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GRADUATE SCHOOL STUDENT SERVICES GUIDE

August 2018



THE GRADUATE SCHOOL 201 LORTON HALL

Dr. Janet A. Haggerty

Vice Provost for Research & Dean of the Graduate School 918-631-2304 ianet-haggerty@utulsa.edu

Dr. Brenton McLaury

Associate Dean of Research & Graduate Studies 918-631-2999 brenton-mclaury@utulsa.edu

Hope Geiger

Asst. Dean of Graduate School 918-631-2715

hope-geiger@utulsa.edu

Directs enrollment management for all graduate programs, Datatel training and documentation, interpretation and documentation of Graduate School policies and procedures, Graduate Council secretary, and manages graduation process.

Diahanna Moffitt

Student Award and Budget Advisor 918-631-2291

diah-moffitt@utulsa.edu

Graduate School budget officer, processing of assistantship, tuition scholarship, fellowship and travel awards, student enrollment, answer student award and health insurance questions

Bonnie Medlicott

Administrative Assistant 918-631-2336 bjm7300@utulsa.edu

Processing of admission letters, student enrollment, Dean's appointment calendar, assists with Graduate Student Orientations, troubleshooting problems and answering student questions, liaison with International Student Services

Caitlin Getchell

Student Services and Recruitment Specialist 918-631-2686

caitlin-getchell@utulsa.edu

Recruitment on- and off-campus, student service programming events, social networking sites, update/maintain recruitment and internal policy documents.

Nadia Hall

Coordinator of Graduate Recruitment & Student Services 918-631-2712

nadia-hall@utulsa.edu

Oversees Graduate School events and student services, recruitment liaison for graduate programs, Educational Testing Service liaison, statistical data on graduate programs, Graduate Student Association Liaison

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TU Student Portal

You may log into the portal at: https://portal.utulsa.edu or through the log in link in the gold bar at the top of the TU website once you click on login you will log in with your TU net ID and password. Then, you will select the Portal.utulsa.edu link.

The TU Student Portal is your first stop for information related to current TU students. The portal provides a directory search, current events, and a variety of information for the University community. Included are team site areas that provides a private website to use for communications, shared documents, meetings, and discussions for organizations or other groups.

When looking for information pertaining to your TU account, the Portal can be a one stop shop!

The Self-Service Menu will lead you to Webadvisor for students. Webadvisor is useful when looking for information such as:

- Student Financial Information
- Financial Aid
- Registration
- Academic Profile
 - o Grades
 - o Grade Point Average by Term
 - o Transcripts
 - o Class Schedule
 - o Emergency Contact Info

Important Graduate School information can be found by clicking on Colleges in the menu at the top of the page, then choosing Graduate School. Once on that page you will find information pertaining to:

- Enrollment
- Graduate School Forms
 - o Student TU Business Cards
 - o Class Drop/Add Form
 - o Graduate Degree Application
 - o Travel Expense Reimbursement
- General Interest and Publications
- Tuition refund and payment
- Academic Misconduct
- Thesis and Dissertation
- Research Colloquium

FINANCIAL ASSISTANCE

FELLOWSHIPS, TEACHING AND RESEARCH ASSISTANTSHIPS:

The university offers a number of different fellowships and assistantships to full-time graduate students. Students must apply for the teaching and research assistantships; awards are made upon the recommendation of the applicant's discipline. Awards that are competitive outside a specific degree program are initiated by student self-nomination and are determined by the administration. Stipends vary according to the amount of work required and the experience of the student. No assistantship or combination of assistantships for a given student may exceed 20 hours of duties per week during the fall and spring semesters. Students must be enrolled full time and maintain a 3.0 grade point average, be in good academic standing, and be on-track to complete their degree program. Students on probation are not eligible for consideration.

The University of Tulsa maintains that a full-time graduate student receiving a graduate assistantship has a full-time commitment. Any employment in addition to the assistantship is specifically prohibited. Any request for an exception to this policy must be submitted in writing to the Graduate Program Advisor and the assistantship supervisor and must receive their approval as well as that of the Dean of the Graduate School. The Dean will consider only requests for exceptions when employment will benefit the student's career development or in instances of severe financial need.

The application deadline for most types of assistance is February 1, and recipients will be announced in early April. The Ben Henneke Research Fellowships, Foster Brooks Parriott Graduate Scholarships, Wilfred Woobank Graduate Assistantships, and John S. Zink Fellowships have an application are due no later than January 15. The Bellwether application must be received by December 1st.

Forms for graduate fellowships, and scholarships may be downloaded from the Graduate School website: http://graduate.utulsa.edu/financial-assistance/assistantshipsfellowships/

TYPES OF ASSISTANCE:

The stipends in this section are typical of stipends awarded to graduate students at The University of Tulsa but may vary by college or department.

<u>Teaching/Research/Administrative Office Assistantships</u>: Open to students pursuing master's or doctoral degrees. For students enrolled in a master's degree program, the assistantship carries a 9-month stipend of at least \$13,410 and remission of tuition for nine credit hours per semester. For students enrolled in a doctoral degree program, the assistantship carries a 9-month stipend of at least \$13,908 and remission of tuition for nine credit hours per semester. Workload: Teaching two courses or equivalent in research activities or administrative office activities for approximately 20 hours per week.

<u>Ben Henneke Research Fellowships</u>: The applicant must be a citizen of the United States and either be seeking full-time enrollment or be enrolled full time in a master's degree program within the arts, humanities, or social sciences (anthropology, art, education, English language and literature, history, psychology, or speech language pathology). This award honors the university's first Trustees Professor of Humanities and 16th President, Ben Graf Henneke. The award carries a 9-month stipend of \$15,000 and nine credit hours of tuition for each of the fall and spring semesters, as well as six credits of summer tuition when appropriate. Applications are due no later than January 15; applications are available from the Graduate School.

<u>Foster Brooks Parriott Graduate Scholarships:</u> The applicant must be a citizen of the United States and either be seeking full-time enrollment or be enrolled full time in an active masters or doctoral program at

The University of Tulsa. A number of these scholarships, established in memory of Foster Brooks Parriott by the Parriott family, are awarded annually on the basis of scholastic achievement and need. The scholarship includes up to 24 credit hours of tuition for the year. Applications are due no later than January 15, online application forms can be found by following this link: https://graduate.utulsa.edu/financial-assistance/assistantshipsfellowships.

Wilfred Woobank Graduate Assistantships: The applicant must be a citizen of the United States and either be seeking full-time enrollment or be enrolled full time in a graduate degree program within the College of Engineering and Natural Sciences. The awards may be designated for one year or may be awarded for up to three years of study for the master's or four years for the doctoral degree. The stipends are at least \$15,000 for either 9 or 12 months and the award includes 18 or 19 credit hours of tuition scholarship. There is a 10-hour per week service component to the Wilfred Woobank Assistantship, intended to foster interaction between the scholar and the department. Applications are due no later than January 15; online application forms can be found by following this link: https://graduate.utulsa.edu/financial-assistance/assistantshipsfellowships.

John S. Zink Fellowship for Students with Physical Disabilities: To qualify, you must be a U.S. citizen, admitted to The University of Tulsa, enrolled as a full time student, be in good academic standing, qualify for services provided by the Center for Student Academic Support, and be registered to receive those services. This fellowship is available to aid TU students with physical disabilities and is given to students in any graduate program. Fellowship amounts are variable and awarded on the basis of need. Application deadline is January 15; online application forms can be found by following this link: https://graduate.utulsa.edu/financial-assistance/assistantshipsfellowships.

<u>Educator Tuition Scholarship</u>: All current, full-time, Oklahoma elementary or secondary school teachers who qualify for admission to the Graduate School and wish to enroll on a part-time basis may apply for a two-thirds tuition scholarship by completing an Education Tuition Scholarship Form and returning it to the University of Tulsa Graduate School on or before the time of enrollment.

Bellwether Fellowship: The purpose of the Bellwether Fellowship is to provide doctoral students with the opportunity to focus on their dissertation without distractions associated with jobs, assistantships, or other commitments. This fellowship program is designed to fast track doctoral students. Bellwether Fellows are expected to rapidly complete their degree program and *either adhere to the task dates noted on their timeline* or *complete tasks in advance of the task dates noted on the timeline* submitted with the application. Required progress reports monitor advancement against the submitted timeline. The purpose of the timeline is to enhance project management skills. Bellwether Fellows are also expected to work independently, seek advice of their committee as a resource when appropriate, meet with the committee at least once a semester, and have regularly scheduled meetings (at least every two weeks) with the advisor to discuss progress with the dissertation. The Bellwether Fellowship program is designed for full-time doctoral candidates who are working toward the completion of degree requirements, this includes *40 hours or more per week focused on your dissertation*. The fellowship provides a monthly stipend of \$1125 including tuition and housing. Application deadline is December 1st.

Other Scholarships: Certain corporations, businesses, and individuals offer a variety of graduate scholarships. These may include full or partial payment of tuition, fees, or books. Recipients are often chosen only from among applicants interested in fields prescribed by the donors. Information on these

awards may be obtained from the Graduate School website (http://www.utulsa.edu/graduate) or from the discipline in which the student plans to study.

Loan Funds: Inquiries regarding loans should be made to the Office of Student Financial Services.

CHAPMAN GRADUATE SCHOLAR PRESENTATION AWARD:

Financial assistance is available for you to present your scholarship at a national or international forum to enhance your career opportunities. Any enrolled graduate student that is a senior author on an abstract and orally presenting research conducted at The University of Tulsa may apply. Applications for support during an academic year must be submitted by the end of the second week of classes during the fall and spring semesters; for a summer presentation, the request must be submitted by the end of the second week of the spring semester. The presentation must be made prior to your graduation. Presentations at professional meetings are usually helpful in acquiring jobs, or at least interviews for prospective employment. So, it is wise to consider seeking Graduate School support for presentations towards the end of your academic program. The maximum amount of an individual award will be \$1,000 for master's students and \$1,500 for doctoral students. You may submit more than one proposal but will receive no more than the allotted maximum in total funding while enrolled in a degree program (i.e., \$1,000 for the master's program and \$1,500 for the doctoral program). You may not simultaneously receive funds from the Office of Research and Sponsored Programs or Chapman Distinguished PhD Funds for assistance for the same professional presentation. For more information, contact the Graduate School.

STUDENT RESEARCH GRANT PROGRAM (OFFICE OF RESEARCH & SPONSORED PROGRAMS):

Financial assistance through the Office of Research and Sponsored Programs is available for you to engage in research projects and presentations at professional meetings. Your application should be prepared with faculty guidance.

Guidelines and the application for research projects are found online at https://utulsa.edu/research/office-research/internal-funding/student-research-grant-program/. A letter of recommendation from your advisor noting whether the proposed project is worthwhile research, approved as a topic for a thesis, dissertation, or independent study should be submitted with your application. Doctoral students enrolled in Research and Dissertation are eligible for awards up to \$1000, with a cap of \$2000 in total funding as a doctoral student. All other degree-seeking students are eligible for individual research awards of up to \$500, with a cap of \$1000 in total funding while enrolled in a specific degree program. The maximum amount for a group research project is \$1000. Your complete application must be submitted by the third week of classes for the fall and spring semesters, and awards are announced by the end of the fifth week of classes. Summer support requests must be submitted by May 3, and awards are announced by May 15.

Guidelines and application requesting support for a presentation at a professional meeting are found at https://utulsa.edu/research/office-research/internal-funding/student-funds-professional-presentations/. You must also submit a copy of the acceptance letter from the organization sponsoring the meeting. Graduate students may be awarded up to \$600 for a single presentation at a professional meeting. This is also the maximum amount that can be received while a graduate student is in a single degree program.

For more information on these programs, contact the Office of Research and Sponsored Programs, 918-631-2714.

GRADUATE STUDENT ASSOCIATION (GSA) TRAVEL GRANTS:

The Graduate Student Association (GSA) provides conference travel funds to the graduate student community. In order to receive funds for conference travel, a student must submit an application to the GSA senate and the student's department must be represented in GSA senate. The student must also be presenting at the conference in order to receive funding. If they are not presenting, they are not eligible for funds. Student must also be the first or second author of the submitted presentation.

Qualified students are eligible to receive funding in the fall and spring semesters. Because funding is limited, students should exhaust all other resources for conference travel funding, including the Graduate School's Chapman Presentation Grants, although GSA Travel Grants can be combined with other awards for expensive trips. The maximum amount that can be funded to each student per request is \$400.

Priority is given to students who have not previously received funding for conference travel from GSA. Students are able to apply for funding for both semesters, but they will be given lower priority than those who have not received funding.

Funds will be distributed based on the following criteria: funds available to GSA, cost for conference travel submitted to GSA senate, nature of conference, whether or not the person requesting the funds is presenting (student must be presenting in order to receive funds), location of conference relative to The University of Tulsa, and official conference information (relevant information must be submitted along with application to be considered)

The GSA Research Allocation Committee will meet and make the decision of whether or not to disperse funds for conference travel. Expenses eligible for funding include registration, transportation, food, hotel expenses, and miscellaneous expenses (i.e. baggage expenses).

*Application information and due dates are available on the GSA website (<u>www.orgs.utulsa.edu/gsa</u>). Students with questions regarding these travel grants can contact the GSA at grad-sa@utulsa.edu.

PART-TIME WORK FOR STUDENTS NOT RECEIVING AID:

Some offices on campus hire students to work hourly positions. THESE POSITIONS ARE NOT GRADUATE ASSISTANTSHIPS. These are employment opportunities for those students who do not currently have a teaching, research or administrative assistantship.

Availability of positions is dependent on the department's current needs. You must apply to each department separately. It is recommended that you include a cover letter, resume, and a letter of recommendation for each office to which you apply.

Recreational Sports Collins Fitness Center mary-wafer-johnston@utulsa.edu, 918-631-2675 **Institutional Advancement** Westby Hall cathy-walworth@utulsa.edu, 918-631-2038 itsmith@utulsa.edu, 918-631-3398 Campus Bike Shop Hurricane Athletics Bldg Fill out application at Circulation Desk McFarlin Library Circulation Desk Campus Computer Labs Helmerich Hall daniel-looper@utulsa.edu, 918-631-3500 Engineering & Natl Sciences Keplinger Hall chuck-mason@utulsa.edu, 918-631-2548 Catering A.C. Student Union joanne.nelson@sodexo.com, 918-631-3472

LIBRARIES AND OTHER ACADEMIC RESOURCES

McFarlin Library:

918-631-2873, http://www.lib.utulsa.edu/

McFarlin Library, named in honor of the original donors, Mr. and Mrs. Robert McFarlin, serves as the academic heart of the University. Students at The University of Tulsa have direct access to the library's holdings of more than three million items that include more than 54,000 electronic journals and over 400,000 electronic books. The library collection also includes digitized University of Tulsa dissertations and archival materials, and extensive collections of electronic reference sources and databases, as well as print resources such as books, serials, government documents, microform and maps. The library's world-class Special Collections are available for graduate and undergraduate research and include extensive collections of manuscripts, historical archives, art objects, photographs and memorabilia in range of subjects that include Modernist literature, Native American history and the American West.

MABEE LEGAL INFORMATION CENTER (MLIC):

918-631-2404, http://law.utulsa.edu/mabee-legal-info-center/

The MLIC offers the latest library technologies in a comfortable, spacious and attractive research environment. The MLIC holds more than 180,000 volumes, featuring a solid general legal collection and specialized collections in energy and environmental law and Native American law. All MLIC users have access to a vast number of law related electronic resources in various formats. (Law students, faculty, and staff also have access to LEXIS and WESTLAW.) The MLIC has two classrooms and three computer labs. Lockable carrels on the first floor may be rented by the semester. Flash drives and print cards are sold at the circulation desk.

Although its primary constituency is the law faculty and students and members of the local bar, the MLIC is also increasingly a campus-wide resource for interdisciplinary programs created jointly by the College of Law and other colleges and departments.

OFFICE OF RESEARCH AND SPONSORED PROGRAMS:

918-631-2714, https://utulsa.edu/research/office-research/

McClure Hall, RM 201

The Office of Research and Sponsored Programs (ORSP) is responsible for the administration of all research and sponsored program activity. Faculty, students, and staff at The University of Tulsa engage in a wide variety of research activities, participating in both externally-funded and university-funded scholarship. ORSP helps identify sources of support, provides information on program guidelines and procedures, assists in proposal development, administers grants and contracts, and funds student research grants. TU receives funding from various sources including private foundations, industry, and federal and state agencies.

As a federally funded research institution, TU must provide certification for certain assurances (see the ORSP website https://utulsa.edu/research/office-research/research-compliance/ for the full listing of certifications).

If your project utilizes human subjects, a protocol must be reviewed/approved by the Institutional Review Board (IRB). Please contact the Coordinator of Research Compliance/IRB Administrator, Carmen Schaar-Walden (x3310) with any questions.

If your research utilizes live vertebrate animals or fish, a protocol must be reviewed/approved by the Institutional Animal Care and Use Committee (IACUC). Please contact the Coordinator of Research Compliance/IACUC Administrator, Carmen Schaar-Walden (x3310) with any questions.

If your research utilizes infectious agents, select agents and toxins, human or endothermic vertebrate materials (including blood, body fluids, cells and tissues), recombinant DNA, synthetic nucleic acid molecules or transgenic animals, the protocol may require Institutional Biosafety Committee (IBC) review/approval. Please contact the IBC Chair, Dr. Estelle Levetin (x2764) to determine if IBC approval is necessary prior to submitting the proposal.

It is the purpose of ORSP to facilitate your interactions with the Research Office office and other administrative offices and to encourage you to further your scholarly pursuits at the University.

CENTER FOR GLOBAL EDUCATION (STUDY ABROAD):

Center for Global Education Hardesty Hall

global.utulsa.edu

Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

The University of Tulsa is committed to offering its students an opportunity to acquire cross-cultural experience by spending a summer term, semester, or full year studying overseas. Most students who've spent time abroad report that their experience overseas was the most enriching of their college career. Students who study in an environment which is culturally and/or linguistically different than their own gain highly marketable cross-cultural skills attractive to today's employers.

The Center for Global Education (CGE) provides oversight for TU's academic programs abroad and can assist you to explore exciting opportunities overseas. CGE advisors work closely with students to assist them in finding appropriate programs which fit their academic needs as well as their personal and career goals. Currently, the CGE has a list of Core programs, manages reciprocal exchange partnerships with universities in several countries and has affiliation agreements with well-respected study abroad provider organizations which offer overseas study and internship opportunities to students worldwide. After meeting study abroad application requirements and with the approval of a student's college, he or she can choose to take courses abroad which may satisfy degree requirements.

Students from all disciplines are encouraged to consider applying to participate in a program abroad. Federal financial aid and TU sponsored scholarships are available and students are always encouraged to apply. Do not miss the opportunity to enrich your TU degree while exploring the world around you. For more details on TU's programs abroad, please contact the CGE at 918-631-3229 or visit the website to search program options and for further details: www.utulsa.edu/globaleducation

For application deadlines, contact the Center for Global Education at 918-631-3229.

ATM LOCATIONS

There is a Bank of Oklahoma ATM located in the east end of the Allen Chapman Student Union, across from the Post Office.

BOOKSTORE

918-631-2206, Fax: 918-631-2108, Website: http://www.bkstr.com/tulsastore/home

Hours:

Monday - Friday 9:00 a.m. - 5:00 p.m.

Saturday 11:00 p.m. - 3:00 p.m.

Extended hours at the beginning of each semester.

Located at 11th & Harvard, the University Bookstore sells textbooks, general books, and convenience items. All required and recommended textbooks used for course work at TU are carried in the store. The bookstore buys back textbooks year round as well as during the end-of-semester buy-back programs. The general books department carries study aids, best sellers, magazines, and other general interest books. Any book not found in the store may be special ordered. The bookstore carries the *New York Times*, in addition to a complete line of school supplies, including computer software. The store also carries a large assortment of Hurricane T-shirts, sweatshirts, and jackets, as well as health and beauty aids, greeting cards and gifts.

BURSAR'S OFFICE

McClure Hall, 918-631-2600; Fax: 918-631-2033, website: http://utulsa.edu/offices/bursar/

Hours: Office: Monday - Friday, 8:00 a.m. - 5:00 p.m.

Teller: Monday – Friday, 8:00a.m. - 4:30 p.m.

The TU Bursar's Office provides students with many helpful services including, accepting payment of tuition and fees; arranging tuition payment options; disbursement of student aid payments, payroll checks, and refunds; and Hurricane Gold account deposits. The Bursar's Office also provides information regarding student tuition accounts.

CAMPUS PARKING/ STUDENT IDS

Fisher Hall, 2821 E. 8th St., 918-631-3360; Fax: 918-631-3362, website: http://www.utulsa.edu/parking **Hours:** Monday – Friday, 8:00 a.m. – 4:30 p.m.

The Parking/Card Services (PCS) Office handles University ID cards (pictures, production, and replacement), and campus parking permits (for faculty, staff, and students), passport photographs, and international travel IDs (ISIC cards). University ID cards are not transferable. Whenever a student is on University property or at University events, they must carry their TU Student Identification Card and should be prepared to present the ID card to University officials to verify their identity. Consequently, ID cards should not be lent to anyone at any time. Disciplinary action will be taken against students fraudulently using another's card and against the owner if the fraudulent use for the card was permitted by the owner. Lost ID cards should be reported as soon as possible to the PCS Office during business hours to protect the account from unauthorized use. There is a \$15 charge for replacement IDs. After hours, lost cards can be reported to any dining facility personnel which through their cash registers can put a "hold" on the account.

Your ID card has three types of technology on it. It has a bar code on the back for the library and other checkout privileges, a magnetic swipe on the back for meal plans and "Hurricane Gold" accounts, and a proximity antenna wiring inside the card. It is important to follow some simple steps to ensure the proper operation of your ID card and save you the \$15 replacement fee!!

Do not use your ID card as an ice scraper; it will damage the circuitry for the proximity array and also possibly break the card.

- Do not wash and/or dry your ID card; it will make the card brittle and susceptible to breaking.
- Do not run a magnet across the magnetic strip.
- Do not punch a hole in the card to carry it on a chain. If you want a hole punched in the card please bring it to the PCS Office and let the staff punch the hole in the correct location to avoid damage to the circuitry of the card.
- Do not expose the card to extreme temperatures.

CAMPUS STUDENT SERVICES

ALEXANDER HEALTH CENTER:

918-631-2241, http://utulsa.edu/campus-life/alexander-health-center

Hours: The Health Center is open Monday through Friday, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Priority is given to those students who call for an appointment.

SERVICES AVAILABLE

- Care for acute minor illness and injuries
- Women's health services, including contraceptive management
- Men's health services
- Sexually transmitted disease testing and treatment
- Immunizations
- Lab testing
- Allergy immunotherapy injections
- Health education

SERVICES NOT AVAILABLE

- Urgent care or emergency room
- X-rays, medical procedures, specialty care, physical therapy
- Medical care for patients with complex mental health issues
- Testing for ADD or ADHD medication

For more information on services, visit our website:

https://utulsa.edu/campus-life/alexander-health-center

Per TU policy, "personal illness is not considered an excused absence." The AHC staff will not provide a "medical note" if you miss class. If a student has a communicable disease as determined by the physician, the AHC staff may intervene on behalf of the student. Please refer to The Alexander Health Center "Notification of Medical Illness Policy" for more details.

CHECK IN PROCESS

- Required forms may be completed and submitted electronically on our patient portal
- You will need to arrive 15 minutes early for your appointment to complete check in process.

- Always bring your student identification card and insurance card when you visit the AHC. Insurance information is required for a referral off campus.
- If you are unable to make your appointment, please be considerate and call to cancel so that the appointment can be given to another student.

ELIGIBILITY AND COST OF SERVICES

- Students currently enrolled at The University of Tulsa are eligible for services, regardless of insurance.
- Office visit fees will be based on current insurance benefits.
- If you are enrolled in the TU/United student health insurance plan, all costs for lab work performed at the AHC will be billed to the United student health plan.
- Once a student has withdrawn, been dismissed, or graduated they are no longer eligible for health care services at the AHC.

MEDICAL CARE WHEN THE AHC IS NOT OPEN

- In the event of a life-threatening medical emergency or accident on campus, **call 911** (campus phone call 9-911) for an ambulance. Please be prepared to give them your exact location on campus, including the building name and room number if possible.
- For major illness or injury not requiring an ambulance, several major hospitals are located close to the TU campus, including Hillcrest and St. John's.
- To receive medical care for conditions that are not life threatening, an urgent care may be a more efficient and less costly option. *They are open in the evenings until 7pm and on weekends*. Access Medical and St. John's Urgent Care are located on 17th and Utica Street, several miles from TU.
- A student can also obtain medical care from their private physician or establish care with a local provider.
- Please take your insurance card, a photo ID and a method by which to pay the deductible expense. If you are on the TU/United student health plan, you are responsible for the first \$350 of your off campus care, followed by 20% of the remaining expenses when using a preferred care provider. Not all medical services are covered. Please refer to the United Student Health Insurance website for details.
- Follow-up through the AHC is available when the clinic reopens.

IMMUNIZATION REQUIRED BY OKLAHOMA LAW

REMINDER! ALL NEW STUDENTS MUST TURN IN AN IMMUNIZATION RECORD IMMEDIATELY TO THE ALEXANDER HEALTH CENTER

NOTE: Immunizations may be submitted online through the patient portal.

- 2 measles, mumps and rubella (MMR) vaccines
- 3 hepatitis B vaccines
- 1 meningitis vaccine, if you are living on campus

Please see the AHC "Immunizations Required by Law" document or call the AHC for more information. Students who do not comply with the law, will have a hold placed on their enrollment at the University.

All contacts at The AHC are strictly confidential as protected by law and professional ethics. Completion of the AHC "Authorization for Release of Medical Information" is required for the AHC staff to speak to anyone about your medical care.

UNDERSTANDING HEALTH CARE AND INSURANCE

The health care system in the United States (US) can be difficult to understand. In some countries, the majority of the health care happens in the hospital. In the US, the healthcare system is based on level of care needed.

You should first seek medical attention at The Alexander Health Center (AHC) if open, for well visits, minor illnesses and injuries. Students currently enrolled at The University of Tulsa are eligible for services, regardless of insurance.

In the US, medical facilities provide different levels of care:

- **Health Clinics-Doctor Offices:** Well Visits, Annual Exams, Minor Illness and Injuries.
- Urgent Care: Minor Illness and Injuries.
- Hospital Emergency Room (ER): Major Illnesses and Injuries.

Examples of medical conditions and where you should seek treatment are listed on the yellow trifold card, available in the AHC and graduate office.

When seeking medical care have your photo identification card and insurance card. For off campus medical treatment, you will also need your current Tulsa address and a method by which to pay for deductible expenses.

IMPORTANT INSURANCE INFORMATION

Deductible: Even if you have health insurance, most companies will not pay for everything. A deductible is the amount of the charges that you are responsible for before the insurance company will pay any expenses. For example, if you have the United/TU student health plan, you will be responsible for the first \$350.00 of any health care expense that you incur at a preferred provider off campus doctor's office or urgent care center. If you go to the ER, you will need to pay the first \$350.00 of any charges incurred plus a \$100.00 co-pay; then you will be responsible for paying a percentage of the covered expenses.

"Preferred Provider" or "In-Network Provider": This means that the insurance company has a list of doctors, clinics and hospitals that provide care with less out of pocket expense for you. For example, if you go to a "Preferred Provider," the United/TU student health plan will pay 80% of the covered expenses (once you have met your deductible), while you will be responsible for the remaining 20% of

the bill. If you do not use a "Preferred Provider" the United/TU student health plan will ONLY pay 50% of the covered expenses. The list of providers can be accessed at www.uhcsr.com/tulsa.

"Covered Medical Expenses": Not all services that are provided at a doctor's office, clinic or hospital are paid by the insurance company. Please read your insurance plan carefully to make sure you know what the covered costs are and what services are "Exclusions." For example, United/TU student health does not cover acupuncture, cosmetic surgery, dental care, routine eye exams, glasses or non-emergency care when traveling outside the US.

Off Campus Medical Charges: You will receive medical bills and insurance statements via the mail explaining what charges you will be responsible for and which charges the insurance company will pay. This can be confusing. Do not throw these statements away. You will need to pay your portion. If you move off campus, you will need to go to the Post Office in ACAC to complete a change of address form.

If you need help understanding the statements or expenses, you can bring your paperwork in to the Alexander Health Center for assistance. Please feel free to call 918-631-2241 for further information.

CAMPUS HOUSING:

Fisher Hall, 918-631-2516, www.utulsa.edu/housing

Graduate and law students have convenient and market-quality apartment options right on campus. University apartments offer various amenities including microwave, dishwasher, washer/dryer hook-ups, walk-in closets, high-speed internet, extended cable, and community swimming pools. Our apartments provide a more economical option, including townhouses, traditional apartments, and efficiencies. All apartments offer many safety features including deadbolt locks, smoke detectors, and lighted off-street parking. Residents are expected to acknowledge that they live in an academic community and meet those community standards set forth in *The Guide to On-Campus Living*.

Complex managers for each area offer peer assistance to apartment residents, work in the apartment office, inspect the common areas and exteriors of buildings for maintenance concerns and implement community programming. The apartment community strives to provide quality programming that enhances community life by stimulating interaction.

<u>Liability and Renter's Insurance:</u> The University does not assume any liability for loss, damage, or theft of any personal property, or for damage or injury resulting from explosion, fire, mechanical failure of water, steam, or gas lines, defective wiring, or for the negligence of any other occupants of the building. Students who wish to protect themselves from the possibility of such losses should cover their belongings with appropriate insurance. It is to your advantage to contact an insurance company and obtain renter's insurance. Another alternative is to seek coverage under your parents' homeowner's insurance.

CAMPUS RECREATION:

COLLINS FITNESS CENTER, 918-631-2679, http://www.utulsa.edu/campus-life/campus-recreation

TU students enjoy free use of all TU recreational facilities. The Collins Fitness Center hosts an extensive fitness area containing free weights, select equipment and cardiovascular machines, a dance room, indoor track, and huge lounge. It also has complete facilities for basketball, volleyball, badminton, and table tennis. Mabee Gymnasium, located at 8th and Florence Ave., boasts racquetball and squash courts. Your student ID card is your authorization for admittance to the facilities and entitles you to check out a variety of equipment. For daily information about specific facilities, pick up a semester schedule in the Collins Fitness Center.

Fitness Center General Hours

Monday – Friday 6:00 a.m. – 11:00 p.m. Saturday 10:00 a.m. – 6:00 p.m. Sunday 2:00 p.m. – 11:00 p.m.

Summer hours vary, contact 918-631-2679 for current hours.

Collins Fitness Center

- * Badminton, basketball, volleyball courts, fitness center, a dance room, indoor track, and lounge
- * Equipment check-out center
- * Locker rooms

Equipment:

- * The Campus Recreation Office provides a variety of equipment available for checkout.
- * The Equipment Checkout Center is open during normal building hours.
- * A valid TU ID must be used for any equipment check out.
- * Users will be charged replacement cost for any equipment damaged or not returned.
- * Overnight checkout must be approved in advance by the Campus Recreation Office.

<u>Fitness:</u> Fitness programming encourages development of cardiovascular endurance, muscular strength, and flexibility. The Campus Recreation Department offers a variety of classes. Registration is at the beginning of each semester, (there is a nominal fee for participation.) For a fitness class schedule and fees go to: https://portal.utulsa.edu/offices/campus-recreation.

<u>Informal Sports:</u> Informal sports are self-directed participation for fitness and leisure. The fitness room, courts, and fields are available for informal recreation. Building hours and schedules are published each semester.

<u>Intramurals</u>: Intramurals are structured competitive/cooperative sports organized into leagues and tournaments for people of all skill levels. Divisions for men, women, and co-recreational and open participation are offered. More than 30 intramural activities are offered throughout the school year.

<u>Towel Service</u>: Towels are provided free of charge with a valid TU ID or a Collins Fitness Center Pass.

MABEE GYM:

918-631-3382, website: http://utulsa.edu/campus-life/campus-recreation/mabee-gym

Hours: Monday – Friday, 8:00 a.m. - 8:00 p.m.

Facilities:

Facilities available for use include the following:

- * Mabee Gymnasium: squash court (one); racquetball courts (four)
- * Locker rooms

CAMPUS SECURITY:

3115 E. 8th St. (Mabee Gym, east entrance), 918-631-5555, website: www.utulsa.edu/security **Hours:** Monday – Friday, 24 hours 7 days a week, 365 days a year

In an emergency affecting the safety of the residents or property of the University, security should immediately be notified at 918-631-5555 (ext. 5555 if using TU phone). Campus security patrols the campus and is available to respond to calls 24 hours a day. Twenty-four-hour emergency phones are in blue boxes bolted to poles and marked by distinctive lights. These phones, which are direct lines to Campus Security, are located all over campus, including north of Fisher Hall, north of Sorority Row, south of Harwell Hall, and south of Chapman Hall. In addition, there are yellow phone boxes located throughout campus that provide both a direct line to Campus Security and a courtesy line for making oncampus phone calls.

Campus Security is responsible for the security and safety of the campus community. Security enforces parking and traffic regulations, and provides escorts at night to students who, otherwise, would have to walk alone to classes, libraries, meetings, and other University-sponsored programs. This escort service is also available to any student who is physically limited.

CAREER SERVICES:

Hardesty Hall, 918-631-2549,

http://utulsa.edu/campus-life/career-services/

The Career Services Office provides services for students and alumni of the University. The major goal is to help students gain the information and skills needed to select and manage a career and conduct a job search that will lead to desirable employment. The office assists each individual in developing a career plan and specific strategies that will lead to his or her employment goal.

Services provided to help students find a direction include web-site information and links; workshops and groups, career library, individual career counseling, computerized career decision-making program, and career planning assessments. Services provided to help students achieve their employment goals include resume assistance, interview preparation, on-line registration for submitting applications and for scheduling interviews; one-on-one job search advice; part-time volunteer, summer, internship, and full-time employment listings; on-campus interviewing and job fairs in other cities; and corporate information and job search-related information.

CENTER FOR STUDENT ACADEMIC SUPPORT:

918-631-2315, http://utulsa.edu/campus-life/student-academic-support/

Zink Hall, RM 249

The Center for Student Academic Support provides services to all students to enhance opportunities for academic success. The center serves the academic support needs of students and promotes effective interaction between students and faculty. The Center for Student Academic Support offers the following support services to students, faculty, and staff:

- Academic skills workshops such as test preparation, study strategies, note taking, effective interaction with faculty, and many other programs.
- Identification and monitoring of students at risk.
- Initial referral to other campus support services.
- Liaison between students and faculty or other university personnel.
- Tutoring and tutor training.
- Consultation on an individual basis.
- Screening, evaluation, and assessment of student interests, skills, and abilities.
- Accommodations for student with disabilities.

Counseling & Psychological Services:

Alexander Health Center, 918-631-2200, http://utulsa.edu/campus-life/counseling-services/

Hours: Monday – Friday, 8:00 a.m.-12:00pm and 1:00pm – 5:00 p.m.

The staff of the Counseling Center is trained to help college students through the changes and transitions of college life, as well as to help faculty and staff function more effectively in their roles. The Center offers a broad range of professional services to all students, faculty, and staff including psychological counseling, assessment, outreach programs, workshops, and consultations. The Counseling Center is devoted to helping with any problem or concern that might require professional assistance, including the following:

Academic Difficulties Performance Enhancement

Alcohol/Drug Abuse Personal Assault

Anger Personal Growth and Well-being

Anxiety Procrastination

Career Goals Self-Defeating Behavior

DepressionSelf-EsteemEating DisordersSleep DifficultiesExplorations of ValuesSocial/Sexual ConcernsFamily and Social IssuesSports PsychologyIdentity DevelopmentStress Management

Interpersonal Relationships

Life-style Planning

Time Management
Writer's Block

Services include psychological counseling, assessment, outreach and consultation.

<u>Confidentiality:</u> All contacts at the Counseling Center are strictly confidential as protected by law and professional ethics.

<u>Eligibility for Services:</u> University students, employees, and members of their immediate families are eligible for services. (In the event of a waiting list, students have top priority). Alumni and prospective students may be seen on an individually arranged basis.

<u>Fees:</u> Services are supported by Enrollment and Student Development funds. The only fee that a client may be asked to pay individually is a nominal charge for scoring of some tests.

Appointments may be made either in person or by phone by calling 918-631-2200. In the event of a crisis after regular hours, call the TU operator at 918-631-2000, and leave your name and telephone number. As available, a member of our staff will return your call. Twenty-four hour back-up crisis counseling is also available by calling the Crisis Care Center at 918-921-3200 or call 918-744-4800. If you are uncertain about whether the Counseling Center's services will fit your needs, feel free to call or come in and discuss your concerns with one of the staff. Services are free of charge except for nominal scoring fees on some tests. Contacts with the Center are strictly confidential as protected by law and professional ethics. During the fall and spring class sessions, the Counseling Center has extended hours on Tuesday evenings until 9:00 p.m.

COMMUNITY SERVICE OFFICE:

Sharp Chapel, 2nd Floor, 918-631-2327

The University and Community Service Office coordinates University-affiliated community service and volunteer projects in the Tulsa community. Whether provided by faculty, students, or staff, the University encourages and supports such efforts. Individuals or groups wishing to consider such projects are encouraged to visit the office to explore ideas and discuss organizational procedures.

DINING:

ALLEN CHAPMAN STUDENT UNION, 918-631-2145, www.utulsa.edu/dining

ACSU Food Court: The ACSU Food Court offers options from:

Einstein Bros. Bagels: Einstein Bros. Bagels offers a wide variety of breakfast items to start your morning, including specialty coffees and a bagel or egg sandwich. For those that prefer to start the day later, Einsteins offers a large selection of salads, hot and cold sandwiches, as well as grab and go items. Hours: Monday - Friday 7:00 a.m. - 2:00 p.m.

Baja Jack's: The tropical flavors of Baja California come alive with the fun, funky atmosphere at Baja Jacks Burrito Shack. Grilled Carne Asada Steak Burritos, Baja Fish Tacos, Meaty Quesadillas stuffed with shredded chicken, and giant Nachos Platters are just a few of the favorites here at Baja Jacks. All made fresh in authentic Baja California Style. Hours: Monday - Friday 11:00 a.m. – 8:30 p.m.

Sushi Blu: Sushi Blu offers guests sushi Nigiri and a variety of hand-made rolls. Hours: Monday - Friday 9:00 a.m. - 4:00 p.m.

Star Ginger: The heart of Star Ginger cooking is Asian street food. The menu features items that emphasize the big, spicy flavors of Thailand, Singapore and India, while also offering options that highlight the bright, fresh flavors of Vietnam. Hours: Monday - Friday 11:00 a.m. - 2:00 p.m.

Tossed and Simply to Go: Exclusive to The University of Tulsa, Tossed offers guests traditional and custom salads. The menu also includes a variety of wraps. Hours: Monday - Friday 11:00 a.m. - 2:00 p.m.

Benvenuto's: Features made-to-order pasta. Hours: Monday - Friday 11:00 a.m. – 9:30 p.m.

C-Store (Convenience Store): Features over 500 items for sale. Snacks, health food, personal supplies, and packaged meals all can be purchased using your Hurricane Gold Cards, credit cards, and cash. Hours: Monday - Friday 8:00am- 3:00 p.m.

Pizza Hut: Accepts cash, credit cards and Hurricane Gold dollars. Hours: Monday – Friday 11:00a.m. – 3:00 p.m. Saturday 11:00 am-3:00 p.m. during academic semesters.

Subway: Located across from Hurricane Hut. Hours: Monday – Friday 7:00 a.m. – 11:00 p.m., Saturday 8:00 a.m. – 11:00 pm, Sunday 10:00 a.m. – 9:00 p.m.

Chick-Fil-A: Features high quality chicken sandwiches, salads, and a host of other tasty menu items. Case, credit cards and Hurricane Gold dollars are accepted. Hours: Monday-Friday 10:30 p.m. – 2:30 p.m.

The Hurricane Hut (Closed during summer months.)

Features a variety of menu items including Mexican items, hamburgers, chicken, and appetizers. Come listen to local talent, play a game of pool, or watch your favorite team on the big screen. Open lunch, dinner, and for your late night cravings.

Hours: Monday – Sunday, 5:00 p.m. – 11:00 p.m.

PAT CASE DINING CENTER

Fisher Hall offers continuous dining service. In addition to the regularly planned entrees for each meal, hotline grill and specialty bar is provided for lunch and dinner including items such as taco salads, baked potatoes, fajitas, pasta, stuffed potatoes, theme meal nights, and other special event meals. Other highlights include an expanded salad bar, a deli sandwich bar, soft-serve ice cream, and frozen yogurt. Open every day.

Hours:

Weekdays 7:00 a.m. – 7:30 p.m. Weekends

Hot Breakfast 7:00 a.m. – 9:00 a.m. Saturday Brunch 10:30 a.m. – 1:30 p.m.

Continental Breakfast 9:00 a.m. – 10:30 a.m. Dinner 4:00 p.m. – 6:30 p.m.

Lunch 11:00 a.m. – 1:00 p.m.

Soup and Sandwich 1:00 p.m. – 4:30 p.m. Sunday Brunch 11:00 a.m. – 1:30 p.m.

Dinner 4:30 p.m. – 7:30 p.m. Dinner 4:00 p.m. – 6:30 p.m.

HURRICANE GOLD DOLLARS

The Hurricane Gold Dollar program is a prepaid account that allows students to purchase meals or snacks with a TU ID at Pat Case Dining Center, all locations in the Student Union, on-campus coffee shops and sporting events.

Hurricane Gold Dollars give students the opportunity to purchase a lower cost meal plan and still make purchases at other dining options. Hurricane Gold Dollars can be used any time the facility is open.

Students simply set an amount (minimum of \$25.00) and prepay in either Parking and Card Services or the Business Office. Also, cash deposits are accepted at the three automated terminals on campus. For convenience, these machines are located in McFarlin Library, Law School, and the Student Union. When the Gold Dollar limit is reached, students can add money to their account.

Additional Hurricane Gold Dollars can be deposited online with your Visa, Mastercard, Discover, American Express card or by e-check using our secure payment form.

If Hurricane Gold Dollars remain in the account at the end of the academic term, they will be carried over into the upcoming academic term balance. Students may request a refund of any balance remaining in their account at the end of the academic year.

MULTICULTURAL STUDENT PROGRAMS:

Hardesty Hall, 631-2364

Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

The Office of Multicultural Student Programs is committed to these main goals:

- To provide comprehensive and meaningful educational, social, and cultural programs for racial, ethnic, religious, sexual/gender, and other minority student groups.
- To encourage involvement of minority students in all aspects of University life.
- To provide inter-cultural programs and activities that promote inter-cultural sensitivity, self-awareness, and positive interaction among groups.

Programs sponsored by the Office of Multicultural Student Programs include leadership programs, support, cultural programs, workshops on power and privilege, and the LINC Program. For additional information, visit http://utulsa.edu/campus-life/multicultural-student-programs/.

DEPARTMENTAL KEYS

For currently enrolled students and students in graduate teaching/research/administrative assistantships, circumstances may require copies of keys to academic buildings, classrooms, and/or labs. To request copies of keys to your specific departmental facilities, please contact your assigned program advisor. All key requests must be cleared by the graduate program advisor and departmental chair before being sent to the Physical Plant. Keys are issued through the Physical Plant, and students must bring a current student I.D. before the keys will be released to them. Keys must be returned to the Physical Plant upon completion of your degree program, when switching assistantship positions/duties, or taking a leave of absence. A hold is placed on a student's account when keys are issued and will delay the processing of a degree certificate until returned.

INFORMATION TECHNOLOGY

Administration

Richard Kearns, Vice President for Information Services and CIO, Zink Hall, 918-631-3075 Chris Farwell, Chief Applications Officer and Associate CIO, Zink Hall, 918-631-5613 Tricia Moreland, Chief Technology Officer, Zink Hall, 918-631-3229 Jonathan Kimmitt, Chief Services and Security Officer, Zink Hall, 918-631-2743

Library

Adrian Alexander, R M and Ida McFarlin Dean of the Library, McFarlin Library, 918-631-2356 Francine Fisk, Associate Dean of McFarlin Library, McFarlin Library, 918-631-2495 Sandy Henderson, Administrative Assistant, McFarlin Library, 918-631-3552 Janet Cairns, Director of Academic Technology Services, McFarlin Library, 918.631.3101

Information Technology Policies. http://35ht6t2ynx0p1ztf961h81r1.wpengine.netdna-cdn.com/wpcontent/uploads/2015/03/ethics-code-and-policy-for-computer-use.pdf

Ethics Code and Policy for Computer Use; Information Security Policy

McFarlin Library Reference Desk

McFarlin Library; Phone: 918-631-2880; Email: ref@utulsa.edu

Client Services IT Desk

http://www.utulsa.edu/it

M-F, 8:00-12:00. 1:00-5:00; Phone: 918-631-3500; email: help@utulsa.edu

Our mission is to help all students, faculty, and staff, access and use the campus provided computer services.

- We accept and direct all problem reports, requests for service to the appropriate teams.
- We provide technical expertise on supported software.
- We disseminate information on accessing the campus networks and other related services.

We are unable to work on personal computers.

College System Administrators

Each college has a system administrator/computing director that reports to the Dean of the college. For computing support you should contact the following:

- · Arts and Sciences: Extension 3500, <u>cas-help@utulsa.edu</u>
- Business Administration: Extension 3175, collins-help@utulsa.edu
- Engineering and Natural Science: Extension 2548, ens-help@utulsa.edu
- Law: Extension 5613, computing@mail.law.utulsa.edu

Administrative Computing

Students and faculty members interact with the Student Information System using a web-based system called WebAdvisor. WebAdvisor for students provides access to class schedules, final grades, and other academic records. It also allows for online registration during selected periods in the fall and spring. WebAdvisor accounts are created automatically for students upon registration.

Networking Services

The University of Tulsa provides wireless network to all students, faculty, staff, and invited guests. The TUWireless and TUWPA wireless networks cover a large majority of buildings on campus, and can be accessed with your TUNetID and password.

Wired network access is available in most residential/commons areas, and can be accessed with your TUNetID and password.

Pauline M Walter Academic Technology Center in McFarlin Library

Public computer laboratories are provided in the Academic Technology Center on the Plaza Level of McFarlin Library. Laboratories are available 7 days x 24 hours during the academic semesters with some exceptions during fall, winter, and spring breaks.

College Computer Labs

Additional labs are located in various buildings on campus. Access to these computers may vary by class/college. See your college administrator.

Dell Connection & Campus Microsoft Agreement

Information Telephone: (918) 631-3603

Email: it-desk@utulsa.edu

Students and full-time faculty and staff of the University of Tulsa are eligible to take advantage of discounted pricing offered by companies such as Dell and other vendors. A link is available from the IT web page at http://utulsa.edu/offices/information-technology/ to see suggested hardware configurations, supported software and links to vendors. The direct link to Dell is www.dell.com/utulsa.

To support curriculum endeavors, the University of Tulsa maintains an agreement with Microsoft Corporation providing software licensing for full-time faculty, staff, and students. For installation on university owned machines, contact your System Administrator for more information.

For access to Microsoft Office software, please log into the Universities Office 365 site at http://office.utulsa.edu

HARVEY (Hurricane Academic Resources Virtually Everywhere)

HARVEY is our campus-wide web-based *learning management system*, powered by Blackboard Learn. HARVEY is completely online, providing access to course material and tools anytime from anywhere. Many instructors use HARVEY to support their classroom activities, posting a syllabus, assignment submission, announcements, even assessments. While all can log into HARVEY, only enrolled students or those given access by their course instructor can see the materials in the specific courses. If you are teaching a course and it is not listed in HARVEY, please let us know by sending an e-mail to <u>janet-cairns@utulsa.edu</u>.

Student Portal

The University's portal provides a directory search, current events, and variety of information for the University community including a team site area that provides a private website to use for communications, shared documents, meetings and discussions. For access to the Student Portal, log in to https://portal.utulsa.edu

POST OFFICE

Allen Chapman Student Union, 918-631-2211

Hours: Monday - Friday 8:30 a.m. - 4:00 p.m. and **4:30-5:00 (Package Pick Up Only)**

The Mail Center @ TU offers a full service retail window. All postal services are offered ranging from Registered and Insured Mail to Priority, Express and Parcel Post Package Services. Post Office box rental is available for \$40 a year or \$15 per semester and \$10 for the summer session. Each additional occupant of the Post Office box will carry an additional charge of \$10 (for example, a spouse or dependent would be considered an additional occupant). No pre-payment is required as this service will be billed to your personal account. FedEx services are also available at a discounted rate with your TU ID. Outgoing mail pickup from the Postal Service is at 4:30 p.m. Monday through Friday. A drop slot is available inside the building for your stamped mail. Sorry, no credit or debit cards are accepted. We do, however, accept cash, check, and GOLD CARD.

The Mail Center is also responsible for delivery of student mail to John Mabee Hall, Lottie Jane Mabee Hall, Fisher South, Fisher Hall, LaFortune, and Honors House. Campus mail is delivered to the sorority and fraternity houses daily, but any mail addressed directly to the house will be delivered by the

United States Postal Service. The same is true with the student apartments on campus, they receive delivery directly from the Postal Service. Please don't hesitate to stop by the east end of ACSU with any questions.

REGISTRAR

McClure Hall, Room 103, 631-2254, www.utulsa.edu/registrar

Hours: Monday – Friday, 8:00 a.m. - 5:00 p.m.

Student permanent records, grades, schedule of courses, transcripts, and Veteran's Affairs are all housed in the Office of the Registrar. Transcripts are free, as long as all financial obligations to the University have been met. Credit by exam and verifications of enrollment for student loans and insurance companies are all handled in this office. They are located on the first floor of McClure Hall.

RELIGION

Sharp Chapel, 631-2546, http://utulsa.edu/offices/sharp-chapel/

In covenant with the Presbyterian Church (U.S.A.), The University of Tulsa is committed to the full and diverse expression of religious life at the University. Acting on behalf of the University and its educational mission, the Offices of the University Chaplain provide for and support the ongoing articulation of the life of faith on campus: planning, implementing, and sponsoring religiously oriented programs; providing counseling and pastoral care; serving as a liaison with other religious groups; leading ecumenical and interfaith worship services; and assisting the campus in nurturing a caring and respectful environment for diverse expressions of the life of faith.

Sharp Memorial Chapel, home to the offices of the Sharp Chaplain and its nonsectarian ministries, shares the plaza with McFarlin Library, Kendall Hall, and Tyrrell Hall.

The University also is supported by a number of campus ministries that maintain facilities and programs of outreach and nurture for their respective constituencies. Each of these ministries adds its distinctive identity and voice to the interfaith conversation that articulates the religious life of the University.

For a complete list of religious organizations on and off campus, please see Appendix A.

SPECIAL GRADUATE STUDENT SERVICES AND PROGRAMS

Annual Student Research Colloquium:

http://graduate.utulsa.edu/student-research-colloquium/, research-colloquium@utulsa.edu

Students organize this program in conjunction with the Graduate School. The Graduate Student Association coordinates the students participating in the colloquium and the students assisting with the production of this event. It is conducted during the spring semester to provide you an opportunity for public speaking, to encourage your research endeavors, and to provide an outlet to express pride about your research. The students' presentations are judged according to criteria used at professional meetings. There is an awards banquet and cash awards are presented. This year the meeting will be conducted April 1-5, 2019. Deadline for the 250-word abstracts will be the 14th of February. For more information, contact the Graduate School, 918-631-2336.

GRADUATE STUDENT ASSOCIATION:

Lorton Hall 203, grad-sa@utulsa.edu, http://orgs.utulsa.edu/gsa/

Hours: Office hours vary by semester.

The Graduate Student Association helps organize the Annual Student Research Colloquium as well as other campus functions each semester such as the Family Picnics, Graduation Parties, and Welcome Back Receptions. The student members elect the association's president, who conducts the organization's meetings and also serves as a student member on the Graduate Council.

LIFE SKILLS WORKSHOPS:

http://graduate.utulsa.edu/resources/life-skills-workshops/

The Graduate School has developed a sequence of Life Skill Workshops to help graduate students cultivate skills that are necessary for success in Graduate School, the transition into the job market, and for professional development. The content of these workshops is designed to complement the content of traditional courses of study. Three of these Life Skills Workshops are included in the Fall and Spring Orientation events, while the rest are offered throughout the academic year.

A list of topics is provided below with workshop descriptions:

Research Integrity

Required of all new graduate students during their first year of enrollment.

Offered during Fall and Spring Orientation.

Includes an overview of responsibilities of researchers in conducting research, interacting with colleagues, and complying with University policies and regulations of external sponsors as it relates to ethics and responsible conduct of research.

Harassment: Defining It, Avoiding It, and Reporting It

Required of all new graduate students during their first year of enrollment.

Offered during Fall and Spring Orientation.

The purpose of this workshop is to educate graduate students about the various types of harassment they may encounter or need to avoid, as well as inform them about TU policies regarding harassment and how those policies affect or apply to a person as a student, colleague, or graduate assistant.

Plagiarism and How to Avoid It

Required of all graduate students during their first year of enrollment.

Offered during Fall and Spring Orientation.

This workshop is meant to help students understand the consequences of plagiarism and help them learn to identify and avoid plagiarism. The Graduate School deals with this issue every year and several graduate students have been dismissed in the past.

Cross-Disciplinary Presentation Skills

This workshop is associated with the TU Student Research Colloquium.

A discussion of techniques and suggestions on how to present graduate-level research to a broad audience of non-specialists in a clear, comprehensive, and engaging manner.

McFarlin Survival Guide to Thesis and Dissertation Research

Specialized instruction in the compilation of data and research materials for theses or dissertations using resources available in McFarlin Library.

Surviving Graduate School: Tips on Managing Your Degree Program

Examines how to manage a degree program in order to stay on track academically and how to most effectively use time while in graduate school. Also discusses the skills that will assist in the

timely completion of a student's degree, as well as the successful management of their future careers.

Thesis and Dissertation Committees: Building a Win-Win Team

Participants will complete an interpersonal style assessment before discussing committee composition related to academic expertise and how interpersonal styles relate to the development of effective teams.

Grant-Writing Workshop

Participants will be introduced to the purpose and techniques used for writing grants.

Math Writing Workshop

Participants will be introduced to the writing styles associated with math and academic writing.

Future Faculty Workshop

This two-part workshop will begin with learning how to get a faculty position, navigating tenure, and an intro to external grant writing. Part two will delve deeper into grant writing, as well as discussing graduate students, teaching, and service.

Etiquette Reception

Participants will have the opportunity to learn etiquette techniques. Then they will have the opportunity to practice their new skills during a reception in the Faculty Club.

BUSINESS CARDS:

Graduate students wishing to have TU business cards for conferences, interviews, or professional networking events must follow the procedure outlined below. The business cards must be approved by the advisor, Collegiate Dean, and the Dean of the Graduate School.

For an electronic version of the Business Card Order Form, visit the Graduate School TU under colleges/graduate school/forms.

- 1. The student must be in good academic standing with a cumulative GPA of 3.0 or better.
- 2. The card must display the official University of Tulsa logo.
- 3. The Graduate Student Business Card Order Form **information must be typed.** Format of the card and the information required is listed below.

Upper, left-hand - TU image and logo

Upper, right-hand -

1st line - Student's First Name Last Name

2nd line – Master's or Doctoral Student in (<u>Program</u>) or Doctoral Candidate in (<u>Program</u>).

The program must be a degree program listed in the *Graduate Bulletin* and to which the student is admitted.

If using the designation of Doctoral Candidate, the student must be admitted to candidacy by the Graduate School.

3rd line – (Optional) Title of the assistantship or fellowship the student currently holds:
Teaching Assistant, Research Assistant, Graduate Assistant, Woobank Assistant,
Henneke Research Fellow, Bellwether Fellow, NSF Graduate Fellow, Fulbright
Scholar, or Parriott Scholar

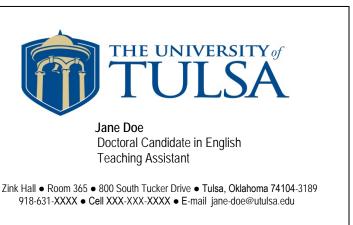
Lower, left-hand -

1st line – Building and Room Number of the Departmental Office and the University's Official Street Address

2nd line - Continuation of Official University Address – Followed by Departmental Telephone Number – Followed by optional Personal Cell Phone Number

3rd line - Student's TU e-mail address

Example:



- 4. The student's home department must verify that the departmental phone number on the card is correct.
- 5. The Graduate Student Business Card Order Form must be signed by the advisor and Collegiate Dean before submission to the Graduate School office

6. The Graduate School will verify the student's assistantship or fellowship prior to obtaining the signature of the Dean of the Graduate School. The Graduate School will submit the documents to Purchasing.

Departmental: Payment and Placing Order

- 1. The student or the student's department must pay for the cards. The cost is \$26.70 for 250 cards.
 - A) When the student is paying for the cards: a check is to be made out to the University of Tulsa and given to the department. This check will be deposited in departmental account.

The department prepares a requisition for payment to Hawkeye Printing for the Purchasing Department.

Note in the comment section of requisition if order is a rush.

- B) The requisition, an original and one copy of the completed Graduate Student Business Card Order Form, the completed Purchasing Services Form, and two business cards with correction must be brought to the Graduate School, for processing. The Graduate School will fax to Hawkeye Printing for rush orders.
- 2. Delivery normally takes approximately two weeks after Purchasing receives all the necessary information. If a rush order is necessary, Purchasing Department must be informed it is a priority order. Rush orders normally take three to four day, and the business cards must be picked up at Hawkeye Printing at 2707 E 15th Street, Tulsa, Oklahoma 74104.

APPENDIX A

RELIGIOUS ORGANIZATIONS IN THE TULSA AREA AND ON CAMPUS

TULSA AREA CONGREGATIONS

ANGLICAN All Saints Anglican Church 4040 E 91st St. Tulsa, OK 74137 918-298-4014

ASSEMBLY OF GOD Campus Ministry, Chi Alpha (405) 308-3737 tulsaxa@gmail.com www.XAtulsa.com

Carbondale Assembly of God 2135 West 51st St. Tulsa, OK 74107 918-446-0795 mail@cagtulsa.com

BAHA'I FAITH Spiritual Assembly of the Baha'is of Tulsa 521 S. 107th E. Ave Tulsa, Ok 74128 918-234-1473

www.bahai.org

BAPTIST All Tribes Community Church (American: ABC-USA) 6716 E. 6th St. Tulsa, OK 74112 918-832-1891

Brookside Baptist Church (Southern)

3615 S. Peoria Tulsa, OK 74105 742-2426 www.brooksidebaptist.com First Korean Baptist Church of Tulsa 13610 E 24th St. Tulsa, OK 74134 437-3619

www.tulsafirstkoreanchurch.org

First Slavic Baptist Church 2140 S. 67th Ave.

Tulsa, OK 74129 www.tulsafsbc.org

Iglesia Bautista Emanuel

1915 E. 3rd St. Tulsa, OK 74104 918-587-8431

New Home Free Will Baptist Church

3110 S 65th W Ave Tulsa, OK 74107 918-446-8528 https://www.newhomefwb.com/

Tulsa Baptist Temple (Independent)

1203 S. Columbia Tulsa, OK 74104 918-592-3636 www.tbt-tulsa.org

Tulsa Indian Baptist Church

1301 S Quincy Tulsa, OK 74120 918-583-3643

Vietnamese Baptist Church

4000 West New Orleans Broken Arrow, OK 74011 918-250-0362

BUDDHIST FAITHChua Tam Buddhist Temple

16933 East 21st Street Tulsa, OK 74134 918-438-0714 www.tambao.org

CATHOLIC Apostolado Hispano 1541 E Newton St. Tulsa, OK 74106 918-584-2424

Christ the King 1520 S. Rockford Ave Tulsa, OK 74120 584-4788 www.ctktulsa.org

Vietnamese Community Saint Joseph Church 14905 E 21st St. Tulsa, OK 74134-3737 918-438-1380

DISCIPLES OF CHRIST

First Christian Church of Tulsa 913 S. Boulder Ave. Tulsa, Ok 74119 918-582-8237 www.fcctulsa.org

CHURCH OF CHRIST Park Plaza Church of Christ 4930 S Sheridan Rd, Tulsa OK 74145 918-627-3201

EPISCOPAL Trinity Episcopal Church 501 S Cincinnati Tulsa, OK 74103

918-582-4128 www.trinitytulsa.org

JEWISH FAITH Congregation B'nai Emunah 1719 South Owasso Ave

Tulsa, OK 74105 918-583-7121

www.tulsagogue.com

Beth Torah Synagogue – Chabad

6622 S Utica Ave. Tulsa, Ok 74136 918-492-4499

Jewish Federation of Tulsa

2021 East 71st Street Tulsa, OK 74136 918-495-1100 (office) https://jewishtulsa.org/

Temple Israel

2004 E 22nd Pl Tulsa, OK 74114 747-1309 www.templetulsa.com

LUTHERAN

First Evangelical Lutheran Church

1244 S Utica Ave. Tulsa, Ok 74104 918-582-0917 www.felctulsa.org

INDEPENDENT

Tulsa Chinese Christian Church

1430 S 131 E Ave Tulsa, OK 74108 918-438-6449 www.tulsaccc.org

METHODIST

Korean United Methodist Church

13322 E 31st St. Tulsa, Ok 74134 918-622-1004

www.tulsakoreanchurch.com

Nueva Esperanza United Methodist Church

1027 N Harvard Ave. Tulsa, Ok 74115 918-409-9208

MUSLIM FAITH

Masjid Al-Salaam Mosque Islamic Society of Tulsa

4630 S Irvington Ave. Tulsa, Ok 74135 918-960-2990 www.istulsa.org

ORTHODOX CHRISTIAN St. Antony Orthodox Christian

2645 East 6th Street Tulsa, OK 74104 918-584-7300 http://www.stantonytulsa.com/ PRESBYTERIAN
College Hill Presbyterian
Church

712 South Columbia Tulsa, OK 74104 918-592-5800 www.collegehilltulsa.org

Korean Presbyterian Church of Tulsa

8224 E 126th St. S. Bixby, OK 74008 918-369-0286

FRIENDS/QUAKER

Green Country Friends

PO Box 52415 Tulsa, OK 74152 greencountry@scym.org www.scym.org/greencountry 918-516-5007 918-200-9366

Unitarian

All Souls Unitarian Church

2952 South Peoria Tulsa, OK 74114 www.allsoulschurch.org

HINDU FAITH

Hindu Temple of Tulsa

16943 East 21st St. Tulsa, OK 74014 918-438-3850 www.htgt.org

This is not a comprehensive list of congregations in the Tulsa area.

For more information go to the Tulsa Metropolitan Ministry's website: www.metromin.org

For additional help with religious contacts:

Jeffrey Francis, Sharp Chaplain
Office of the Chaplain, Sharp Chapel
800 South Tucker Drive
Tulsa, OK 74104-3189
631-2546
631-2066 (fax)
jeff-francis@utulsa.edu

ON-CAMPUS

BAPTIST

Baptist Collegiate Ministries

Rev. Brandon Brister, Director Paula Brister, Associate Baptist Student Union 710 South Tucker Drive Tulsa, OK 74104 918-592-1500 bbrister@bcco.org

CATHOLIC

St. Philip Neri Newman Center

Fr. Bryan Ketterer, Catholic Chaplain 440 South Florence Tulsa, OK 74104 918-599-0204 www.tu-newman.org kerry-wakulich@utulsa.edu

EPISCOPAL

Canterbury Episcopal StudentFellowship*

(J.C. Diaz, Professor of Computer Science) 631-2993 diaz@utulsa.edu

JEWISH FAITH Hillel Jewish Student Association

Avi Mintz
315 S. Delaware, #215
Tulsa, OK 74104
631-5254
www.oklahillel.org
avi-mintz@utulsa.edu
www.facebook.com/NEOKHillel

LUTHERAN

Lutheran and Friends*

Rev. Christian C. Tiews 859-7671 christian-tiews@utulsa.edu

METHODIST

University United Methodist Church

Rev. Nathan Mattox 2915 East 5th Street Tulsa, OK 74104 918-592-3633 uumcoffice@uumctulsa.org http://www.umeth.org

MUSLIM FAITH Muslim Student

Association*

(Pam Smith, Dean of International Services & Programs) International Student Services 631-2329 pamela-smith@utulsa.edu

Muslim Students' Prayer House

3020 E. 4th Place Tulsa, OK 74104 (918) 812-3278

Presbyterian

Westminster Leaders Student Center (UKirk Ministries)

(Rev. Jeff Francis, Sharp Chaplain) Sharp Chapel 631-2546 jeff-francis@utulsa.edu

CHRISTIAN Chi Alpha*

Greg Tiffany, XA State Director Susan Tiffany 405- 203-7377 XAtulsa@aol.com

Fellowship of Christian Athletes*

Chris Kaiser, Regional Director 496-8322 <u>ckaiser@fca.org</u>

International Student Ministries*

Jerry Lillard II Terence Ligon P. O. Box 470743 Tulsa, OK 74147 398-9545 jerry-lillard@utulsa.edu

Reformed University Fellowship

Brent Corbin, Campus Minister 631-2329
www.ruftulsa.org
brent.corbin@ruf.org

Student Mobilization* (non-denominational)

Rob & Bekah Hall, Campus
Ministers
David & Lauren Fitter, Campus
Ministers
Taylor & Megan Coye, Ministry
Assistants
Meagan Young, Ministry Assistant
Jason & Molly Soderstrom,
Ministers
260-3416
www.stumo.org
jason-soderstrom@utulsa.edu

United Campus Ministry

Linda Davis, Executive Director 2839 East 5th Street Tulsa, OK 74104 899-4764 jennie-wachowski@utulsa.edu

* TU Student Organization

(Staff Sponsor)

TU CAMPUS MINISTRIES

Baptist Collegiate Ministries

Rev. Brandon Brister, Director Paula Brister, Associate Baptist Student Union 710 South Tucker Drive Tulsa, OK 74104 918-592-1500 bbrister@bcco.org

Campus Crusade for Christ

Andrew Taylor (214) 673-4818 Deanna Christianson (320) 828-1469 tulsacru@gmail.com

Canterbury Episcopal Student Fellowship

J.C. Diaz, Professor of Computer Science 918-631-2993 diaz@utulsa.edu

Chi Alpha

Greg Tiffany, XA State Director Susan Tiffany 405-203-7377 XAtulsa@aol.com

Fellowship of Christian Athletes Case Athletic Complex

800 Tucker Drive Tulsa, OK 74104 Chris Kaiser, Regional Director Todd Christensen, Regional Staff 918-496-8322

ckaiser@fca.org

Friends of Internationals

Art and Leah Christie P.O. Box 470422 Tulsa, OK 74147-0422 918-828-9097 art leah2002@yahoo.com Joy Losli, associate 5225 S. Harvard Ave #E Tulsa, OK 74135

Lutheran and Friends

Rev. Christian C. Tiews 918-859-7671 christian-tiews@utulsa.edu

Hillel Jewish Student Association

Avi Mintz 315 S. Delaware, #215 Tulsa, OK 74104 631-5254 www.oklahillel.org avi-mintz@utulsa.edu www.facebook.com/NEOKHillel

International Student Ministries

Jerry Lillard II Terence Ligon P. O. Box 470743 Tulsa, OK 74147 918-398-9545 jerry-lillard@utulsa.edu

Latter Day Saint Student Association

Donn Mason 3640 South New Haven Tulsa, OK 74135 918-743-2874

Muslim Student Association

Pam Smith, Dean of International Services & Programs International Student Services 918-631-2329 pamela-smith@utulsa.edu

Muslim Students' Prayer House 3020 E. 4th Place Tulsa, OK 74104 918-812-3278

Reformed University Fellowship

Brent Corbin, Campus Minister 918-631-2329 www.ruftulsa.org

www.ruftulsa.org brent.corbin@ruf.org

Rivendell Fellowship

710 S. College Ave. Tulsa, OK 74104 918-346-0042 Steve Denton 918-631-2585 Kyle Meador 918-346-0042

St. Philip Neri Newman Center

Rev.Kerry J. Wakulich, Catholic Chaplain 440 South Florence Tulsa, OK 74104 918-599-0204 www.tu-newman.org

www.tu-newman.org kerry-wakulich@utulsa.edu

Student Mobilization (non-denominational)

Rob & Bekah Hall, Campus
Ministers
David & Lauren Fitter, Campus
Ministers
Taylor & Megan Coye, Ministry
Assistants
Meagan Young, Ministry Assistant
Jason & Molly Soderstrom,
Ministers
918-260-3416
www.stumo.org
jason-soderstrom@utulsa.edu

Summit Institute

Mark Mann 10915 East 84th Street Tulsa, OK 74133 918-231-1147 Young Life
John Sharp
Ryan Jackson
P.O. Box 702902
Tulsa, OK 74170
918-760-4665
john-sharp@utulsa.edu
ryan-jackson@utulsa.ed

United Campus Ministry Jennifer Wachowski, Director 2839 East 5th Street Tulsa, OK 74104 918-899-4764 Wesley Foundation Rev. Charlie Spears Ron Gentry 3019 East 5th Street Tulsa, OK 74104 918-812-3278

SHARP CHAPEL MINISTRIES

Office of the Sharp Chaplain Sharp Chapel Rev. Dr. Jeff Francis Sharp Chaplain 918-631-2546 jeff-francis@utulsa.edu

The University of Tulsa 800 S. Tucker Drive Tulsa, OK 74104 91-631-2546 www.utulsa.edu/sharpchapel Fall 2017

Worship on Wednesday (WOW)

Lunch with Calvin Apologetics for Lunch

Presbyterian Leaders and Scholars

UKIRK Core Groups
UKIRK Trade Coffee
UKIRK Worship

AFFLIATED CHURCHES IN TU MINISTRIES

All Souls Unitarian Church

Tamara Lebak 2952 South Peoria Tulsa, OK 74114 www.allsoulschurch.org

Christ Presbyterian Church

Rev. Brent Corbin, Campus Min. 2700 E. 51st Tulsa, OK 74105 918-749-1629 info@cpctulsa.com www.cpctulsa.com

College Hill Presbyterian Church

Rev. Todd Freeman 712 South Columbia Tulsa, OK 74104 918-592-5800 www.collegehilltulsa.org

Crossover Bible Church

Philip Abode 3001 N. Cincinnati Ave. Tulsa, OK 74106 918-809-7357 www.crossoverbible.org

First Evangelical Lutheran Church Park Plaza Church of Christ

Rev. Richard Jebsen, Interim Pastor 1244 S Utica Ave. Tulsa, Ok 74104 918-582-0917 www.felctulsa.org

First Presbyterian Church

709 South Boston Ave. Tulsa, Ok 74119 918-584-4701 www.firstchurchtulsa.org

First United Methodist Church

1115 S. Boulder Ave. Tulsa, OK 74119 918-592-3862 www.fumctulsa.org

Grace Lutheran Church (LCMS)

2331 E. 5th Pl. Tulsa, OK 74104 918-592-2999 www.glctulsa.org

Bob and Janet Herndon 1132 E 38th St. Tulsa, Ok 74105 918-747-5798 www.southbrooke.org

St. Antony Orthodox Church

Father George Eber 2645 East 6th Street Tulsa, OK 74104 918-584-4116 stantony@sbcglobal.com www.stanthonytulsa.com

Northeast Oklahoma District Church of the Nazarene

6705 East 81st Street, Suite 130 Tulsa, OK 74133 918-496-0022 www.neonaz.org

University United Methodist Church

2915 East 5th Street Tulsa, OK 74104 918-592-3633 uumcoffice@uumctulsa.org http://www.umeth.org

Rev. Nathan Mattox