

Le

Coasts,

Rivers, and

Estuaries

Waders

(Tulane's River-Coastal Science & Engineering Department graduate students)

Guide to Life

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Introduction

Welcome to this guide! It is a living document that is (hopefully) reviewed or updated at least annually. It has been meticulously crafted by other Tulane School of Science and Engineering (SSE) graduate students as a resource for incoming graduate students to Tulane's RCSE department. This guide is designed to address questions you may have regarding where to live, transportation, and other more personal things. It also outlines some academic-type considerations to keep in mind during your first year and beyond. This is by no means a complete guide, and hopefully serves as a jumping-off point for further discussion with other folks in the department. We aim to provide information in this guide to inform, rather than influence, your decision making.

Life Things

Digital Resources

- **RCSE Grad (WhatsApp group)**
 - A group welcome to all Tulane RCSE grad students where we can ask each other general questions, borrow lab equipment, make plans to socialize, etc!
 - Ask someone to add you if you haven't been added already
- **[Tulane Classifieds](#) (Facebook group)**
 - Find roommates, apartment listings, buy/sell furniture, cars, bikes, etc.
- **[Bad Landlords Nola](#) (Facebook group)**
 - A group worth searching your potential-future-landlord's name in before you sign the lease.
- **City of New Orleans text alerts**
 - Text NOLAREADY to 77295 to sign up
 - Helpful for hurricane & severe weather information, as well as public safety & parking
- **[Nextdoor App](#)**
 - Neighborhood updates, crime updates, free curb finds, events

Places to live in New Orleans

Tulane's campus is housed in the larger community of the City of New Orleans. There are many neighborhoods in and around New Orleans that offer a variety of benefits. Shotgun style houses and apartments are common in New Orleans, but it is possible to find traditional style apartments as well. Rent will generally be lower if choosing to live with more roommates, and some parts of the city are more expensive to live in than others. Flooding is an issue for many parts of New Orleans, so do what you can to determine the potential of flooding on your future block. The map below shows the location of some major neighborhoods in the city. Below we address some neighborhoods that grad students usually choose to live in. Also: if you have to rent sight-unseen, don't hesitate to reach out to see if someone will drive by the address or even do a walk through. We want you to be happy here!



Uptown/Carrollton

This neighborhood is the closest to Tulane's campus. It's great for folks who want to walk or bike to campus, but many undergrads also choose to live in off-campus housing in this neighborhood as well. The closer you live to campus, the more expensive it tends to be. A sizable portion of Uptown is taken up by Audubon Park.

Mid-City

Generally chill, this neighborhood is nice if you want to live somewhat close to campus (15 min drive) but still get away from it at the end of the day. Very close to City Park, the Lafitte Greenway, and lots of cool restaurants.

CBD/Downtown

While Tulane does have a Downtown campus in addition to its main Uptown campus, the Downtown campus primarily houses Tulane's School of Medicine

and other similar public health programs. Tulane-affiliated housing Thirteen15 is located downtown and offers furnished studio, one-bed, and two-bed options (at a fairly hefty cost).

Gentilly

Large neighborhood made up of smaller neighborhoods in the north eastern part of New Orleans. Family friendly neighborhood with lots of newly built and or renovated homes for sale. Close to City Park, and restaurants in Mid City. Depending on where you live in Gentilly it can be a 15-20 minute drive to Tulane.

Transportation

Driving

Drivers in Nola aren't always paying attention and people run red lights quite often so make sure to be aware when biking, walking, driving.

The potholes are wild, do not feel pressured to go the posted speed limit down every road. Sometimes the road tells you what speed to go!

Speed cameras are no joke, especially in school zones where the speed limit is 20 mph during school day morning and afternoon hours. Tickets get mailed to your residence. (Almost everyone gets at least one their first year driving here!)

Tips for parking on/around campus:

- There is on campus parking available with a pass that you pay for per semester. It's expensive though!
- For quick loading/unloading of equipment, you can park behind Boggs (Engineering Rd.) and/or Israel (Law Rd.) in the loading dock/fire lane with hazard lights on
- Parking after 5:30 behind Boggs is free (2022 note: they're doing construction there now though so you can't park there)
- Free parking w/ no time limit on St. Charles in front of Tulane and Audubon park on both sides, but get there before 8 am for lots of parking spaces
- Many areas have 2 hr parking limits, pay attention to signs near campus!
- Must leave 3 feet between car and driveways or risk getting ticketed or towed
- Tulane Shuttle [Express Blue Line](#) takes you from University Square parking lot (200 Broadway St.) to the commons on the uptown campus. Parking is free at University Square

Biking

Roads and sidewalks in New Orleans are notoriously rough to ride on, but some (more major roads) are better than others. Always wear a helmet and always lock your bike with a U-Lock. There are parks to bike through like Audubon Park and City Park.

Public transportation

Streetcars and buses are run by the Regional Transit Authority RTA. The fare is \$1.25 which can be paid with cash (including any coins) or via the “Le Pass” app. The app can be used to buy tickets, plan/search routes, monitor bus/streetcar location, etc.

The buses and streetcar are most useful if you do not have a car and wish to move around the Uptown neighborhood on occasion.

There are also options for taking buses to and from the MSY airport:

1. The 202/201 express route goes from downtown to the airport (and vice versa) with no stops in between (\$1.25).
2. Transfer from a local RTA bus in your neighborhood to a Jefferson Parish bus (JET, usually bus E2) using a regional pass (\$6).

“Where do I _____?”

Go to the dentist

- **Exceptional Dental** - Dr. Alice and Jen the hygienist
 - Apparently the other dentists aren't very good here
 - They have something called the Smile Protection Plan for people without dental insurance. You pay a monthly amount and get discounts on various dental procedures.
- **Louisiana Dental Center** (Magazine & Jackson)
 - As of 2021, two cleanings, including x-rays for an initial visit, cost ~\$10 less than our optional dental insurance...which covers two cleanings
 - Very modern, and great BIPOC, LGBTQ+, & religious diversity
- **Mid-City Smiles**
 - Latino dentists!
 - Have like a quasi-insurance plan that is pretty worthwhile
 - People are really nice
- **Northlake Dental** - Brandon or Jacee Allison DDS (in Mandeville)
- **Storyville Family Dentistry** - Ryan Thibodaux DDS

Go to the eye doctor

- **Bright Eyes Optique** - Has a Tulane Student Discount
- **Costco eye doctor** - No membership needed!
- **Lenspure.com** - Allows you to buy contacts without a prescription

Go when I'm sick

(See also: [Tulane Healthcare](#))

- Outside provider
 - As graduate students, we don't need a referral from Campus Health before seeing another provider. However, if you do pay the Tulane Health Center fee, you will need a referral before seeing another provider.
 - Some providers or insurance agents don't realize that this is the case for graduate students. If they try to refuse you care because you don't have a referral – and you haven't paid the Tulane Health Center fee for this semester – push back and demand care and coverage. (This was confirmed by Judith, who works at Campus Health).
- Tulane Health Center- on campus, at the corner of Willow St. and Audubon St. Costs \$375 to use the health center.
 - Make appointments through the [online patient portal](#)
 - Sometimes advance appointments aren't available, in which case call right when they open for a same-day appointment.
 - The Health Center can refer you out to other specialist clinics in New Orleans if necessary after an initial appointment
- Via the nurse line or HealthiestYou app you can call a physician if you are not feeling well and need some advice. Useful on the weekends or if you travel to another state. Times of response vary (you may wait hours for a call back), this app and the access to physicians (includes mental health counselors) is available to you with your insurance ID.

Go when I'm sad/anxious

- With T-SHIP, you also have access to the [Counseling Center](#) (located across from the Reilly Center between the Diboll Garage and the soccer field), which includes counselors and psychiatrists. There are also [group sessions](#), two of which are specifically for graduate students, that happen regularly.
- The [Care Coordinator](#) is also happy to help you find referrals to providers in the community.
- One Caveat is that Tulane Counseling Center Providers will only see you if you are in the state of Louisiana.

Get my car fixed

- **Kehoe Automotive** (Freret St.)
- **Mark's Midcity Services** (Carrollton & Banks) – a reputable, locally owned shop. They've charged past grad students significantly less than what Meineke and Firestone have quoted to fix broken car ACs.
- **Meineke** in Mid City (Canal St.)
- **Mike's Automotive and Towing** (Mandolin St.) *cash only*
- **Uptown Auto Specialist** (River Rd.)
- Don't use NTB on Washington Ave

Get my bike fixed

- Gerken's Bike Shop
- Massey's Outfitters
- New Orleans Bike Shop

Get clothes tailored

- Dat's Tailor
- Gonzales Tailors

Buy groceries

Grocery	Price	Good for	Notes
Aldi	\$-\$\$	Small grocery store with cheaper options	Opened in 2023 in Metairie
Canseco's	\$	Walking Distance near Carrollton	
Costco	\$	Has a range of home goods and groceries. Food and goods here are sold in bulk, so it's a good place to get items you know you'll use a lot of. A grocery run here may end up costing a lot, but the food you get will last you a long time. Great prices on gas as well!	You need to either get a Costco membership to shop here or be the guest of someone who has a membership. See Student Discounts section for \$20 off new membership!
Crescent City Farmers Market	\$\$	Local produce, flowers, seafood, meats, honey, baked goods, street/breakfast food	Tuesdays 8am-12pm in the parking lot behind Tulane's facilities on Broadway and River Rd.
Fresh Market	\$\$\$	Fresh or prepared food. Like a more upscale Whole Foods.	
Golden City Asian Food Market?? Or Dong Khanh?		Asian specialty food from multiple countries	
Hong Kong Market		Asian grocery store	

Ideal Market	\$-\$\$	Latin American grocery, good place to get basics and treats like pan dulces, crema and quesillo (cheese that melts) from Central America (likely Honduras) and interesting but delicious chips (plantain, pork rinds, etc) (and how's the produce?-it's decent but a gamble at times and you won't be able to tell if it is organic). Has two locations	Family-owned
Instacart	\$-\$\$	If you're sick or can't find a way to get to a grocery store, Instacart is an app that delivers groceries from most of the places listed above, plus drug stores.	The benefit is if you don't have a way to get to your grocery store you can get food, the disadvantage is that you may pay a bit more with delivery fees and/or tips.
Rouses	\$\$	Picking up the basics. Have some specialty organic/vegan options, but limited. Carries local foods like prawns and ingredients for gumbo etc.	Big grocery chain in Louisiana. Has a lot of local foods.
Trader Joe's	\$\$	Great place for snacks, frozen meals, wine, fresh produce, baked goods, condiments and dips. Honestly it's kind of a cult that you love or hate.	<u>If Werner Herzog Reviewed Trader Joe's on Yelp: "Madness Reigns. The First Challenge Your Soul Must Endure Is the Parking Lot"</u>

Viet My	\$-\$\$	Vietnamese grocery with great selection of mushrooms	It's a bit out of town, but worth stopping by if you're driving by that way.
Walmart	\$-\$\$	There is a large Super Walmart off of Tchoupitoulas that has food and everything from home and garden, to outdoor gear, car and auto gear clothes etc.	Can order online and pickup in store. Usually a pretty crowded place. Can have groceries delivered with Walmart+ membership (see also Student Discounts)
Whole Foods	\$\$\$	Organic, fair trade, and vegan foods. Pricey but has items you might not find elsewhere. Curbside pickup is free for Prime members.	Owned by Bezos, so you get a discount on some things if you have a Prime account.
Winn-Dixie	\$-\$\$	Much like a Rouses, but a bit cheaper.	It really pays off to sign up for the store card. You can sign up online!

Find affordable furniture/clothing

- **Facebook**
 - Facebook Marketplace
 - New Orleans Buy Nothing
 - Tulane Classifieds
- **Thrift stores**
 - **Bridge House** - Decent prices, bare bones feel like a Salvation Army
 - **Buffalo Exchange** - Boutique-y youthful environment, not a good place for “masculine” clothing or any sizes over a dress size 8
 - **Goodwill** - large selection, clothing may be more plain or more heavily used)
 - **Red White & Blue**
 - **Salvation Army**
 - **YEP Thriftworks** - Small store, but very cheap
- **Marshalls/TJ Maxx**
 - Home goods like kitchenware and bathroom furnishings for a decent price.
 - Also cheap clothing for masculine, feminine, or nonbinary tastes (they don’t specifically have a section for nonbinary styles, they just have a decent variety).
- **Costco**

Hang out in nature

- **Audubon Park**
 - Includes a 1.8 mile loop for walking, biking, etc.
 - Beautiful oak trees and many kinds of birds
 - Right by campus
- **Big Branch Marsh**
 - National Wildlife Refuge on the Northshore in Lacomb.
 - There are long and short trails. Has piney woods, bayous, swamps and marshes! A great place to see all kinds of wildlife.
- **City Park**
 - Larger than Central Park in NYC (yes it is!)
 - Places to exercise, picnic, play sports
 - Couturie Forest is 60 acres with trails, and contains NOLA's highest elevation point at 43 feet above sea level!!!
 - Cafe Du Monde (famed beignet shop/cafe) in City Park is generally less busy than the French Quarter location
 - The Botanical Garden and New Orleans Museum of Art (free to residents on Wednesdays!) are located in City Park as well!
- **Fontainebleau State Park**
 - Cost \$3 per person to enter
 - On the north shore of Lake Pontchartrain
 - Has a beach, forest, greenspace, tent and RV camping, swamp trail
- **Jean Lafitte National Historical Park and Preserve**
- **Lafitte Greenway**
 - Stretch of greenspace spanning Mid City to downtown
- **Northlake Nature Center**
 - In Mandeville on the way to Fontainebleau State Park. There are a few trails that range from 0.5-3 miles. Lots of beautiful cypress trees and a good place to see snakes, alligators and birds!
- **Bike Trails**
 - Along the Mississippi River Levee is a bike trail that runs to Baton Rouge
 - Lafitte Greenway

- Tammany Trace runs along the north shore of Lake Pontchartrain

Get food near campus

- There's on-campus food available in the Lavin Bernick Center (LBC), for a 7-9ish dollar range. You get a discount if you fill up your student card with cash and use that.
- Empanola on Freret St.
- Rimon at the Center for Jewish Life
- Tulane's Swipe for Hunger

Take visiting family/friends

- **Experiences**
 - Aquarium of the Americas
 - This aquarium has sharks, sea turtles, sea otters, gators, and seahorses.
 - Audubon Insectarium
 - Audubon Zoo
 - New Orleans Museum of Art
 - Art galleries in the Warehouse district
 - Music on Frenchman Street
 - Cafe Du Monde in City Park or French Quarter for beignets and chicory coffee
 - Cafe Beignet
 - WWII Museum
 - They will probably want to see Bourbon Street which is where tourists visit. There are lots of little shops along the side streets here, too, and you can often find street musicians.
 - Out of town a ways, you can go on a Swamp Tour at Jean Lafitte Park.
 - Check out events in the city—It's New Orleans, so there's almost always some kind of festival or event.
- **Dining**
 - **14 Parishes** - Jamaican infused food. \$\$
 - **Ajun Cajun** - Japanese food with Cajun spice. \$\$

- **Carmo** in the Warehouse district offers delicious tropical food with lots of vegan options. \$\$
- **Dat Dog** on Freret offers fancy hot dogs (including vegan). \$\$
- **Jacques-Imo's Cafe Real Nawlins Food.** \$\$\$
- **Mint** on Freret has delicious Vietnamese food. \$\$
- **Seafood Sally's.** \$\$-\$\$\$
- **Val's** sells street style tacos, and happy hour specials. \$\$-\$\$\$

The following is a list of Activities from Donata:

1. Mississippi Sandhill Crane National Wildlife Refuge

(<https://www.fws.gov/refuge/mississippi-sandhill-crane>)

- **Where:** I-10 in Gautier, MS (1.5 hours from NOLA); free to visit the nature center and hike (Tuesday-Saturday 9am-3pm; trails open 7 days a week)
- **What to do:** Take a short (3/4 mile) hike through a Longleaf Pine/ Marsh system that has been recently burned. Look for Yellow Pitcher Plants, Tracy's Sundew, and other savannah forbs. And you might spot a Sandhill Crane! The interpretive center has informative displays, a short movie and a nice gift store. There are tours as well but I haven't been on one yet; there are also other hikes that are part of the refuge in Ocean Springs (Fontainebleau Trail – you can get a map at the nature center)

2. Ocean Springs, MS

- **Where:** I-10 (1 hour 20 minutes from NOLA)
- **What to do:** Ocean Springs is the home of Walter Anderson, one of the Gulf Coast's most beloved artist-naturalists. Read more about Walter Anderson here and visit the **Walter Anderson Museum:** <https://www.walterandersonmuseum.org/>. You can see the mural he painted in the Town Community Center for \$1, his "little room" that was unseen until after his death, the boat he rowed to Horn Island, rotating exhibits, etc. \$10 for adults, \$5 for students and educators. (Monday-Saturday 11am-5pm, Sunday 1-5pm)

- Then, check out **Shearwater Pottery**, Walter Anderson's family pottery shop: <http://www.shearwaterpottery.com/> Free. (open Monday-Saturday 9am-5:30pm, Sunday 1-5:30pm)
- Finally, take home some of your own Anderson artwork by visiting **Realizations**, an Anderson-dedicated clothing, print, and gift shop: <https://walterandersonart.com/> (open Monday-Friday 9am-5pm, Saturday 1-5pm, closed Sunday)
- **Blue Dog Bistro** has good gluten-free and vegan options for lunch <https://www.bluedogbistro.com/> (open Tuesday-Sunday 7am-3pm)

3. The Mississippi Gulf Coast from Pass Christian to Ocean Springs has lots of easily accessible beach along Highway 90. The water is shallow, warm and murky because it is part of the Mississippi Sound but it is a nice walk and spot to sit on the beach awhile. There are currently nesting Least Terns and Black Skimmers along some parts of the beach (protected areas). They have eggs and chicks right now!

4. Ohr-O'Keefe Museum of Art (<https://georgeohr.org/>)

- **Where:** Biloxi, MS (1+ hour from NOLA)
- **What to do:** Here you will find the incredible pottery of George Ohr, the mad hatter of Biloxi. He challenged the art world with his innovative, creative and sometimes totally wild pottery. The buildings were designed by architect Frank Ghery. There are rotating exhibits often by a diversity of under-represented artists, and there is also an exhibit about African-American culture in Biloxi.

5. Chandeleur Island Brewing Company in Gulfport is home to some of the best beer in the South. Dogs welcome. Open until 9pm.

6. Lynn Meadows Discovery Center <https://lmdc.org/r> in Gulfport is a great children's museum for those with younger kids. (Monday-Saturday 10am-5pm; Sunday 12-5pm)

7. Ship Island is fun in the spring and fall for a long beach walk on a barrier island, but summer is really just too hot! This is an hour-long ferry ride across the Mississippi Sound to the deeper waters of the Gulf of Mexico. Day trip.

8. Steve's Marina in Long Beach has great seafood poboys and shrimp sandwiches.

- If you're feeling super ambitious check out TNC **Splinter Hill Bog** (2.5+ hours from NOLA) north of Mobile to see an incredible White-Topped Pitcher Plant bog.

Study

- The Howard Tilton Memorial library (on campus-Freret) has very nice study areas for a range of needs. There are seats by the windows, and private rooms for individual or group study. [Check them out!](#)
- The LBC also has comfortable window seating.
- The Public Library near Jefferson Ave
- Good cafes in Uptown include:
 - **French Truck**
 - **Mojo** - Has large tables for group study, internet, and outlets
 - **PJ's** - The one near the gym has lots of study space, internet, and outlets
 - **Rook** - Has comfy couches, board games, fun menu, and internet
 - **Rue De La Course**

Hurricane prep (just in case!)

Hurricane season starts June 1 and ends December 1 annually, and New Orleans does often see at least one storm during that time period. If you come from somewhere that hurricanes don't hit, your first storm can be a bit scary, but is usually nothing to worry about. Your best bet is to be prepared!

Grocery stores and gas stations will be very busy right before a storm, so a little prep in advance will get you a long way. Here are some resources to help you get a good hurricane kit together. It is best to have these items gathered before a storm approaches.

- [NOLA Ready Hurricane & Tropical Weather Preparedness](#)
- [Tulane Hurricane Preparedness](#)

[@thetindermeteorologist](#) on Instagram is a great resource for weather-related concerns in the city, including hurricanes. He posts forecasts and gives weather advice for the New Orleans area.

Before a hurricane or large rain event, cars can be parked on neutral ground (AKA the raised grassy median) to hopefully avoid flood damage. The City will send alerts via text when it is okay to park on neutral ground.

Renter's insurance is a good deal here, and if you evacuate you can claim evacuation mileage, food, and any damages to personal property that occur due to a storm.

Often locals say "cat 3 then flee", meaning they will evacuate only if the storm is predicted to be a Category 3 or stronger. This is generally sound advice, but evacuation is a personal choice depending on your comfort level and other needs (such as access to refrigeration for medication), except in the case of mandatory evacuation in which all individuals must evacuate. The City will not always issue a mandatory evacuation in the face of a strong storm, as evidenced by Hurricane Ida in 2021, so rely on your own judgment on when to evacuate.

Student Discounts

Even as a graduate student there are many discounts you can take advantage of!

- **Amazon Prime Student**
 - <https://www.amazon.com/amazonprime?primeCampaignId=studentWlpPrimeRedir>
- **Costco registration** (new members)
 - \$20 gift card for registering (full price membership \$60/yr)
 - myunidays.com/US/en-US/partners/costco/micro/online
- **Headspace App**
 - This is an app focused on mental health, stress reduction, and meditation. \$9.99/year
 - <https://www.headspace.com/studentplan>
- **Louisiana Walking and Running Co.**
 - Student discount on shoes
- **Massey's**
 - Student discount on bike repair
- **New Orleans Public Library**
 - Not a student discount, but getting a library card has tons of FREE BENEFITS! Local passes to zoo, aquarium, etc. and free ebooks and audiobooks.
- **Notion**
 - Organization app free for students and educators. Take notes, create templates of schedules, tables and more.
<https://www.notion.so/product/notion-for-education>
- **Peacock Student**
 - <https://www.peacocktv.com/student>
- **Spotify Premium Student**
 - Includes Hulu and Showtime. \$4.99/month
 - https://www.spotify.com/us/student/?utm_source=us-en_brand_contextual_text&utm_medium=paidsearch&utm_campaign=always_on_ucanz_us_performancemarketing_student_brand+contextual+text+exact+us-en+google&gclid=Cj0KCQjw0umSBhDrARIsAH7FCoeXUHjitrnYVYYSOu_ipnaddfIPzo6LFv0-0Q6lBIxeRBrIfpgnI9YAAaAij1EALw_wcB&gclsrc=aw.ds

- **Verizon**
 - You can get a discount on unlimited talk, text, and data
 - <https://www.myunidays.com/US/en-US/partners/verizon/view>
- **Walmart+ Student**
 - <https://www.walmart.com/plus/student>
- **Youtube Music Student**
 - https://music.youtube.com/music_premium/student
- Generally, **UNiDAYS** has discounts on various programs and services: <https://www.myunidays.com/US/en-US>

Getting Free Meal Swipes

As a graduate student, you are eligible for free swipes to the Tulane dining hall called “The Commons”. In order to have these swipes added to your splash card, use the following link:

<https://www.k12insight.com/Lets-Talk/DialogueCustom.aspx?k=WF8D2DLT@DY8K2N8LT>

You will have to enter your student ID number (aka Splash Card number) and confirm you’re not a robot. Your request will be added to the Campus Services folks and you should automatically have swipes added to your account by the next business day.

For more information regarding the Commons, see this website:

https://tulanedining.sodexomyway.com/dining-near-me/The_Commo

Filing Taxes

- The VITA clinic is a volunteer group at Tulane that helps people file taxes.

<https://hr.tulane.edu/content/volunteer-income-tax-assistance-vita-clinic-march-5-april-9>

- The US Internal Revenue Service also has a tool for finding tax prep assistance:

<https://irs.treasury.gov/freetaxprep/jsp/vita.jsp?zip=70112&lat=29.959576899999999&lng=-90.07701270000001&radius=25>

**These services may not be available to international students yet. As of 2022 VITA was only for citizens and residents.

- If you make \$73,000 or less per year you can file your taxes for free with providers using **IRS Free File**: <https://apps.irs.gov/app/freeFile>

Pregnancy in Louisiana

On June 24, 2022 the US Supreme Court's *Dobbs decision*, overturned *Roe v. Wade*, revoking the constitutional right to abortion. As a result, Louisiana enacted a total abortion ban in the state. As of May 2023, it is still legal to travel to another state to receive an abortion. It is also possible to receive pills by mail (however it is not legal to take them). There are many abortion access resources available online.

In response to this ruling, Tulane put together a webpage with resources for pregnant and parenting people: <https://pregnancy.tulane.edu/>. If you find yourself pregnant, this site has information regarding case management, leave, parental support, mental health resources, and abortion access and legality.

There does not seem to be one unifying policy for paid parental leave. Students in EEB have been known to receive paid parental leave, though this is a conversation probably best had with your PI.

Academic Things

Graduate Handbook

The [SSE Graduate Program Catalog](#) (outdated) and [University Catalog](#) (up-to-date) have higher-level graduate information, including registration requirements, Leave of Absence information, and some university resources.

Program Guidelines

Here are the official pages for the

- [Graduate Certificate in River-Coastal Science and Engineering](#)
- [Master of Science in River-Coastal Science and Engineering \(Non-Resident\)](#)
- [Master of Science \(Resident\)](#)
- [Doctor of Philosophy](#)

Taking classes

How to register - Use this link <https://classschedule.tulane.edu/Search.aspx>

- Log in using your Tulane ID
- Level: Graduate (unless filling in a deficiency with an undergrad level class)
- Subject Area: River-Coastal Science & Engineering
- Hit search to see classes available for that semester!

Required classes - PhD and MS students are required to take Seminar (RCSE 7100, 1 credit) thrice. It is usually offered every semester. Everyone is also required to take Introduction to River Science and Engineering (RCSE 6800, 3 credits, offered Spring) and Introduction to Coastal Science and Engineering (RCSE 6802, 3 credits, offered Fall) their first year. Students are also required to take a Technical Writing Course (RCSE 7020, 3 credits, offered Fall) in which students will be creating a draft of their proposal.

How many credits to take - 9 per semester is full time, but 48 are needed to advance to candidacy, so plan on 12 per semester. Use up to 9 credits for courses and fill in the rest with Independent study. Independent study credits (as many as you want) can be taken with your advisor to fill in gaps, so you don't need to take four structured classes per semester. There is a separate form to fill out in order to take independent study credits - ask your advisor or another grad student to send it to you.

As a pre-candidacy student, you should register for Independent Study credits, NOT Dissertation Research or Pre-Candidacy Research because they're more trouble to enroll in than they're worth (per Jack and Norah). Once you pass your Prospectus and advance to candidacy, you ONLY need to sign up for the Dissertation Research credits (3.0) to maintain full-time status.

CREW and GSSA

CREW - Coasts, Rivers, Estuaries Waders

CREW is the RCSE graduate student association. We meet once a month to hear from the GSSA representatives about events and funding deadlines, discuss grad student issues, and talk about any requests we might want to eventually take to faculty. All RCSE grad students (PhD, Masters, and Certificates) are encouraged to attend!

The [2021 Constitution](#) is the most recent.

GSSA - Graduate Studies Student Association

The Graduate Studies Student Association is the governing body for all Masters and PhD students in the School of Liberal Arts and the School of Science and Engineering at Tulane. We send 2 representatives to the

meetings which happen monthly. Our representatives are able to ask GSSA for money for food at our CREW meetings and other social events!

GSSA and the Office of Graduate and Postdoctoral Studies (OGPS) offer travel awards for conferences. In order for RCSE grads to access these funds, we need to have good standing in GSSA. That means that we have to have our reps show up to the meetings.

For more information on event funding, travel funding, and representative duties, see the [GSSA Website](#).

Annual Reports

Every academic year (usually in the spring semester), we have to submit an annual report summarizing PhD milestones, classes taken, research done, skills gained, publications, TAs, etc. Start keeping track of these things early! The graduate studies coordinator will remind us of this and send out the annual review form to new students with a due date (April 15th). [Annual Review Form](#)

Committee Meetings

We are required to have a meeting with our dissertation committee at least once every academic year. You are required to have 4 committee members : 1) Your advisor, 2 & 3) RCSE professors (one of these can be a professor of the practice), and 4) an external committee member, usually a faculty member at another institution. Master's only required 3 RCSE professors. Committee meetings are typically held to update your committee on your research and to ask any questions that you might have regarding your projects. Remember, your committee is there to help and encourage you, so use their knowledge to your advantage! Your prospectus defense and private dissertation defense are both considered committee meetings.

Academic Resources

The Howard-Tilton Library resources and services include:

- [Meeting with subject specialists](#)
- [Assistive technologies](#)
- [Workshops](#)
- [Citation management](#)
- [And Many Others](#)

The EEB official [Academic Resources page](#) has resources for how to introduce a speaker, lead a discussion about an article, “survive graduate school”, and write scientific papers (Don’t have RCSE web page up yet).

Tools/Links to Make Your Life Easier

- **Finding PDFs of Books:** <https://www.libgen.is/>
- **For Finding Relevant Papers:**
 - <https://www.connectedpapers.com/>
 - www.webofscience.com
 - <https://scholar.google.com/>
- **Textbook/Journal Article Sources**
 - We are able to access many documents through the [Howard Tilton Memorial Library](#) free of charge.
 - Graduate students can also check out textbooks from the library and keep them for ~ 1 year. If a textbook is not available at the library you can request it via [Interlibrary Loan](#), note: make sure you edit the return date on the online form, because it will auto fill a date and it may be too soon!
 - The [Library Genesis](#) site is also helpful for **free** textbook/book chapters!

Fees

Overall, pre-candidacy fees are around \$757 per semester. You pay them through the Gibson portal. The fees include:

- T-SHIP health insurance (\$1650, but 100% reimbursed from Tulane SSE, but that could change)
- Recreation center AKA Reily Gym (\$237)
- Activity fee (\$120)
- Academic service fee (\$400)
- Campus Health Fee (\$396, now fully reimbursed from Tulane SSE, but that could change)

Post-candidacy fees are around \$380 per semester. This does not include the recreation center fee, which you will be billed if you access this service during the semester.

- Activity fee (\$80/hour)
- Academic service fee (\$44.50/hour)

Reily Gym: This is the gym on campus and you are charged a fee as a part of your student fees (you cannot opt out until after achieving candidacy). For an extra cost you can also add your spouse/partner even if they are not students at Tulane. The gym is quite large, has 3 floors with plenty of cardio equipment, two rooms for lifting weights. Multiple basketball courts, a spin room and personal training rooms and an indoor track. They also have nice bathrooms equipped with lockers and showers. You can also rent outdoor equipment here.

Stipends

RCSE's base pay for PhD students is a \$35,000 annual stipend (as of 2024). This is the same stipend across all Tulane SSE PhD students paid via RAship.

Payment schedule: This (Student Bi-Weekly) calendar tells you what days you will get paid. <https://hr.tulane.edu/payroll/payroll-calendars>

RA and TAs

RA: Research Assistantship. When funding comes outside of teaching. These are generally given by your PI, not the department, and mean different things in different labs. Talk with your PI to learn more about that.

RCSE does not have any TA's at this time. TA: Teaching Assistantship. It's one way we as grad students get funding. You won't get your TA assignment until a couple weeks before the semester starts. Generally expect a ~20 hr/week time commitment. Don't be afraid to ask others who have TA-ed a course before for resources, most folks are willing to share some materials and advice.

Teaching Resources

The Center for Engaged Learning and Teaching (CELT) has regular brown bag sessions, book groups, an annual graduate student workshop (in early spring or summer), a teaching library, etc. Visit the Tulane CELT website for loads of information and resources for YOU.

<https://celt.tulane.edu/for-grad-students>

CELT also now offers a three-semester College Teaching Pedagogy course. Currently it is offered every semester and listed as CELT7010, CELT 7020 and CELT7030 in the schedule of classes.

Journal Club – Active learning approaches will be introduced, and practiced!

Regional and national teaching workshops and MOOCs (Massive Open Online Classes) are available for graduate students – we try to spread the word when we hear about them!

Mentoring opportunities

EBIO2020 Theory and Methods in EBIO is a learner-centered course in which you may be invited (or volunteer!) to come and introduce your study system (or a lab-relevant system) as part of an in-class activity called ASK. The purpose of this activity is to get students generating research questions as part of the first steps in the scientific process. You are also welcome to come sit in on class if you would like to observe us in action.

Girls in STEM at Tulane (GiST) and Boys at Tulane in Stem (BaTS) , a once-a-semester outreach event for middle school girls and boys, welcomes hour-long workshops and welcome tables. For more information contact Michelle Sanchez (sanchez@tulane.edu)

Women in Science and Engineering, the Green Club and other student groups are always looking for guest speakers who can share their stories and expertise. If you are short on mentoring experience these are good ways to get involved with the Tulane community.”

Science fairs. Occasionally there are science fairs that you can volunteer to judge for. Keep an eye out for those in your email.

Grants and Fellowships

National Science Foundation

- Graduate Research Fellowship Program
 - You can only apply for this in the first two years of your graduate career.
 - You should definitely talk to your advisor about applying for this grant. There are lots of online resources and examples online as well.
 - Only open for US residents.

Southern Regional Education Board

- [Doctoral Scholars Program](#) (multiple awards)
 - Goal: increase faculty diversity by supporting minority PhD students
 - Tulane is a partnering university but there's a specific process you have to follow (see link above)

Directorate Resource Assistant Fellows Program

- <https://manoproject.org/events/u-s-fish-wildlife-service-ftp>
- Selected students participate in a paid 12-week summer Fellowship program with a week-long orientation and 11 weeks of 40-hour work in remote or in-person positions, as designated in each position description. Upon successful completion of the Fellowship program, along with degree conferral, participants may be directly hired or appointed to full-time, permanent positions without competition.

Ford Foundation Fellowship

- Predoctoral, Dissertation, and Postdoctoral fellowships available
- <https://sites.nationalacademies.org/PGA/FordFellowships/index.htm>

American Association of University Women

- <https://www.aauw.org/resources/programs/fellowships-grants/>

Post-Graduate Fellowships

Presidential Management Fellowship (apply at the end of your PhD)

- <https://www.pmf.gov/become-a-pmf/overview/>

National Academy of Sciences

Gulf Research Program's Science Policy Fellowship (can take a leave of absence for a year or apply at the end of PhD)

- <https://www.nationalacademies.org/our-work/science-policy-fellowship>

The Christine Mirzayan Science & Technology Policy Graduate Fellowship

- <https://www.nationalacademies.org/our-work/the-christine-mirzayan-science--technology-policy-graduate-fellowship-program>

The Sea Grant Knauss Fellowship

- <https://seagrant.noaa.gov/knauss-fellowship-program/>

Conferences

- AGU (Always in December, Abstracts due early August) - [AGU24 Annual Meeting | AGU](#)
- Ocean Science 2026 (In February, Abstracts due September 13) - Glasgow Scotland
- TRICCS - Tulane Research, Innovation, and Creativity Summit
- RCSE's Lower Mississippi River Science Symposium
- State of the Coast - <https://www.stateofthecoast.org/>

Making a Scientific Poster

If you are planning to present your work at a conference or similar event, posters are a great way to get feedback on your ideas and your research! Poster sessions are generally an easier way to talk through your research with other experts in the field because it lends itself well to a back and forth conversation rather than a formal talk.

Generally speaking: posters are good for preliminary research and pilot studies to get feedback, whereas a talk is something you'd give once you've finished the study and want to share your results.

Poster Templates

You don't have to make a poster from scratch, there are plenty of templates available online to use! Powerpoint is an especially easy way to create your poster. Just make sure you choose a Powerpoint size that matches the

specifications for your conference (for example: 48x36 is a common size). Here is a website from which you can download poster templates:

<https://www.poster nerd.com/sciposters-templates>

Icon and Infographic Resources

Whether you want to make icons and infographics for your posters or other projects, there are a few websites that are great for this. Tulane gives us access to a service called BioRender but there are also free sites such as the Noun Project. Resources are listed below:

Tulane Access Sites:

<https://www.biorender.com/>

Free Sites:

<https://thenounproject.com/>

Printing a Poster

Printer on Fifth Floor Boggs

The Department of Biomedical Engineering on the fifth floor of Boggs has a poster printer. Ask John Sullivan in 533 Boggs for assistance. You will need to fill out a reimbursement form with your PI's approval and account number. Below are details and helpful tips from BME:

The BME poster printer is in the Grad Student study/break room, Boggs 546. You'll need a full-size PDF (open the file in Acrobat and check Properties) on a thumb drive. If you try printing a PPT, Word, or another MS-Office format file, you'll crash the printer, so I don't recommend having anything other than the PDF in that directory. Print jobs are charged at **\$3/square foot. FABRIC JOBS ARE CHARGED AT A HIGHER RATE!!!!**

1. Save your poster as a full-scale PDF. You can check the size by opening the file in Acrobat and clicking File -> Properties
2. Put the PDF on a thumb drive and do not have anything else in that folder (especially not a PPT file).

The paper is 42" wide, but I recommend limiting yourself to 41.5" to give yourself a margin (the printer can & does correct oversize prints in unpredictable ways). The other dimension of your poster is limited by the length of paper left on the roll; in general, anything longer than 72" is ridiculously large, but your mileage may vary.

If you are developing the poster in PowerPoint, you are limited to 56" in both directions, but you can still scale the image to fit a larger paper size when saving to PDF with Acrobat. There is just a little simple math required to maintain your proportions.

Other Academic Resources

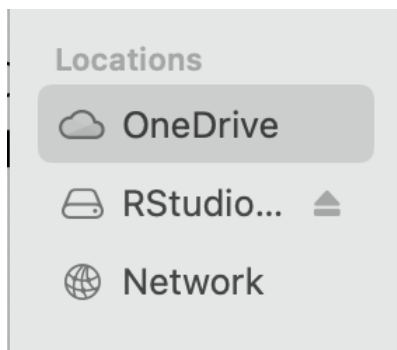
Getting More Space on Zotero- IP

If you are looking for an online literature organizing platform, Zotero is a good option. It's free, has great note taking and highlighting features, and has a desktop app. It also allows collaboration with others by including group libraries. However, you may encounter an issue where Zotero reaches max free storage (300 MB). Here's how to avoid this issue:

<https://www.youtube.com/watch?v=hvqWsUSVXjk>

Mac Instructions:

1. We get OneDrive free as Tulane students so make sure you have it downloaded/linked to your documents. On a Mac, it should look like this:



2. In your Finder window, find the folder for Zotero which contains all the files related to your desktop Zotero. Drag and drop this folder into the OneDrive location. Your Zotero folder should appear within OneDrive.

Navigating the System

Making your way through Tulane's various registration schedules is much like making your way through Stern: it's a hodgepodge of separate structures incompletely patched together, you'll probably be misdirected, and you're bound to get lost. Here are some things we know for certain (for now).

Human Resources & Support

Office of Graduate and Postdoctoral Studies

- OGPS offers all sorts of support including grant, mentoring, teaching, housing, health, financial, career and educational resources. They also offer donut days. Yum.
- There is no link to this, but keep an eye out in OGPS emails for a registration link to join the Dissertation Success Cohort for the semester. You can join at any stage, and the meetings continue after the semester ends for accountability.
- <https://ogps.tulane.edu/current-graduate-students>
- <https://ogps.tulane.edu/graduate-student-resources>

Title IX information and reporting

- From their website: "The Title IX office is dedicated to ensuring gender equity at Tulane University, which includes coordinating the University's efforts to prevent and effectively respond to all forms of sex discrimination (including gender identity and sexual orientation discrimination) and sexual misconduct impacting community members, including sexual assault, sexual exploitation, sexual harassment, dating and domestic violence, and stalking."
- You can file reports and/or seek help using links on this page: <https://allin.tulane.edu/title-ix>

Office of EDI

- Equity, Diversity, and Inclusion plus their Student Resources. If you've experienced or witnessed racism or other discrimination, seek assistance here.
- <https://edi.tulane.edu/>
- <https://edi.tulane.edu/student-resources>

Student Resources and Support Services

- Contains links to the Office of Case Management & Victim Support Services, the Goldman Center for Student Accessibility, the Office of Student Conduct, the Office of Family Programs, and the Tulane Recovery Community, Swipe Out Hunger, Student Affairs Emergency Aid Request, Off Campus Mental Health, Crisis & After Hours Support, and Parenting and Reproductive Health Resources. If you don't know where to go or what kind of help is available to you, reach out using the contact info provided here.
- <https://srss.tulane.edu/>
- 504-314-2160
- Email: srss@tulane.edu

Conflict Resolution Program

- We haven't used this yet, but it says it's available for staff/employees. Maybe TAs qualify, maybe not. There is contact information here if you need to inquire.
- <https://hr.tulane.edu/institutional-equity/conflict-resolution-mediation>

Emergency Aid

- If you're in dire straits and need financial support, you can apply for it here. At least one graduate student has used it to fully cover an oral surgery uncovered by any of our insurance offices. Undergraduates have used it in the past to receive funding for flights home when family members pass away.
- After submitting a form, you will be contacted by a caseworker, and the university will examine your enrollment, employment, and financial aid statuses.
- https://tulane.co1.qualtrics.com/jfe/form/SV_9AGBWBVRkUufivP
- <https://tssw.tulane.edu/announcements/student-resources-emergency-aid-support>

Tulane Healthcare

See also: [Where do I go when I'm sick?](#)

For questions about what is or is not covered under Campus Health, visit <https://campushealth.tulane.edu/for-you/graduate-professional-students>.

As graduate students, we don't need a referral from Campus Health before seeing another provider. If we do pay the Health Center fee, however, then we are expected to see them for a referral before using outside providers.

Some providers or insurance agents don't realize graduate students aren't undergrads. If they try to refuse you care because you don't have a referral – and you haven't paid the Tulane Health Center fee for this semester – push back and demand care and coverage.

- This was confirmed by Judith Dugar, our patient representative <https://campushealth.tulane.edu/judith-dugar-ma> 504-988-6929
- Judith noted that if your registration is not full-time, the system doesn't always display your status as a grad student properly. That is, it may look to an insurance agent that you need a referral, but you still don't.

- You should also NEVER need a referral for women's health.

If you enroll in the Tulane Student Health Insurance Plan (TSHIP), you will get coverage for the whole year, from August 19th - August 18th.

If you pay the campus health center fee, that covers your use of the health center from July 1st - December 31st.

Table summarizing TU healthcare timelines

Plan/Fee	Coverage	Requirements	Notes
T-SHIP	August-August		Can use with outside providers
Health Center: Fall	July-December	Fall registration	Not automatically assessed
Health Center: Spring	January-June	Spring registration	Not automatically assessed

Travel Funding

All travel must comply with [Tulane's Travel Policy](#). It is largely what shapes the restrictions for the travel funding opportunities below.

GSSA/OGPS Travel Fund

About: <https://gssa.tulane.edu/travel-funding/>

Amount: \$500 once per year to present, or \$250 twice per year to present. \$200 once per year to attend may be combined with a later \$250 request to present.

Deadlines:

Application Period Chart	
Conference Start Date	Application Deadline
September 1 – December 31	August 15, 5pm CST
January 1 – April 30	December 15, 5pm CST
May 1 – August 31	April 15, 5pm CST

Restrictions: The department has to be in good standing with GSSA, which just means our reps are attending the meetings. Use for event registration and transportation. Must book airfare/train through Concur if you're flying. Cannot be used on hotels or food. Cannot be used for membership in a professional society (unless you can show that you only joined the society to get their discount on a conference).

Reimbursements: Instructions for filing reimbursements are detailed on the GSSA page on travel funding (see link above). Note that the instructions refer to paper receipts, but everything is submitted digitally. For proof of presentation and attendance, a photo of your name badge works great. For

proof of flights, use your boarding passes. Reimbursements should be submitted to the GSSA reps.

Pro tips: Do not pay with your own money expecting reimbursement from GSSA. These reimbursements can take months, and it's best to use your advisor's purchase card, if they have one, or confer with them on how to cover the expenses upfront.

Dean's Travel Fund

About: <https://sse.tulane.edu/academics/graduate/forms-policies> SSE provides some funding to graduate students to present at conferences. Announcements for these awards are usually over email and easily lost. They contain an application form that you email to Janet Morgan at morgan@tulane.edu.

Amount: \$300

Deadline:

Application Period Chart	
Conference Start Date	Application Deadline
September 1 – December 31	August 15, 5pm CST
January 1 – April 30	December 15, 5pm CST
May 1 – August 31	April 15, 5pm CST

Restrictions: to apply, you must meet the following qualifications

- PhD Graduate Students ONLY (in their first 6 years of graduate study)
- You are in good academic standing (not on probation)
- Currently enrolled in graduate classes and currently being paid on a TA/RA/NSR Stipend
- Must book your travel in Concur. Deans' Award is maximum \$300 for ONE (1) Conference (as a presenter)

- You must be a presenter at the conference / Can only be requested for ONE (1) Conference per year

The award can only be used to cover hotel, conference registration, airfare, Uber/Lyft, Taxi, and car rental.

Reimbursements: Once your travel is complete, please email segrad@tulane.edu the following information for reimbursement approval:

- Copy of the receipt to be reimbursed (Your Name needs to be on that Receipt)
- It must show the travel expense as paid in full.
- (Hotel, Flight, Uber, Lyft, Conference Registration)
- Proof of attendance
- Proof of Presentation

As required, please include:

- If a Faculty/Department is paying for your travel through Concur, please include the department accountant on your email request.
- If GSSA is covering part of your expenses, please include this information in your email.
- Make sure to submit your travel reimbursement documents in a timely manner (no more than 30 days after the conference).

Pro Tips: As with the GSSA award, don't book using your own money. Talk with your advisor about how best to fund the trip.

Concur

[Concur Resources | TAMS \(tulane.edu\)](#)

You must book your flights and hotels through concur or through World Travel. Here are instructions on how to set up your account and how to book travel: [Tulane Concur Travel Booking Instructions 1.pdf](#).

For meals, we use per diem: www.gsa.gov or https://aoprals.state.gov/web920/per_diem.asp to determine the amount per day

Here is Tulane's complete guidelines about travel (international and domestic): [New Travel Policy 2022.pdf \(tulane.edu\)](#)

Travel FAQ

Does RCSE have a travel fund?

No. But you should not be paying for your own travel. Coordinate travel with your PI (or Michelle) so they can pay for it. Still apply for the grants above.

How should I book my travel?

All conference travel and field work travel needs to be booked on Concur or with World Travel. There are no reimbursements outside of the Concur travel system.

What documentation do I need to save?

You need to save all of the boarding passes for your travel.

Also proof of attendance/presentation, such as a photo of your name badge and your name in a program.

I missed the deadline, but I just found out about a conference coming up. Can I still apply for GSSA-OGPS funding?

No applications are accepted once the GSSA application form has been closed. Funding decisions are based on the original number of applicants, and they are only made once per cycle.

I wasn't able to attend my conference this cycle. Can I use the GSSA Travel funds later?

Email treasurer.gssa@tulane.edu in advance you can't attend your conference. Up to the date of the conference, you can email the treasurer to rescind your travel application and retain eligibility for future cycles. You will still need to reapply for that cycle, and it's not guaranteed that you'll have the same amount of funds.

I won't know if my poster is accepted until after the travel deadline. Should I still apply for GSSA Travel funds?

Yes. You should still apply, and if you decide not to attend the conference, reach out to treasurer.gssa@tulane.edu ahead of time and let them know you won't attend this cycle but would like to retain eligibility for funding for future cycles.

Helpful People to Know

Michelle Smith - msmith77@tulane.edu (Office: Boggs 101E)

- Michelle can help you with anything financial related (reimbursements, etc)
- She has lived in the area for a long time, so ask for her recommendations or how best to navigate through new orleans
- She is very sweet and loves talking (I feel like she's the mom of the department -Kayla)
- She can help pinpoint you to the right person for administration stuff
- She orders the seminar lunches and is in charge of our accounts
- If you need supplies, ask her

Barbara Kleiss - bkleiss@tulane.edu (virtual)

- In charge of our remote students
- Academic admin stuff like signing up for classes
- Very involved in our classes

Rosanna (Roxy) Chavez - rchavez@tulane.edu (In Dean's office Boggs second floor)

- SSE academic admin
- Anything class related

The Conference Room (600 Boggs)

Computer and projector inside, can reserve for small-ish meetings

Pizza lunch with seminar speakers happens here

The Department Printer

In the printer room, there are office supplies, like pens, dry erase markers, padded envelopes, stapler. Jack can help/share instructions on how to use the printer from your computer.

- **Add a printer PC:** start menu, search for “add a printer or scanner”, select “add a printer” at the top. Your PC will try to pull up all the printers on the network and that's a lot, so after it searches for a minute, select “the printer I want is not listed” and a dialog box opens.

Click the radial button called “add a printer using an IP address or hostname” and click next. The next screen has a dropdown menu next to “device type”, **select “TCP/IP Device” and in the box next to “hostname or IP address” type in prt400boggs.tulane.edu** and select next. It will automatically contact the printer and add it. If it asks you to select the driver click on Xerox on the left-hand box and then “Xerox workcentre 5955” and it should either identify the driver you already have (from when you connected to the printer using the old IP address) or it will download the correct driver from the Xerox 5955. You are now connected.

- **Add a printer Mac:** Look I have a Mac at home, but I don’t add printers very often. I will go from memory so forgive if this isn’t as thorough as the PC instructions. Basically find printers in the system settings and on the left hand side there is a list of printers at the bottom of that box there is a very subtle “+” button, click it to add a printer. It should then give you the same option as above, you **connect to the printer via TCP/IP and type in prt101boggs.tulane.edu where it says “IP address or hostname”** and it should also automatically download the correct driver based on what the Xerox tells it OR it will use the previously installed driver from when you used to be able to connect via the old IP address.

The EBIO Office (Fourth Floor Boggs)

Jack Leslie - jleslie4@tulane.edu (Office: EEBS Boggs 433)

- Jack can help you with almost anything. REALLY! If you don't know who to ask, ask Jack.
- Keys (for nearly any EBIO room): Requires a cash deposit of \$5/key. Once you return the key, the deposit is returned. You can also get key copies for undergrads working with you in your lab (it's still \$5/key for them).
- EBIO vehicle access: See next section for more details
- 405 Boggs conference room reservations (for lab meetings, committee meetings, etc)
- 302 Israel conference room reservations (same as above)
- Has the tables for events

Norah Lovell - nlovell@tulane.edu (Office: EEBS Boggs 434)

- She deals with financial and academic admin things like signing up for independent study credits and payroll

The Conference Room (405 Boggs)

Computer and projector inside, can reserve for small-ish meetings

Pizza lunch with seminar speakers happens here

Paper Shredder

It shreds paper :)

The Kitchen

Free coffee and tea!!!

Fridge and microwave

Free leftovers after events appear on the counter or in the fridge

RCSE Department Vehicles

You need to be certified to drive a Tulane vehicle. This can take a few days to process, so do it sooner rather than later! Guidelines: [Motor Pool Guidelines & Reservations | The Lavin-Bernick Center \(tulane.edu\)](#)

RCSE has one truck and one boat.

- If you use a vehicle and the gas tank is not full, tell Jack! If there is time, he will usually fill it for you, or tell you to fill it to the level it was left. Usually grad students are using their own grant money for this and it's not fair to expect us to fill more gas than we use.
 - Short trips in town (like to the greenhouse and back) generally don't need a gas refill, but check with Jack to make sure.
- If something is wrong with a vehicle, tell Jack right away so that it doesn't get worse and he can give you a safer vehicle to drive!
- If you don't have a personal vehicle but need to make a trip to a local hardware store, etc. for lab or experiment materials, a departmental vehicle can be used for that purpose as well.
- For international students you must have an American Driver's License for a minimum of two years to be able to reserve a vehicle from the EEB office.

The mileage fee is to cover the cost of maintaining the trucks. **You must still fill up the truck after your trip.** As always, a PI can use their T&E Card for the gas or a grad student can pay out of pocket and get reimbursed.

EBIO Department Vehicles

- Jack also handles department vehicle reservations.
- EBIO has a couple of pickup trucks, a few 11-passenger vans, and a ratty minivan.

- If you are driving a vehicle as a course TA, you can fill up the gas tank on campus using the gas card in the glove compartment. Email Jack for instructions.

New (as of 2022) Research Vehicle Booking Instructions:

1. Look on a google calendar to see if the vehicle is available.
2. Use a google form to book the vehicle and input trip information
 1. Several acknowledgements of Dept vehicle rules, including a **new policy of charging a mileage fee** (research purposes only – no fee for teaching purposes. You will need to get the account number from your PI before taking the vehicle.)
 2. Selecting what vehicle
 3. Trip information and dates
 4. The creation of a unique trip ID so we can track the trips (ex. PI name-date of trip). You will need to remember this ID.
 5. Grant or other account that we can use to charge your PI for the mileage
3. Use another google form to track your mileage (the digital version of the mileage book in each vehicle) (we're exploring putting QR codes in each vehicle to make this easier)
 1. Input your unique trip ID
 2. Input your beginning mileage
 3. Input your ending mileage

The booking form and the mileage form will port to a spreadsheet that we will use to charge your PI's account; the vehicle booking form will also port to the google calendar making your reservation official.

Considerations for International Students

Office of International Students and Scholars

Once you have been accepted to Tulane (whether you're currently at another US based institution or not) you will be contacted by a Program Officer from the *Office of International Students and Scholars (OISS)*. Through this office all of your paperwork to maintain student status (SEVIS, F-1 form) will be managed.

The OISS is a helpful office and you can email them to ask questions about: where to go to get a driver's license, social security card and questions about your status in general. Here is a website with people you can contact for specific questions:

<https://oiss.tulane.edu/about/make-appointment-international-student-scholar-advisor>

You can also email their general OISS address if you can't find something online and need to be directed to a resource, they are usually quick to respond: oiss@tulane.edu

It is so important to be aware of these emails as soon as you're accepted because you want to get as quick a start on the procedures of obtaining a Social Security Card (again if you are not yet in the US). As soon as you have this card you will be able to be paid based on the payroll schedule.

Insurance/Taxes/Payroll/etc

If you have not been living in the US before, your country may have a different way to manage taxes or insurance. It can be overwhelming to understand the different nuances. One recommendation is to read **ALL** emails sent by OISS or a program officer from this office. Emails from these offices and even Newsletters from the office have important information on tax workshops, signatures you need if you are going traveling outside the US for the holidays, etc.

When in doubt about a process, email OISS first, they can direct you to an appropriate contact.

Bank account

For New Orleans, go with Chase bank. It is easier if you use this bank to access atms (even on campus). You may need cash and coins in particular to run washing/drying machines if you live in an apartment complex.

Getting hired

To keep student status you need to be enrolled every semester, before candidacy for PhD students that is 9 credits. OISS will contact you if they notice that you are not in compliance with the number of credits. After PhD candidacy you may enroll on one course called Thesis/Dissertation Research which is 3 credits and it will be enough for keeping the student status.

Moving Around - Transportation

If you do not have a car and do not plan on getting one, consider the following. Disclaimer: This varies from person to person.

- Where you live: Pay attention to neighborhoods close to grocery stores or close to the bus lines (see transportation above for bus info).
- To get to the Office of Motor Vehicles or any other store that is farther from Uptown neighborhood, the apps Uber/Lyft or asking a colleague/friend may be your best bet because it may require 2-3 buses to get to these places.
- Staying late on campus is something that can happen if you wish to work at the library or your office until late. Consider using the [Tulane TransLoc On Demand](#), a university app with a shuttle that runs from campus to your home as long as it is within 1 mile radius from campus. Waiting times vary, usually under 20 minutes but on busy exam weeks it may be a longer wait so keep in mind that it may be better to ask for a TransLoc between 6pm - 8pm and if you have to cancel and live close it may be ok to walk home. But if you wait until 10pm and the TapRide is non-responsive it may be best to take an Uber home. TapRide costs nothing, just show your student ID.
- School shuttles: Tulane has shuttles that can take you from the uptown to the downtown campus on weekdays or from campus to a Walmart-Whole Foods on weekends. The disadvantage is that you always have to be picked up or dropped off on campus, the advantage is it costs nothing - you just use your Student ID.

The Final Semester

You've made it to the home stretch!

Here are some resources for your last semester.

[SSE MS and PhD Graduation Requirements](#)

This link contains the deadlines for applying to graduate, dissertation submission requirements, thesis and dissertation guidelines, info about the commencement ceremony, etc.

Thesis and Dissertation Formatting

Formatting guidelines can be found at the [SSE MS/PhD Graduation Requirements](#) link, but they don't exactly explain how to do this formatting in Word.

- Here are links to formatting guides that may be helpful, just tailor the information to the Tulane requirements:
 - [Formatting your dissertation in Word](#)
 - [Dissertation Formatting Tips and Tricks | Graduate School](#)
- There are also lots of tutorials on Youtube for thesis and dissertation formatting if you prefer video tutorials!

Other Checklist Items

Candidacy Forms

You should have gotten forms signed by your committee after defending your prospectus. Just in case, you may want to track them down because the graduate admissions office may have misplaced them. You could also include them in your email to segrad@tulane.edu when submitting your dissertation requirements. These forms should also be in your EEB student file, so reach out to Norah if you don't have the full signed copies saved.

[Admission to Candidacy Form](#)

[Prospectus Approval Form](#)

Room Reservations

The student will handle the room reservation for the public defense, but you may have to reserve a conference room for your private defense. Confirm the public defense room with your PI a few days before, because sometimes rooms get canceled and changed at the last minute.

Public Defense Flyer

The public defense is also created by your PI. About a week and a half (or later) before your public defense, Your PI will email you asking for photos to use for your flyer, and post it on bulletin boards.

Alumni Association

Alumni Card

After you graduate, you can apply for an Alumni Card, which gives you continued access to in-person campus resources like the libraries and the Reily center.

Alumni Benefits

As an alumni, you will receive benefits that can be found [here](#).

Post-Grad Health Insurance

FYI, If you enroll in T-SHIP in the fall semester, your insurance won't be terminated until mid- August of the following year. You still have to pay a fee for the spring semester, but EEB will still cover half, which is much cheaper than other health insurance policies!

If you are looking for health insurance after your T-SHIP has ended, sometimes the individual insurance provider websites will have cheaper plans than Marketplace Health. You can also find short-term insurance plans outside of the enrollment period.

Appendix

Notes for editors

When you add/edit something, update the cover page with the date!

How to add a new entry to a section:

- Please add whatever you think will be helpful to others!
- Place your cursor at the end of the section above where you want the new section to go
- To add the section title to the doc's outline on the left, choose the “**Heading 2**” format instead of “Normal text”
 - This not only looks good, but also updates the index with a link to the section.
- After making your changes, refresh the [Table of Contents](#). You do this by clicking in the box, and clicking the circular arrow that appears next to the top left corner.

How to add a new section:

- Place your cursor at the end of the section above where you want the new section to go
- Go to Insert → Break → Page break. A new blank page should appear.
 - Ctrl + Enter should also work
- To add the section title to the doc's outline on the left, choose the “**Heading 1**” format instead of “Normal text”
- After making your changes, refresh the [Table of Contents](#). You do this by clicking in the box, and clicking the circular arrow that appears next to the top left corner.