Resumed Education for Adult Learners

Tufts University
Handbook and Orientation Guide
Fall 2018
Table of Contents

Introduction and Welcome Letter          p.3
Information for REAL Students            p.4
Education Enrichment Fund                p.5
Helpful Tips from REAL Students          p.6
Campus Resources                         p.8
Tufts Acronym Guide                      p.11
Get to Know Your Advisors                p.13
Dear REAL Program students,

Welcome to Tufts!

We recognize that you are already familiar with the college experience, but we are eager to show you around Tufts and to tell you some of the unique opportunities you will have here.

As returning students, you will have fewer semesters to learn the ropes than the students entering their first year of college, so we have gathered information you will need to know about Tufts policies and culture.

Above all, we want you to let us know if there is anything we can do for you, we will be here for you. We will remain your “dedicated” deans throughout your years at Tufts.

As REAL students, you are joining the legacy of a unique Tufts program that celebrates your maturity (and all the good things that entails), your resilience, and the diversity of experience you bring to our campus and into our classrooms.

We look forward to getting to know you and supporting you on your path to a Tufts degree.

Sincerely,

Kendra Barber, Associate Dean of Undergraduate Advising

and

Carmen Lowe, Dean of Undergraduate Studies

Contact Information:

Dean Lowe: Carmen.Lowe@tufts.edu; direct phone line: 617-627-3724
Dean Barber: Kendra.Barber@tufts.edu; direct phone line: 617-627-0565

Ms. Maureen Power, Administrative Assistant, Undergraduate Education Office
Office Phone: 617-627-5985
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IMPORTANT INFORMATION FOR ENTERING REAL STUDENTS

REAL SEMINAR
First REAL Seminar Meeting: Monday, September 10, 12:00 p.m. – 1:15 p.m. in Miner 110

This seminar (ACL 0003) meets during the Monday open block and does not conflict with any other classes (every Monday from 12:00pm-1:15pm). The math department holds exams during this open block, so you might miss three seminar meetings if you are taking a math class this semester. You may meet with Carmen or Kendra to make up the missed work.

REAL LOUNGE/KITCHEN/CONFERENCE ROOM
REAL students have three rooms in the lower level of Carmichael Hall (at the end of the Residential Quad). Each of you will have access to all three rooms by using your Tufts ID. (If the outside door is ever locked, your Tufts ID should also open it.) Be sure to keep things locked up—and cleaned up. Enter Carmichael from the parking lot, as if going to the dining hall. Take a left and follow the corridor to the end, past the Osher offices.

RETURNING STUDENT ORGANIZATION
The Returning Student Organization (RSO) is funded through the TCU (Tufts Community Union) Student Senate. REAL students elect their own officers and all REAL students are members. Funds go toward activities that support REAL students.

TRANSFER OF CREDIT
Get as many courses approved for transfer as possible, even if you do not think you will be using some of them toward your Tufts degree. (You must have earned a grade of C- or better and the courses must be in person, not online.) Be sure that we have an up-to-date official transcript from your previous school. These credits affect your class standing, financial aid, and registration, so get them on SIS as soon as possible. If you need help, contact Kendra.

CLASS STANDING
Once all of your credits have transferred and are applied to your transcript, we will adjust your class standing to the appropriate level.

DECLARE YOUR MAJOR
Your major is not officially declared until you find an advisor in the department and turn in the Declaration of Major form. You don’t have to do this right away, but if you come in with a junior class standing, you should declare your major by the end of your first semester.

Kendra and Carmen will remain your advisors until you find an advisor in your major. We remain your advising deans throughout your time at Tufts, no matter what your last name is.

PREFERRED NAME AND PRONOUNS
You can update your preferred name and pronouns in SIS. This information is viewable by instructors and advisors. Instructions found here: http://sites.tufts.edu/sisproject/files/2017/09/Student_Portal_Pref_Name_Pronoun.pdf
R.E.A.L. PROGRAM: EDUCATION ENRICHMENT FUND

Mr. and Mrs. Fred and Chris Pratt are great supporters of all students in the REAL Program. Mrs. Pratt died in 2016, but Mr. Pratt and his son John Pratt continue to be involved with the REAL Program. They support you in many ways—through scholarship money, through their encouragement and admiration for the sacrifices you are making, and through providing funds for things to support your success at Tufts such as computers and a printer in the REAL Lounge. They do this in honor of their daughter Theresa.

Their generosity has resulted in a fund that will allow each student currently enrolled at Tufts through the REAL Program to receive a maximum of $1000 while enrolled until you graduate. (This does not apply to Tufts employees who use tuition remission to fund their education and matriculate only at the time of graduation.)

Criteria:
1) You must be enrolled at Tufts in the REAL Program and be in good academic standing and good disciplinary standing.
2) You must complete the application and submit it to Dean Barber at least two weeks before the funds are needed.

Suggestions for possible use of funds:
- Extra tutoring or tutoring in subjects not offered by the ARC
- Conference registration fees and/or travel expenses to a conference
- Research supplies, such as books not required for a class, travel to conduct interviews, museum entrance fees, specialized library passes
- Books and/or courses for graduate or professional study (GRE, LSAT, MCAT, etc.)
- Emergency car rental if needed to commute to school temporarily
- In rare instances, tuition for one course at UMass needed to complete your Tufts degree requirement.

Sorry: The funds may not be used for tuition and fees, housing, books, fines, parking tickets, parking passes, or items not directly related to your education.

The $1000 does not have to be taken in a single sum, but can be used over time in various proscribed and approved ways until you graduate. If you do not use the entire $1000, the balance will remain in the Pratt fund for use by future enrolled REAL students.

Details: Contact Dean Barber for the application. You should submit the completed application to Dean Barber two weeks before the funds are needed. If your application is approved, you should purchase on your own whatever you need and provide receipts for your purchases for Dean Barber. Maureen Power in Undergraduate Education will arrange for reimbursement for you. If you do not have the funds to purchase your items up front or do not have a valid credit card on which to make the purchases, let Dean Barber know this at the time you submit the application. These funds are taxed.
HELPFUL HINTS
Prepared by students in the R.E.A.L. Program

TIME MANAGEMENT
This is the number one issue for students making the transition to Tufts.
The Academic Resource Center can offer assistance (Dowling Hall).

E-MAIL
Be sure to set up your TUFTS e-mail address. This is the official way that the university will communicate with you and it is essential that you access your TUFTS e-mail. If you prefer to use another e-mail address, have your Tufts mail forwarded to that address. Otherwise, you will miss important deadlines and information.

TRANSFER OF CREDIT
1) Transfer in everything you can, even if this exceeds the number allowed. You may decide later which to use toward your Tufts degree.

2) Concentrate primarily on getting courses in, secondarily on whether they will apply to your major. But if you are promised credit for your major, be sure it’s in writing.

3) Occasionally a course could fit into more than one department. Try both if necessary.

REGISTRATION
1) Your registration time will be e-mailed to you through your TUFTS e-mail address. Register as early as the computer says you can. If you are unable to register at your appointed time, a friend may register for you. (Be sure to list lots of alternative courses in your Shopping Cart.)

2) You must be “released to register” by your advisor. Make an appointment to see your advisor well before your assigned registration time. Remember, your advisor has many other advisees and if you want time to talk, see your advisor early and often.

3) If you’re closed out of a course at registration, don’t give up. Remember that some registered people will probably drop. If it’s a course you really want or need, go to the class anyway and speak to the professor.

4) On the other hand, have alternatives in mind just in case.

5) Check SIS often to make sure that you are enrolled in the correct classes and that your credits have transferred correctly. You will NOT be automatically dropped from a class that you stop attending. You MUST drop the course in SIS.

SCHEDULE PLANNING
1) ALWAYS speak with Dean Lowe or Dean Barber before making a change in your course schedule, especially before electing pass/fail or if you are thinking of withdrawing from a class.

2) Take into account that some classes may have weekly review sessions that are worthwhile attending. This may not be stated in the description.

3) Labs may on occasion run longer than scheduled.

4) If a course requires outside time in the computer lab, etc., allow for this.

5) All courses are not created equal. Some require much more outside time than others. Current or former students may be able to give you specific information.
6) The final exam schedule is listed online with the course offerings each semester. Pay attention to these dates. Sometimes professors change the date, but you may always take the exam on the day it is officially scheduled.

7) If you have 3 or more in-class exams in 24 hours, you may ask to take one or two at a different time. Some professors/departments are more flexible than others; however, there is no university policy on the number of exams scheduled in one day. Speak to Dean Barber to get the form that needs to be submitted to your instructors.

**MISCELLANEOUS**

1) Check the academic calendar for important dates, deadlines, and schedule changes.

2) **Back up everything**, including important class papers you turn in. You don’t want to lose everything if your computer crashes.

3) There is no such thing as an automatic incomplete. You **must** have permission from the professor, who files a contract with the deadline and work due.

4) Introduce yourself to your professors – especially in a large class. Don’t hesitate to consult them during posted office hours. Tufts professors want to see students. They want to know you are interested in learning the material. Also, a faculty member who knows you can be a big help if you have a problem, and later on when you will be looking for letters of reference.

5) There are **no exceptions** to the pass/fail deadline (except – possibly being in the hospital in a coma!). If you plan to use this option, **do not** let the date go by. This is also a time for dropping a class without record of enrollment (five weeks into the semester). The deadline for withdrawing from a class with a “W” is always 11:59pm on the last day of classes (before reading period begins).

6) Don’t hesitate to ask questions, and try not to worry too much. If you have a special situation – ask, ask, ask!!

7) Don’t risk parking in lots without a permit – you will be ticketed. You can find a campus parking map on the public safety website ([http://publicsafety.tufts.edu/adminsvc/files/Medford-Parking-Map2015FINAL-21.pdf](http://publicsafety.tufts.edu/adminsvc/files/Medford-Parking-Map2015FINAL-21.pdf)). If you have attached your sticker and then have to use another car in an emergency, visit Public Safety at the bottom of Dowling Hall for a temporary permit. You will be towed if you park in fire zones.

**Some free services:**

- Academic Resource Center – study skills, tutors (Dowling Hall)
- Career Services—also good for internships (Dowling Hall)
- Counseling Center – 120 Curtis St., 617-627-3360
- Health Services – 124 Professors Row, 617-627-3350
Campus Resources

Student Information System (SIS)

You are already familiar with the Student Information System (SIS) as you have used it to enroll in classes and begin the transfer of credit process. SIS is also the place where you register for courses, check your grades and academic progress, make appointments with some campus services (such as the Academic Resource Center), and view your personal and financial aid information.

You can access SIS by going to the tufts.edu home page and clicking “Students” on the taskbar at the top of the screen. You will then see SIS listed as an option to the right of the screen. Click here, and it will take you to the SIS homepage. If you are interested in tutorials on adding/dropping courses, generating an advisement report, or any other function, you can click “Help” at the top right of the screen then “Summary of Student Resources” at the bottom of the next screen. A list of tutorials will be available, and you can choose the one most pertinent to you.

SIS Home Page: https://sis.uit.tufts.edu
SIS Student Tutorials: http://sites.tufts.edu/sisproject/students/

Campus Shuttle Buses

While classes are in session, Tufts runs free shuttle buses along the following routes:

- Davis Square Shuttle: to Davis Square and around campus and back. Bus stops across from the Somerville Theater in Davis Square and in front of the Campus Center. Connects to the Red Line.
- Boston Avenue: Bus runs back and forth along Boston Avenue, stopping at 200 Boston Avenue (Human Resources, Office of Equal Opportunity, many Biology labs), Dowling Hall, 574 Boston Ave (classrooms), and Engineering Sci-Tech Center (labs and classrooms).

Shuttle Bus Schedule: http://publicsafety.tufts.edu/adminsvc/shuttle-services/

The buses are wheelchair accessible, but Tufts does not provide door-to-door service for people with disabilities.

Emergency Alert System & Campus Closure Alerts

You are strongly encouraged to sign up to receive emergency alerts (voicemail and text) to your mobile device, home phone, and/or email address. The emergency alerts notify you immediately of campus dangers, weather emergencies, and “all clear” notices. In an emergency, situation updates will be communicated through Emergency Alert texts messages. You can also sign up for an optional alert when the campus is closed due to severe weather.

http://emergency.tufts.edu/alert/
SMFA at Tufts

The School of the Museum of Fine Arts (SMFA) is a part of Tufts. Students can take studio art courses on the SMFA at Tufts campus in Boston. Shuttle buses run frequently between both campuses. For more information about the shuttle bus schedule, visit: http://publicsafety.tufts.edu/parking/nec-smfa-shuttle/. For more information on courses please visit SIS.

Fitness at Tufts

“The Tufts University Department of Athletics features excellent facilities for the entire Tufts University community to use. One of our major functions is to encourage the university community to start a personal program of recreation so that you can experience the benefits and joy of feeling fit and having fun. We try to provide as much free recreational time as possible, given the limitations of space and the demands of intercollegiate athletics, physical education classes, intramural sports, and special events.”

Check out the inexpensive Recreation Mini-Courses for non-credit, ungraded classes in yoga, spinning, Pilates, etc.

For more information on Tufts athletic facilities: http://www.gotuftsjumbos.com/facilities/information
For more information on Tufts physical education courses which are a great addition to course schedules: https://tufts.prestosports.com/information/PE_Classes/PE_Index

Online Resources to Bookmark

Your Tufts Student Home Page: https://www.tufts.edu/info/students
Tufts Info and Resources for Students: http://students.tufts.edu/
Academic Resource Center: go.tufts.edu/arc
Sign up for Emergency Alerts and Campus Closure Texts: http://emergency.tufts.edu/alert/

Important Phone Numbers

Student Services Main Switchboard: 617-627-2000
Weather Emergency and Information Line: 617-627-INFO (4636)
Campus Police EMERGENCY (24 hours): 617-627-6911
On Campus Dining

Meals purchased on campus by students are tax free. **Cashiers will ask if you are a student so they don’t ring up sales tax with your food.**

**Medford/Somerville Campus**

*On-campus Dining Locations:*
- Carmichael Dining Center
- Commons Deli & Grill in the Campus Center
- Dewick-MacPhie Dining Center
- Hotung Café in the Campus Center
- Hodgdon Good-to-Go Take-Out
- Mugar Café Graduate student dining
- The Rez in the Campus Center
- Tower Café in Tisch Library

Visit [dining.tufts.edu](http://dining.tufts.edu) for more information and to contact Dining Services.

**Jumbo Cash**

You may wish to use a Jumbo Cash debit card to pay for various services at Tufts: food (on campus and off), laundry, printing, etc. On the next page is a list of places on campus and off campus that accept Jumbo Cash.

Questions? Check out the Jumbo Cash website here: [https://www.jumbocash.net/](https://www.jumbocash.net/)

**On-Campus Service locations:**
- Aidekman Arts Center Box Office
- Bookstore
- Campus Center Info Booth
- Copy & Printing at the Ginn Library, Tisch Library, Eaton Computer Lab, EPDC, Mugar Computer Lab
- Laundry Machines
- Jumbo Express Convenience Store in the Campus Center
- Vending Machines
- Public Safety Administrative Services
Guide to Acronyms at Tufts

As an experienced college student, you know that colleges use a lot of acronyms! Here’s a quick guide to the most commonly used and pertinent to you acronyms and nicknames at Tufts.

**ARC** - Academic Resource Center, located in Dowling Hall provides individual and group tutoring in various topics, time management and study strategies consulting, writing support, and public speaking consultants. Appointments can be made through SIS or by contacting the ARC office. All services are free! Additional info is available here: [go.tufts.edu/arc](http://go.tufts.edu/arc)

**CC** - The Career Center, located in Dowling Hall, “will help you identify your career goals and gain the skills, resources, contacts, and tools necessary to achieve them. Whether you are deciding on a major or career, looking for an internship or job, or considering graduate school, we can help.” [https://students.tufts.edu/career-center](https://students.tufts.edu/career-center)

**DOSA** - Dean of Student Affairs Office, located in Dowling Hall: “We are a central resource and can help you out when you’re not sure where to start. We support an inclusive and safe community for all students and promote leadership development in partnership with many other campus offices. Our mission is to help all Tufts students thrive in our living and learning community.” DOSA can help with living on campus, promoting health, wellness, and safety, promoting diversity and equality, and judicial affairs.

To contact DOSA or learn more about their services: [https://students.tufts.edu/student-affairs](https://students.tufts.edu/student-affairs)

**Ex College** - Located at 95 Talbot Ave, “The Experimental College offers small, participation-based courses that engage Tufts undergraduates in shaping the world today. Our range of courses offers critical contexts for thinking about politics, popular culture, world religions, technology, law, communications, social issues, business, health care, ethics and more.” To learn more about the Ex College and its course offerings, which are a great complement to any course schedule, visit: [http://www.excollege.tufts.edu/about](http://www.excollege.tufts.edu/about)

**Group of Six** - The Group of Six (offices spread across campus) is an umbrella term for the six cultural houses on campus which includes: The Latino Center, the Women’s Center, the Asian American Center, the International Center, the Africana Center, and the LGBT Center. These centers are “resources for all students interested in thinking about social identities; how social identities intersect with one another; and how these identities impact our lives and the world we live in.” Please note that students do not have to identify with one or more of these groups to use the centers as resources. For more information, visit: [http://students.tufts.edu/student-affairs/what-we-help/living-campus/group-six](http://students.tufts.edu/student-affairs/what-we-help/living-campus/group-six)

**IGL** - Institute for Global Leadership - Located at 96 Packard Ave, “The Institute for Global Leadership at Tufts University is an incubator of innovative ways to educate learners at all levels to understand and engage with difficult global issues. We develop new generations of effective and ethical leaders who are able and driven to comprehend complexity, reflect cultural and political nuance, and engage as responsible global citizens in anticipating and confronting the world’s most pressing problems.” For more information on IGL and its programs, check out [http://www.tuftsgloballeadership.org/](http://www.tuftsgloballeadership.org/)

**OCL** - Office for Campus Life, located in Mayer Campus Center provides leadership opportunities, education, programming, and customer service. OCL advises 300+ student organizations and manages the Campus Center.
They are a great resource for involvement on campus! More info can be found here: [http://ocl.tufts.edu/](http://ocl.tufts.edu/)

**RSO**-Returning Student Organization, a student-led organization to support the academic and social needs of returning students at Tufts.

**SAS**-Student Accessibility Services, located in Dowling Hall. “The Student Accessibility Services (SAS) office works with students one-on-one to determine what their accommodation needs may be, to implement those accommodations and to help students self-advocate for their needs while at Tufts. SAS collaborates with campus partners and resources to provide timely, comprehensive and appropriate services for students with disabilities. If you have a physical, learning, medical, psychiatric, sensory, or other disability, or have been diagnosed with Attention-Deficit/Hyperactivity Disorder (ADHD), or any other disability that affects one or more of your major life functions, Tufts provides a range of services to accommodate your needs.”

More information and contact information: [https://students.tufts.edu/student-accessibility-services](https://students.tufts.edu/student-accessibility-services)

**SOGO**-SOGO is a nickname for the Sophia Gordon residence hall on campus which contains a multipurpose room in which many campus events are held.
Get to Know Your Advisors

Dean Kendra Barber

I started at Tufts in 2017. Prior to coming to Tufts, I lived in Maryland for 10 years. While in Maryland, I earned my Ph.D. in sociology from the University of Maryland, College Park, taught undergraduate sociology courses, and was an academic advisor in the Economics Department for 4 years. While at UMD, I frequently worked with transfer students, so I understand some of the concerns you may have regrading transferring to a new institution. I look forward to help make your transition to Tufts as successful as possible.

-Kendra

Dean Carmen Lowe

I came to Tufts in 1994 as a graduate student, began working in Dowling Hall full time in 2000 while I completed my dissertation, and graduated with my PhD in English in 2003. I became dean of Undergraduate Studies in 2010, after directing the Academic Resource Center for several years and teaching in Tufts' American Studies Program. As someone who earned her MA and PhD at Tufts, I am a “double Jumbo.” I am originally from Michigan – was born on a farm in the Thumb and grew up in metro Detroit (in Dearborn, east side). While living in Michigan, I worked for four years as a teacher in an adult learning center inside a Ford Motor Company car factory. I helped a couple people learn to read, a few to complete their GED, several to improve their confidence in writing and public speaking, and many to complete their associate degree or their skilled-trade apprenticeship program. This job as an educator in a factory inspired me to return to college to earn my advanced degrees and continues to motivate my dedication to the REAL Program.

-Carmen

Contact Information:

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Dean Barber: Kendra.Barber@tufts.edu; direct phone line: 617-627-0565

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