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PROBLEM-SOLVING EXCELLENCE

INTELLIGENCE SELF-MOTIVATED HARD

WORK CAPABLE GROWTH DREAMS INTELLIGENCE

RESPONSIBILITY DETAIL-ORIENTED ORGANIZATION

LEADERSHIP PROBLEM-SOLVING COMMITMENT

CREATIVITY INTELLIGENCE SELF-MOTIVATED

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PURPOSE RESPONSIBILITY HARD WORK

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EXCELLENCE CAPABLE PROBLEM

GRADUATE SCHOOL STUDENT SERVICES GUIDE



THE GRADUATE SCHOOL
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TU STUDENT HUB

You may log into the Hurricane Hub at: <https://univoftulsa.sharepoint.com> or through the log in link on the TU website. Once you click on TU Login in the menu, you will select Hurricane Hub (intranet) from the menu on the left and log in with your TU net ID and password.

The TU Student Hub is your first stop for information related to current TU students. The hub 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 Hub can be a one stop shop!

In the menu, Self Service will lead you to information such as:

- Student Financial Information
- Financial Aid
- Registration
- **Academic Profile**
 - Grades
 - Grade Point Average by Term
 - Transcripts
 - Student Planning
 - Plan and Schedule
 - Progress
 - User Options
 - Emergency Contact Info
 - User Profile
 - Required Agreements

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

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

FINANCIAL ASSISTANCE

FELLOWSHIPS, DEPARTMENTAL/TEACHING AND RESEARCH ASSISTANTSHIPS:

The university offers a number of different fellowships and assistantships to full-time graduate students. Departmental/teaching and research assistantships are made upon the recommendation of the applicant's discipline, so it is best to discuss opportunities with the graduate program advisor or faculty in the discipline of interest. 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 due no later than January 15.

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.

Departmental/Teaching Assistantships: 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 75 percent tuition for nine credit hours per semester (6.75 credit hours covered if student is enrolled in nine hours). For students enrolled in a doctoral degree program, the assistantship carries a 9-month stipend of at least \$14,360 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.

Research Assistantships: Open to students pursuing master's or doctoral degrees. The duration and amount of the assistantships vary by funding source; however, for a nine-month award, they must at least meet the stipend and tuition required for the Departmental/Teaching Assistantships.

Ben Henneke Research Fellowships: 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, English language and literature, or psychology). 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.

Foster Brooks Parriott Graduate Scholarships: 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 master's or doctoral program at The University of Tulsa. 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 disabilities articulated within the Americans with Disabilities Act 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; however, applications may be accepted at other times with approval from the Dean of the Graduate School. Online application forms can be found by following this link: <https://graduate.utulsa.edu/financial-assistance/assistantshipsfellowships>.

Educator Tuition Scholarship: 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.

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 may be 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). 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 \$1,000, with a cap of \$2,000 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 \$1,000 in total funding while enrolled in a specific degree program. The maximum amount for a group research project is \$1,000. 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 the first Friday in May, 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 and a letter of recommendation from your faculty

advisor. 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 be presenting at the conference, must submit an application to the GSA Senate, and the student's department must be represented in GSA Senate. If the student is not presenting, they are not eligible for funds. The student must also be the first or second author of the submitted presentation.

Priority is given to students who have not previously received funding for conference travel from GSA. Qualified students are eligible to apply and receive funding in the fall and spring semesters, but they will be given lower priority than those who have not received funding. Because funding is limited, students should exhaust all other resources for conference travel funding, including the Graduate School's Chapman Presentation Grants. 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.**

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 (<https://utulsagsa.wordpress.com>). 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.

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. Students can also rent small office/study spaces for the semester.

MABEE LEGAL INFORMATION CENTER (MLIC):

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

Although its primary constituency is the law faculty, students, and members of the local bar, the MLIC is also increasingly a campus-wide resource. 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.

OFFICE OF RESEARCH AND SPONSORED PROGRAMS:

McClure Hall, RM 201

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

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

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 (ext. 3310) 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 (ext. 3310) 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. Mohamed Fakhri (ext. 2197) to determine if IBC approval is necessary prior to submitting the proposal.

CENTER FOR GLOBAL ENGAGEMENT (CGE):
Hardesty Hall, Holmes Student Center
918-631-3229, <https://global.utulsa.edu>

Hours:

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

TU is committed to offering its students an opportunity to acquire cross-cultural experience. CGE encompasses The University of Tulsa's study abroad and international student services (ISS) offices. This is the office that international students will work with for visa questions and it provides oversight for TU's academic programs abroad.

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. 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. For application deadlines, contact CGE.

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, and in Fisher Hall.

BOOKSTORE

The University of Tulsa Bookstore, 3314 E 11th St, Tulsa, OK 74104
918-631-2206, Fax: 918-631-2108, Website: <http://www.bkstr.com/tulsastore/home>

Hours:

Monday - Friday 10:00 a.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:

Monday - Friday, 8:00 a.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. Tulsa, OK 74104
918-631-3360; Fax: 918-631-3362, Website: <http://www.utulsa.edu/parking>

Hours:

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

New TU ID card: New students click on [CanePhoto](#) to upload a photo. **Parking and Card Services** will send an email letting you know your ID card is ready for pickup. There is no charge for the first card issued to you. You will pick up your new TU ID card in the **Parking and Card Service** office located in Fisher Hall.

Replacement TU ID Card: Please report lost or stolen cards to **Parking and Card Services**. Current students and employees click on [CanePhoto](#) to upload a new photo or select to maintain your current photo to create a replacement TU ID Card. Once you submit a photo, your replacement ID card will be ready in approximately 1 business day. **Parking and Card Services** will send an email letting you know your ID card is ready for pickup. Your University Bursar account will be charged \$15 to replace your ID. You will pick up your new TU ID card in the **Housing** office located in Fisher Hall.

The TU ID Card is the official identification card. **TU ID Card must be carried at all times when on campus and presented to University officials upon request.** TU ID Cards are not transferable and are void upon interruption or termination of enrollment/employment with the university. Improper use of the TU ID card is subject to University student conduct.

Your ID Card can be used for:

- Photo identification
- Access to certain buildings and facilities on campus
- Access to a variety of campus events and services
- Swipe for meal plan, [Hurricane Gold Dollars](#) and dining dollars
- Checkout library materials

Parking Registration and Permits

Whether you are visiting The University of Tulsa for a day, living on campus, or commuting to class or work, having a convenient and safe place to park is a priority. Our goal is to help you understand the ins and outs of parking on campus. All vehicles parked on university property must be registered with the **Parking & Card Services** Office.

The University of Tulsa features an online Vehicle Registration Process for its community, long-term guests and affiliated vendors. Registration is required for all motorized vehicles which may be done any time on or past the date your Registration sequence begins. **The parking portal is available throughout the year to obtain a permit.** You will be required to login using your TU username and password.

CAMPUS STUDENT SERVICES

ALEXANDER HEALTH CENTER:

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

Hours:

Monday - Friday, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.

By appointment (telehealth appointments may be available based on the presenting illness/injury)

If you need to be seen same day and appointments are not available, we can refer you to an off-campus urgent care or emergency room.

Services Available:

- Care for acute minor illness and injuries (including COVID, please call the clinic with any symptoms of COVID no matter how mild and regardless of your vaccination status)
- Care for minor health problems (High Blood pressure, for example)
- 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 physical and mental health issues
- Testing for ADD or ADHD medication

For more information on services, visit our [website](#).

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 (e.g., COVID – 19) as determined by the provider, the AHC staff will send information to student success who can intervene on the student's behalf. 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 all visits and may be uploaded to the patient portal.
- 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 the level of services provided.
- If you are enrolled in the TU/United student health insurance plan, all costs for office visits and lab work performed at the AHC will be billed to the United student health plan. Costs for office visit, lab work and other services will be billed to your health insurance company. NOTE: you may receive a bill for what insurance does not pay as each insurance company has its own rule for deductibles and co-pays. Call the member services number on your insurance card for any questions.
- 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** for an ambulance. Please be prepared to give them your exact location on campus, including the building name and room number if possible. In addition, call security **918-631-5555 as they are first responders and can be sure the ambulance finds you.**
- *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 7 p.m. and on weekends.* Access Medical and St. John's Urgent Care are located on 17th and Utica Street, a few 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. For other insurance please call the member service number on your card to assess what your responsibilities for payment will be.
- Follow-up through the AHC is available when the clinic reopens.

Immunizations Required by Oklahoma Law:

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

Immunizations Recommended by TU:

- COVID-19 Vaccine(s)

Documentation of Immunizations may be submitted online through the patient portal. If you are in need of any of the above immunizations, please call AHC for an appointment.

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

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 Healthcare and Insurance

The health care system in the United States (U.S.) can be difficult to understand. In some countries, the majority of the health care happens in the hospital. In the U.S., 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 U.S., medical facilities provide different levels of care:

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

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/co-pay expenses (as applicable).

Important Insurance Information:

Deductible/Co-pay: *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 U.S.

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, you will need 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, 2821 E. 8th St. Tulsa, OK 74104

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.

Liability and Renter's Insurance: 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

528 S Delaware Ave #500, Tulsa, OK 74104

918-631-2679, <http://www.utulsa.edu/campus-life/campus-recreation>

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.

Amenities:

- 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.

Fitness Classes:

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>.

Informal Sports: 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.

Intramurals: 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.

Towel Service: Towels are provided free of charge with a valid TU ID or a Fitness Center Pass.

Mabee Gym:

918-631-3382, <https://utulsa.edu/campus-recreation/?highlight=mabee%20gym#mabee-gym>

Hours:

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

Facilities:

- Mabee Gymnasium: squash court (one)
- Racquetball courts (four)
- Locker rooms

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.

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. The SafeZone smart phone app will also connect you directly to campus security if you need assistance or emergency support on campus.

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.

CENTER FOR CAREER DEVELOPMENT AND PROFESSIONAL ENGAGEMENT

Hardesty Hall, Holmes Student Center, 2nd Floor
918-631-2345, <http://utulsa.edu/campus-life/career-services>

The Center for Career Development and Professional Engagement 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, her, or their employment goal.

Services provided to help students find a direction include website 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, online 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 SUCCESS:

Hardesty Hall, Holmes Student Center
918-631-2315, <https://utulsa.edu/student-academic-support>

The Center for Student Academic Support provides support services to all students which will, in combination with the talents and resources of the student, provide opportunities to develop independence and achieve academic and personal success. The Center for Student Academic Success 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.
- Academic Success Coaching
- 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 AND PSYCHOLOGICAL SERVICES:

Hardesty Hall, Holmes Student Center, 3rd Floor

918-631-2200, <http://utulsa.edu/campus-life/counseling-services>

Hours:

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

Fall and Spring Extended Hours: Tuesday, 8:00 a.m. – 12:00 p.m. and 1:00 – 9:00 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

Alcohol/Drug Abuse

Anger

Anxiety

Career Goals

Depression

Eating Disorders

Explorations of Values

Family and Social Issues

Identity Development

Interpersonal Relationships

Life-style Planning

Performance Enhancement

Personal Assault

Personal Growth and Well-being

Procrastination

Self-Defeating Behavior

Self-Esteem

Sleep Difficulties

Social/Sexual Concerns

Sports Psychology

Stress Management

Time Management

Writer's Block

Services include:

- Psychological counseling
- Assessment
- Outreach
- Consultation.

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

Eligibility for Services: 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.

Fees: 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.

Making an appointment: 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.

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 Options:

Benvenuto's: Features made-to-order pasta.

Hours: Monday - Friday 11:00 a.m. – 2:00 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.

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.

Sol Tex-Mex: Features fresh ingredients for a build your burrito, taco, nachos, salad, etc.

Hours: Monday - Friday 11:00 a.m. – 7:00 p.m.

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 7:30 a.m. - 1:30 p.m.

Subway: Located across from Hurricane Hut.

Hours: Monday – Friday 7:00 a.m. – 9:00 p.m., Saturday – Sunday 11:00 a.m.- 9:00 p.m.

Sushi Blu: Sushi Blu offers guests sushi Nigiri and a variety of hand-made rolls.
Hours: Monday – Friday 9:00 a.m. - 3:00 p.m.

Tossed: 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.

Tulsa Burgers & Wings Co.: Features American cuisine such as burgers, wings, etc.
Hours: Monday - Friday 11:00 a.m. – 8:00 p.m.

Pat Case Dining Center

The Pat Case Dining Center at the Student Union will now offer numerous, fresh hot, and cold grab-and-go options, plus all-you-care to eat made to order items while in the dining center. Students will be encouraged to dine outside in small groups or with roommates as there will be limited seating available in the Student Union. Open every day. For hours and additional information visit the website: <https://utulsa.edu/housing-dining/dining/union/#pat-case-in-the-union>.

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.

Students simply set an amount (minimum of \$25.00) and prepay in either the [Housing](#) or the [Business Office](#). When the Gold Dollar limit is reached, students can add money to their account by a cash deposit (accepted at the three automated terminals on campus, located in McFarlin Library, Law School, and the Student Union) or online with credit 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 or students in graduate departmental/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

Information Technology Policies

<http://35ht6t2ynx0p1ztf961h81r1.wpengine.netdna-cdn.com/wp-content/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

918-631-2880, ref@utulsa.edu

CLIENT SERVICES IT DESK

918-631-3500, help@utulsa.edu, <http://www.utulsa.edu/it>

Hours:

Monday-Friday, 8:00-12:00 and 1:00-5:00

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.

ADMINISTRATIVE COMPUTING (SELF SERVICE)

Students and faculty members interact with the Student Information System using a web-based system called Self Service. Self Service 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. Self Service 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

Contact information: (918) 631-3603, 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 janet-cairns@utulsa.edu.

STUDENT HUB

The University's hub 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 Hub, log in to <http://utulsa.edu/hub>.

POST OFFICE

**East end of Allen Chapman Student Union (ACSU), 3135 East 5th Place
918-631-2212**

Hours:

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

The Mail Center @ TU offers a full-service retail window. All postal services are offered ranging from 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 4:00 p.m. Monday through Friday. A drop slot is available inside the building for your stamped mail. Accept cash, credit, 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
918-631-2254, www.utulsa.edu/registrar**

Hours:

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

Student permanent records, grades, schedule of courses, transcripts 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, 2940 East 6th Street
918-631-2546, <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 is also supported by a number of campus ministries that maintain facilities and programs of outreach and nurture for their respective constituencies, adding distinctive identities and voices to the interfaith conversation that articulate the religious life of the University.

For a more comprehensive 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

The colloquium 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. Students organize this program in conjunction with the Graduate School. Deadline for submissions is 14th of February. For more information, contact the Graduate School, 918-631-2336.

GRADUATE STUDENT ASSOCIATION:

Lorton Hall 203, grad-sa@utulsa.edu, <https://utulsagsa.wordpress.com>

The Graduate Student Association helps organize graduate student functions each semester (such as professional development events, welcome back receptions, and graduation parties. 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.

PROFESSIONAL WORKSHOPS:

The Graduate School has developed a sequence of Professional 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 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.

Library Research

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

Grant-Writing Workshop

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

Future Faculty Workshop

This workshop will begin with learning how to get a faculty position, navigating tenure, and an intro to external grant writing. Participants will also delve into grant writing and discuss 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. ***An electronic version of the Business Card is here: https://univoftulsa.sharepoint.com/:w:/r/sites/graduate-school/_layouts/15/Doc.aspx?sourcedoc=%7B10C4EA30-7F90-4C1B-A674-22C4DE331434%7D&file=Graduate%20Student%20TU%20Business%20card.doc&action=default&mobileredirect=true***

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.

Top - TU image and logo

Under Logo -

1st line - Student's First Name Last Name

2nd line – Master’s or Doctoral Student in (Program) or Doctoral Candidate in (Program).

- 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:

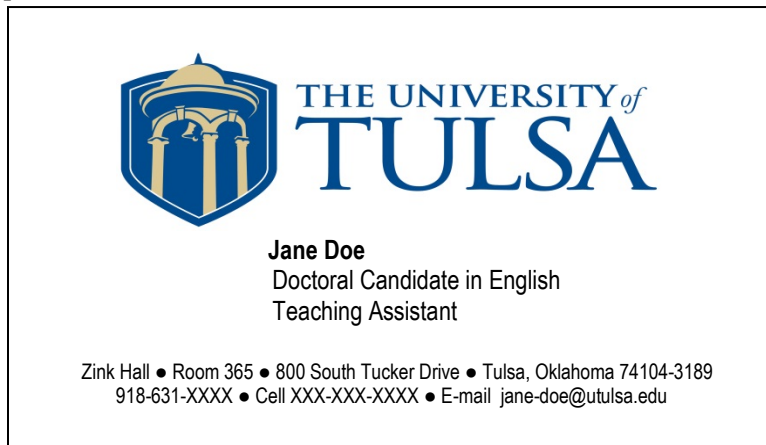
- Ex. Teaching Assistant, Research Assistant, Graduate Assistant, Woobank Assistant, Henneke Research Fellow, Bellwether Fellow, NSF Graduate Fellow, Fulbright Scholar, or Parriott Scholar

Under Name/Title -

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 – Followed by Student's TU e-mail address (may continue onto a 3rd line)

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 \$36.20 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 days, 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

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
918-742-2426
www.brooksidebaptist.com

**First Korean Baptist Church of
Tulsa**
13610 E 24th St
Tulsa, OK 74134
918-437-3619
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
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 W New Orleans
Broken Arrow, OK 74011
918-250-0362

BIBLE CHURCH

Crossover Bible Church*
3001 N Cincinnati Ave
Tulsa, OK 74106
918-809-7357
www.crossoverbible.org

BUDDHIST FAITH

Chua Tam Buddhist Temple
16933 E 21st St
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
918-584-4788
www.ctktulsa.org

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

CHURCH OF CHRIST

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

Park Plaza Church of Christ*
1132 E 38th St.
Tulsa, OK 74105
918-747-5798
www.southbrooke.org

CHURCH OF THE NAZARENE

**Northeast Oklahoma District
Church of the Nazarene***
6705 E 81st St, Ste 130
Tulsa, OK 74133
918-496-0022
www.neonaz.org

DISCIPLES OF CHRIST

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

EPISCOPAL

Trinity Episcopal Church
501 S Cincinnati
Tulsa, OK 74103
918-582-4128
www.trinitytulsa.org

HINDU FAITH

Hindu Temple of Tulsa
16943 E 21st St
Tulsa, OK 74014
918-438-3850
www.htgt.org

INDEPENDENT

Tulsa Chinese Christian Church
1430 S 131 E Ave
Tulsa, OK 74108
918-438-6449
www.tulsacc.org

JEWISH FAITH

Congregation B'nai Emunah
1719 S 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 E 71st St
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

Grace Lutheran Church (LCMS)*

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

METHODIST

First United Methodist Church*

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

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

University United Methodist Church*

Rev. Nathan Mattox
2915 E 5th St
Tulsa, OK 74104
918-592-3633
uumcoffice@uumctulsa.org
<http://www.umeth.o>

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 E 6th St
Tulsa, OK 74104
918-584-7300
<http://www.stantonytulsa.com/>

PRESBYTERIAN

Christ Presbyterian Church*
2700 E 51st
Tulsa, OK 74105
918-749-1629
info@cpctulsa.com
www.cpctulsa.com

College Hill Presbyterian Church*

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

First Presbyterian Church*

709 S Boston Ave
Tulsa, OK 74119
918-584-4701
www.firstchurchtulsa.org

Korean Presbyterian Church Tulsa

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

QUAKER/FRIENDS

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 S Peoria
Tulsa, OK 74114
www.allsoulschurch.org

* Indicates a congregation affiliated with a TU Campus Ministry.

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
918-631-2546
918-631-2066 (fax)
jeff-francis@utulsa.edu

TU Campus Ministries

Baptist Collegiate Ministries

Rev. Brandon Brister, Director
Baptist Student Union
710 South Tucker Drive
Tulsa, OK 74104
918-592-1500
bbrister@bccco.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 CS
918-631-2993
diaz@utulsa.edu

Chi Alpha

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

Fellowship of Christian Athletes

Case Athletic Complex
Chris Kaiser, Regional Director
Todd Christensen, Regional Staff
918-496-8322
ckaiser@fca.org

Friends of Internationals

Art and Leah Christie
PO Box 470422
Tulsa, OK 74147-0422
918-828-9097
art_leah2002@yahoo.com

Joy Losli, associate
5225 S. Harvard Ave #E
Tulsa, OK 74135

Hillel Jewish Student Association

Avi Mintz
315 S. Delaware, #215
Tulsa, OK 74104
918-631-5254
www.oklahillel.org
avi-mintz@utulsa.edu
www.facebook.com/NEOKHillel

International Student Ministries

Jerry Lillard II or Terence Ligon
PO 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

Lutheran and Friends

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

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

Caleb Harlan, Campus Minister
918-631-2329
www.ruftulsa.org
caleb.harlan@ruf.org

Rivendell Fellowship

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

St. Philip Neri Newman Center

Fr. David Webb, Catholic Chaplain
440 South Florence
Tulsa, OK 74104
918-599-0204
www.tu-newman.org
tu-newman@utulsa.edu

Student Mobilization (non-denominational)

Brandon Rietz, Director
918-260-3416
www.stumo.org
brandon.rietz@stumo.edu

Summit Institute

Mark Mann
10915 East 84th Street
Tulsa, OK 74133
918-231-1147

United Campus Ministry

Linda Davis, Executive Director
2839 East 5th Street
Tulsa, OK 74104
918-899-4764
jennie-wachowski@utulsa.edu

University United Methodist Church

2915 East 5th Street
Tulsa, OK 74104
918-592-3633
uumcoffice@uumctulsa.org

<https://www.uumctulsa.org>

Wesley Foundation

Rev. Charlie Spears
Ron Gentry
3019 East 5th Street
Tulsa, OK 74104
918-812-327

Westminster Leaders Student Center (UKirk Ministries)

Rev. Jeff Francis, Sharp Chaplain
Sharp Chapel

918-631-2546
jeff-francis@utulsa.edu

Young Life

John Sharp
Ryan Jackson
PO Box 702902
Tulsa, OK 74170
918-760-4665
john-sharp@utulsa.edu
ryan-jackson@utulsa.edu

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
918-631-2546
www.utulsa.edu/sharpchapel**

Worship on Wednesday (WOW)

Lunch with Calvin

Apologetics for Lunch

Presbyterian Leaders and Scholars

UKIRK Core Groups

UKIRK Trade Coffee

UKIRK Worship