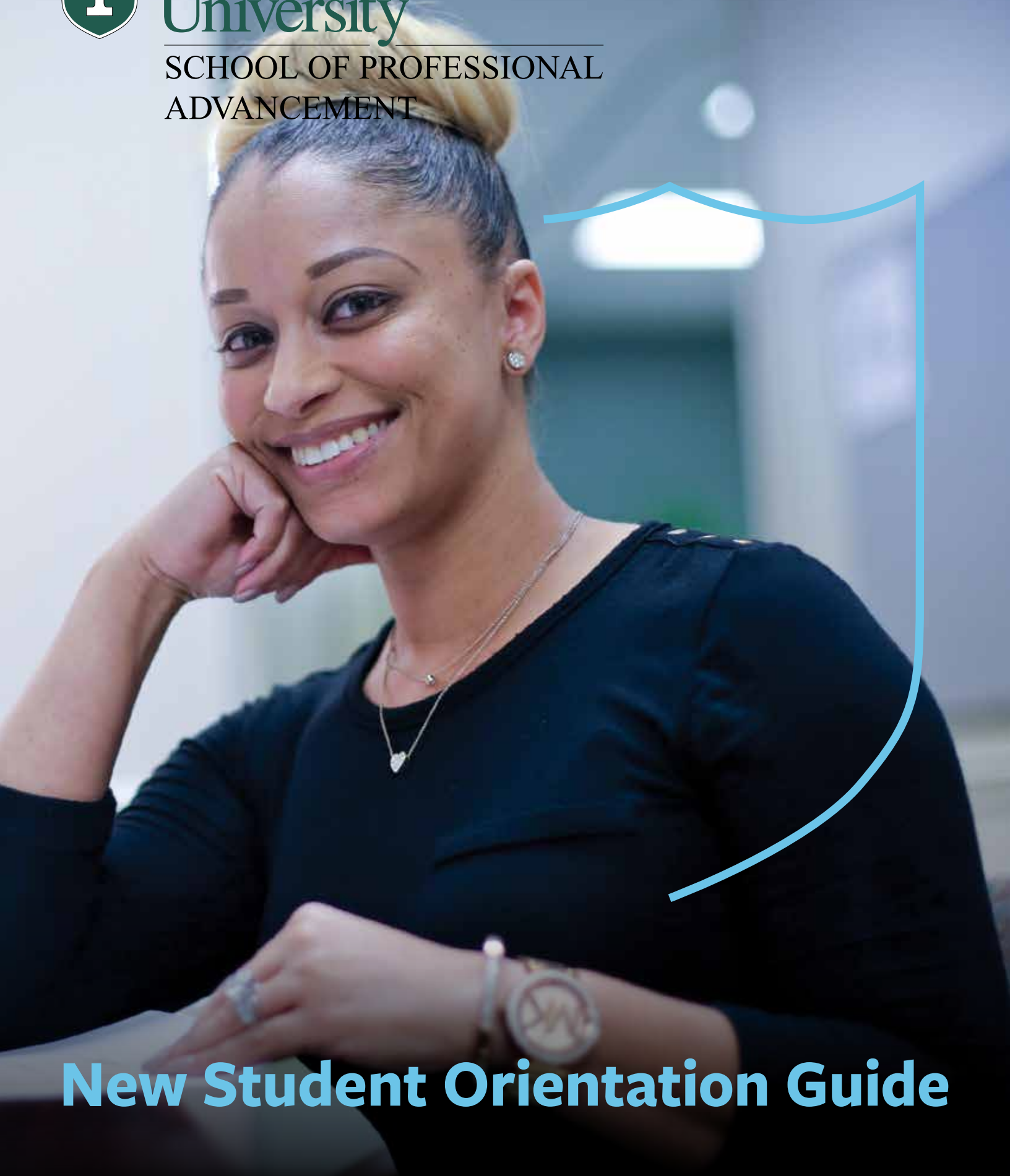




Tulane
University

SCHOOL OF PROFESSIONAL
ADVANCEMENT



New Student Orientation Guide

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 and physical location. Your advisor will evaluate transfer credits 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. New students are expected to take core requirements such as English, sciences, social sciences, humanities, and mathematics. You can schedule an appointment [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 Helpdesk.

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 tab in the top right corner 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.

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.

The screenshot shows the Tulane University Schedule of Classes website. At the top, there is a green header with the Tulane University logo and the text "Tulane University Schedule of Classes". To the right of the header, there are links for "[Log In]" and "? Help". Below the header, there is a navigation bar with tabs for "Search", "Search Results", "My Planner", "Register (Add/Drop)", and "Current Schedule". On the right side of the navigation bar, there is a "Term:" dropdown menu set to "2017 Fall".

The main content area is a help page titled "Tulane University Schedule of Classes Frequently Asked Questions". It has a "Contents" section with the following links:

- [Do I have to log-in to the Schedule of Classes to view course offerings?](#)
- [How do I view course offerings for a different term?](#)
- [How do I search for a course?](#)
- [How do I limit my course search to Continuing Studies and Continuing Studies cross-listed courses only?](#)
- [How do I create and save a planner?](#)
- [How do I register?](#)
- [How can I register for a course if I already know the CRN?](#)
- [How do I drop a class?](#)
- [How do I waitlist for a course?](#)
- [When registered for co-requisites, how do I drop one section of a co-requisite to add a different section? \(Conditional Drop/Add\)](#)
- [Where do I find my time ticket information on the Schedule of Classes?](#)
- [How will I know if I have registration holds on my account?](#)
- [What is the difference between the MY PLANNER tab and the CURRENT SCHEDULE tab?](#)

The first question is expanded, showing the following text:

Do I have to log-in to the Schedule of Classes to view course offerings? [top](#)

No, you do not have to log-in into the Schedule to search for courses and create a planner. You do have to log-in to the schedule in order to save planners, rename planners, and to actually register. If you log-in to the schedule and create a planner, the planner will be automatically saved and will appear the next time you log-in to the schedule. If you create a planner and are not logged in, it will not be saved or accessible during your next session in the Schedule of Classes.

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 may take up to 11 credits in their first semester. All other SoPA students may take up to 19 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](#). Your advisor can also prepare a curriculum worksheet which will show your intended coursework and general education requirements, and they will review it with you during your advisement session.

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.

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](#). Card Services also issues ID cards on a limited basis at the beginning of each semester at the Elmwood campus. Ask staff at your campus to find out when Splash Cards will be issued.

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: Helpdesk

Tulane's [Information Technology Helpdesk](#), 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 a cost of \$180 per semester.

Parking and Shuttle Service

Parking at the Elmwood campus is always free. 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. [Shuttle service](#) is available between the Uptown and Elmwood campuses. Tulane also offers [TapRide](#) which transports riders to their residences or vehicles located within a mile radius of the Uptown campus or to/from designated pick-up/drop-off locations.

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 Cynthia Washington at (504) 865-5333 if you are interested in participating in student government.

Student Employment

The [Office of Student Employment](#) has current job listings for students.

Health and Safety

Health services, including brief individual therapy, group counseling, psychiatric care, and other supportive services are available to students who elect to pay a \$320 Student Health and Wellness fee each semester. Twenty-four hour a day confidential crisis support is available 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. The Elmwood campus has dedicated security guards during open hours in the evening and on weekends.

SoPA students are encouraged to download the Tulane [RAVE Guardian 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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