



JUMBO
GUIDE 2019

undergraduateorientation'19

EXPERIENCE

Tufts

The Liberal Arts Jumbo Guide: An Academic Handbook for New Students

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Welcome from the Dean

Dear Class of 2023, Combined Degree Class of 2024, and new transfer students:

Welcome to Tufts!

Matriculation marks the start of your undergraduate career. During your time at Tufts, you will encounter ideas, methods of problem solving, worldviews, and entire disciplines you have never thought about before. You will learn to think in new, more sophisticated ways and to express your ideas with greater clarity and force. You will broaden your horizons and discover strengths and challenges you never knew awaited you.

Your Tufts education will offer you a rigorous intellectual foundation that will serve as a solid cornerstone for active citizenship in an increasingly complex world. It is our hope that you will take advantage of opportunities to learn both inside and outside the classroom. We are happy to offer you this handbook to help start you on this exciting journey.

We encourage you to keep an open mind, ask questions, and take pride in making the most of this extraordinary intellectual opportunity.

Sincerely,

A handwritten signature in cursive script, appearing to read "Carmen Lowe".

Carmen Lowe
Dean of Undergraduate Studies

Welcome from the Orientation Coordinators

Hi Tufts Class of 2023 and Combined Degree Class of 2024!

We are so excited to welcome you to Tufts! My co-coordinator, Daniel Glynn '20, and I have worked hard to make your first introductions to Tufts memorable, exciting, and helpful. We know how overwhelming it is to enter your first year at Tufts and we wanted to make Orientation Week a fun transition into your life on the Hill.

Your first year of college will be a transitional experience that you'll remember for years to come. You have joined a University that merges two campus communities filled with passionate individuals with diverse experiences and perspectives. With the resources available in both Medford and Boston, there will be many opportunities for you to take advantage of and we hope you will start building relationships that will endure for years to come!

When I (Daniela) first came to Tufts I was completely and utterly overwhelmed. I thought I knew exactly what I wanted to do and who I wanted to be. My first year taught me that I was wrong. I changed my course of study three times before realizing what I was truly passionate about and the communities that I belonged to and wanted to give back to. With this change came personal growth that I was not ready for. I struggled to find a balance at Tufts, but I gave myself space to stop, breathe, and realize that this is exactly where I was supposed to be.

As a First-Year (Daniel), I was a very different person than who I am today. Tufts has given me so many opportunities to learn and grow from. When I arrived, I had no idea what I wanted to study or do. I gave myself time my first semester so that I could find my footing in a new space with new people. In that time, I got used to a college schedule, taking classes, and being around a part of this community. I'm glad I waited until my second semester to make any big commitments. Don't feel pressured to make great strides from the moment you matriculate into Tufts. This is a new environment for everyone! Take some time to explore all the possibilities and ask for help along the way.

As you begin your first year at Tufts remember to stop and take it all in. You are entering a new stage in life where we hope you will grow academically, professionally, and (most importantly) personally. Take the time to figure out who you are, what matters to you, and the type of person you want to be. Do not be afraid to change your mind. It's okay to start over and re-define your friendships, academic interests, and personal beliefs. Tufts will challenge you, and we hope you use this challenge to develop yourself as an individual. You should also remember to enjoy your time here, take care of yourself, and be patient with your journey!

You will receive a lot of information during orientation week and we understand that you might not remember everything we cover. However, we hope that you remember the key staff, offices, and resources that you can reach out to during your time here so that they can lead you in the right direction. Remember that your FYAs are here to ease your transition, use this *Jumbo Guide*, online resources, and other Tufts students and staff—we are all here for you.

Welcome!

Daniela Pozos Nicolau '21, Orientation Coordinator for Academic Programming and Leadership
Daniel Glynn '20, Orientation Coordinator for Co-Curricular Programs and Major Events

Language Placement Exams

Language Placements

All entering students in liberal arts are encouraged to take a language placement exam during Orientation. Any student interested in pursuing Spanish or Japanese is required to take the placement exam regardless of pre-matriculation scores. For all other languages, however, you need not do so if you feel that the placement indicated by a pre-matriculation credit is accurate or if you do not intend to continue studying a language that you have previously studied. **Only the highest placement of your pre-matriculation credits and your placement exam will be counted**, so there is no detriment to taking a placement exam. You are free to take a lower-level course than you place into, if you so choose. However, if you do so, you will forfeit your placement at the higher level. You may take more than one language placement exam, as long as the exam times do not conflict.

What if I have pre-matriculation scores in a language? If you took an AP, SAT II, IB, or British A-level exam those scores may also inform your language placement. Refer to page 6 for exam equivalencies. If you take a lower-level course than your pre-matriculation scores indicate, you will forfeit a credit.

What if my high school instruction was entirely in a language other than English? Students who can speak, read, and write proficiently in a language other than English that is **not** taught at Tufts, and whose language of instruction in all their high school courses was in this language up to 10th grade are eligible for exemption from the language requirement both Part I and II. TOEFL exam and the IELTS exam cannot be used in fulfillment of the foreign language.

What if I speak a language not taught at Tufts? Students who can speak, read, and write proficiently in a language other than English that is **not** taught at Tufts, but who attended high school with English as the language of instruction, should take the following steps:

- Check to see if your language is evaluated through our partner school at the University of Pennsylvania, (<http://plc.sas.upenn.edu/languages>) if you do not see your language listed please click on the “links page” at the top for a list of additional languages offered.
- If your language is evaluated, please check your Tufts email account for a detailed email from August outlining registration information. You should have received an email to your Tufts email account explaining how to register for the exam. If you missed this semester’s don’t worry. Exams will be offered on campus each semester during the first two weeks of classes. If you plan to use this option to fulfill the Tufts language requirement you should do so in your first year at Tufts.
- If your language is **not** offered you should register for a language taught at Tufts to fulfill your language requirement. To learn more about Tufts language requirement see elsewhere in this *Guide*.

Questions? Email languageevaluation@tufts.edu.

Pre-Matriculation Credits

Pre-Matriculation Credits are credits you may have earned from certain scores on advanced placement and SAT II examinations, scores on examinations of certain international diplomas, or college courses you may have taken prior to matriculating at Tufts. Pre-Matriculation credits are treated as regular course credits and accepted toward fulfilling your degree requirements. Use [this link](#) to see detailed exam equivalencies.

Please note: If a student elects to take the equivalent course at Tufts, the exam credit will be removed upon completion of the course. A student will be awarded the equivalent number of SHUs for the highest level achieved in a single language, even if multiple tests were taken. This applies only to scores for which departments award credit.

Academics: Liberal Arts

There are four requirements for a bachelor's degree in the School of Arts and Sciences. A student must:

Your first semester at Tufts is about branching out academically, so don't worry too much about these requirements at the moment. Focus on what interests you the most!

1. Satisfy the academic residency requirement of eight full-time semesters, according to the stipulations outlined in the [Bulletin](#).
2. Earn a minimum of 120 SHUs.
3. Satisfy all Foundation, Distribution, and Major Requirements.
4. Meet the GPA requirement, and earn grades of C– or better in three-quarters of the courses taken at Tufts under standard grading.

Foundation Requirements

Writing: Writing is fundamental to a liberal arts education, and is therefore a Foundation Requirement in the School of Arts and Sciences. Liberal Arts students are required to take two semesters of college writing in order to graduate. Students are encouraged to complete this requirement in their first year. Most students do so by taking English 1 (or English 3) in the first semester and English 2 (or English 4) or PHIL 2 in the second semester, when the majority of such classes are offered.

Courses graded Pass/Fail (with the exception of ENG 3) may not be used to satisfy the writing requirement.

You may have already completed this requirement with an AP/IB/A-Level exam. See chart located elsewhere in this *Guide*.

Language/Culture Option: There are two parts to the Language/Culture requirement. First, every student must demonstrate knowledge of a language other than English through at least the third semester college level. The second part may be satisfied in several different ways including: advanced courses in the same language, study of an additional language, or study of a specific culture through courses taught in English. Students may place out of part, or all, of this requirement with Tufts language placement exams, SAT II/AP/IB/other scores, or a college transcript. TOEFL and IELTS scores may not be used to satisfy the language requirement. Students who speak, read, and write proficiently in a language other than English should refer to the Placement Exams section in this booklet and should consult their pre-major advisor as needed.

Courses graded Pass/Fail may not be used to satisfy the language/culture requirement.

This requirement can sound complicated – see chart located elsewhere in this *Guide* to help clarify your options.

The “World Civ” requirement can be fulfilled with classes from many different departments. To find something that meets your interests, try a class search on SIS.

World Civilizations: The world civilizations requirement focuses on an in-depth study of a non-Western civilization(s), or the interaction of non-Western and Western civilizations with equal attention given to both. The definition of the non-Western world is considered to include Africa, Asia, the Caribbean, Latin America, and selected indigenous cultures of Oceania and North America.

Distribution Requirements: A liberal arts degree must include exploration of the following five areas of inquiry: **Humanities, Arts, Social Sciences, Natural Sciences, and Mathematical Sciences**. While there is a fair amount of freedom in which courses are taken, keep these important rules in mind:

- Students must complete 6.0 SHUs in each area.
- No more than 3 courses, of any number of SHUs, may be used from the same department or program.
- No more than 3 SHUs in each area can come from pre-matriculation credits.
- No single course may be used in more than one distribution area. For example, a history course may be counted as either a humanities or a social science requirement, but not both.
- Only one Experimental College course, no matter how many SHUs, may be used as a distribution requirement.
- Courses graded Pass/Fail may not be used to satisfy any distribution requirement.

Fulfilling the College Writing Requirement

The First-Year Writing Program – Liberal Arts

English 1, 2, 3, and 4 prepare students for the writing they will do in other courses at Tufts. The First-Year Writing Program emphasizes qualities common to successful writing in all disciplines. These include: a clear thesis; a well-organized and developed argument; well-illustrated points; and thoughtful, lively prose. Small classes offer the opportunity for close, personal attention and an atmosphere of collaborative learning.

Attendance Policy

Students are required to attend the first two class meetings of English 1 and 2 to retain their seat in the class. In case of an emergency, students must contact the instructor beforehand for permission to miss class. If they fail to do so, they and their advisor will be notified and their places will be filled from the waiting list.

Courses Approved as English 2 Alternatives

Liberal Arts students may take “Philosophy 2: Introduction to Philosophy” in place of English 2. This course must be taken at Tufts. Alternative courses used to fulfill the writing requirement must be taken for a letter grade. Students may not count English 2 or PHIL 2 toward the writing requirement if taken before or at the same time as English 1 (or English 3).

Exemptions & Pre-Matriculation Credits

Students may be exempt from one or both parts of the writing requirement if they have taken certain standardized tests and met the criteria found in the *Tufts Exam Equivalency Charts* elsewhere in this *Guide*. In some cases, students may also receive a pre-matriculation credit. Please note that the SAT does not grant a Tufts credit.

It is the student’s responsibility to ensure that the results of standardized tests are sent to Tufts and appear on their transcript.

Complete First-Year Writing Program Policies:

<http://ase.tufts.edu/english/firstyear/>

Course descriptions and schedules:

<http://ase.tufts.edu/english/courses/>

Language and Culture Requirement

Language and Culture Requirement

Tufts stands out among peer universities for its strong emphasis on the study of foreign languages and cultures. Tufts' mission is to provide students with a superior education that will allow them to thrive and lead in an increasingly globalized world. The university requires its students to complete six (eight language courses for International Relations majors) foreign language and culture courses.

Language classes at Tufts are small in order to provide an environment conducive to learning and personal growth. Meeting several times a week, language students get to know their peers and professors well. The highly-interactive classes range from engaging elementary language courses to higher-level discussion-based composition and conversation courses.

At Tufts professors seamlessly integrate culture, a fundamental part of language learning and teaching, into every class. As students become more proficient in a foreign language, they deepen their knowledge and appreciation of the target culture.

FULFILLING THE FOREIGN LANGUAGE AND CULTURE REQUIREMENT

The requirement provides flexibility as it can be satisfied in one of the following ways:

1. 6 semesters of the same language
2. 5 semesters of the same language + 1 semester of its corresponding culture(s) taught in English
3. 4 semesters of the same language + 2 semesters of its corresponding culture(s) taught in English
4. 3 semesters of the same language + 3 semesters of its corresponding culture(s) taught in English
5. 3 semesters of the same language + 3 semesters of a different culture taught in English
6. 3 semesters of the same language + 3 semesters of a different language

Students who attended high school where the primary language of instruction was not English may be exempt from all or part of the language requirement. Students may also be exempt from some or all semesters of the language requirement though Pre-matriculation scores and Placement Exam Scores may also provide exemption.* (Please see elsewhere in this *Guide*.)

To become proficient in a language, we highly recommend that students complete the equivalent of *at least* six semesters of their chosen language, the amount necessary to function successfully in a non-English-speaking environment. Proficiency in foreign languages opens up new and exciting avenues of exploration, both here on campus and across the globe.

Tufts offers a wide range of Study Abroad programs. The minimum requirement for participation in most programs is either four or six semesters of the chosen language. Achieving this level of proficiency empowers students to take courses with native peers in a foreign higher education system.

Consider carefully how you choose to fulfill the language requirement. Think about the proficiency level you wish to acquire, and make the most of the Tufts language requirement.

Advice on Choosing Classes

We recommend students plan to take **14.0 to 16.0 SHUs** in their first semester. For Liberal Arts students, it is recommended for your first semester that you take English 1 or 2 (depending on placement, please see elsewhere in this *Guide*), a language or culture course, and 2–3 courses of your choice that interest you. Students in the School of Arts and Sciences may take a maximum of **18.0 SHUs** per semester. It is important to have alternate courses in your planning in case courses are closed.

Flexibility in course selection is one of the primary differences between high school and college. Here are a few things to consider while perusing the course catalog:

- *Graduation requirements should not be your priority at this stage*
There will be time to complete all of your core and major requirements over the next four years. With the exception of first-year writing and working on language proficiency, you need not consider requirements for the purpose of first semester course selection. No matter what you take, you will be earning credits toward the minimum needed for your degree.
- *Exploration is key early in your college career*
No matter the rigor of your high school curriculum, you will find courses at Tufts covering topics to which you have never before had access. If a course description sounds interesting to you—and you meet any listed prerequisites—think about giving it a try. You will have until spring of your sophomore year to declare a major, in part, to allow you to explore your academic interests thoroughly prior to confirming your major.
- *Balance is important for academic success*
Most high school students take a similar breadth of courses each year: English, social science, natural science, mathematics, language. In your first semester at Tufts, consider balance between types of work and subjects. Work load and scheduling are also key so make sure you have time for homework, extracurricular activities, and basic self-care. Your advisor will be a great resource for building your schedule.
- *Self-awareness will help you to approach your academics effectively*
If you really struggle to arrive on time and be well prepared at 8:00 a.m., your first semester of college may not be the best time to try and change that behavior. If you know you are at your best when able to focus for long stretches at a time, a course that meets once a week for three hours may be a great choice. Many introductory courses are large lecture classes with weekly recitation sections (small group meetings); if you are more used to small classes, double-check that a large class that interests you has recitations.

Exploring Majors

You have until your second semester of sophomore year to declare a major. Once you have made this decision, you will find an advisor who will help you plan your course of study. For now, explore classes that interest you in different majors to see what suits you best. Your pre-major advisor can provide guidance with course selection, major declaration, and selecting your major advisor.

Foundation and Distribution Requirements Worksheet

All foundation and distribution requirements must be taken for a letter grade.

Foundation Requirements

1. FIRST-YEAR WRITING

1) _____ 2) _____

2. LANGUAGE/CULTURE OPTION

Part I: Competence equivalent to three semesters of college language courses (credit or placement)

1) _____ 3) _____

2) _____

Part II: Three semesters of language (continuation or new), or culture option.

4) _____ 6) _____

5) _____

3. WORLD CIVILIZATIONS

1) _____

This course may also be used toward a culture OR a distribution requirement, but not both.

Distribution Requirements

A maximum of one pre-matriculation course may be used in each category, and no course can count in more than one category. No more than three courses of any number of SHUs may be from a single program or department. Only one ExCollege course (no matter how many SHUs) may be used.

1. HUMANITIES

1) _____ 2) _____

2. ARTS

1) _____ 2) _____

3. SOCIAL SCIENCES

1) _____ 2) _____

4. NATURAL SCIENCES

1) _____ 2) _____

5. MATHEMATICAL SCIENCES

1) _____ 2) _____

Pre-Major Advising

Pre-Major Advisors are assigned to students to support their transition to Tufts and to encourage intellectual curiosity. Pre-Major Advisors are available for conversations around and questions about academic interests. Students report that their Pre-Major Advisors are helpful in the following ways: friendly, accessible, knowledgeable, supportive, and provide connections to useful resources.

You'll be assigned a faculty or professional staff member as a Pre-Major Advisor who will:

- Support your transition into Tufts
- Help you explore academic opportunities, course options, and guide you towards declaration of major
- Assist you with understanding the college requirements for graduation
- Connect you to resources to support you academically, personally and socially

Student Responsibilities as Pre-Major Advisees

1. Be proactive

- Show up on time for advising meetings, contact advisor in advance if you need to reschedule.
- Come to appointments prepared with questions or concerns, and be sure to share your academic and personal goals with your advisor.
- Review the Tufts University [Bulletin](#).
- Maintain open lines of communication with your advisors, deans, and professors. Respond to emails and phone calls in a timely manner.

2. Be an engaged participant in your education

- Familiarize yourself with the [Bulletin](#), including graduation requirements for your intended area of study as well as general academic policies and procedures.
- Be aware of relevant dates and deadlines on the [Academic Calendar](#).
- Read and understand the [Tufts Academic Integrity Policy](#).
- Know who your [pre-major advisor and Advising Dean](#) are.
- Know when to ask for help (professors, Academic Resource Center, Deans, advisors, etc.).

3. Acknowledge the many contributing factors to your academic success at Tufts

- Take care of yourself physically, mentally, emotionally and know when to ask for help.
- Actively engage in campus life—explore your interests and passions.
- Build relationships in and out of the classroom with those who can help you meet your educational goals.
- Be open to new ideas, experiences, and people.

Advising Deans

Every undergraduate is assigned to an Advising Dean that can assist you with issues pertaining to your academic life at Tufts. Students in Arts and Sciences are assigned alphabetically by last name.

- **Kendra Barber** kendra.barber@tufts.edu A–G, Liberal Arts
For appointments: go.tufts.edu/kendrabarber
- **Carol Baffi-Dugan** carol.baffi-dugan@tufts.edu H–O, Liberal Arts
For appointments: calendly.com/carol-baffi-dugan/liberalartsh-o
- **Robin Olinsky** robin.olinsky@tufts.edu P–Z, Liberal Arts
For appointments: go.tufts.edu/robinolinsky

Additional Resources

Academic Resource Center (ARC)

The ARC facilitates student learning beyond the classroom by offering one-on-one and group sessions in many course subjects, as well as consultations in writing, time management, and study strategies. Learn more at go.tufts.edu/arc or email arctutoring@tufts.edu with questions.

Student Accessibility Services (SAS)

SAS at Tufts University promotes an accessible college experience for students with disabilities. They support undergraduate and graduate students in the Schools of Arts & Sciences and Engineering, SMFA students, and Fletcher students, in developing self-advocacy skills, empowering them at Tufts and beyond. SAS also advocates for an inclusive and diverse Tufts community through education and collaborative campus partnerships.

Any undergraduate who requires accommodations for a learning difference or other accessibility needs should contact the office for Student Accessibility Services at 617-627-4152.

Time Management & Study Strategies

If you feel stressed, overwhelmed or have so much to do you don't know where to start, you are not alone. Many students, both graduate and undergraduate, have these same reactions to the academic challenges faced by Tufts students. Collaborate with a Time Management and Study Strategies (TM&SS) consultant to create more effective strategies and solutions based on your style and needs. To book an appointment please visit go.tufts.edu/tmss.

Orientation Office

Any questions during Orientation should be directed to the Orientation hotline at 617-627-4678.

Student Affairs

The team in Student Affairs can address issues that are not primarily academic in nature including co-curricular life, choices about lifestyle and participation in the community, health or mental health issues, conflict resolution, and problem solving of all sorts. A good starting place is the Office of the Dean of Student Affairs in Dowling Hall at 617-627-3158 or through email:

- **Chris Rossi**, Dean of Student Life and Engagement (christopher.rossi@tufts.edu)
- **Kamaro Abubakar**, Assistant Dean of Student Affairs (kamaro.abubakar@tufts.edu)
- **Alice Shaughnessy**, Assistant Director of Student Affairs (alice.shaughnessy@tufts.edu)
- **Laura DaRos**, Assistant Dean of Student Affairs SMFA (laura.daros@tufts.edu)
- **Kevin Kraft**, Director of Community Standards (kevin.kraft@tufts.edu)
- **Alexandra Donovan**, Director (Confidential Resource) (alexandra.donovan@tufts.edu)
- **Kyla Martin**, Prevention and resource Specialist (Confidential resource) kyla.martin@tufts.edu

Student Services Desk

The staff of the Student Services Desk will refer you to appropriate resources to answer any number of questions. Student Services is located on the 7th Floor of Dowling or call 617-627-2000.

Study Abroad Opportunities

**Tufts Programs Abroad
Applications due February 1
of sophomore year!**

Study abroad is an academically and personally enriching experience for students in all majors and planning early (in your first or second year at Tufts) can make the process go more smoothly and leave more options open to you. Begin your planning by watching the “**Study Abroad First Steps**” video series (at <http://go.tufts.edu/studyabroad>) or by attending an in-person meeting (schedule on website). Then **discuss your plans with an academic advisor in your major or intended-major department** to plot out when you should take your various degree and major requirements; we recommend saving a few of the more flexible requirements for your time abroad so that you will have more options with regard to program, location, and course selection. Once you are ready to discuss program options, you may come to drop-in hours or make an appointment to meet with our staff (more information on our website) in the **Office of Programs Abroad, on the 7th floor of Dowling Hall**.

Tufts Programs Abroad: Tufts has been offering study-abroad programs for five decades, and at present offers ten undergraduate programs for juniors (and occasionally seniors) to study in **Beijing, Chile, Ghana, Hong Kong, Japan, London, Madrid, Oxford, Paris, and Tübingen**. The aim of Tufts Programs Abroad is integration into a foreign university and the cultural and social life of the host country. Our programs are organized to encourage you to continue your study of the language, culture, and civilization of the host country while completing course requirements for graduation and your major. Each program is headed by a resident director who oversees academic and administrative aspects of the program and who serves as an academic and cultural adviser to the students. Students on Tufts Programs Abroad receive **Tufts credit** for their coursework and are eligible for their **full financial aid package** while abroad.

Tufts Programs Abroad options by term:

- **Full year:** Chile, Japan, London, Madrid, Oxford, Paris, and Tübingen
- **Fall semester:** Beijing, Chile, Ghana, Japan, London (UAL), Madrid, and Paris
- **Spring semester:** Hong Kong, Japan, London (RHUL, SOAS, and UAL), Madrid, Paris, and Tübingen

Tufts Programs Abroad Application Requirements: Students must be in Good Standing with a baseline GPA of 3.0 (some programs and/or departments requiring higher). Language prerequisites vary by program, with some requiring six semesters of college-level language or the equivalent.

Tufts Programs Abroad Application Deadline: Students planning to study abroad through a Tufts Program Abroad (whether for the full year, fall, or spring semester) during their junior year must apply by **February 1 of their sophomore year**. *Applicants to Tufts in Oxford, however, must apply by **December 1 of their sophomore year**.*

Non-Tufts Study Abroad: In addition to offering the ten Tufts Programs Abroad listed above, Tufts also permits students to take a study-abroad leave of absence from the university to participate in pre-approved “non-Tufts” programs administered by foreign institutions, other U.S. colleges and universities, and study-abroad provider organizations. A list of pre-approved programs can be found on our website. Students on non-Tufts programs can receive **transfer credit** for their work and are **ineligible for Tufts institutional financial aid** while abroad.

Non-Tufts Study Abroad Application Deadlines: Varies by program, typically in the semester prior to study abroad (e.g., October 1 for the following spring semester abroad).

Community: Life on and off “The Hill”

A Quick Guide to College Email Etiquette

We know you’ve written countless emails in your life, and can post, text, and tweet with the best of them, but professional correspondence is a whole new ball game. Here are some pointers to keep in mind when contacting professors and staff members at Tufts.

1. Use your Tufts.edu email address

You may love Gmail, or prefer to be known by a witty screen name, but your university records are linked to your official name and your official email address. Using `firstname.lastname@tufts.edu`, or however your Tufts email was formatted, will ensure that your email stays out of spam folders and prevents any guesswork for the person you are contacting.

2. Salutations

Emails to faculty and staff should have a certain level of formality, including a standard greeting such as “Dear/Hello,” or a greeting that references the time of day such as “Good morning/Good afternoon.” Unless you are invited to use a first name, it is best to use the salutation “Professor” when talking to faculty. Once they respond to you, you can address them however they sign their email.

3. The Subject Line

A concise and specific subject will help your reader to know exactly what to expect. If you are writing to a professor, consider including your class department and number. For example, a question about the midterm might have the subject: **SPN 0003-B Midterm Question**. *Hint: The word “emergency” should be saved for REAL emergencies. As the saying goes, “Poor planning on your part does not constitute an emergency on mine.”*

4. Content

Be succinct, polite, and clear. Emails to professors should reference the course, and if appropriate, the name of the assignment. If your question relates to your academic record, include your student ID number.

Before sending, remember to:

- Write in complete, coherent sentences with punctuation
- Spell check
- Avoid ALL CAPS (this can come off as aggressive)

5. Sign Off

It is common courtesy to thank someone for their time and help. Always end your email with a “Thank you” or “Best” and your full name, or however you would like them to address you. Staff and professors are often keeping track of thousands of students, so clearly identifying yourself is the easiest way to ensure you get an answer.

A few final thoughts:

- **Emails are forever.** You cannot take back what gets sent, and without a clear tone of voice, it can be easy to sound offensive. Read your message out loud before you send it and keep in mind that some issues are better discussed in person. If it can’t be wrapped up in a short paragraph, consider emailing to set up an appointment or visiting during office hours.
- **Patience is a virtue.** We all like instant gratification, but everyone is busy and sometimes a reply takes more time than you’d hope. If your question or concern is time sensitive, consider including this as a note in your original email and when appropriate, write a follow-up email. If you choose to follow up, make sure you are being realistic about your expectations. Please give someone at least 3 business days before following up or resending your email.
- **Practice common courtesy.** If you expect timely, helpful replies, you should do the same for others. Check your email regularly, and respond as soon as you can.

Where to Study on Campus

Studying on Tufts campus is serious (and sometimes really enjoyable!) business and everyone has different study habits and preferences. Thankfully, there are dozens of different study locations on campus to meet each person's individual needs. Here are just a few:

Medford/Somerville Campus

- **Eaton Computer Lab**

Perfect for late night work, Eaton is open until 4 a.m. during the weekdays and is fully stocked with vending machines for your snack cravings. Bonus: classrooms are open on a first-come, first-served basis during after-school hours.

- **Anderson Hall**

The engineering building has a computer room on the first floor called the Engineering Project Development Center (EPDC) open to all undergraduate students.

- **The Atrium @ The Science and Engineering Complex**

This newly renovated building offers a study space with natural light in a beautiful indoor setting with art on display and plenty of seating options. During service hours, Kindlevan Café offers a variety of smoothies and other treats to help get you through your study session!

- **Ginn Library, Fletcher School of Law and Diplomacy**

Located at one of Tufts' prestigious graduate programs, this library's super-quiet and intense atmosphere is available to undergraduate students seeking a change of scenery from the Tisch stacks.

Campus Center

In addition to the abundance of places to sit and work, the campus center has two places to buy food, a student-run coffee spot, a ping pong table, pool tables, and TVs. You can also ask the front desk to reserve a room upstairs as a quiet workspace option.

- **Dining Halls**

Outside of the delicious mealtimes at Carmichael and Dewick-MacPhie, the dining halls are empty and less chaotic. Plus, whenever you need a study break you can grab something to munch on for an extra brain boost.

- **Lilly Music Library**

This small, gorgeous library is located on the lower level of the Granoff Music Center. It's less busy, making it the perfect place to slip away and escape the bustle of other larger study spaces on campus.

- **The Group of Six**

The Africana Center, Asian American Center, FIRST Resource Center, Latino Center, LGBT Center, and Women's Center are open to all undergraduate students during the day. With kitchens to make tea, coffee, or to heat up food, they can be the perfect place to go when you're feeling a little homesick, or just want a space that feels different from the rest of campus.

- **Tisch Library**

The Tisch Library offers many options for all your studying needs, including private study rooms and 11 group study rooms that you may reserve throughout the semester. On the main level of the library you will also find the Tower Café.

Fenway Campus—230 Fenway

- **W. Van Alan Clark Jr. Library**

Located on the 3rd floor, this library has computers, comfortable seating, natural daylight, and a relaxed atmosphere to get work done. It also has an amazing collection for all Tufts students, faculty and staff to enjoy.

- **The Atrium @ The SMFA**

This space offers a lively scene for students to work at with plenty of natural daylight. During school hours, you may even be treated to a study break in student-performance form.

- **Studio spaces**

Students enrolled in studio courses are encouraged to utilize the studios during their open hours. Studio open hours can typically be found on the front doors of the studios.

Getting Around

Not only does going to college mean that you are exploring a new campus but also that you are living in a new city and surrounding communities. Take the time to learn more about Somerville, Medford, and other lovely cities in the Greater Boston Area by exploring on bike, foot, or utilizing public transportation. For easy travel, we recommend getting a free, refillable Charlie Card at Harvard Square Station or Park Street Station as soon as possible.

- **The Davis Square Shuttle**

We have our own shuttle service running between campus and Davis Square, which picks up and drops off at the Campus Center, Carmichael Hall, and Olin throughout the day. Keep in mind that the shuttle does not operate during summer break, Thanksgiving break, winter recess, or spring break. Download the smartphone app to see the bus's arrival and departure times.

- **Medford/SMFA Shuttle**

Tufts offers shuttle service between the SMFA Fenway campus and the Tufts Medford/Somerville campus Monday–Saturday during the academic year. The shuttle schedule and more information can be found on the Public Safety site. You can access up-to-the-minute SMFA shuttle information from your mobile device. Download the Tufts Mobile app and click “Tufts Shuttles” to be connected to the shuttle's GPS tracker, which provides the shuttle's real-time location. You can also check the map on this website to see where the bus is, to plan accordingly.

- **Bikes**

Tufts has a student-run bikeshare program called Tufts Bikes, which operates out of the Tisch Library and is available to every undergraduate student free of charge. Students also have access to the Boston-wide bikeshare Hubway, which has four different stations located near campus. If you're planning to bring your own bike to Tufts, make sure to get it registered with TUPD.

- **Buses**

The fare for a Charlie Card is \$1.70 on a public bus (the cash fare is \$2.00). Buses that stop on campus are:

- **94** stopping by the memorial steps and going to and from Medford Square and Davis Square Station via West Medford and Medford Hillside.
- **96** also by the memorial steps going to and from Medford Square and Harvard Station via George Street and Davis Square Station.
- **80** stopping by the memorial steps going to and from Arlington Center and Lechmere Station via Medford Hillside.

- **Train**

The station closest to Tufts is in Davis Square, part of the Red Line that runs from Alewife to Braintree/Ashmont. The fare for the train is \$2.25 with a Charlie Card (the cash fare is \$2.75). To get to Davis Square you can walk or take the Tufts Shuttle (see above). If you are not taking the train often, daily passes, one-way, and round-trip tickets are also available. You can orient yourself and plan your trip based on whether you are headed inbound (into the city) or outbound (back to Tufts). Park Street Station is located in downtown Boston, so when a train is going inbound it is going toward Park Street Station and if a train is going outbound it is going away from Park Street Station.

Things to Do Nearby in Medford & Fenway

You are now a Tufts student with the Greater Boston Area at your fingertips! Get off campus and do work in a local café or take a break from studying to explore! Here are some options for you to try out:

Activities:

- **The Boston Symphony Orchestra** offers the college card for only \$25 allowing students to attend many BSO concerts at no additional cost! (Blackout dates apply). Find out more at www.bso.org.
- **The Warren Anatomical Museum** can be a bit spooky, but very informative and is located in Harvard's Medical Library
- **Isabella Stewart Gardner Museum** displays historic and contemporary art collections and is the home of an iconic courtyard. Plus, Tufts students get in for free with their student ID!
- **Museum of Fine Arts**, located in downtown Boston, allows students to enter free of charge when they present their valid student ID at any MFA ticket desk. They also offer student-priced tickets to public programs and a 10 percent discount on purchases made in the Museum Bookstore & Shops. For more information visit www.mfa.org.

- **Boston Commons Public Gardens** are gorgeous in sunny weather and during the winter host massive snowball fights. For \$2.75, you can also enjoy a Swan Boat ride!
- **New England Aquarium**, on the Boston waterfront, offers discount admission with a college ID (\$24.95 for general admission, \$7.95 for Simons IMAX Theatre & \$29.95 for combo tickets). For more information, visit www.neaq.org.
- **The Mapparium** is a beautiful glass globe and is located inside the Mary Baker Eddy Library. Entrance is \$4 with your student ID!
- **The Boston Public Market** is a farmer's market with fresh, affordable food. Take the T to Haymarket to support local farmers!
- **Friends of the Boston Public Library** offers discounted passes to area attractions and events with a valid BPL card. Some events include free lectures, book talks, ASL conversation groups, etc. To find out more, visit www.bpl.org and click on "general info."
- **Faneuil Hall and Quincy Market** are nice places to walk around in. You can enjoy food, treats, and most of the time, live performances.
- **Somerville Theatre** is an independent movie theater and concert venue just steps away from Tufts in Davis Square. Make sure to head downstairs after your movie to check out Somerville's branch of the Museum of Bad Art, which promises to showcase "art too bad to be ignored."
- **Somerville Community Path** stretches all the way from Cedar Street in Somerville to the Alewife T-station in Cambridge, running right through Davis Square. Check it out for a great place to run or bike, and continue onto the Minuteman Bikeway if you're looking for a longer run.
- **Middlesex Fells Reservation**, known around Tufts as "the Fells," is a state park in Medford less than three miles from campus. Covering more than 2200 acres, highlights of the Fells include a reservoir, pedestrian and bike paths, a dog park, and Wright's Tower, which has great views of Boston.
- **Local music venues**, such as The Sinclair, The Middle East, Berklee College of Music, and more host local bands with tickets priced somewhere between \$0-\$20.

Delicious Food in Davis Square, Peterborough Street and beyond:

- **Dave's Fresh Pasta**, just outside Davis Square, is a specialty food market featuring handmade fresh pasta & ravioli, as well as homemade sauces, prepared foods, incredible sandwiches, artisanal cheeses, fresh bread, unique groceries, and imported olive oils!
- **Diesel Café**, in Davis Square, is a Somerville institution with fabulous coffee, baked goods, and sandwiches. There are plenty of tables for studying or hanging out with friends, and pool tables if you need a fun break. Pro tip: no free wifi means this joint is best for offline work.
- **Oasis Brazilian Restaurant**, on Medford's Main Street, is a family owned authentic Brazilian restaurant. Oasis is budget-friendly and offers a buffet, a small corner café and a full dining area. And they take Jumbo Cash!
- **Soundbites** and **Ball Square Café**, in Ball Square, compete for the most popular brunch in Somerville. A quick walk from campus, you will find lines down the block every weekend as students and locals wait for delicious French toast, pancakes, and eggs. This is a great way to fill up for a day of studying!
- **Tenoch Mexican**, in Davis Square, offers authentic, affordable, high-quality Mexican food. Diners rave about their tortas, tacos, and tamales. You will leave full and happy without breaking the bank.
- **Masala**, in Teele Square, is an affordable Indian restaurant. This will satisfy your taste buds if you're looking for a bit of spice. They also have a lunch buffet for only \$9.95.
- **Danish Pastry House and Tamper** are both located on the corner of Boston Ave and Winthrop. These two cafes offer delicious coffee, pastries, and meals. They are popular study spots for many Tufts students.
- **Kung Fu Tea** serves bubble tea and other beverages, including smoothies and coffee drinks. Refreshing when it's hot outside and always a delicious treat.
- **Kappo Sushi and Ramen** recently opened and is located half a mile from the SMFA at Peterborough Street!
- **Gyro City** is also located on Peterborough Street and the lamb souvlaki is a must! Highlights include their fries and a delicious peach juice drink.
- **El Pelón Taquería** is a favorite for students on the Fenway campus because of its cheap prices and delicious food.
- **Neighborhoods Coffee and Crepes** is open 24 hours Monday-Thursday for late night cravings during the week near the SMFA.

Important Details

Campus Resources

Now and then we all need a little help. Use the guide below to find the right place to ask for what you need!

Academics

Academic Resource Center	<i>Dowling Hall, 7th floor</i>	ase.tufts.edu/arc/
Advising Deans	<i>Dowling Hall, 7th floor</i>	go.tufts.edu/advisingdeans
Experimental College	<i>95 Talbot Avenue</i>	excollege.tufts.edu/
Institute for Global Leadership	<i>96 Packard Avenue</i>	tuftsgloballeadership.org/
Student Accessibility Services	<i>Dowling Hall, 7th floor</i>	uss.tufts.edu/arc/disability/
Student Success and Advising	<i>20 Professors Row, 2nd floor</i>	go.tufts.edu/studentsuccess
Tisch College	<i>Lincoln Filene Hall</i>	activecitizen.tufts.edu/
Tisch Library	<i>35 Professors Row</i>	library.tufts.edu/tisch
Undergraduate Education	<i>Dowling Hall, 7th floor</i>	students.tufts.edu/academic-advice-and-support

Emotional Support

Counseling & Mental Health Services	<i>120 Curtis Street</i>	ase.tufts.edu/counseling
Chaplaincy	<i>Goddard Chapel</i>	chaplaincy.tufts.edu/

Community

Africana Center	<i>8 Professors Row</i>	ase.tufts.edu/Africana
Asian American Center	<i>17 Latin Way</i>	ase.tufts.edu/asianam/
Chaplaincy	<i>Goddard Chapel</i>	chaplaincy.tufts.edu/
First Generation Students	<i>FIRST@tufts.edu</i>	go.tufts.edu/FIRST
Fraternity & Sorority Affairs	<i>Mayer Campus Center</i>	uss.tufts.edu/greek/
International Center	<i>20 Sawyer Avenue</i>	ase.tufts.edu/icenter
Latino Center	<i>226 College Avenue</i>	http://students.tufts.edu/student-affairs/living-campus/group-six/tufts-latino-center
LGBT Center	<i>226 College Avenue</i>	ase.tufts.edu/lgbt
Women's Center	<i>55 Talbot Avenue</i>	ase.tufts.edu/womenscenter

Safety

Health Services	<i>124 Professors Row</i>	ase.tufts.edu/healthservice
Police (TUPD), Public and Student Affairs	<i>Dowling Hall, 1st floor</i> <i>Dowling Hall, 7th floor</i>	publicsafety.tufts.edu/police uss.tufts.edu/

Living on Campus

Athletics	<i>Halligan Hall</i>	gotuftsjumbos.com
Campus Life	<i>Mayer Campus Center</i>	ocl.tufts.edu
Steve Tisch Sports and Fitness Center	<i>College Avenue</i>	gotuftsjumbos.com/
Dining Services	<i>89 Curtis Street</i>	dining.tufts.edu
Residential Facilities	<i>520 Boston Avenue</i>	ase.tufts.edu/reslife/facilities/
Residential Life and Learning	<i>Harleston Hall</i>	ase.tufts.edu/reslife

Making Plans for the Future

Advising Deans	<i>Dowling Hall, 7th floor</i>	go.tufts.edu/advisingdeans
Career Services	<i>Dowling Hall, 7th floor</i>	careers.tufts.edu
Health Professions Advising	<i>Dowling Hall, 7th floor</i>	uss.tufts.edu/hpa
Fellowship Advising	<i>Dowling Hall, 7th floor</i>	students.tufts.edu/academic-advice-and-support/scholar-development
Pre-Law Advising	<i>Dowling Hall, 7th floor</i>	uss.tufts.edu/pre-law/
Programs Abroad	<i>Dowling Hall, 7th floor</i>	uss.tufts.edu/studyabroad

Paying for College

Bursar	<i>Dowling Hall, 7th floor</i>	students.tufts.edu/financial-services/billing
Financial Services	<i>Dowling Hall, 7th floor</i>	uss.tufts.edu/finaid/
Student Employment	<i>Dowling Hall, 7th floor</i>	students.tufts.edu/financial-services/student-employment

Staying Connected

Bookstore	<i>46 Professors Row</i>	http://tufts.bnccollege.com
Mail Services	<i>Hill Hall Basement,</i> <i>389 Boston Avenue</i>	www.tufts.edu/central/mailservices/
Technology Services	<i>169 Holland Street</i>	https://it.tufts.edu/

Jumbo FAQ

How does academic advising work at Tufts?

First-year students are supported by a strong advising team. This network will expand even further when you choose an advisor when you select a major.

Who:	What they can help you with:
Pre-Major Advisor	Course selection, major exploration, discussion & development of intellectual interests, referral to university resources
Advising Dean	Academic difficulty, extended absences/leaves, petitions for policy exceptions, residency requirement, certifying degree requirements

What is SIS?

SIS is the online student information system at Tufts that will help you with a long list of tasks including registering for classes, tracking your academic progress and managing your financial aid. SIS can be accessed at <http://go.tufts.edu/sis> and you will login using your Tufts username and password.

What does it mean to take a class Pass/Fail?

The purpose of the Pass/Fail option is to encourage students to extend their academic interests. Course instructors are not aware if you have elected to take the course pass/fail. Students are graded as usual throughout the course and a final grade of pass is granted if you achieve a D– or higher. A pass does not affect the grade point average, but a failing grade is counted in your GPA. Keep in mind that for Arts and Sciences courses cannot be taken pass/fail to fulfill foundation, distribution, major and minor requirements. For Engineering no introductory, foundation, or departmental concentration course may be taken pass/fail. Students are required to take a minimum of 90 SHUs under standard grading and may take any courses outside of that pass-fail. If you choose to take a course pass/fail, you will not be permitted to repeat the course for credit in a subsequent semester.

You must declare a course Pass/Fail by the deadline listed on the academic calendar otherwise you must either complete the course under the existing grading system or withdraw from the course.

What is a W?

If you choose to drop a course after the official Drop deadline each semester the course will remain on your record. Instead of a receiving a grade, the class will be marked with a “W,” which stands for “Withdraw.” This simply means that the course is part of your permanent record, and is in no way a measure of your performance in the course. There are lots of reasons to choose to withdraw from courses, and any member of the advising team can offer the best advice about what will work for you. Dropping and withdrawing from courses are done on your SIS account.

Where can I get advice on pre-med or pre-law concerns?

If you are thinking you might apply to medical or law school following your time at Tufts, you will need to be sure that you are taking all of the proper prerequisite coursework. First, take a look at the pre-health section of the First Year Connections website (go.tufts.edu/firstyear) or the pre-law website (<http://uss.tufts.edu/pre-law/>). Watch for sessions and workshops during Orientation and throughout the year. Students may choose to schedule an appointment online, attend drop-in hours with Dean Carol Baffi-Dugan or Amanda Stone

How can I start thinking about my career after Tufts?

Your first year at Tufts is a great time to begin exploring your interests, skills, and values and how they relate to potential career paths. We encourage you to start exploring the Career Center where you will find resources for everything from choosing a major to getting an internship (<http://careers.tufts.edu/students/>). Take a look at their calendar to find out about helpful workshops, resume critique drop-in hours, or make an appointment to discuss your career ideas.

How does the university support students with learning differences and/or accessibility needs?

Any undergraduate who requires accommodations for a learning difference or other accessibility needs can visit the Student Accessibility Services website at <http://uss.tufts.edu/arc/disability/>.

What does it mean to be “in good standing”?

This term reflects both the academic and disciplinary status of a student. Good standing allows a student to be eligible for full participation in the programs and activities of the University. Students must be in good standing to participate in a varsity or club sport program, to hold office in a student organization, or to study abroad. A student is considered in good disciplinary standing unless having been placed on probation for a significant infraction of the University’s rules or policies.

How does a student take a leave of absence?

Personal Leave: You may take a personal leave at any time but there are many matters to consider. You can notify us that you are taking a leave via SIS, but you should consult your advising dean before making this request.

Medical Leave: You may find a leave for medical reasons is necessary. If you want to learn more about this type of leave or request this leave you must meet with your Advising Dean or with Department of Student Affairs.

Study Abroad Leave (Tufts Program and Non-Tufts): Consult with the Office of Study Abroad in Dowling Hall.

Academic Calendar 2019–2020

To see the full Tufts Academic Calendar, please visit <http://uss.tufts.edu/stuServ/>.