Payson Center for International Development
Tulane University Law School
Graduate Student Handbook
2011-2012

Revised December 2011
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I. OVERVIEW, HISTORY & ADMINISTRATION

Our Vision

To educate and train individuals for work in the higher education and development fields, to research the role of technology transfer and knowledge management in sustainable human development, to improve social and economic development, and to develop and test innovative approaches to education and social change.

Our Mission

The mission of the Payson Center is to catalyze sustainable human development among vulnerable populations in less economically developed countries through innovative and interdisciplinary education, research and service programs that exploit our strengths in:

- Evidence-based instruction and program management;
- Resource development and institutional capacity building;
- Conflict and disaster mitigation, response, and recovery;
- Deployment of distinctive instructional design and technology;
- Global environmental sustainability; and
- Service in diverse and challenging environments.

Our Objectives

1. To design and deliver innovative and effective education and training programs that produce a new generation of leaders in sustainable human development.
2. To prioritize and undertake research that is most critical to achieving sustainable human development and the support of vulnerable populations, especially women and children.
3. To provide leadership in the development of evidence-based policies and programs that promote sustainable human development

HISTORY OF THE PAYSON CENTER

For nearly two decades, Tulane's international commitment has been a principal focus of former University President Dr. Eamon M. Kelly and University Vice-President Dr. William E. Bertrand. The Payson Center was founded in 1998 by Drs. William Bertrand and Eamon Kelly to research the role of information communication technologies in sustainable human development. It approaches sustainable human development as a field of inquiry built on the constant interaction between theory, innovation, research, implementation and evaluation.

Business executive and Tulane Board Member Martin Payson provided seed money to support the first few years of the Center's operations, and additional startup capital was secured through a disaster management and humanitarian assistance contract with the US Southern Defense Command. Since its inception, the Center has administered 34 projects in 25 countries, with a combined project budget of over $52 million.

The Payson Center for International Development is an interdisciplinary center at Tulane University's Law School that offers undergraduate and graduate degrees in international development. The Center prepares its graduates with a solid foundation of interdisciplinary theories and practices to improve the quality of life for populations in the developing world. In order to understand and ensure sustainable human development in a holistic way, faculty teaching and working in the Payson Center come from many disciplines including:
international development, law and business, economics, political science, anthropology, sociology, psychology, public health, environmental science, engineering, and computer science.

The Payson Center prides itself on being an applied program where students and faculty alike learn not only in the classroom but in the world. Many of our students work on international development projects with our faculty. In addition, our students come from many regions of the world. Our graduates are working for international organizations, managing non-governmental organizations (NGOs), and are professors and practitioners around the world.

In 2007, the Payson Center formally became a part of the Law School, an institution historically known for its international and comparative law strength.

HISTORY OF THE SCHOOL OF LAW

Tulane Law School was established in 1847, 13 years after the University of which it is a vital part. Tulane University traces its history to the founding of the Medical College of Louisiana in 1834. From 1847 to 1884, excluding the Civil War years, it operated as the state-chartered University of Louisiana. In 1884, it was reorganized as a private, non-sectarian university named for philanthropist Paul Tulane.

Tulane prospered in its early days, with classes of at least 22 students each paying $100 for the full course. By the time of the Civil War, 263 people were Law School alumni or former students. Christian Roselius reopened the Law School as dean in 1865. It has been closed only once since then—from August 29, 2005 until January 9, 2006, as a result of the aftermath of Hurricane Katrina. Tulane Law School has had 21 deans since Judge Bullard, and ten homes. It has over 10,000 living alumni.

Tulane University law school has been accredited by the American Bar Association since 1925.

LOCATION

Tulane University is comprised of two primary campuses, Tulane University (Uptown Campus) and Tulane University Health Sciences Center (Downtown Campus) as well as an annex near the Uptown Campus called University Square.

Tulane University (Uptown Campus)
This is considered the main campus for undergraduate and graduate studies. It is located across from Audubon Park on St. Charles Avenue. It includes:
- Payson Center for International Development
- Tulane School of Law

Tulane University Health Sciences Center (Downtown Campus)
Located within the Central Business District (CBD). It includes:
- Tulane School of Public Health and Tropical Medicine
- Tulane Medical School
- Tulane Hospital and Clinic

University Square (Uptown Square)
Located at 200 Broadway. Several Payson classes are held at University Square. It includes:
- Disaster Resilience Leadership Academy
- Additional Payson Office
USEFUL ADDRESSES

Payson Center for International Development
6823 St. Charles Ave, 300 Hebert Hall
New Orleans, Louisiana 70118
(504) 865 5240
fax (504) 865 5241

Disaster Resilience Leadership Academy
University Uptown Square
200 Broadway, Suite 203
New Orleans, LA 70118
(504) 314-7057

Tulane University Law School
John Giffen Weinmann Hall
6329 Freret Street
New Orleans, LA 70118
(504) 865 5930
fax (504) 865 6710

PAYSON CENTER ADMINISTRATION

Executive Director
Professor Colin Crawford
300 Hebert Hall
colin.crawford@tulane.edu
(504) 862-3525

Senior Program Manager
Sheila Favalora
300 Hebert Hall
favalora@tulane.edu
(504) 865-5240

OFFICE OF THE DEAN OF THE LAW SCHOOL

Dean of the Law School
David D. Meyer
meyer@tulane.edu

Vice Dean for Academic Affairs
Janet C. Hoeffel
jhoeffel@tulane.edu

DISASTER RESILIENCE LEADERSHIP ACADEMY

Executive Director
Dr. Ky Luu
University Uptown Square, 203
kyluu@tulane.edu
(504) 314-7057

PAYSON FACULTY ADVISORS

PhD Program
Dr. Laura Murphy
Clinical Associate Professor
300 Hebert Hall
lmurphy2@tulane.edu
(504) 988-2681

Masters Program
Dr. Dauphine Sloan
Professor of Practice
300 Hebert Hall
dsloan@tulane.edu
(504) 865-5240
II. PAYSON CENTER ACADEMIC PROGRAMS AND RESEARCH

MASTERS AND PHD PROGRAMS IN INTERNATIONAL DEVELOPMENT

Details available on the Payson Center website:
http://www.payson.tulane.edu/education.html
Course Information for Fall 2011
Course Information for Spring 2012
Masters of Science Policies & Procedures (Revised August 2011)
Doctoral Policies & Procedures (Revised August 2011)

GLOBAL DEVELOPMENT SUMMER INSTITUTE

Every summer, the Payson Center for International Development offers intensive, two-week long programs with one (1) to two (2) courses per location. Courses are open to graduate students and non-Tulane graduate level-students. All courses earn three credits. The cost is generally $4,100 for one course or $7,500 for two, though this is subject to change – please see the Payson Center website for costs of specific programs/courses. (Note: Price does not include airfare). You may write to summer@tulane.edu or call (504) 865-5240 if you would like to request more information or have specific questions regarding any of the programs. Courses for Summer 2012 are posted on the Payson website at: http://www.payson.tulane.edu/summer-home.html

DISASTER RESILIENCE LEADERSHIP ACADEMY (DRLA)

Disaster Resilience Leadership Academy (DRLA), which is housed within the Payson Center for International Development, advances the field of disaster resilience leadership by training and nurturing current and future leaders as well as promoting research and stimulating global innovation in the disaster resilience and humanitarian assistance community. The DRLA Disaster Resilience Leadership Studies program is an interdisciplinary program founded upon four primary “pillars” of study relevant to Disaster Resilience Leadership:

1. Psychosocial/Behavioral Leadership Studies: understanding human behavior of survivors, workers, and leaders in various contexts and how best to facilitate thriving and human development
2. Disaster Operations Leadership Policy & Management: understanding evidence-based best practices for disaster operations and all aspects of disaster management
3. Leadership Analysis: understanding the most sophisticated and evidence-based methods of leadership and decision analyses, drawing on a new and growing field of decision analysis and network analysis
4. Environmental and Hazards Sciences: understanding the most effective methods of measuring the impact of and managing disaster-related consequences including all types of hazards for unwanted environmental disruptions

More information about DRLA can be found at: http://drlatulane.org/
RESEARCH PROJECTS

The international development field continues to grow rapidly both in scope and depth as globalization intensifies the interdependence among state and non-state actors throughout the world. Building on its current comparative advantages, including faculty expertise and project experience, the Payson Center focuses on the following academic and service domains:

1. **Sustainable human development**: The Payson Center approaches development from a sustainable human development (SHD) perspective, which views development as the process of achieving sustainable improvements in people’s quality of life without jeopardizing the viability of their natural environment. SHD is thus built on a combination of economic development, environmental protection and quality of life. As such, improvements in SHD require broad-based, measurable change at the individual level.

2. **Disaster management**: The Payson Center manages several contracts targeting disaster management and humanitarian assistance in the developing world, with a specific focus on how to utilize disaster preparedness interventions and post-disaster assistance to further the sustainable development of vulnerable communities and countries. In the aftermath of Hurricane Katrina, researchers from the Payson Center and the University of California/Berkeley collaborated on a study of the working conditions facing laborers in New Orleans. Several Payson Center faculty and students also worked on local relief and recovery projects through the Federal Emergency Management Agency (FEMA) and other private organizations. The Disaster Resilience Leadership Academy (DRLA) provides training in Disaster Resilience Leadership Sciences/Studies through an interdisciplinary program taught by expert Tulane University faculty from the Payson Center, the Law School, the School of Social Work, as well as the School of Architecture, the A.B. Freeman School of Business, the School of Liberal Arts, the School of Science and Engineering, the School of Medicine and the School of Public Health and Tropical Medicine. It also works on several projects in the fields of disaster mitigation and response, such as tracking damage caused by oil leaking from the BP oil spill.

3. **Energy and environment**: Environmental responsibility is an indispensable aspect of SHD, a fact that has become increasingly evident through the influx of natural disasters over the past decade. The Payson Center’s commitment to educating students through a combination of study and practice is especially evident in its environmental course offerings, which focus on environmentally responsible policies and technologies for developing countries as well as strategies for rehabilitating distressed environments. Currently, the Payson Center is collaborating with the Chinese government on a major energy and environmental technology project.

4. **Governance and vulnerable populations**: The emphasis on electoral democracy that once characterized development theory and practice has evolved over time into a focus on governance, or the way political power is applied. With growing evidence that both democratic and authoritarian governments can effectively steer their countries toward sustainable economic development, the attention accorded to national stability, transparency, and regulatory quality has increased. There is growing agreement that the policies a government imposes (e.g. with respect to family planning, education, environmental protection, land tenure, technology, and micro-credit) can fundamentally influence a country’s development outlook. However, more comparative policy research is needed to determine what types of policies have
been more effective in different developing-country contexts. Governance and policy issues in the developing world will therefore be cross-cutting elements of the Payson Center’s academic curriculum and research portfolio over the next five years. Just as sustainable human development occurs primarily at the individual and household level, human vulnerability – to disasters, disease, conflict and environmental hazards – is a condition that must be addressed at the level of the individual. The Payson Center is currently involved in the development and deployment of individual technologies designed to help reduce vulnerability to a variety of external factors. In collaboration with its own ICT staff and institutional partners, the Payson Center will continue to develop individual-level technological solutions for critical development problems. All solutions will conform to universally-recognized data definitions and standards to ensure maximum applicability throughout the developing world.

5. **Capacity building and IT:** Human and institutional capacity building are the building blocks of sustainable human development. Expanding and improving public education systems, increasing school enrollment, strengthening university programs and offering alternative education opportunities are all essential means of increasing capacity in developing countries. Advances in information technology (IT) have revolutionized education capacity the U.S. and have started to do the same in many parts of the developing world. The Payson Center has been on the cutting edge of this movement, introducing technology-enhanced tools for self-instruction and knowledge management to individuals and institutions in Africa, Latin America and beyond. These tools include a series of CD-ROM-based Greenstone Digital Libraries, each of which contains hundreds of publications on development topics such as food and nutrition, complex emergencies and disaster management, and the world environment. They also include a series of graduate-level technology enhanced courses built in open-source EClass software, available on the Payson Center website or on CD-ROM.

**Current research projects as of September 2011 (see table below, pp. 9-11)**
<table>
<thead>
<tr>
<th>Project Description (Name and Place)</th>
<th>Donor/Contract No.</th>
<th>Description</th>
<th>Subcontractors/Partners</th>
<th>Contacts</th>
<th>Budget</th>
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<tbody>
<tr>
<td>Technical Assistance to PEPFAR - Democratic Republic of the Congo</td>
<td>CDC</td>
<td>Tulane University's Payson Center will provide innovative approaches in support of the DRC's national response to the HIV epidemic. Through technical assistance and the training of Congolese professionals, Tulane University and its partners will build the capacity needed to strengthen and scale-up HIV prevention, care, treatment programs in the country and thus reduce HIV sero-prevalence and increase the life expectancy and the quality of life of individuals living with HIV/AIDS in DRC.</td>
<td>Kinshasa School of Public Health (Democratic Republic of the Congo)</td>
<td>Bill Bertrand (PI); Julie Hernandez (Admin)</td>
<td>$3,937,351</td>
</tr>
<tr>
<td>International and Global Health Activity: Lessons without Borders</td>
<td>Jackson State University/UNC/DHS</td>
<td>Tulane and DRLA will provide Jackson State University's Center of Excellence for Natural Disasters, Coastal Infrastructure, and Emergency Management (NDCIEM) with subject matter expertise in matters related to information technology and technical concerns, and to provide subject matter expertise to consult with international experts to identify lessons learned from global disasters. These lessons will then be used to assess the interdependencies of the sectors of human security for the purpose of improving health outcome post disasters.</td>
<td>Nancy Mock (PI); Sarah Harelson-Truxillo (Admin)</td>
<td>$130,785</td>
<td></td>
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<tr>
<td>External Evaluation of Haiti Earthquake Emergency Response</td>
<td>Bill and Melinda Gates Foundation</td>
<td>Disaster Resilience Leadership Academy (DRLA), will provide an external evaluation of the humanitarian response to the earthquake in Haiti in order to assess the scope and appropriateness of the aid delivered.</td>
<td>University of Haiti</td>
<td>Ky Luu and Nancy Mock (PIs)</td>
<td>$762,198</td>
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<tr>
<td>Project Title</td>
<td>Lead Institution</td>
<td>Partner Institutions</td>
<td>Funding Information</td>
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<td><strong>CAFTA-DR - Environmental Law Capacity-Building Project</strong></td>
<td>Payson Center for International Development and Knowledge Management, at Tulane University School of Law (Payson/TU), in collaboration with the Universidad Iberoamericana in Santo Domingo, Dominican Republic (UNIBE), the Universidad Rafael Landivar, in Guatemala City, Guatemala (URL) and the Universidad Paulo Freire in Managua, Nicaragua (UPL)</td>
<td>The partners will train future environmental law trainers in the partner countries in a four-part project that includes a thorough needs assessment, comprehensive environmental law workshops and the joint creation of and piloted implementation of an environmental law diplomado (certificate program). The partners also will create a training manual for the inter-disciplinary environmental law diplomado that will include clinical and internship/externship features that can be implemented regionally. These efforts will be undertaken with an eye not only to implement and pilot the diplomado, but also to implement a master’s program in environmental law, either in each of the three countries or at the regional level through the Central American University Environmental Law Network (“RUDA” in is Spanish acronym).</td>
<td>Colin Crawford (PI)</td>
<td>$472,768</td>
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<tr>
<td><strong>President’s Malaria Initiative</strong></td>
<td>Tulane University’s Payson Center’s overall objective is to increase strategic information and project management capacity among local Government and NGO partners leading the HIV/AIDS response. More concretely, Tulane will work with local institutions to build individual and organizational competence in the areas of evidence-based planning, data analysis, management and presentation, program evaluation and organizational leadership.</td>
<td>Université Iberoamericana (Dominican Republic), Universidad Rafael Landivar (Guatemala), Universidad Paulo Freire (Nicaragua)</td>
<td>Nancy Mock (PI); Laura Haas (Co-PI)</td>
<td>$300,000</td>
<td></td>
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<tr>
<td><strong>Technical Assistance in Support of PEPFAR - Cote D’Ivoire</strong></td>
<td>Tulane University's Payson Center's overall objective is to increase strategic information and project management capacity among local Government and NGO partners leading the HIV/AIDS response. More concretely, Tulane will work with local institutions to build individual and organizational competence in the areas of evidence-based planning, data analysis, management and presentation, program evaluation and organizational leadership.</td>
<td>Ecole Nationale Superieure de Statistique et d’Economie Appliquee (ENSEA) (Cote d’Ivoire)</td>
<td>Bill Bertrand (PI)</td>
<td>$825,000</td>
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<tr>
<td>Project Title</td>
<td>Institution</td>
<td>Funding Details</td>
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<tr>
<td>Disaster Resilience Leadership Academy (DRLA)</td>
<td>Tulane University Payson Center New Orleans Louisiana</td>
<td>$2,098,660</td>
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<tr>
<td>Improving Public Health Capacity in the Republic of Rwanda under PEPFAR</td>
<td>Centers for Disease Control</td>
<td>$8,505,100</td>
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<td>Improving the Lives of War Affected Youth in Northern Uganda</td>
<td>MacArthur Foundation</td>
<td>$1,731,947</td>
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<tr>
<td>US-China Energy and Environmental Technology Center</td>
<td>DOE</td>
<td>$319,832</td>
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**Description**

- **Disaster Resilience Leadership Academy (DRLA)**: Developing Humanitarian Assistance Leaders PhD Program. The Academic Program Model illustrates the incorporation of leadership into the academic program to produce a highly trained cohort of disaster response and emergency management leaders. Determines appropriate leadership competencies to be fostered by the DRLA and to gain support and ongoing participation of Advisory Board members. Working towards the goal of strengthening leadership in the disaster management and humanitarian community, DRLA integrates a “Lessons without Borders” approach to promote timely collaboration, coordination and planning among global leaders; and building partnerships with Universities worldwide and help them in building their capacity to strengthen local leadership in order to respond to new and emerging situations where and when they occur.

- **Improving Public Health Capacity in the Republic of Rwanda under PEPFAR**: The project goals are to 1) strengthen capacity of Rwanda institutions in the health sciences sector responsible for developing Rwanda’s health workforce; and 2) strengthen capacity of Rwandan individuals in the health sciences sector through increased educational and training opportunities in the areas of public health, social work, medicine, nursing (and midwifery), and human resource management. Specific project objectives focus on capacity development of both institutions and individuals in Rwanda’s health sciences sector and include opportunities to create an enabling environment through interaction and dialog with Rwanda’s leadership. Proposed activities to achieve these goals and objectives are in line with the Emergency Plan’s strategic principles and employ the following endorsed strategies: twinning or long-term institutional partnerships, network development, and both short and long term training.

- **Improving the Lives of War Affected Youth in Northern Uganda**: Tulane University’s Payson Center will provide technical and administrative assistance to The Fund to improve the lives of war affected youth in Northern Uganda. The Payson Center will assist the Fund by making available Tulane personnel to engage in research, provide space and engage in certain related activities in furtherance of Fund’s objectives.

- **US-China Energy and Environmental Technology Center** (EETC) is funded by the US Dept. of Energy and China’s Ministry of Science and Technology. It was established at Tulane University and Tsinghua University in 1997 and has branch offices at the China Coal Research Center and Shanghai. EETC has developed a broad based bi-national team of industry, government, and academic professionals focused on commercializing energy and environmental technologies & services in China. Currently, we are working on clean coal technologies such as (a) coal gasification and liquefaction (b) improving the performance of industrial boilers (c) coal mine methane utilization (d) energy/steam efficiency optimization (e) CO2 capture (f) sequestrations.
CURRENT RESEARCH, VOLUNTEER AND PAID OPPORTUNITIES

Listed below are various Payson Center student volunteer or paid opportunities that were presented at the Student Information Session held on Wednesday September 14, 2011.

Environmental Law Capacity Building Project

This project aims to strengthen the teaching and implementation of environmental law in three Central America Free Trade Agreement-Dominican Republic (CAFTA-DR) partner countries, namely Guatemala, Nicaragua and the Dominican Republic. The partners will train future environmental law trainers in the partner countries in a four-part project that includes a thorough needs assessment, comprehensive environmental law workshops and the joint creation of and piloted implementation of an environmental law diplomado (certificate program). The partners also will create a training manual for the interdisciplinary environmental law diplomado that will include clinical and internship/externship features that can be implemented regionally. These efforts will be undertaken with an eye not only to implement and pilot the diplomado, but also to implement a master’s program in environmental law, either in each of the three countries or at the regional level through the Central American University Environmental Law Network (“RUDA” in is Spanish acronym).

- Job Opportunity - Fluent Spanish speakers for help in preparation of environmental law and policy course materials and teaching manual. This work will begin in earnest mid-October. Student hours vary and will be done on own time.

Brazil Summer Program

- Job Opportunity - Portuguese speaker needed for help in researching materials for a summer program in Brazil. Most of work will occur in the spring 2012 semester.

If interested in either of these opportunities, please contact Prof. Colin Crawford, colin.crawford@tulane.edu

Comparative Social-Ecological Urban Field Research

- This research will take place in New Orleans and specifically the lower 9th ward as part of a partnership with Stockholm Resilience Centre on a comparative research project with Cape Town, South Africa and New Orleans

Louisiana State Museum Exhibit

- Living with Hurricanes: Katrina and Beyond - Interviewing local residents and tourist in New Orleans about their awareness and opinions regarding the Louisiana State Museum exhibit: Living with Hurricanes: Katrina and Beyond (Dr. Meffert is the science advisor for that exhibit through an NSF grant).

Exploration of Critical Issues Emanating from Japan’s March 11th Disasters
- The Disaster Resilience Leadership Academy (DRLA) in partnership with Kyoto University Disaster Resilience Watch has begun the application process, through the Japan Foundation, to potentially fund a global collaboration called the Disaster Resilience Watch (DRW).

**RiverSphere Center**

- Office type support is needed for the RiverSphere Center of Excellence in Renewable Energy Systems. This Center is about to embark on the process of developing the physical site.

*All of these opportunities are currently volunteer opportunities, but could lead to potential paid positions as funding is secured.*

If interested in any of these opportunities, please contact Dr. Doug Meffert, dmeffert@tulane.edu

**Rights and Protection of Children and Health and Wellbeing of People of all Ages**

This research focuses on the rights and protection of children and the health and wellbeing of people of all ages. Current research activities include research on child labor in agriculture worldwide and specifically concerning the implementation of the Harkin-Engel Protocol and the efforts undertaken by the international cocoa/chocolate industry to eliminate the worst forms of child labor in the cocoa sector in West Africa. This involves the analysis of survey and M&E data, including data from four nationally representative surveys of child labor in Côte d’Ivoire and Ghana, two surveys of child migration and trafficking carried out in Burkina Faso and Mali, and a range of smaller studies. Another area of interest with ongoing research and data analysis is the study of orphans and vulnerable children in the Democratic Republic of Congo with a focus on street children and children staying at orphanages. Dr. de Buhr is also involved in proposal writing activities for projects in multiple countries and sectors.

- Paid and Volunteer Opportunities - Paid graduate research assistant position to help with proposal writing activities and related tasks as well as various volunteer and internship opportunities.

If you are interested in any of these opportunities, please inquire with Dr. Elke de Buhr, elke.debuhr@gmail.com

**Disaster Resilience Leadership Academy Research Initiatives**

- Haiti Resource and Humanitarian Evaluation
- Capacity development of the health sector in Rwanda
- Department of Homeland Security: Biosurveillance of the LA Gulf Oil Spill
- Papers/Research Activities: Crisis Mapping, Gender-Based Violence, Mortality in Risks & Disasters
- Parish Perspectives Study of Coastal Parishes
- Recovery and Resilience in the Lower 9th Ward
• Paid and Volunteer Job Opportunities: The paid position(s) are part-time position(s) responsible for providing programmatic and administrative support to funded projects awarded to Disaster Resilience Leadership Academy (DRLA). These position(s) are open to work study students. DRLA is also looking for volunteers in any capacity. The student will provide assistance to the DRLA faculty and staff with whom s/he works. S/he is responsible for carrying out activities that include research, data analysis, database maintenance, dissemination of information to DRLA-affiliated members, assistance in media production, administrative duties, and office management.

If interested, please contact Shweta Dewan sdewan@tulane.edu and/or Sofia Curdumi scurdumi@tulane.edu

Technical Assistance to the President’s Emergency Plan for AIDS Relief in Africa (PEPFAR) Democratic Republic of the Congo

In DRC, Tulane offers technical and scientific assistance to the national and local Public Health programs in charge of the fight against HIV/AIDS. Most of our activities are focused on Capacity Building, M&E and National Health Systems Strengthening in the fields of Routine and Strategic Information. In particular: we design and implement trainings and workshops in Research Methodology (including Protocol writing, Reporting and Ethics), Data collection and analysis, GIS Technology for Public Health monitoring, M&E and Evidence-based planning; we act as technical consultants and support for the strengthening of health information systems (routine data collection, analysis and visualization procedures and strategies, purchase and upgrade of ITC materials, websites and databases management); we work in close partnership with the Kinshasa School of Public Health to strengthen their capacity to include full training programs in all fields relevant to Strategic Information

• Job Opportunities: 1 or 2 paid Research Assistant positions. Tasks would include secondary data collection (studies reviews and evaluation), support to curriculum and course materials development, assistance with ICT and routine administrative support. Knowledge of a basic web programming and / or some French would be a plus.

“Louisiana Paradox” Project

Drs. Bertrand and Hernandez are currently exploring this interesting research finding know as the “Louisiana Paradox”: whereas by almost all objective measures of quality of life and well-being (average income, education, obesity rates, violence, environmental issues...), the state of Louisiana tends to rank at the national “bottom of the bowl”, when surveyed (by the Center for Disease Control in Atlanta) for general level of personal happiness, Louisianans are consistently among the happiest folks in the U.S. The project for now consist in a website that we use as a repository for studies and reflections on this interesting paradox. Because of its implications for International Development (Could it be that improving people’s objective conditions of life not the only way to make them happy? Could this trend explain why countries that appear “statistically dead” still function in creative ways?) We believe that some funding could be obtained to study this phenomenon more systematically.

• Volunteer Opportunities: Research the somewhat new field / approach of “Happiness Evaluation” (Literature Review). Formulate research questions and perspectives that could
constitute the basis of a systematic study for Louisiana. Design and implement test studies (and gain some field experience!). Research funding opportunities for a larger scale study.

**Kobo Project**

Kobo is an Android Data Collection Application developed by two Payson professors (Phuong Pham and Patrick Vinck), which uses smartphones to implement GIS supported surveys. The application enables georeferenced digital data collection and input, and as proven very efficient in population-based and participatory surveys... but it’s still at a beta stage and needs more field-oriented, techie inspired volunteers to test it.

- Volunteer Opportunities: Perform and report test data collection, input and analysis using the Android devices we already have available. Explore research possibilities and funding opportunities. Help us design “How To” and tutorials for our partners in the developing world (Kinshasa School of Public Health, ENSEA in Abidjan). If you’re familiar with html, the kobo App. Could always use a little troubleshooting. No need to be fluent in GIS or digital data collection, to the contrary, it’s a good place to start learning!

If you are interested in any of these opportunities, please contact Dr. Julie Hernandez, hernanjuile@gmail.com or 504 314 7066.

**STUDENT GOVERNMENT (PGSA)**

The Payson Graduate Student Association (PGSA) was formed in 2000 to foster a sense of community and facilitate the exchange of ideas among Payson Center graduate students. The association has an annual budget that is used for academic and social endeavors. Past activities have included a documentary film screening; country nights, where students showcase the food and culture of a particular country; and a Symposium for Communication and Development between the US & the Muslim World. Activities include a student orientation each semester, academic workshops, a doctoral student lunch, and a monthly Research Colloquium. PGSA welcomes students to participate and suggest interesting activities. PGSA Bylaws and Policies & Procedures are available upon request from any PGSA officer.
III. Policies and Procedures

Upon admission to the Payson Center, students are held responsible for compliance with the regulations of Tulane University as set forth in the University catalog and in other current or subsequent official statements. They should familiarize themselves with these regulations.

The Payson Center and the University reserves the right to change any of its courses and charges without advance notice and to make such changes application to students already registered as well as to new students.

PROGRAM-SPECIFIC POLICIES AND PROCEDURES ARE AVAILABLE ON THE PAYSON WEBSITE:

Masters of Science Policies & Procedures (Revised August 2011)
Doctoral Policies & Procedures (Revised August 2011)

RULES & REGULATIONS
Additional general guidelines and rules for graduate students are listed on the Payson website:

General Requirements
Course Load and Enrollment Status
Continuous Registration Requirements
Tenure for Degree Students
Leave of Absence Policy/Withdrawal

See Rules & Regulations: http://payson.tulane.edu/rules-regulations.html

ACADEMIC STANDARDS
Basis for Dismissal Because of Unsatisfactory Academic Record
Appeal of Grades
Readmission
See Academic Standards: http://payson.tulane.edu/education-academic-standards.html

Additional Tulane University Academic Policies & Procedures

* Code of Academic Conduct
* Class Absences and Scheduling Related to University Sponsored Events or Activities
* Fraud in Research
* Library Code of Conduct
* Grade and Other Academic Complaints Procedures
* Intellectual Property Policies and Procedure
* Student Military Leave Policy
IV. Academic Resources

GIBSON ONLINE
http://gibson.tulane.edu/

Gibson Online is a gateway to online services at Tulane University -- for staff, faculty, and students. Sign in to Gibson and access student information, degree audits, myTulane and other systems seamlessly, without having to re-enter your password. Class registration, grades, bill payment and financial aid are among the services that are available via Gibson.

To begin, log in using your Tulane e-mail user name and password. If you are not able to login, please contact the Help Desk at 866-276-1428. Once you are in the system, notice there are two tabs: Home and Student. From the Student Tab, you have access to all of the online systems available at Tulane, including personal data, registration and academic history, financial aid, and accounts receivable information, the Tulane bookstore, Howard-Tilton Memorial Library, and other valuable resources.

BLACKBOARD
http://blackboard.tulane.edu/webapps/portal/frameset.jsp

Blackboard is an online educational tool that Payson Center uses to supplement the traditional classroom experience. After you log in (using your Tulane ID and password you use for email and Gibson), you will see a list of courses for which you are registered on the right. Clicking on one of these links will reveal a new menu on the left specific to that course. You can then see announcements posted by the professor or teaching assistant, access course documents (e.g. syllabus, PDFs or links to readings, etc.), the class roster, the discussion board, and more.

DISTANCE LEARNING

The Payson Center offers a number of online graduate level courses. Updated every semester, these courses are available in the format of e-classes and/or via Blackboard. Instructors use a variety of technologies and approaches to ensure effective material delivery and easy faculty and student interaction.
See: http://payson.tulane.edu/education-distance-ed.html

REGISTRATION, ENROLLMENT & GRADUATION

OFFICE OF THE REGISTRAR

The Uptown Registrar, located at 110 Gibson Hall, provides mailing of diplomas for all students, absentee voting for out-of-town students and all transcripts. If you have any questions you may contact them at 504-865-5231 or visit: http://registrar.tulane.edu/

REGISTRATION

Plan your course schedule using the online Schedule of Classes Planner feature. Be sure to select course sections that are open and that have no time conflicts. Click
http://tulane.edu/advising/scheduleclassinstruct.cfm for instructions on how to use the Schedule of Classes.

ENROLLMENT VERIFICATION

If enrollment verification is needed, contact the National Student Clearinghouse:
Tel: 703-742-4200    Fax: 703-742-4239
E-mail: enrollmentverify@studentclearinghouse.org
Web: www.studentclearinghouse.org

GRADUATION

Degrees are awarded 3 times per year: May, August and December. Graduation commencement exercises are held at the end of the Spring semester. A reception for family and friends is held after the ceremony. There are no ceremonies at the end of the summer and fall semesters, but graduates are invited to walk in the following spring commencement. An application for graduation must be filled out at the beginning of the semester in which you plan to graduate. This application can be obtained in the Office of Academic Affairs at the Law School. Any outstanding debts with an office in the University must be paid NO LATER THAN 10 days prior to the date of the commencement or award of degree will be denied. Every student should check with Accounts Receivable to be sure his/her account is cleared.

Students should order their academic regalia at the Bookstore as soon as possible, but not later than one month prior to the ceremony.

LIBRARIES

Library Card

Once you have registered at the library, your student picture ID (Splash Card) will be valid for borrowing privileges.

Library Home Page http://tulane.edu/libraries/

Through this homepage, students can search the online Library Catalog, for books and journal subscriptions owned by all the university libraries (except Law), whether in print or electronic. The web page also has links to databases, web resources and other library catalogs. The Tulane Library System provides access to online journals and other electronic resources, accessible both on-campus and off-campus with a valid Tulane login. Other services provided include Interlibrary Loan (via ILLiad: http://illiad.tulane.edu/illiad/illiad.dll), and staff to assist you with your library needs. Computers, photocopying, and printing are available in library facilities, for a charge of 10 cents/page for black & white or 50 cents/page for color.

HOWARD TILTON MEMORIAL LIBRARY
7001 Freret Street
Tel: 865-5605
http://www.library.tulane.edu
Hours:  Monday - Thursday  8 a.m. to 1:45 am
        Friday               8 a.m. to 9:45 pm
Saturday 9 a.m. to 7:45 p.m
Sunday 9 a.m. to 1:45 am

Summer and Holiday hours vary, check the schedule.

This is the general library of the university and is open to all students, faculty, and staff. It houses the Rare Books and Manuscripts Collection of the University Archives, the William Ransom Hogan Jazz Archive, the world-renowned Latin American Library, The Southeastern Architectural Archive, The Government Documents collection, and the Leon Ryder Maxwell Music Library.

Library Workshops are organized on a regular basis and you can easily get one-on-one assistance as well on site, phone, chat, or e-mail. On the Howard Tilton Library website, you can use the convenient new “Search All” feature.

There is also a direct link to international development research: http://libguides.tulane.edu/intl-dev

TULANE UNIVERSITY SCHOOL OF LAW LIBRARY
Weinmann Hall, Third Floor
6329 Freret Street
Tel: 865-5952
http://www.law.tulane.edu/tlslibrary/index.aspx

Hours: Monday – Friday 7:30 a.m. – 7:00 p.m.
7:00 p.m. – Midnight (restricted access)
Saturday & Sunday 9:00 a.m. – Midnight (restricted access)

Houses more than 300,000 volumes, including court reports, federal statutes and codes, state statutes, the principle digests, and the National Reporter System. It is open to law students and paralegals only during exam periods and the two weeks before examinations begin. Access at all times is restricted to patrons who are actually engaged in legal research.

RUDOLPH MATAS MEDICAL LIBRARY
Tulane School of Medicine
Room 2520, 2nd Floor, 1430 Tulane Avenue
Tel: 988-5155
http://medlib.tulane.edu

Hours: Monday – Thursday 8:00 am to 11:00 pm
Friday 8:00 am to 9:00 pm
Saturday 9:00 am to 5:00 pm
Sunday 11:00 am to 11:00 pm

The Tulane Health Sciences Center Library is named for the distinguished surgeon and alumnus of the school of medicine, Dr. Rudolph Matas, and was founded in 1844. The library has combined collections totaling more than 160,000 volumes covering the fields of basic sciences, clinical medicine and public health, with many electronic resources also available.

AMISTAD RESEARCH CENTER
Tilton Hall, 6823 St. Charles Avenue
Tel: 862-3222
http://www.amistadresearchcenter.org/
Hours: Monday – Saturday 8:30 a.m. to 4:30 p.m.
The purpose of the center is to collect, preserve, and make available documentation on the history and cultures of Afro-Americans and other ethnic groups. Material on race relations and civil rights is also included.

**LATIN AMERICAN LIBRARY**
7001 Freret Street  
Tel: (504) 865-5681  
[http://lal.tulane.edu/](http://lal.tulane.edu/)  
Hours: see Howard Tilton Library

The Latin American Library is among the world’s foremost collections in Latin American archaeology, anthropology, history, linguistics, art, architecture, film, women's studies, economics and many other subject areas. The collection comprises of more than 420,000 volumes and is one of the most comprehensive of its kind, including materials from the contact period to the present day.

**LILLIAN A. AND ROBERT L. TURCHIN LIBRARY**
3rd Floor Goldring/Woldenberg Hall I  
Tel: (504) 865-5376  
Hours: Monday – Thursday 8:30 AM - 6:00 PM  
Friday 8:30 AM - 5:00 PM  
Sunday 1:00 PM - 6:00 PM

The business library provides support for the teaching, learning and research activities of the A. B. Freeman School of Business, as well as assisting with the business and management information needs of Tulane students and faculty.

**NADINE VORHOFF LIBRARY AND NEWCOMB ARCHIVES**
Newcomb College Center for Research on Women  
200 Caroline Richardson Hall  
Tel: 504-865-5762  
[vorhoff@tulane.edu](mailto:vorhoff@tulane.edu)  
Hours: Monday – Thursday 9:00 am – 7:00 pm  
Friday 9:00 am – 4:00 pm  
Sunday 12:00 pm – 5:00 pm

The Vorhoff Library and Newcomb Archives maintain the archives of Newcomb College; collects and preserves the records of organizations and individuals, photographs, scrapbooks, ephemera, oral histories and audiovisual materials; house a unique culinary history collection centered on Southern cooking traditions; and operate a circulating library of 10,000 volumes and more than 100 women's studies periodicals.
COMPUTERS & INTERNET

Payson students have access to computers at the Payson Center and the uptown campus computer centers. In addition, wireless Internet access is available throughout the campuses.

Payson Center Computer Lab

The Payson Center computer lab is located at 300 Herbert Hall, 3rd Floor. The lab is open from 9:00am to 5:00pm Monday through Friday. Students may use the lab after those hours with a door code (see the Senior Program Manager). No food or beverages are allowed at anytime in the computer lab. Software available includes: MS Office Suite, SPSS, ARCGis, Google Earth and other software used in classes. Access to Internet and all related databases is provided through our networks. Computer services include network, e-mail, printer sharing, file sharing and web-based storage.

Technology Services & Additional Computer Labs

Payson students are entitled to use all of the computing resources that are available on the Uptown campus. Technology services maintains several computer labs on the Uptown Campus that are available to all students. In addition, they provide computer support, laptop support, software support. For more information about Technology Services, refer to: http://tulane.edu/tsweb/

Computing and Information Dissemination Policies and Procedures:
* Computers and Networks Use Policy
* Copyright Guidelines
* Email Usage Policy
* Tulane Password Policy
* Peer to Peer File Sharing Policy

* University ID (Splash Card)
* Tulane University Posting, Advertising & Solicitation Policy
* Policy on Use of Tulane's Name and/or Logos
V. University Services

STUDENT IDENTIFICATION

At the time of registration, you will be issued a Tulane University Identification Card (Splash Card). This card will be necessary to swipe for access to several buildings, especially on the Downtown campus. This ID will also allow you to:

- Participate in university functions at both the Uptown and Downtown campuses.
- Charge purchases at the University bookstores (books, supplies, etc.).
- Check out books and other materials from the University libraries, both Uptown and Downtown.
- Ride the Tulane Shuttles.
- Obtain discounts when buying or renting items from certain stores around the city. You must ask the clerk if you qualify for a discount.
- Obtain discounts at theater and symphony events as well as at some movie theaters.

If your ID card is lost or stolen you should report it as soon as possible and have a replacement made.

For information on obtaining your Splash Card, please refer to: http://tulane.edu/cardservices/

INDEX OF UNIVERSITY SERVICES

CAREER SERVICES (Hire Tulane Grads)

http://tulane.edu/hiretulane/index.cfm

The Uptown Tulane Career Services Center is located in the Collins C. Diboll Complex (865-5107). Counselors can assist students with resumes and interviewing skills. In addition, the Counseling and Testing (ERC) Office located uptown provides career testing, career counseling and writing workshops with tutors who can help prepare application essays (504-865-5113).

EDUCATIONAL RESOURCES AND COUNSELING (ERC)

ERC offers services designed to help students cope with the pressures and challenges inherent in a university setting. Services include short-term psychological counseling for any kind of personal concern, educational counseling, and career tests to provide additional information that may help in selecting careers, and a variety of groups and workshops. Educational services include tutoring and the writing workshop for help with papers written in the English language. ERC also houses the Office of Disability Services.

Jillandra Rovaris, Executive Director
1st Floor, Mechanical Engineering Building
504-865-5113 option 1
Clubs & Organizations
http://tulane.edu/studentlife/clubs-and-organizations.cfm
HEALTH

Health and Wellness Policies and Procedures
* Injury and Illness to Students
* Medical and Psychiatric Referrals Procedure

Student Health Insurance
http://pandora.tcs.tulane.edu/acctrec/healthinsurance.asp
All full-time Tulane University students are required to carry adequate medical insurance. Each year, full-time students must either enroll in the University-sponsored student health insurance plan by Aetna, or waive enrollment in this plan by providing proof of other adequate coverage. The Aetna Student Medical Insurance Plan annual premium will be evenly split between the fall and spring semesters. Part-time, dissertation, executive program students and previously enrolled dependents are not automatically enrolled. As a result, these students must enroll online to obtain the student insurance.

Student Health Services
http://tulane.edu/health/
The Student Health Center (Uptown) is located on the corner of Willow Street and Newcomb Place, Building 92. Phone 504-865-5255 Email: whp@tulane.edu
Health Center Facilities & Services include:
   Primary Care Clinic
   Mental Health Services
   Men’s Health Clinic
   Women’s Health Clinic
The Downtown Student Health Center is located at 127 Elk Place, Room 261, adjacent to the Saratoga Garage. Phone (504) 988-6929
NOTE: Part-time and dissertation students need to pay a Health Center fee to be eligible for services.

Disability Services
http://tulane.edu/studentaffairs/erc/services/disabilityserviceshome.cfm
The Goldman Office of Disability Services (ODS) serves as the central campus resource for Tulane students with documented disabilities or with disability concerns. ODS is a part of the Educational Resources and Counseling office and is located in the Mechanical Engineering Building. ODS can be contacted by telephone (504-862-8433) or in person, between 8:30 a.m. and 5:00 p.m., Monday through Friday. ODS works in partnership with students, faculty, and staff to develop successful strategies for maximizing students’ academic achievement and participation in extracurricular activities and programs.

HOUSING

http://tulane.edu/studentaffairs/housing/grad/index.cfm
Graduate Student Housing Options
Graduate students and their family members are able to apply for housing at the Papillion apartments in the Lower Garden District or at Deming Pavilion downtown. Deming Pavilion is not operated by the Department of Housing and Residence Life on the uptown campus.
Roommates & Other Apartments
Graduate students also have the opportunity to search for roommates and off-campus apartments through RoommateClick and ApartmentSource, our web-based roommate and apartment finders at http://tulane.roommateclick.com
- Tulane Housing Department (Uptown) online housing database: www.housing.tulane.edu
- Tulane Student Affairs (uptown) online housing database: www.studentaffairs.tulane.edu/och/index.php

LEGAL ASSISTANCE

Tulane Legal Assistance Program (TULAP)
http://www.law.tulane.edu/tulap/
Central Building Room 104A
6823 St. Charles Ave
New Orleans, Louisiana 70118
(504) 865-5515 or (504) 865-5515
tulap@tulane.edu

TULAP is a legal services program funded by the Tulane University Associated Student Body. We provide free legal advice and low-cost representation to current Tulane University students, staff, and faculty. TULAP also provides free notarial services and information regarding legal rights. Because we are funded by the University, we are only able to provide representation to current students, staff, and faculty, and cannot represent one member of the Tulane community against another, as that would present a conflict of interest.

SAFETY & SECURITY

http://tulane.edu/publicsafety/index.cfm
Tulane Police Officers patrol campus 24 hours a day, 365 days a year. They also patrol the campus perimeter during busy nighttime hours and when special circumstances warrant it. They are commissioned to bear arms, make arrests, and exercise investigative powers by the State of Louisiana and the New Orleans Police Department. Many of our officers are recruited from state and local law enforcement agencies. Others have extensive experience in campus law enforcement.

CITY OF NEW ORLEANS EMERGENCY PHONE NUMBER
Fire, Ambulance, & Police: Tel: 911 FOR EMERGENCIES ONLY, no charge on public phone

CITY OF NEW ORLEANS POLICE
For non emergencies, or minor incidents: Tel: 821-2222

Safety and Security Policies and Procedures
STUDENT LIFE

Lavin-Bernick Center for University Life (LBC)
http://tulane.edu/studentaffairs/lbc/
The Lavin-Bernick Center for University Life (LBC), the hub for extracurricular activities and student life at Tulane University, celebrated its grand opening in January 2007. An expansion on the original University Center built in 1959; the new LBC was made possible in part through a generous gift from the Lavin-Bernick family. The first floor features dining venues, a well-stocked bookstore, and additional retail space. Both the James Lounge and the Nalty Commons provide comfortable study and meeting areas. The attractive outdoor dining spaces remain available for student use after the restaurants close for the evening. The Mezzanine lounge, overlooking Pocket Park, provides plush couches, tables and chairs for student use. The LBC's Garden Level serves as the home to the offices of many university departments and student organizations as well as Der Rathskeller, a late night dining and performing venue. The second floor features eleven conference rooms plus an elegant, glass-enclosed ballroom for university's most special occasions. The Kendall Cram Lecture and Performing Arts Hall, with its excellent acoustics, frequently hosts academic and cultural events. The magnificent redesigned and expanded Faculty/Staff Dining Room offers both buffet and seated dining options and host dinners with the Dean and Residential Colleges.

Language Learning Center
http://www.tulane.edu/~llc/
Located on the fourth floor of Newcomb Hall, the Language Learning Center offers an impressive array of facilities, media, and consultation services for both faculty and students, including foreign language placement and proficiency exams.

Office of International Students and Scholars
http://global.tulane.edu/oiss/about.html
The Office of International Students and Scholars provides services and support for approximately 1,300 undergraduate and graduate students, faculty, and researchers representing more than 100 countries at Tulane University. Its goal is contribute to the international mission of the university and to help the international community at Tulane have meaningful educational, cultural and social experiences. A variety of programs and services are offered in the following areas: immigration information, housing assistance, cross-cultural programs, counseling and advising, and information for American students traveling abroad.
Location: Tate House
Tel: 504-865-5208
E-mail: ciss@tulane.edu

Religious Life (Office of Multicultural Affairs)
http://tulane.edu/studentaffairs/oma/
http://tulane.edu/studentaffairs/religion/
The Tulane Religious Life Staff Association addresses spiritual, religious and theological needs of members of the University community. For information contact:
Rev. Max Zehner, Chairperson
Tel: 504-866-7438
E-mail: mzehner@tulane.edu
Athletic & Recreation Facilities
http://tulane.edu/studentlife/reily-center.cfm
The Reily Center has over 110,000 square feet of activity space available for student use. Included in the area is a natatorium that features a 50 meter by 25 yard indoor swimming pool, a sun deck, and an outdoor social pool. Recreation and lap swimming is available during building hours. The remainder of the center includes five basketball courts, volleyball and badminton courts, a three lane indoor track, six racquetball courts, two squash courts, locker room with sauna, a 6,600 square foot weight room, juice bar, and multipurpose areas for martial arts, sports clubs, and aerobics classes. During the academic year the building is open Monday through Thursday from 6:30 a.m. to 11 p.m., Friday from 6 a.m. to 10 p.m., Saturday from 8 a.m. to 8 p.m., and Sunday from 8 a.m. to 10 p.m. Summer hours are shorter. The Department of Recreation also offers courses in tennis, swimming, weight training, aerobics, and martial arts. For information about these courses and other activities, please feel free to stop by or call 504-865-5431.

NOTE: Part-time and dissertation students need to pay a Recreation Center fee to be eligible for services.

TRANSPORTATION

Campus Shuttle Service
http://tulane.edu/studentaffairs/tom/transportation/shuttles.cfm
Tulane University shuttle service includes shuttles between the uptown and health sciences center campuses, university square and the uptown campus, evening shuttle service within a one mile radius of campus, as well as a weekend shopping and entertainment shuttle. A Tulane ID is required to use the shuttle. We encourage all students to make use of this service. For more information and a list of operating times, contact the Student Government Association Office or pick up a flyer at the Information Desk in the lobby of the LBC or at the Uptown Traffic Office. You may also visit:
https://clue.tcs.tulane.edu/projects/dps/shuttle_schedule.cfm

Parking
http://tulane.edu/publicsafety/traffic-office.cfm
In order to park at the Uptown Campus, a parking permit is required (except at meters). The cost is $520 for the school year, for commuter students. To obtain a parking permit, present a valid, Tulane I.D. and vehicle registration certificate.
For information contact:
  Office of Traffic Control
  Diboll Complex, ground floor
  Tel: 865-5424
Office hours are Monday - Friday 8:00 a.m. - 4 p.m.
STUDENT GUIDE ON POLICIES, PROCEDURES, AND RESOURCES

http://tulane.edu/studentaffairs/studentguide.cfm

This resource includes information on the following:
Alcohol and other Drugs Policies and Procedures
http://tulane.edu/studentaffairs/upload/AlcoholOtherDrugs.pdf
Complaint and Notification Policies and Procedures
Emergency Information
http://tulane.edu/studentaffairs/upload/EmergencyInformation.pdf
Equal Opportunity and Affirmative Action Policies and Procedures
http://tulane.edu/studentaffairs/upload/EquityHarassment.pdf
Equity and Harassment Policies & Procedures
http://tulane.edu/studentaffairs/upload/EquityHarassment.pdf
FERPA Policy Statement
Resources and Information
http://tulane.edu/studentaffairs/upload/ResourcesInformation.pdf
Student Conduct Policies and Procedures
http://tulane.edu/studentaffairs/upload/ConductHAzing.pdf
Student Organizations Policies and Procedures
Tobacco Free Campus Policy
http://tulane.edu/health/wellness/upload/Tulane-Tobacco-Free-Campus-Policy-Final.pdf
University Facilities and Properties Policies and Procedures
VI. FINANCIAL AID & ACCOUNTS RECEIVABLE

FINANCIAL AID

http://www.tulane.edu/~finaid/
205 Science & Engr. Lab Complex
New Orleans, LA 70118
Phone: 504.865.5723
Fax: 504.862.8750
Email: finaid@tulane.edu

Office Hours
Monday - Friday
9:00 am - 5:00 pm
The Financial Aid office is located on the 2nd floor of the Science & Engineering Lab Complex (building #14; also known as the Mechanical Engineering Building) on the Uptown Campus. The reception area is in room 205.

Please note: Persons with mobility impairment may require assistance from the Office of Disability Services (first floor of the Science & Engineering Lab Complex) at 504.862.8433 to coordinate access to the key to a second-floor lift or a financial aid counselor on the ground level of the building.

ACCOUNTS RECEIVABLE

Accounts Receivable Department
35 McAlister Drive, Phelps 103, New Orleans, LA 70118
Fax: 504-862-8758 E-mail: acctrec@tulane.edu

Each month during your academic career at Tulane, you will receive a statement of unpaid charges owed to the university from the Accounts Receivable Office. These charges may include tuition, mandatory fees, health insurance, health service charges, bookstore charges, food service charges, returned check/fine charges, and rent.

Since registration automatically establishes an open-end credit account for you with Tulane University through its Accounts Receivable office, it is very important that you read the Agreement and Disclosure Statement regarding the terms and conditions and your rights and responsibilities on this account.

Inquiries regarding your account should be made to the Accounts Receivable Office at 504-865-5368. Office hours are 9-5 Monday - Friday.

BURSAR’S OFFICE

The Bursar’s Office, located in Bruff Commons, is where you pay your tuition bill or other monies owed to Tulane (though you can also pay online via NetPay through the Gibson Online portal: http://gibson.tulane.edu, Weekdays 8:30 a.m. to 3:30 p.m. Tel: 504-865-5398
VII. CAMPUS MAPS

MAP 1: Uptown Campus
MAP 3: Downtown Campus

1. Hutchinson Memorial Building (School of Medicine)
2. Tulane Medical Center
3. 1440 Canal Street & Parking Garage (aka Tidewater) Building (School of Public Health & Tropical Medicine)
4. DCI Building
5. Tulane Cancer Center & Saratoga Parking Garage
6. Elks Place
7. Bertie M. and John W. Deming Pavilion (Student Housing)
8. J. Bennett Johnston (JBJ) Health & Environmental Research Building
9. Primary Care Clinic & LaSalle Parking Garage
10. The Medical Center of Louisiana at New Orleans– East Campus (Charity Hospital)
11. Veterans Affairs Medical Center
12. Environmental Science Building
13. The Medical Center of Louisiana at New Orleans– West Campus (University Hospital)
14. School of Medicine Parking Garage
15. H.E.A.L. Parking Garage
16. Tulane Xavier National Center of Excellence in Women’s Health (TUXCOE) (143–147 S. Liberty)
17. 1555 Poydras St. (School of Medicine offices and Technology Services)
18. 131 South Robertson (former Murphy Oil) Building & Parking Garage