TULANE UNIVERSITY
PARENT PROGRAMS WEBINAR
MOVE-IN, SHIPPING, & MAILING SERVICES
JULY 13, 2021
WEBINAR OVERVIEW

- Introductions and Welcome
- Move-in Plan Updates
- Finding residence hall information
- Shipping Information
- Package delivery process overview
WEBINAR PANELISTS

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Move-in days
RESIDENCE HALL INFORMATION

• Information about residence halls and room configuration can be found on the [Housing & Residence Life website](https://example.com).
• 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 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: 28.625"W x 19.5"D x 43.5"H

**360 ROOM TOUR:**

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

Visit our website here
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
BEFORE MOVE-IN: PACKAGES

• Students have been sent a packet with information about shipping packages to campus.

• Students who ship their packages to arrive between July 14 – 30 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.

• Linen kits and other room décor purchased through University & Student Services / Pottery Barn Dorm will not count as part of the 6 boxes. **Items from PB Teen must be bought through USS to be exempt from the box limit.**
Dearest Students,

Welcome to Tulane University! To help you prepare for move-in this August, we are providing this packet of useful information regarding shipping items to campus.

All residential students are issued a 4-digit mail code number. This number is used to quickly identify and process items received for you at Tulane. This number will remain your mail code as long as you live on campus and is not dependent on your residence hall.

Your Tulane Mail code is: XXXX

All packages and letter mail being sent to you should be addressed in the following format:

IN-ROOM DELIVERY:

Because students are unable to drive directly to their residence hall front door, Mail Services and Housing & Residence Life offer delivery of packages to your residence hall room prior to your move-in day. Using the labels in this packet, you may ship up to 5 boxes for in-room pre-delivery at no extra charge. Items intended for in-room delivery should be received between July 15 and July 30. The 6-box limit includes both items shipped from home and from vendors (excluding USPS).

Additional boxes sent to campus for move-in will be charged a $10 per box fee to your Accounts Receivable. Items purchased through USPS do not count against the box limit. Items must be received between July 15 and July 30, 2021, in order to qualify for delivery to your residence hall.

For more detailed move-in shipping instructions, see page 3 for items shipped from home and page 4 for items shipped from a vendor. Items that do not follow the included instructions may not be eligible for in-room delivery and may not be in your room when you arrive.

If you do not wish to incur additional fees for extra boxes, please wait until after your move-in day to ship additional items.

SHIPPING TIMELINES:

JULY 15 - JULY 30: Delivery window for in-room delivery. Items received by Mail Services during this window will be delivered to your residence hall room and will count against your 6-box limit.

JULY 31 - YOUR MOVE-IN DAY: Items received by Mail Services after July 30 will be available for pick-up on or after your designated move-in day from either the package lockers in the Lavin-Bernick Center or Mail Services in Warren Hall. You will receive an email from tulanepackages@scilintra.com once your package has been processed and ready for pick-up.

ACADEMIC YEAR: Items received during the academic year will be available for pick-up from either the package lockers in the Lavin-Bernick Center or Mail Services in Warren Hall. You will receive an email from tulanepackages@scilintra.com once your package has been processed and ready for pick-up.

Please review all of the enclosed information and instructions to ensure a successful and stress-free move-in. For the latest information, updates, and answers to frequently asked questions, please check our move-in site throughout the summer at mailservices.tulane.edu/mail-move. If you have further questions about move-in shipping, please email mailbox@tulane.edu.

We look forward to seeing you soon!

IN THIS PACKET:

1. Packing Guidelines
2. In-Room Delivery for Items Shipped from Home
3. In-Room Delivery for Items Shipped from a Vendor
4. Calendar of Move-in Dates & Shipping Timelines
5. Shipping Identification Labels (these are not shipping labels)

2021 MAIL SERVICES MOVE-IN INFORMATION
in-room delivery: items shipped from home

Items shipped using these instructions will be placed in your room before Move-In Day by University & Student Services (USS) and Housing & Residence Life staff. You will receive an email confirmation after items have been delivered to your room.

On pages 6-10 of this packet, you will find special item identification labels to be used on the sides of your boxes sent from home for in-room delivery. These will help Mail Services and Housing staff identify your boxes.

You may ship up to 6 boxes for in-room pre-delivery at no extra charge (shipping is not included). Additional boxes shipped to campus for move-in will be charged a $10 per box fee to your Accounts Receivable. Items purchased through USS do not count against the box limit. You can view services available through USS at uends.com/Tulane.

step-by-step

step 1: Pack boxes of items you want to send ahead to Tulane. Follow the guidelines on page 2 of this packet to ensure that your boxes arrive.

step 2: Attach provided identification labels on at least 3 sides.

step 3: Ship via FedEx Ground to arrive between July 15 and July 30, 2023, to the address provided on the labels.
  - Consult the zone map & shipping calendar on page 5 of this packet for optimal shipping dates.
  - Shipping charges will apply. The provided identification labels are not pre-paid shipping labels.
  - Insure your items appropriately. Ask the shipping service provider for details.
  - Be sure to keep all your tracking numbers and bring them to campus.

step 4: Check your Tulane email account for confirmation that your boxes were delivered to your room.

step 5: In addition, check your Tulane email for notices of any items that were not able to be delivered to your room. You will receive instructions there on how, when, and where to pick up these items.

step 6: After you check in and receive access to your room, verify that all of your boxes have arrived.

in-room delivery: items shipped from a vendor

Due to the 6-box limit and the method many online vendors ship, we encourage you to have these items shipped home first so you can consolidate items into fewer boxes to avoid extra fees to deliver packages to your room. If you wish to send your items directly from the vendor, please follow the instructions below.

Like standard in-room delivery packages, these items must arrive between July 15 and July 30, 2023, in order to be pre-delivered to your room.

Items purchased through USS do not count against the box limit. You can view services available through USS at uends.com/Tulane.

step-by-step

step 1: Only ship approved items that will be accepted as part of the in-room delivery program.
  - Unapproved items include futons, sofas, recliners, mattresses, bed frames, refrigerators, microwaves, rugs larger than 5’x7’, TV/monitors over 50”, and toaster ovens.
  - Unapproved items will not be accepted and will be automatically returned to the sender.

step 2: Ship Items using the address provided on the identification labels. The mailbox must appear on all items.
  - If needed, you may enter the mailbox in the “Suite or apt #” field.
  - Please do not use the PO Box designation, this will misroute packages to another post office in the city.

step 3: Keep all carrier tracking numbers and bring them to campus.
  - We are unable to track items by vendor order numbers.

Note about small items: Very small items, such as those shipped in padded mailers or very small boxes, will not be pre-delivered to rooms. Those items will be available for pick-up from either the parcel lockers located in the Lavin-Bernick Center or Mail Services counter in Warren Hall. You will receive an email notification for each of these items that will detail where and when they are available for pickup.
when to ship your items:
you must ship ALL items via FedEx Ground

JULY 2021

START BLUE ZONE SHIPPING WINDOW

BLUE ZONE SHIPPING WINDOW
START YELLOW ZONE SHIPPING WINDOW
START GREEN ZONE SHIPPING WINDOW

BLUE ZONE SHIPPING WINDOW
YELLOW ZONE SHIPPING WINDOW
GREEN ZONE SHIPPING WINDOW

YELLOW ZONE SHIPPING WINDOW
GREEN ZONE SHIPPING WINDOW

Recommended ship dates for shipments to New Orleans via FedEx Ground:

- Blue Zone: July 8-23
- Yellow Zone: July 14-28
- Green Zone: July 15-28

Be sure to check with FedEx for the most accurate transit time from your location.

Reminder: Ship your items so they arrive in New Orleans between Thursday, July 15 and Friday, July 30.

TULANE UNIVERSITY
61 NEWCOMB PL
NEW ORLEANS, LA 70118

See packet for instructions and requirements
This is #1 of 6 packages placed in room at no charge
FALL 21

FROM:

TO:
TULANE UNIVERSITY
61 NEWCOMB PL
NEW ORLEANS, LA 70118

See packet for instructions and requirements
This is #1 of 6 packages placed in room at no charge
FALL 21

FROM:

TO:
TULANE UNIVERSITY
61 NEWCOMB PL
NEW ORLEANS, LA 70118

See packet for instructions and requirements
This is #2 of 6 packages placed in room at no charge
FALL 21

FROM:

TO:
TULANE UNIVERSITY
61 NEWCOMB PL
NEW ORLEANS, LA 70118

See packet for instructions and requirements
This is #2 of 6 packages placed in room at no charge
FALL 21
## 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*
PACKAGE DELIVERY PROCESS

1. Ship Package
2. Arrives at New Orleans warehouse
3. Package delivery confirmation emailed to student from Tulane Mail Services
4. Packages are staged for delivery
5. USS and Housing & Residence Life deliver packages
6. Package delivery confirmation(s) emailed to student.
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 bandwidth 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.
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.

Q: Will there be moving carts or volunteers at Diboll to move my student's items to their residence hall.
A: Students and anyone assisting with their move should expect to bring their own items from the Diboll structure to their residence hall. There will be golf carts to assist those who cannot walk to their building. There may be a small amount of moving bins available near the check-in location.

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 like the service.
FREQUENTLY ASKED QUESTIONS

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.

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. Drop off appointments are between 7/26 – 7/30 from 8:30am – 4pm CDT.
Reference Information

*Please review the instructions carefully:

• **Fall 2021 Move-In information** including answers to FAQs on Housing and Residence Life website

• Housing & Residence Life's partners, University and Student Services (USS), for several services which may be of interest to students and their families. These include:
  - **Water Service via Music Mountain Water**: Different water jug plans are available to choose from.
  - **Linens and More via Pottery Barn Dorm**: Shop bedding, storage items, décor and more for room.
  - **Care Packages via Campus Cube**: Individualize a care package plan for your student.

• Fall **Move-In Shipping/Mail FAQs** on Mail Services website

• Mailing address and customized shipping labels (NOT pre-paid, just pre-printed) were mailed students' home addresses the week of July 6, 2021. The same information was sent electronically to students' Tulane email addresses.

• If you can’t find answers in the resources above, email the relevant department directly: [housing@tulane.edu](mailto:housing@tulane.edu) or [mailbox@tulane.edu](mailto:mailbox@tulane.edu).