

Take the *TOUR* . . .
www.registrar.tulane.edu

TOUR
Tulane On-line
University Records



DIRECTORY OF WEB SERVICES

- **Academic Calendar:** The academic calendar provides the structure around which the life of the campus revolves. Full calendars are on-line for two academic years. In addition a tentative five-year calendar is also available.
- **Addresses:** Add new or update existing addresses, including e-mail.
- **Advising:** Please check the web to see if you are required to meet with your advisor before registering. A schedule of advising meeting times is also available.
- **Blocks:** You can check the web to see if your access to any service is being blocked and by which office. Check your status before you are scheduled to register and resolve the matter in a timely fashion.
- **Class Schedule:** All classes being taught at the university are available on the web each term. You may search for all sections being taught or only for those sections of a course that are still open for enrollment. You may also search for all courses within a department or even for one specific course. Since the web schedule is updated twice daily, it provides a more timely reference for new class information or enrollment availability than any printed source.
- **Commencement:** Everything you wanted to know about the university ceremony, traditions, the Wave Good-bye party and the individual ceremonies are here. In addition, hotel information and maps are included.
- **Confirmation:** Affirm your attendance at the start of each term. Check your PIN sheet for official dates. Failure to confirm may result in the cancellation of courses.
- **Degree Audit:** You are now able to monitor the progress towards your degree on-line. You may also request an audit to check your status in the event you change your major. **Since this system is new, we ask that you inspect your degree audit very carefully and report any problems to our office as soon as possible.**
- **Drop/Add:** Adjust your class schedule during open periods for a specific term.
- **Certification of Degree:** We have joined with the National Student Clearinghouse to allow the verification on any degrees earned at Tulane University to be available on the web. There is no charge for this service. Third parties seeking such information are charged a nominal fee by the Clearinghouse.
- **Certification of Enrollment:** Enrollment certification is also available online through the National Student Clearinghouse. There is no charge for this service. Third parties seeking such information are charged a nominal fee by the Clearinghouse.
- **Grades:** Grades for any term since 1980 are available on the web. You may print a copy for your personal use. The Registrar's office will no longer mail grade reports at the end of each term; however, you will be able to make specific requests to have a copy mailed either via the web or the phone.
- **PIN Number:** PIN numbers are the student's key to secure access to personal information. If you feel that your PIN may have been compromised, you may go to the web and change the number. If you lose your PIN, appear in person at the Registrar's office or your Dean's office with a valid ID in hand. PIN numbers will not be given over the phone.
- **Priority Time:** There are registration priority periods at the start of each term. You may not register prior to your assigned time. The date of your assigned entry to register may be found on your PIN sheet or on TOUR. Once your priority time has come, you may access this feature at any time it is available.
- **Registration:** Register for any open term on the web.
- **Rooms:** This office assigns all general pool classrooms (all classrooms under Registrar's jurisdiction). Photographs of these rooms plus a list of attributes accompany a graphical representation of the room's utilization for a given term. Authorized persons may submit request for room reservations using this feature.
- **Wait Lists:** You are now able to see wait lists on the web. More importantly, you are able to determine your position on any wait list. This is useful in knowing whether or not to plan on the possibility of getting a specific course.