

A scenic photograph of a Tulane University campus. A large, mature tree with thick branches and dense green foliage dominates the center. Sunlight filters through the leaves, creating a warm, golden glow. In the foreground, a student with long dark hair, wearing a light blue shirt and dark pants, is walking away from the camera towards the left. The background shows a modern brick building with large windows and a green lawn. A small green sign is visible near the building.

TULANE UNIVERSITY PARENT PROGRAMS TUTORIAL MOVE-IN OVERVIEW SHIPPING, & MAIL SERVICES FALL 2023

Tulane

OVERVIEW

- Move-in Timeline
- What to bring and shipping information
- Finding Residence Hall information
- Move-in walkthrough

CRITICAL DATES & HOUSING TIMELINE

- **June 3:** Time slot re-selection ended.
- **Early July:** Room assignments and shipping information will be sent.
- **July 13 - 29:** Package arrival window for In-Room Delivery.
- **August 15 – 17:** Move-in days for students living on campus for the first time.
- **August 18 – 20:** Move-in days for students returning to the residence halls.



SHIPPING & PACKAGES



MOVE-IN: WHAT TO BRING

Ship to Campus

- Twin XL sheets (Twin sheets for some students in Sharp)
- Towels
- Pillows and blankets
- Clothing
- Hangers and organizers
- Storage bins
- Medium or small-sized TV
- Computer
- Single-bulb lamps (LED bulbs are preferred)
- Shower footwear and caddy
- Dishes and utensils
- Flashlight

Bring on Move-in Day

- Clothing you'll wear while traveling to New Orleans
- Medications and toiletries you need for your trip
- Valuables that cannot be shipped

Buy after Move-in Day

- Liquids and gels like laundry detergent and cleaning supplies (these items don't ship well)
- Room décor, storage containers & organizers (you'll have a better understanding of what you need after you move-in)
- Toiletries and household items
- Cleaning supplies

SHIPPING PACKAGES

- Students will be sent a packet with information about shipping packages to campus in early July. The packet will be sent to each new student's permanent address on file AND to all students' Tulane e-mail address. If for some reason your physical packet is delayed in the mail you should print your digital packet.
- Students who ship their packages to arrive between **July 13 – 29** will have their packages delivered to their room prior to their arrival.
- **6** packages will be delivered to student rooms free of charge. Students will be charged \$10 to deliver each additional package that is sent to campus during the shipping window.

SHIPPING PACKAGES

- Linen kits and other room décor purchased through University & Student Services / Dormify will not count as part of the 6 boxes. **Items from Dormify must be bought through the link on the USS website to be exempt from the box limit.**
- **Shipping restrictions (these items will be returned to sender):**
 - Boxes should weigh no more than 50lbs
 - Boxes should be no larger than 20x20x20
 - No rugs larger than 5'x7' will be accepted
 - No TVs larger than 50" will be accepted
 - No appliances or furniture weighing more than 50lbs
 - Items that students are not permitted to have on campus will not be accepted
- Discounted shipping will be available through the Tulane University Mail Services shipping portal.

EXAMPLE SHIPPING SCENARIOS

STUDENT #1

- Ships 6 boxes from home via FedEx (\$70* per package).
- Buys nothing from USS.
- Buys nothing from other vendors.
- **6 total packages**
- Shipping cost = \$420
- Room delivery cost = \$0
- **Total = \$420**

STUDENT #2

- Ships 4 boxes from home via FedEx (\$70* per package).
- Buys bedding and room décor through USS (5 packages).
- **9 total packages**
- Shipping cost = \$280
- Room delivery cost = \$0
- **Total = \$280**

STUDENT #3

- Ships 2 boxes from home via FedEx (\$70* per package).
- Buys bedding through USS (2 packages).
- Buys organizers and décor from Amazon (8 packages)
- **12 total packages**
- Shipping cost = \$140
- Room delivery cost = \$40
- **Total = \$180**

*estimated average shipping cost for 1 20x20x20 box

STRATEGIES FOR REDUCING SHIPPING COSTS

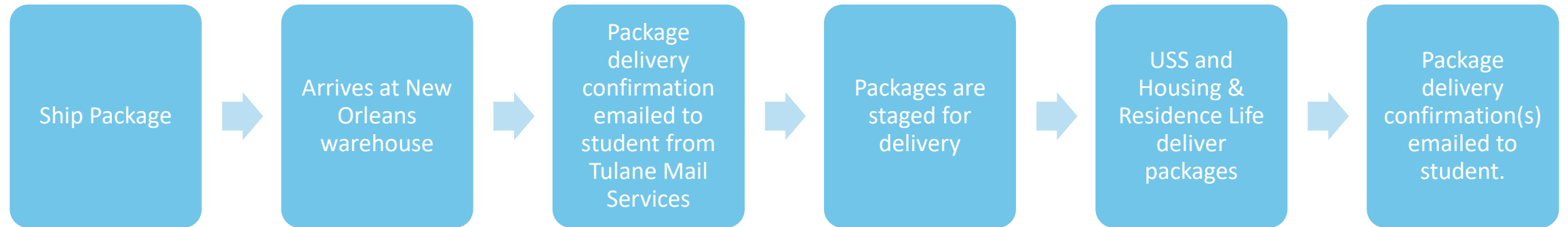
- Consolidate items and ship from home using the Tulane shipping portal.
- Order items from Dormify via the USS website.
- Leverage free shipping from vendors and ship directly to campus. Make sure to consolidate into fewer orders and order from the same vendor.

Students who live locally can drop off items instead of shipping them.

To arrange a drop off, email mailbox@tulane.edu and Mail Services will send you instructions for scheduling a drop off.

All shipping restrictions still apply to packages that are dropped off.

PACKAGE DELIVERY PROCESS



Please don't worry if your tracking information says that your package is being held or if the delivery location is St. Rose, LA. It is part of our process to re-route packages to they can be staged for in-room delivery.



Room Information

Tulane

ROOM ASSIGNMENTS

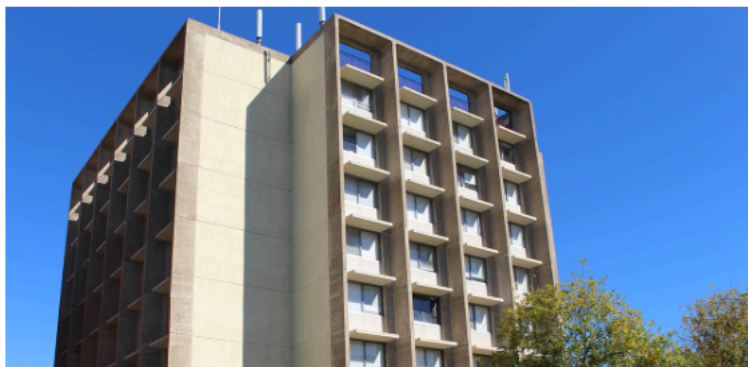
- New students receive their housing assignments in early July. These assignments take into account their roommate and room type preferences.
- We highly encourage students to begin having conversations with their roommates / suitemates about what shared items they will bring to campus.
- The room change process will begin three weeks after students move-in. students will apply using an online form.

RESIDENCE HALL INFORMATION

- Information about residence halls and room configuration can be found on the [Housing & Residence Life website](#).
- Each building has a 360 degree photo of a common room type to show students what they can expect when they arrive.
- The web pages for each hall also include closet and furniture dimensions and other room information.
- We are not able to measure specific rooms or items in rooms for students or parents.



Butler Residence Hall



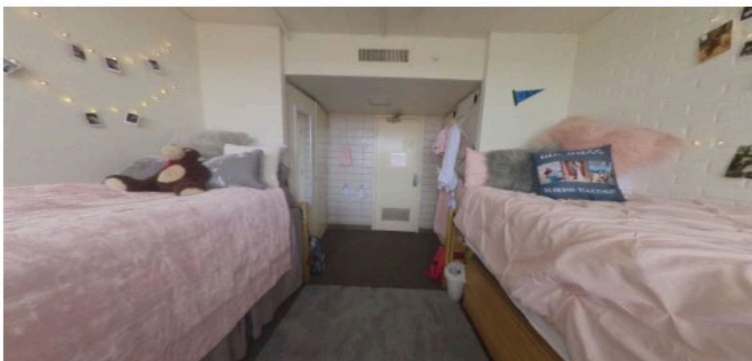
Named for Pierce Butler, a former Newcomb College professor and dean, Butler Residence Hall is an eight-story, co-ed structure which consists of double-occupancy rooms for first-year students. The Weatherhead desk is open 24/7 to assist residents with key/access issues, security concerns, or additional questions. Contact the Weatherhead desk at 504-865-4120.

ROOM INFORMATION:

- Dimensions: 15'-11" x 12'-1"
- Flooring: Low-pile carpet
- [Download Room Plan \(PDF\)](#)
- Includes: height-adjustable Twin XL bed, double-sided memory foam mattress, closet, built-in desk, chair, shelving, dresser and Microfridge (mini fridge/microwave combo)
- Approximate furniture dimensions:
 - Closet: 7' H x 4' 8" W x 2' D
 - Bed: Twin XL adjusts up to 30" H
 - Built-in Desk:
 - Desk chair: 35"H x 17.5"W x 18"D
 - Dresser: 30"W x 24"D x 20"H
 - Microfridge: 18.625"W x 19.5"D x 43.5"H

360 ROOM TOUR:

Please note: All residence hall rooms vary slightly in size and layout.





Move-in days

Tulane

RESIDENCE HALL MOVE-IN DAYS

- AUGUST 15 – 17: Move-in for new student (by time slot)
- August 18 – 20: Move-in for returning students (by time slot)
- Students approved to move-in early will have their check-in dates updated in July and will be sent check-in instructions. These students will not have a time slot.
- Students arriving after August 20th will check-in at the Housing & Residence Life office.
- **All students must check-in with Housing & Residence Life professional staff.**

TIME SLOTS

- Time slots are 30-minute windows of time dedicated to each student's check-in. Students and anyone assisting with their move-in should arrive at the check-in area during their 30-minute time slot.
- This does NOT mean that you have 30-minutes to move-in. We ask that you arrive for the check-in portion of the move-in process during this 30-minute time slot.
- Students who face unexpected travel delays should come to campus as soon as they arrive and check-in.

TIME SLOTS

- Students had the ability to cancel and re-select their time slot until June 3. If there is an unexpected emergency and their time slot no longer works, they should contact us at housing@tulane.edu to see if another time slot is available.
- Students will receive another time slot confirmation message in June and will receive access to their check-in pass in July.

MOVE-IN DAYS: FLOW

- **All students arriving between 8am – 4pm on August 15 – 20 must check-in at the centralized check-in area on Ben Weiner Drive near the Diboll Parking Complex.**
- Students will be checked-in on Ben Weiner Drive using their check-in code before they park in the Diboll Parking Complex.
- Students will be permitted to have guests with them to assist with their move-in. Guests must be escorted by the student.
- There is no time limit for how long a guest can help a student in their room, however all guests will need to follow safety guidelines while on-campus and must leave campus by 10pm.

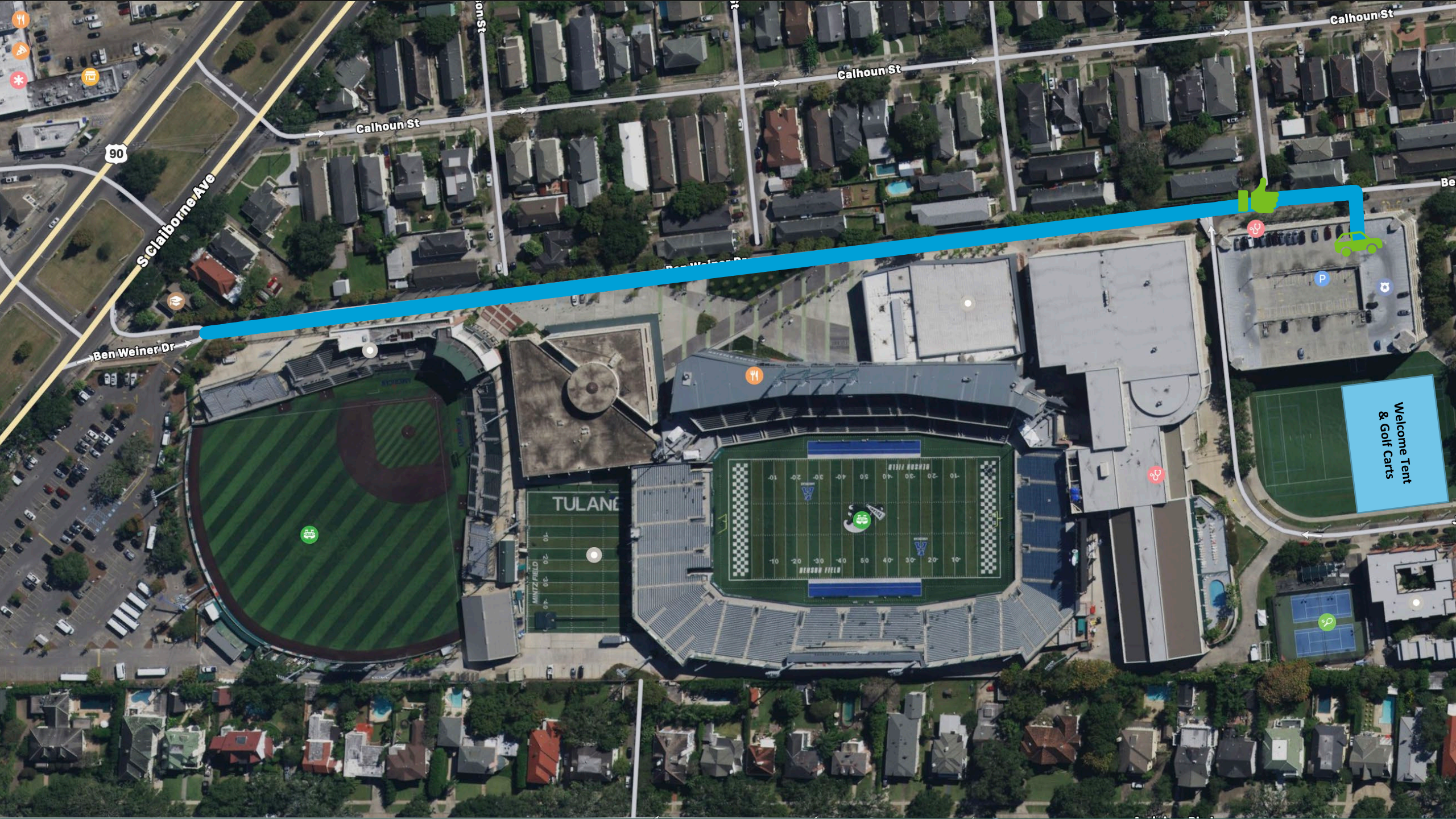
MOVE-IN DAYS: FLOW

Once you're ready to check-in, you will follow these steps:

- Approach campus via S. Claiborne Avenue and drive to the check-in queue on Ben Weiner Drive.
- Proceed to the check-in station near the Reily Campus Recreation Center.
- Staff will scan your Move-in Pass and provide you with your move-in packet.
- Proceed to park in the Diboll Parking Structure. Please vacate the parking structure by 10:00 p.m. on your move-in day.
- Moving bins can be checked out on Brown Field, adjacent to the Diboll Parking Structure.
- After you've parked, you can proceed to your building to begin setting up your room.

MOVE-IN DAYS: FLOW

- Students will not be permitted to enter the check-in queue until their time slot.
- Students should plan to bring limited items with them when they arrive for check-in. They will be walking from the Diboll Parking Structure to their residence hall after their check-in.
- There will be assistance available for those who cannot walk to their residence hall.



FREQUENTLY ASKED QUESTIONS

Q: Can Housing & Residence Life tell me the color / style of the walls in my student's room so I can buy coordinating décor for their room?

A: HRL staff do not have the ability to give specific information about specific rooms. This includes wall color, brick color, exact measurements, etc. Please use the information that is available on our website.

Q: How much do I really need to ship to campus before my student arrives? Do students usually ship more than 6 boxes?

A: The best strategy is to ship what your student needs for their first few weeks of school. This includes clothing, dishes, sheets, towels, etc. Room décor and accessories can be purchased after your student has seen their room and can determine how they want to decorate it in consultation with their roommate.

FREQUENTLY ASKED QUESTIONS

Q: Can I drive up to my student's building instead of parking in Diboll?

A: All students and families should plan to park in the Diboll parking structure for their move-in. This includes in the evening after the move-in day has concluded. There will be no parking available in other locations on campus.

Q: Will there be moving carts or volunteers at Diboll to move my student's items to their residence hall.

A: Moving bins will be available for checkout on Brown Field, adjacent to the Diboll Parking Structure.

FREQUENTLY ASKED QUESTIONS

Q: Do I need to purchase the water service for my student?

A: No, the tap water in New Orleans is safe to drink and the water service is not required. Students who want a supply of chilled water in their room or need filtered water can sign up directly with USS at uandss.com/tulane.

Q: Do I need my room assignment to send my packages?

A: No, Housing & Residence Life provides room assignment information to Mail Services.

Q: I'm not physically able to lift items and carry them to my student's room, will there be help?

A: There will be staff in the residence halls available to assist your student with their items if they cannot carry items on their own.

FREQUENTLY ASKED QUESTIONS

Q: If I live locally, can I drop off items for in-room delivery?

A: Yes, you can schedule an appointment to drop off packed belongings by emailing mailbox@Tulane.edu