



2019

FAMILY GUIDE



Contents

Family Letter	2
What is Academic Advising?	3
How Can Advisors Help? Advisor, Advisee, and Parent & Family Expectations	4
Making Academic Decisions	5
Learning the College Academic Environment	5-6
Frequently Asked Questions	7
Online Resource	8
Academic Calendars	9-10
Conclusion	11

Dear Family Members,

Congratulations on your student's acceptance to Tulane University! Now is an exciting time as your student begins the next phase of their life as a college student at TU. We know that the coming months will be filled with anxiety and excitement as you begin planning for those first days at TU. It's a major step for many students as they move into adulthood, and equally as big for you as a parent or family member taking a step back from your daily involvement. Knowing what to expect can alleviate some of the anxiety students and their families feel. This guide was developed to help you better understand an important ingredient in your student's first years at college – academic advising.

Academic advisors are available to help students during this transition, to assist their exploration & develop their academic and career interests. Advisors also assist students with identifying and utilizing resources they need to succeed. We encourage parents and family members to keep open lines of communication with students as well as engage in conversations about their interests, what they are learning, and new experiences they might wish to share. Just as you have your student's best interests in mind, so do academic advisors and TU. We all want to work together to help students make good decisions and grow as individuals. We believe that the better parents and family members appreciate the potential of academic advising, the more you can support your student in their academic endeavors. We hope that the information presented here will help you better understand your student's challenging journey toward academic success.

Again, congratulations on your student's recent successes! Best wishes for an exciting and productive first year of college.

Sincerely,
Newcomb-Tulane College Academic Advising Team



What is Academic Advising?

Academic advising is a collaborative partnership that maximizes the individual potential of students by sharing information, tools, and resources that empower students to make informed decisions about creating appropriate academic and career plans to achieve their academic, career, and life goals.

Academic Advisors are assigned to students according to the student's academic interest. Our desire is for students to work with the same advisor for all four years. Advisors are responsible for helping to ensure that students complete their Newcomb-Tulane College core requirements while also making sure their over-all experience is successful!

Students are assigned an advisor to work with during the summer and that advisor may or may not change depending on whether or not the student's academic interest remains the same or changes. Today's technology provides the opportunity for students to connect early with academic advisors through web-based formats and email. Information about Newcomb-Tulane College, the curriculum, and what students can expect at CAST (Cultivating Academic Success at Tulane) can be sent to students ahead of time so that the focus of CAST is on course selection and how those courses fit the student's academic plans.

Each advisor works on an individual team that specializes in a specific degree program, i.e., Architecture, Business, Liberal Arts, Public Health, and Science & Engineering. Advisors believe that students are better served when their advisor is familiar with the requirements of their major(s) and have been able to form relationships with faculty and academic departments. Additionally, we have a team of exploratory advisors, pre-professional advisors, and an advisor who works with transfer students.

Exploratory advisors work with students who are uncertain about the academic direction they want to take. In addition to addressing semester-specific questions and concerns, these advisors provide support and guidance as their students explore possible majors and minors. They also work with them to develop an academic plan that accurately reflects their strengths, interests, and goals.

Pre-professional advisors advise pre-health and pre-law students. They help these students prepare academically for the admission process and beyond. They are also able to assist students with making

decisions on where and how to apply for post-graduate programs as well as with the applications themselves.

Students are required to officially declare a primary major by the end of sophomore year. Once a student officially declares a major (this is done in consultation with the advisor), the student is assigned a faculty advisor from the department or school where the major is housed. Students are encouraged to meet with their faculty advisor regularly for advice on major course selections and sequencing to make sure they are on track to complete their major requirements in a timely fashion. The faculty advisor can also assist with planning for life after graduation, e.g., graduate school and career options.

The frequency of student-advisor contact has proven to result in student success. Students are not required to meet with an advisor; however, freshmen are encouraged to meet with their academic advisor at least once each semester. Students can go online to schedule an appointment with their advisor at any time advising.tulane.edu or call the front office for assistance (504 865-5798). Academic advisors also reach out to students, reminding them to make appointments, as well as reminding them of important dates that are included in the academic calendar. **It is important that students read messages sent to their Tulane account REGULARLY!**

Students often rely on information they obtain from other students instead of reaching out to their advisor. Students who contact their advisor only after problems arise may find themselves at a disadvantage. Please encourage your student to respond to their advisor whenever the advisor reaches out to them. They should contact the advisor if they have any questions at all. Ask them about their advisor and what took place in their first meeting. Encouraging your student to meet with their advisor to review goals and establish a relationship early will help them have a successful college experience.

How Can Advisors Help?

Academic advisors cultivate personal relationships with advisees throughout students' undergraduate careers. We feel that this is crucial to their success. Advisors are knowledgeable and have the necessary skills to guide students through the curricular maze. Additionally, advisors may refer students to other campus resources as deemed necessary by student and advisor. This is a mutual relationship in which both advisor and student each have responsibilities. Students are expected to make their own decisions based on the information and advice they receive from their advisor.

Advisor Expectations: What students can expect from advisors

- Explain university policies, regulations, programs, and procedures
- Meet with you at least once each semester during regular office hours
- Advise you on the Newcomb-Tulane College core curriculum and assist you with overall degree planning (once you declare a major, you will also be assigned a faculty advisor)
- Assist you with developing an academic plan for your undergraduate degree program
- Introduce you to and teach you how to read your degree audit – degree works
- Listen to your concerns and refer you to the appropriate support services if needed
- Discuss with you your academic performance and implications for your desired degree program
- Help you explore your interests, abilities, and goals as they relate to your major(s)
- Be knowledgeable about career opportunities and resources
- Act as a mentor with a goal of helping you become independent and self-directed

Student Expectations: What advisors expect of students

- Know how to schedule an online advising appointment, and schedule at least one each semester
- Contact your advisor to make arrangements if you can't meet during regular hour
- Cancel appointments that you are unable to attend
- Draft a tentative schedule prior to registration
- Come to your meeting prepared to make informed decisions:
 - Prepare a list of questions or concerns before each meeting
 - Be familiar with the requirements of your major(s), and schedule courses each semester in accordance with those requirements. If you have officially declared a major, this will require meeting with your faculty advisor as well
 - Know the pre-requisites of courses you are interested in or required to take, and discuss how they will affect the sequencing of your courses with your advisor and your faculty advisor
- Observe academic deadlines. Know when to register and when to drop or add classes. Set up appointments with your advisor and your faculty advisor well in advance of these deadlines
- Follow through on referrals and share the outcomes with your advisor
- Keep your advisor informed about changes in your academic progress, course selection, and academic/career goals
- Keep a personal record of your progress towards your degree – organize official academic records
- Inform your advisor or the Dean's Office immediately whenever a serious problem (medical, financial, personal) disrupts your ability to attend classes or complete course work

Family/Parent Expectations: What students should expect from their family

- Be available for support and encouragement
- Keep in contact with your students
- Offer advice when appropriate
- Encourage your student to do things for himself or herself
- Allow your student to make mistakes in this safe environment
- Learn when and how to "let go"

Making Academic Decisions

Creating an Academic Plan – Encourage your student to set attainable short and long-term goals **but do not tell them what they should be**. The student’s advisor and or a success coach can assist with setting goals and serve as an accountable partner to ensure that the student is working towards attaining their goals. Such goals include things like: choosing a major, selecting courses, earning a certain GPA, seeking out internships, linking a major to a career. Planning ahead can assure your student has a great Tulane experience!

Declaring & Changing Majors – Students are required to officially declare a primary major by their sophomore year. They can declare their major independently or in consultation with an academic advisor. Students complete a Major/Minor Declaration form to declare a major or minor. Once a major is declared, students are assigned a faculty/major advisor. If a student wishes to change their major, they should meet with their academic advisor to determine if the change will have any implications on their expected graduation date.

Priority Registration – Priority registration is that time in the semester that students are able to enroll in courses for the upcoming semester. Students are assigned a specific time for which they can log into Gibson online and enroll in their courses. Academic advisors do not assign registration times. Registration times are assigned by the Registrar’s Office based on total number of earned credit hours and cannot be changed. Freshmen are encouraged to meet with their academic advisor prior to their assigned registration time.

Choosing and Enrolling in Courses – The student’s academic advisor will help them choose courses that will keep them on track for their degree program. The student is responsible for knowing their registration time and for using Gibson online to complete the enrollment process.

Learning the College Academic Environment

The college class setting is very different than the high school setting, so your student will need some time to adjust. College classes may be larger; and a class may meet at different times and in different locations throughout the week. Instruction may be presented in a new format.

In high school, many students relied upon daily quizzes or homework to keep them focused and on track in their classes. Teachers often called parents when students missed school. Additionally, teachers often reminded students of when assignments were due. This system may not be available in college. It is not uncommon for a final grade in a course to be based on just two or three tests, and there may be no homework. Students are responsible for keeping up with the material presented in class. There may even be times where students are tested on material that was not gone over in class.

It is important that students are prepared for these academic changes and the challenges that they present. Assure your student that you understand that it will take time to adjust to academic life in college.

There are a few steps your student can take that will help them adjust easily:

Encourage your student to read and be familiar with the syllabi for each class, to sit in front of class to avoid distractions, refrain from social media during class, and to take really good notes, and have the phone numbers of at least 2 class mates in each class. Make sure your student knows the importance of attending every class regularly, and arriving on time. If your student knows in advance that they need to miss class,

arrive late, or leave early, they should inform the instructor as soon as possible. If unplanned absences occur, they should contact their instructors as soon as possible to explain what happened, and to ask about catching up on the work that they've missed. They can also reach out to their class mate to find out what they missed.

Encourage your student to visit their instructors during office hours. This will give them an opportunity to discuss their post-graduation goals. Instructors usually post their office hours on their office door, and they can also be found on their course syllabi. Students should talk directly to their instructors about academic concerns in their classes, e.g., extensions for papers or arranging make-up tests if possible. The instructor or the department is responsible for making and adhering to policies for each class. This includes how grades are calculated, how many, if any, absences are allowed, and what happens in the event a student cannot sit for a test or exam. It is the student's responsibility to be aware of the policies for each of their classes. After they've met with their instructors a number of times, ask them about the experience. Was it helpful? Did you feel comfortable? Were your questions or concerns addressed? Did you learn anything new? Are you looking forward to going back?

When reaching out to an instructor by email, encourage your students to be polite and professional. Instructors should always be addressed by an appropriate title, i.e., Dr. or Professor. Students should always include their full name, student ID, the name of the class, and the section number. It is inappropriate to use slang and the student should always check for typos!

Remember that there are a number of resources available at Tulane to help students who are having difficulties making the academic transition from high school to college. If your student feels that this transition is too challenging, they should talk with their academic advisor as soon as possible. We will make sure that they find the help that they need.



Frequently Asked Questions

Q: Am I able to see my son or daughter's mid-term or final grades to determine their academic progress?

A: The University requests that faculty members submit mid-term grades for all students. These are available to students in March (spring) and October (fall) through their Gibson online accounts. Please see the academic calendar that is included in this guide for the exact date that grades will be submitted. You will need to ask your student about his or her grades.

Q: If student has signed a FERPA form will I be able to see final grades online?

A: No. Parents are not granted access to a student's Gibson account, and Tulane does not mail grades home. You will need to ask your student about their grades.

Q: What campus resources are available to help students with academics?

A: In addition to academic advising, Tulane provides several resources to help students. Students can take advantage of working with a Success Coach, utilizing the Tutoring Center, and also working with a Career Coach. For more information on resources, please refer to the "Online Resources" page in this guide and our website at advising.tulane.edu.

Q: Can my son or daughter take summer courses at another school and transfer the credit back to Tulane?

A: Yes. Students can take courses at an accredited, four-year degree granting institution, provided they get the course evaluated and approved by the appropriate academic department at Tulane prior to taking it. Students should discuss the transfer credit process with their academic advisor prior to enrolling in courses.

Q: When should I book flights home for winter and summer recess?

A: Pay careful attention to the final exam schedule for each semester. This information is included in the academic calendar. Avoid booking flights before the last day of exams since flight reservations are not a valid excuse for missing or rescheduling an exam.

Q: How do I find information about scholarships and loans?

A: Academic advisors do not have access to students' financial information. We recommend contacting the Office of Financial Aid (504) 865-5723 with any questions about scholarships and other aid packages. If you have billing questions, contact Accounts Receivable (504) 865-5368.



Online Resources

FINDING HELP AND USEFUL RESOURCES:

Technology Services – <https://ts.tulane.edu/technology-services>

Technology Connection – on campus technology store <http://www2.tulane.edu/universityservices/tech-products/index.cfm>

Student Health Center – <http://www2.tulane.edu/health/>

Student Health Portal – <https://selfcare.tulane.edu/> (upload immunization records here)

Dining Services – <https://diningservices.tulane.edu/>

Housing – <http://www2.tulane.edu/studentaffairs/housing/>

Financial Aid – <http://www2.tulane.edu/financialaid/>

Student Affairs – <http://www2.tulane.edu/studentaffairs/>

GETTING AROUND CAMPUS/NEW ORLEANS:

Campus maps – <https://admission.tulane.edu/map>

Public Transportation via New Orleans Regional Transit Authority – <http://www.norta.com/>

THINGS TO DO:

Athletic Events – <http://tulane.greenwave.com/calendar.aspx>

Calendar of Events – <http://tulane.edu/calendar/index.cfm>

Reily Center – <http://www.reilycenter.com/>

Visiting New Orleans – <https://tulane.edu/about/visiting-tulane/plan-your-visit>

Intercultural Life – <http://www2.tulane.edu/studentaffairs/intercultural/religious-life/index.cfm>

Student Organizations – <https://orgsync.com/login/tulane-university>

2019-2020 ACADEMIC CALENDAR

AUGUST

26 (M)	CLASSES BEGIN
30 (F)	Last Day to Confirm Registration

SEPTEMBER

2 (M)	LABOR DAY HOLIDAY
6 (F)	Last Day to Register/Add
6 (F)	Last Day for 100% Tuition and Fee Refund
13 (F)	Last Day for 75% Tuition Refund
20 (F)	Last Day for 50% Tuition Refund
27 (F)	Last Day to Drop without record
27 (F)	Last Day to Change Grading Rules for Audit
27 (F)	Last Day for 25% Tuition Refund

OCTOBER

9 (W)	YOM KIPPUR / HOLIDAY*
10-13 (TH-SUN)	FALL BREAK
14 (M)	CLASSES RESUME**
16 (W)	Mid Term Grades Due for Undergraduates
28 (M)	Last Day to Drop
28 (M)	Last Day to Change Grading Rules other than Audit

NOVEMBER

4 (M)	Priority Registration for Spring 2019 Begins
27- DEC 1 (W-SUN)	THANKSGIVING HOLIDAY

DECEMBER

2 (M)	CLASSES RESUME
6 (F)	LAST DAY OF CLASS**
7-8 (SAT-SUN)	Study Period**
9-17 (M-T)	EXAM PERIOD**
18 (W)	Grades Due for Graduating Students
19 (TH)	Grades Due for All Students

JANUARY

13 (M)	CLASSES BEGIN
17 (F)	Last Day to Confirm Registration
20 (M)	MARTIN L KING HOLIDAY
24 (F)	Last Day to Register/Add
24 (F)	Last Day to Drop with 100% Tuition and Fee Refund
24 (F)	Last Day to Remove Fall Incompletes
31 (F)	Last Day to Drop with 75% Tuition Refund

FEBRUARY

7 (F)	Last Day to Drop with 50% Tuition Refund
14 (F)	Last Day to Drop without record
14 (F)	Last Day to Change Grading Rules for Audit
14 (F)	Last Day to Drop with 25% Tuition Refund
24-25 (M-T)	MARDI GRAS BREAK
26 (W)	CLASSES RESUME **

MARCH

11 (W)	Mid Term Grades Due for Undergraduates
18 (W)	Last Day to Withdraw
18 (W)	Last Day to Change Grading Rules other than Audit

APRIL

1 (W)	Registration for Summer & Fall 2020 Begins
5-13 (S-M)	SPRING BREAK/EASTER
14 (T)	CLASSES RESUME **
28 (T)	LAST DAY OF CLASS
29-30 (W-TH)	Study Period **

MAY

1-9 (F-SAT)	EXAM PERIOD **+
11 (M)	Grades Due for Graduating Students
12 (T)	Grades Due for All Students
16 (SAT)	COMMENCEMENT

**Law School, Graduate Business School and School of Social Work should always consult the academic calendar for their specific program.

+Exams may be scheduled on Saturday and Sunday.

+Saturday classes will be held on the Saturday before Labor Day.

* In the Jewish tradition, the day lasts from sunset to the following nightfall. Thus Yom Kippur officially begins at sunset on the preceding evening (Tue, Oct 11) and ends at nightfall on the day of observance.

Conclusion

This booklet contains information about academic advising and its importance in your student's life. Your student should always turn to the academic advisor first when she needs assistance with academic procedures and problems. The advisor is responsible for helping students develop an academic plan that details their curricular path to graduation. Additionally, the advisor will monitor the student's plans throughout their undergraduate career to make certain your student is progressing toward completing degree requirements. However, family members play a major role in contributing to their student's academic success.

Your help and encouragement is able to provide that extra support students need as they face new challenges and experiences. Academic advisors value and appreciate the important role family members play in the academic success of their students, and we encourage you to support your students throughout their college years.

