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INTELLIGENCE SELF-MOTIVATED HARD WORK
RESPONSIBILITY CAPABLE GROWTH DREAMS INTEGRITY
RESPONSIBILITY DETAIL-ORIENTED ORGANIZATION
LEADERSHIP PROBLEM-SOLVING COMMITMENT
CREATIVITY INTELLIGENCE SELF-MOTIVATED
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PURPOSE RESPONSIBILITY HARD WORK
DETAIL-ORIENTED ORGANIZATION DESIRE
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INTEGRITY DESIRE PURPOSE
PROBLEM-SOLVING DETAIL-ORIENTED
EXCELLENCE CAPABLE PROBLEM-SOLVING

GRADUATE SCHOOL STUDENT SERVICES GUIDE

August 2012



201 LORTON HALL

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FINANCIAL ASSISTANCE

FELLOWSHIPS, TEACHING AND RESEARCH ASSISTANTSHIPS:

The university offers a number of different fellowships and assistantships to full-time graduate students. Students must apply for the teaching and research assistantships; awards are made upon the recommendation of the applicant's discipline. Awards that are competitive outside a specific degree program are initiated by student self-nomination and are determined by the administration. Stipends vary according to the amount of work required and the experience of the student. No assistantship or combination of assistantships for a given student may exceed 20 hours of duties per week during the fall and spring semesters. Tuition scholarship awards of up to nine credit hours remission of tuition per semester will be based on academic achievement. Students must be enrolled full time and maintain a 3.0 grade point average, be in good academic standing, and be on-track to complete their degree program. Students on probation are not eligible for consideration.

The University of Tulsa maintains that a full-time graduate student receiving a graduate assistantship has a full-time commitment. Any employment in addition to the assistantship is specifically prohibited. Any request for an exception to this policy must be submitted in writing to the Graduate Program Advisor and the assistantship supervisor and must receive their approval as well as that of the Dean of the Graduate School. The Dean will consider only requests for exceptions when employment will benefit the student's career development or in instances of severe financial need.

The application deadline for most types of assistance is February 1, and recipients will be announced in early April. The Ben Henneke Research Fellowships, Foster Brooks Parriott Graduate Scholarships, Wilfred Woobank Graduate Assistantships, and John S. Zink Fellowships have an application deadline of January 15.

Forms for graduate fellowships, and scholarships may be downloaded from the Graduate School website: <http://www.utulsa.edu/academics/colleges/Graduate-School/Graduate-Financial-Assistance.aspx>.

TYPES OF ASSISTANCE:

The stipends in this section are typical of stipends awarded to graduate students at The University of Tulsa, but may vary by college or department.

Teaching/Research/Administrative Office Assistantships: Open to students pursuing master's or doctoral degrees. Stipend: at least \$12,394 or two semesters and remission of tuition for nine credit hours per semester for a graduate student enrolled in a master's degree program; at least \$12,850 for two semesters and remission of tuition for nine credit hours per semester for a graduate student enrolled in a doctoral degree program. Workload: Teaching two courses or equivalent in research activities or administrative office activities for approximately 20 hours per week.

Ben Henneke Research Fellowships: The applicant must be a citizen of the United States and either be seeking full-time enrollment or be enrolled full-time in a master's degree program within the arts, humanities, or social sciences (anthropology, art, education, English language and literature, history, psychology, or speech language pathology). This award honors the university's first Trustees Professor of Humanities and President Emeritus, Ben Graf Henneke. The award carried a 9-month stipend of \$12,500 and nine credit hours of tuition for each of the fall and spring semesters, as well as six credits of summer tuition when appropriate. Application deadline is January 15; applications are available from the Graduate School.

Foster Brooks Parriott Graduate Scholarships: The applicant must be a citizen of the United States and either be seeking full-time enrollment or be enrolled full-time in an active masters or doctoral program at The University of Tulsa. A number of these scholarships, established in memory of Foster Brooks Parriott by the Parriott family, are awarded annually on the basis of scholastic

achievement and need. The scholarship includes up to 24 credit hours of tuition for the year. Application deadline is January 15; applications are available from the Graduate School.

Wilfred Woobank Graduate Assistantships: The applicant must be a citizen of the United States and either be seeking full-time enrollment or be enrolled full-time in a graduate degree program within the College of Engineering and Natural Sciences. The awards may be designated for one year or may be awarded for up to three years of study for the master's or four years for the doctoral degree. The stipends range from \$1,667 per month for either 9 or 12 months and the award includes 18 or 19 credit hours of tuition scholarship. There is a 10-hour per week service component to the Wilfred Woobank Assistantship, intended to foster interaction between the scholar and the department. Application deadline is January 15; applications are available from the Graduate School.

John S. Zink Fellowship for Students with Physical Disabilities: To qualify, you must be a U.S. citizen, admitted to The University of Tulsa, be in good academic standing, qualify for services provided by The Center for Student Academic Support, and be registered to receive those services. This fellowship is available to aid TU students with physical disabilities, and is given to students in any graduate program. Fellowship amounts are variable and awarded on the basis of need. Application deadline is January 15; application forms are available from the Graduate School.

Educator Tuition Scholarship: All full-time, Oklahoma elementary or secondary school teachers and administrators who qualify for admission to the Graduate School and wish to enroll on a part-time basis may apply for a two-thirds tuition scholarship by completing an Education Tuition Scholarship Form and returning it to the University of Tulsa Graduate School on or before the time of enrollment.

Other Scholarships: Certain corporations, businesses, and individuals offer a variety of graduate scholarships. These may include full or partial payment of tuition, fees, or books. Recipients are often chosen only from among applicants interested in fields prescribed by the donors. Information on these awards may be obtained from the Graduate School website (<http://www.utulsa.edu/graduate>) or from the discipline in which the student plans to study.

Loan Funds: Inquiries regarding loans should be made to the Office of Student Financial Services.

CHAPMAN GRADUATE SCHOLAR PRESENTATION AWARD:

Financial assistance is available for you to present your scholarship at a national or international forum to enhance your career opportunities. Any enrolled graduate student that is a senior author on an abstract and orally presenting research conducted at The University of Tulsa may apply. Applications for support during an academic year should be submitted by the end of the second week of classes during the fall and spring semesters; for a summer presentation, the request should be submitted by the end of the second week of the spring semester. The presentation must be made prior to your graduation. Presentations at professional meetings are usually helpful in acquiring jobs, or at least interviews for prospective employment. So, it is wise to consider seeking Graduate School support for presentations towards the end of your academic program. The maximum amount of an individual award will be \$1,000 for master's students and \$1,500 for doctoral students. You may submit more than one proposal but will receive no more than the allotted maximum in total funding while enrolled in a degree program (i.e., \$1,000 for the master's program and \$1,500 for the doctoral program). You may not simultaneously receive funds from the Office of Research and Sponsored Programs for assistance for the same professional presentation. For more information, contact the Graduate School.

STUDENT RESEARCH GRANT PROGRAM (OFFICE OF RESEARCH & SPONSORED PROGRAMS):

Financial assistance is available for you to engage in research projects and presentations at professional meetings. Your application should be prepared with faculty guidance. The application is found online at <http://www.utulsa.edu/research>. A letter of recommendation from your advisor noting whether the proposed project is worthwhile research, approved as a topic for a thesis, dissertation, or independent study, should be submitted with your application. If the application requests support for a presentation at a professional meeting, then you must also submit a copy of the acceptance letter from the organization sponsoring the meeting. Your complete application must be submitted by the third week of classes for the fall and spring semesters, and awards are announced by the end of the fifth week of classes. Summer support requests must be submitted by May 4, and awards are announced by May 15. Research project grants may be up to \$500, with a cap of \$1,000 during your degree program. Presentation awards are for up to \$100 for regional meetings or poster presentations, and up to \$200 for paper presentations at national or international meetings. For more information on this program, contact the Office of Research and Sponsored Programs, 631-2714.

GRADUATE STUDENT ASSOCIATION (GSA) TRAVEL GRANTS:

The Graduate Student Association (GSA) provides conference travel funds to the graduate student community. In order to receive funds for conference travel, a student must submit an application to the GSA senate and the student's department must be represented in GSA senate. The student must also be presenting at the conference in order to receive funding. If they are not presenting they are not eligible for funds. Student must also be the first or second author of the submitted presentation.

Qualified students are eligible to receive funding in the Fall and Spring semesters. Because funding is limited, students should exhaust all other resources for conference travel funding, including the Graduate School's Chapman Presentation Grants. Students receiving travel funding through the Graduate School or the Research Office for the same semester are not eligible for a GSA travel grant. Funds are dispersed on a first-come, first-served basis. **The maximum amount that can be funded to each student per request is \$400.**

Priority is given to students who have not received funding for conference travel from GSA previously. Students are able to apply for funding for both semesters but they will be given lower priority than those who have not received funding.

Funds will be distributed based on the following criteria: funds available to GSA, cost for conference travel submitted to GSA senate, nature of conference, whether or not the person requesting the funds is presenting (student must be presenting in order to receive funds), location of conference relative to the University of Tulsa, and official conference information (relevant information must be submitted along with application to be considered)

The GSA Research Allocation Committee will meet and make the decision of whether or not to disperse funds for conference travel. Expenses eligible for funding include registration, transportation, food, hotel expenses, and miscellaneous expenses (i.e. baggage expenses).

*Application information and due dates are available on the GSA website (www.orgs.utulsa.edu/gsa). Students with questions regarding these travel grants can contact the GSA at grad-sa@utulsa.edu.

PART-TIME WORK FOR STUDENTS NOT RECEIVING AID:

Some offices on campus hire students to work hourly positions. **THESE POSITIONS ARE NOT GRADUATE ASSISTANTSHIPS.** These are employment opportunities for those students who do not currently have a teaching, research or administrative assistantship.

Availability of positions is dependent on the department's current needs. You must apply to each department separately. It is recommended that you include a cover letter, resume, and a letter of recommendation for each office to which you apply.

Recreational Sports	Collins Fitness Center	mary-wafer-johnson@utulsa.edu , 631-2675
Institutional Advancement	Westby Hall	heather-apodaca@utulsa.edu , 631-3514
Campus Bike Shop	Hurricane Athletics Bldg	mike-sheehan@utulsa.edu , 631-3398
McFarlin Library	Circulation Desk	Fill out application at Circulation Desk
Campus Computer Labs	Helmerich Hall	chuck-blankenship@utulsa.edu , 631-3156
Engineering & Natl Sciences	Keplinger Hall	chuck-mason@utulsa.edu , 631-2548
Catering	Allen Chapman Activity Ctr	leisa-taylor@utulsa.edu , 631-2145

LIBRARIES AND OTHER ACADEMIC RESOURCES

McFARLIN LIBRARY:

918-631-2873, <http://www.lib.utulsa.edu/>

McFarlin Library adds over 11,000 monograph titles each year and provides access to over 45,000 electronic journals.

McFarlin Library staff provides a wide variety of services including a library instruction program, which strengthens the information literacy skills of members of the university, a flexible circulation system, which allows patrons to conduct much of their library business online, and a wide-reaching Interlibrary Loan system, which provides patrons with materials from libraries around the world. McFarlin Library is open more than 95 hours each week. Open stacks provide easy access to materials.

The libraries' electronic catalog currently contains in excess of 600,000 bibliographic records, and can be accessed from any campus computer (including dozens of workstations in McFarlin Library), or through the university's ubiquitous wireless network. The catalog also serves as an Internet gateway to over 200 research databases that are subscribed to by the libraries, as well as access to thousands of other catalogs at libraries around the world.

TU libraries are also linked electronically to two national bibliographic utilities (OCLC and RLIN) to facilitate a very active inter-library loan program, which lends about 6,000 items and borrows about 6,000 each year from other libraries.

Special collections in three areas are recognized both nationally and internationally for their quality and distinctiveness: 20th-century American, British, and Irish literature (with holdings that include comprehensive collections for 2001 Nobel Prize winner in Literature V. S. Naipaul, William Faulkner, Robert Graves, James Joyce, Jean Rhys, and Rebecca West); Native American history and law, with exceptional strength in Cherokee, Creek, and Osage materials; and holdings related to petroleum exploration and production in all parts of the world, among them the source documents for Petroleum Abstracts, founded in 1960 and published at the University since then.

The Federal Document Depository collection, which consists of over 500,000 items issued by the Congressional, Judicial and Executive branches, includes a complete file of U.S. census reports. The document unit also supports the growing body of information issued in electronic format by the government.

McFarlin Library also houses and provides access to an outstanding energy collection, notably in petroleum. It serves the College of Engineering and Natural Sciences with more than 300,000 print items and numerous electronic collections pertaining to engineering and physical sciences. In addition, the Petroleum Abstracts Document Delivery Services, housed in the library, maintains an extensive collection of articles, papers, patents, and reports.

MABEE LEGAL INFORMATION CENTER (MLIC):
631-2404, <http://www.law.utulsa.edu/library/>

The MLIC holds more than 385,000 volumes, featuring a solid general legal collection and specialized collections in energy and environmental law and Native American Law. An extensive collection of materials on microfiche includes U.S. Supreme Court Records and Briefs, Congressional Information Service publications, Native American Reference Collection, and United Nations Documents and Publications (Readex Law Library Collection and Human Rights segments). All MLIC users have access to a vast number of law related electronic resources in either web based or CD-ROM formats. (Law students, faculty, and staff also have access to LEXIS and WESTLAW.) The MLIC has an electronic classroom with laptops, 259 electronically wired carrels and tables, and three popular computer labs. Now with wireless capacity as well, patrons use laptops throughout the MLIC at any of the varied and numerous seating options at tables, carrels, or in cozy lounges.

Although its primary constituency is the law faculty and students and members of the local bar, the MLIC is also increasingly a campus-wide resource for interdisciplinary programs created jointly by the College of Law and other colleges and departments. All faculty members and students of the university have full access to the MLIC, except during finals week. The Law School reserves the right for law students and faculty to have sole access to the College of Law and its adjoining library during reading days and finals week.

OFFICE OF RESEARCH AND SPONSORED PROGRAMS:
631-2714, <http://www.utulsa.edu/research/>
McClure Hall, RM 201

The Office of Research and Sponsored Programs (ORSP) is responsible for the administration of all research and sponsored program activity. Faculty, students, and staff at The University of Tulsa engages in a wide variety of research activities, participating in both externally-funded and university-funded scholarship. ORSP helps identify sources of support, provides information on program guidelines and procedures, assists in proposal development, administers grants and contracts, and funds student research grants. TU receives funding from various sources including private foundations, industry, and federal and state agencies.

As a federally funded research institution TU must provide certification for certain assurances (see the ORSP website www.utulsa.edu/research/ for the full listing of certifications). For example, any research project involving human subjects must be submitted to ORSP for approval by the Institutional Review Board (IRB). When animals are to be used in research, prior approval must be obtained from the Institutional Animal Care and Use Committee (IACUC).

It is the purpose of ORSP to facilitate your interactions with the Research Office office and other administrative offices and to encourage you to further your scholarly pursuits at the University.

CENTER FOR GLOBAL EDUCATION (STUDY ABROAD):
Keplinger Hall, L185, 631-3229
www.utulsa.edu/globaleducation
Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

The University of Tulsa is committed to offering its students an opportunity to acquire cross-cultural experience by spending a summer term, semester, or full year studying overseas. Most students who've spent time abroad report that their experience overseas was the most enriching of their college career. Students who study in an environment which is culturally and/or linguistically different than their own gain highly marketable cross-cultural skills attractive to today's employers.

The Center for Global Education (CGE) provides oversight for TU's academic programs abroad and can assist you to explore exciting opportunities overseas. CGE advisors work closely with students to assist them in finding appropriate programs which fit their academic needs as well as their personal

and career goals. Currently, the CGE manages 11 reciprocal exchange partnerships with universities in Austria, Australia, Finland, France, Germany, England, Switzerland, and New Zealand. In addition, the CGE has affiliation agreements with well respected study abroad provider organizations which offer overseas study and internship opportunities to students worldwide. After meeting study abroad application requirements and with the approval of a student's college, he or she can choose to take courses abroad which may satisfy degree requirements.

Students from all disciplines are encouraged to consider applying to participate in a program abroad. Federal financial aid and TU sponsored scholarships are available and students are always encouraged to apply. Do not miss the opportunity to enrich your TU degree while exploring the world around you. For more details on TU's programs abroad, please contact the CGE at (918) 631-3229 or visit the website to search program options and for further details: www.utulsa.edu/globaleducation

For application deadlines contact the Center for Global Education at 631-3229.

ATM LOCATIONS

There is a Bank of Oklahoma ATM located in the East end of the Allen Chapman Activity Center, across from the Post Office.

BOOKSTORE

631-2206, Fax: 631-2108, Website: www.tulsa.bkst.com

Hours:

Monday - Thursday, 8:00 a.m. - 5:00 p.m.

Friday, 8:00 a.m. - 5:00 p.m.

Saturday 9:00 a.m. - 1:00 p.m.

Extended hours at the beginning of each semester.

Located on the first floor of ACAC, the University Bookstore sells textbooks, general books, and convenience items. All required and recommended textbooks used for course work at TU are carried in the store. The bookstore buys back textbooks year round as well as during the end-of-semester buy-back programs. The general books department carries study aids, best sellers, magazines, and other general interest books. Any book not found in the store may be special ordered. The bookstore carries the *New York Times*, in addition to a complete line of school supplies, including computer software. The store also carries a large assortment of Hurricane T-shirts, sweatshirts, and jackets, as well as health and beauty aids, greeting cards and gifts. Computer software is available in the Bookstore at educational prices. TU students and employees of the University are eligible for this discount.

BUSINESS OFFICE

McClure Hall, 631-2600; Fax: 631-2033 <http://www.utulsa.edu/controller/busoffice/>

Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

The TU Business Office provides students with many helpful services including, accepting payment of tuition and fees; arranging tuition payment options; disbursement of student aid payments, payroll checks, and refunds; and Hurricane Gold account deposits. The Business Office also provides information regarding student tuition accounts.

CAMPUS PARKING/ STUDENT IDS

Fisher Hall, 2821 E. 8th St., 631-3360; Fax: 631-3362,
<http://www.utulsa.edu/parking>

The ID/Parking Center handles University ID cards (pictures, production, and replacement), and campus parking permits (for faculty, staff, and students), passport photographs, and international travel IDs (ISIC cards). University ID cards are not transferable. Whenever a student is on University property or at University events, they must carry their TU Student Identification Card and should be prepared to present the ID card to University officials to verify their identity. Consequently, ID cards should not be lent to anyone at any time. Disciplinary action will be taken against students fraudulently using another's card and against the owner if the fraudulent use for the card was permitted by the owner. Lost ID cards should be reported as soon as possible to the ID/Parking Center during business hours to protect the account from unauthorized use. There is a \$15 charge for replacement ID's. After hours lost cards can be reported to Twin Towers Dining or ACAC Dining personnel which through their cash registers can put a "hold" on the account.

Your ID card has three types of technology on it. It has a bar code on the back for the library, a magnetic swipe on the back for meal plans and "Hurricane Gold" accounts, and a proximity antenna encircling the card for door access. It is important to follow some simple steps to ensure the proper operation of your ID card.

Do not use your ID card as an ice scraper; it will damage the circuitry for the proximity array and also possibly break the card.

- Do not wash and/or dry your ID card; it will make the card brittle and susceptible to breaking.
- Do not run a magnet across the magnetic strip.
- Do not punch a hole in the card to carry it on a chain. If you want a hole punched in the card please bring it to the ID/Parking Center and let the staff punch the hole in the correct location to avoid damage to the circuitry of the card.
- Do not expose the card to extreme temperatures.

CAMPUS STUDENT SERVICES

ALEXANDER HEALTH CENTER:

631-2241,

<http://www.utulsa.edu/student-life/Health-and-Wellness/Alexander-Health-Center.aspx>

Hours: During the academic year the health center is staffed by registered nurses Monday through Friday, 8:00 a.m. – 5:00 p.m. A full-time physician is also available Monday through Friday from 8:00 a.m. – 12:00 noon and 1:30 p.m. – 5:00 p.m. Priority is given to those students who call for an appointment.

Services

- *Outpatient:* Diagnosis and treatment of acute minor illnesses and injuries by physician and physician assistant are available to all currently enrolled students.
- *Medications and Treatments:* OTC (over-the-counter) medications and specific prescribed medications that are on physician standing orders, may be dispensed by clinic nurses. The clinic physician or a physician assistant must order all other prescription medications.

- *Diagnostic Testing:* Laboratory testing is available for various lab studies. X-rays can be ordered through the center and performed off campus. Patients are responsible for diagnostic testing costs.
- *Immunizations:* Hepatitis A, Hepatitis B series, Meningitis, Gardasil, Tetanus/Diphtheria, Tuberculin skin tests and Fluzone shots are available.
- *Allergy Shots:* Students are required to provide the antigen with written instructions from their allergist or physician. Allergy injections can be given only when the physician is present. The student must wait twenty minutes after injection is given.
- *Women's Clinic:* During the Fall and Spring Semesters, a physician assistant is available on Thursday afternoons. Services offered are annual gynecological exams, including breast exams; STI testing and treatment; contraceptive services; and pregnancy testing. Students should call for an appointment.
- *Referrals:* Referrals are made to community resources (including the hospital, physician specialists, and other health care agencies) when needed. Patients are responsible for associated costs.
- *Health Education:* Health Education programs and health screening tests are available throughout the school year.

Fees: There is no charge for examinations by the physician, physician assistant, or registered nurses. There is a charge for medications and/or lab fees which can be charged to the student's University account or be paid by cash or check.

Student Health Insurance:

<http://www.utulsa.edu/student-life/Health-and-Wellness/Insurance-Information.aspx>

The University of Tulsa requires that all international graduate students on student visas, as well as graduate students who are U.S. citizens and enrolled in 6 or more credit hours of coursework or enrolled in 2 or more credit hours of dissertation or thesis, must have health insurance which pays benefits in Oklahoma. **The student can either 1) obtain coverage offered through the University or 2) obtain coverage provided through another carrier (such as coverage under a dependent student's parent policy) as long as that coverage provides benefits for claims made in Oklahoma.**

If the TU student has a spouse and/or dependents, the student can also add coverage for them under the policy offered through the University.

To help ensure coverage, all students will have the cost of the coverage available through the University added to their University bill each semester. However, as explained below, that charge will be removed from the semester's charges upon verification of other appropriate coverage. Verification must be received by August 31st for fall enrollments and January 31st for spring enrollments.

Additional information concerning the health insurance coverage available through the University can be found at www.aetnastudenthealth.com. There is also a waiver option that will enable students to refuse coverage by providing proof of other coverage that provides benefits for claims made in Oklahoma.

While there are many important features in the coverage available through the University, here are a few highlights:

- Aetna's nationwide network of doctors, hospitals, pharmacies and specialists throughout the country.

- An award-winning online secure member website, Aetna Navigator®.
- Benefit Maximum of \$100,000 per condition per policy year.
- Informed Health® Line – Call our toll-free number to talk to registered nurses. They can share information on a range of healthy topics*.
- Savings on vision, fitness, alternative health care, weight management, books and many more!
- Copay for pharmacy at in-network pharmacies \$10 copay for each Generic Prescription Drug, \$20 copay for each Preferred Brand Name Prescription Drug, or \$40 copay for each Non-preferred Brand Name Prescription Drug.
- Travel Assistance Services and Worldwide Medical Coverage while traveling or studying abroad.
- Optional dental discount program through Vital Savings by Aetna.

Questions concerning the University health insurance? Call Kelley Hinkle at 918-747-4100.

Please note: A student’s Aetna insurance is automatically renewed every year unless a waiver card is received showing proof of other coverage.

Immunizations:

Oklahoma state law requires that all students who attend Oklahoma colleges and universities provide proof of immunization for certain diseases. Medical, religious and personal exemptions are allowed by law and such requests must be made in writing using The University of Tulsa Certificate of Exemption form available online at www.utulsa.edu/alexhealth.

- Acceptable documentation of immunizations includes any of the following:
- Signature of a physician or nurse on the attached Immunization Record Form
 - Copies of shot records.
 - Copies of medical records.
 - Copies of school health records.

Once you have received any of the vaccinations below, please send the completed form into the Alexander Student Health Center.

Immunizations Required by Law:

<u>Vaccination</u>	<u>Who must comply</u>	<u>Compliance Requirements</u>
Meningitis*	All new students living in on-campus housing	Proof of vaccination or signed declination
Measles, Mumps, Rubella, TWO DOSES	All students born after January 1, 1957	Proof of vaccination or signed certificate of exemption
Hepatitis B	All students	Proof of completion of a Hep B series or signed certificate of exemption

*Oklahoma Law requires that first time enrollees who reside in **on-campus** student housing be vaccinated against meningococcal disease UNLESS 1) the individual signs a written waiver that he/she has reviewed the information provided by TU regarding meningitis immunization and has chosen not to be immunized, or, 2) in the case of a minor, the individual's parent or guardian signs such a written waiver.

**YOU WILL NOT BE ABLE TO ENROLL
UNLESS YOU PROVIDE THESE IMMUNIZATION RECORDS.**

The Meningitis and Hepatitis B vaccinations are available at the Alexander Student Health Center on campus. The MMR vaccinations are available at the Tulsa County Health Department on 15th and Yale 595-4161.

CAMPUS HOUSING:

Fisher Hall, 631-2514, www.utulsa.edu/housing

Graduate, and law students have convenient and market-quality apartment options right on campus. University apartments offer various amenities including microwave, dishwasher, washer/dryer hook-ups, walk-in closets, high-speed internet, extended cable, and community swimming pools. Our apartments provide a more economical option, including townhouses, traditional apartments, and efficiencies. All apartments offer many safety features including deadbolt locks, smoke detectors, and lighted off-street parking. Residents are expected to acknowledge that they live in an academic community and meet those community standards set forth in *The Guide to On-Campus Living*.

Complex managers for each area offer peer assistance to apartment residents, work in the apartment office, inspect the common areas and exteriors of buildings for maintenance concerns and implement community programming. The apartment community strives to provide quality programming that enhances community life by stimulating interaction.

Liability and Renter's Insurance: The University does not assume any liability for loss, damage, or theft of any personal property, or for damage or injury resulting from; explosion, fire, mechanical failure of water, steam, or gas lines, defective wiring, or for the negligence of any other occupants of the building. Students who wish to protect themselves from the possibility of such losses should cover their belongings with appropriate insurance. It is to your advantage to contact an insurance company and obtain renter's insurance. Another alternative is to seek coverage under your parents' homeowner's insurance.

CAMPUS RECREATION:

COLLINS FITNESS CENTER

631-2676, <http://www.utulsa.edu/student-life/Health-and-Wellness/campus-recreation/collins-fitness-center.aspx>

TU students enjoy free use of all TU recreational facilities. The Collins Fitness Center hosts an extensive fitness area containing free weights, select equipment and cardiovascular machines, two dance rooms, indoor track, game balcony, and huge lounge. It also has complete facilities for basketball, volleyball, badminton, table tennis, darts, foosball, air hockey and more. Mabee Gymnasium, located at 8th and Florence Ave. boasts racquetball and squash courts, and walleyball. Your student ID card is your authorization for admittance to the facilities and entitles you to check out a variety of equipment from both equipment check out centers.

Fitness Center General Hours

Monday – Friday 6:00 a.m. – 11:00 p.m.
Saturday 10:00 a.m. – 6:00 p.m.
Sunday 2:00 p.m. – 11:00 p.m.
Summer hours vary, contact 631-2679 for current hours.

Collins Fitness Center

- * Badminton, basketball, volleyball courts, fitness center, two dance rooms, indoor track, game balcony, and lounge
- * Equipment check-out center
- * Locker rooms

Collins Fitness Center Cafe

We proudly brew Starbucks coffee. Hours of operation are Monday - Friday 7:30 a.m. - 10:00 p.m. and Sunday 5:00 p.m. - 10:00 p.m. (Fitness Center hours apply).

Equipment:

- * The Campus Recreation Office provides a variety of equipment available for checkout.
- * The Equipment Checkout Center is open during normal building hours.
- * A valid TU ID must be used for any equipment check out.
- * Users will be charge replacement cost for any equipment damaged or not returned.
- * Overnight checkout must be approved in advance by the Campus Recreation Office.

Fitness: Fitness programming encourages development of cardiovascular endurance, muscular strength, and flexibility. The Campus Recreation Department offers a variety of classes, pilates, step aerobics, stretching and toning, cardio kickboxing, crunch class, martial arts, and more. Registration is at the beginning of each semester, (there is a nominal fee for participation.) For a fitness class schedule and fees go to www.utulsa.edu/recreation

Informal Sports: Informal sports are self-directed participation for fitness and leisure. The pool, weight rooms, gymnasium, courts, and fields are available for informal recreation. Building hours and schedules are published each semester.

Intramurals: Intramurals are structured competitive/cooperative sports organized into leagues and tournaments for people of all skill levels. Divisions for men, women, and co-recreational participation are offered for individual, dual, and team events. More than 30 intramural activities are offered throughout the school year.

Sport Clubs:

There are several clubs available for self-paced exercise: walking club, running club, and weight lifting club.

Towel Service:

Towels are provided free of charge with a valid TU ID or a Collins Fitness Center Pass.

For daily information about specific facilities, pick up a semester schedule in the Collins Fitness Center.

MABEE GYM :

918-631-3382,

<http://www.utulsa.edu/student-life/Health-and-Wellness/campus-recreation/mabee-gym.aspx>

Monday - Friday 8:00 a.m. - 8:00 p.m.

Facilities:

Facilities available for use include the following:

- * Mabee Gymnasium: tennis courts (with lighting); squash court (one); racquetball courts (four)
- * Locker rooms

CAMPUS SECURITY:**3115 E. 8th St. (Mabee Gym, east entrance), 631-5555****www.utulsa.edu/security****Hours:** Monday – Friday, 24 hours 7 days a week, 365 days a year

In an emergency affecting the safety of the residents or property of the University, security should be notified at extension 5555. Campus security patrols the campus and is available to respond to calls 24 hours a day. Twenty-four-hour emergency phones are in blue boxes bolted to poles and marked by distinctive lights. These phones, which are direct lines to Campus Security, are located north of Twin Towers, north of Sorority Row, south of Harwell Hall, and south of Chapman Hall. In addition, there are yellow phone boxes located throughout campus that provide both a direct line to Campus Security and a courtesy line for making on-campus phone calls.

Campus Security is responsible for the security and safety of the campus community. Security enforces parking and traffic regulations, and provides escorts at night to students who, otherwise, would have to walk alone to classes, libraries, meetings, and other University-sponsored programs. This escort service also is available to any student who is physically limited.

CAREER SERVICES:**Holmes Student Center, Room 17, 631-2549,****<http://www.utulsa.edu/student-life/career-services.aspx>**

The Career Services Office provides services for all students and alumni of the University. The major goal is to help all students gain the information and skills needed to select and manage a career and conduct a job search that will lead to desirable employment. The office assists each individual in developing a career plan and specific strategies that will lead to his or her employment goal.

Services provided to help students find a direction include: web-site information and links; workshops and groups; career library; individual career counseling; computerized career decision-making program; career planning assessments. Services provided to help students achieve their employment goals include: resume assistance, interview preparation, on-line registration for submitting applications and for scheduling interviews; one-on-one job search advice; part-time volunteer, summer, internship, and full-time employment listings; on-campus interviewing and job fairs in other cities; and corporate information and job search-related information.

CENTER FOR STUDENT ACADEMIC SUPPORT:**918-631-2315, <http://www.utulsa.edu/academicsupport/>****Lorton Hall, RM 210**

The Center for Student Academic Support provides services to all students to enhance opportunities for academic success. The center serves the academic support needs of students and promotes effective interaction between students and faculty. The Center for Student Academic Support offers the following support services to students, faculty, and staff:

- Academic skills workshops such as test preparation, study strategies, note taking, effective interaction with faculty, and many other programs.
- Identification and monitoring of students at risk.
- Initial referral to other campus support services.
- Liaison between students and faculty or other university personnel.
- Tutoring and tutor training.
- Consultation on an individual basis.
- Screening, evaluation, and assessment of student interests, skills, and abilities.
- Accommodations for student with disabilities.

COUNSELING & PSYCHOLOGICAL SERVICES:

Alexander Health Center, 631-2200, <http://www.utulsa.edu/student-life/Health-and-Wellness/Counseling-and-Psychological-Services-Center.aspx>

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

The staff of the Counseling Center is trained to help college students through the changes and transitions of college life, as well as to help faculty and staff function more effectively in their roles. The Center offers a broad range of professional services to all students, faculty, and staff including psychological counseling, assessment, outreach programs, workshops, and consultations. The Counseling Center is devoted to helping with any problem or concern that might require professional assistance, including the following:

- | | |
|-----------------------------|--------------------------------|
| Academic Difficulties | Personal Assault |
| Alcohol/Drug Abuse | Personal Growth and Well-being |
| Anger | Procrastination |
| Anxiety | Self-Defeating Behavior |
| Career Goals | Self-Esteem |
| Depression | Sleep Difficulties |
| Eating Disorders | Social/Sexual Concerns |
| Explorations of Values | Sports Psychology |
| Family and Social Issues | Stress Management |
| Identity Development | Time Management |
| Interpersonal Relationships | Writer's Block |
| Life-style Planning | |
| Performance Enhancement | |

Services include psychological counseling, assessment, outreach and consultation.

Confidentiality: All contacts at the Counseling Center are strictly confidential as protected by law and professional ethics.

Eligibility for Services: University students, employees, and members of their immediate families are eligible for services. (In the event of a waiting list, students have top priority). Alumni and prospective students may be seen on an individually arranged basis.

Fees: Services are supported by Enrollment and Student Development funds. The only fee that a client may be asked to pay individually is a nominal charge for scoring of some tests.

Appointments may be made either in person or by phone by calling 631-2200. In the event of a crisis after regular hours, call the TU operator at 631-2000, and leave your name and telephone number. As available, a member of our staff will return your call. Twenty-four hour back-up crisis counseling is also available by calling 588-8888. If you are uncertain about whether the Counseling Center's services will fit your needs, feel free to call or come in and discuss your concerns with one of the staff. Services are free of charge except for nominal scoring fees on some tests. Contacts with the Center are strictly confidential as protected by law and professional ethics. During the fall and spring class sessions the Counseling Center has extended hours on Tuesday evenings until 9:00 p.m.

COMMUNITY SERVICE OFFICE:

Holmes Student Center, Room 59, 631-2327

The University and Community Service Office coordinates University-affiliated community service and volunteer projects in the Tulsa community. Whether provided by faculty, students, or staff, the University encourages and supports such efforts. Individuals or groups wishing to consider such projects are encouraged to visit the office to explore ideas and discuss organizational procedures.

DINING:

ALLEN CHAPMAN ACTIVITY CENTER

631-2145, www.utulsa.edu/dining

ACAC Food Court : The ACAC food court features a wide variety of options from Tex Mex at the Ancho Grill, the Emerald Garden Oriental Wok, Crustano's Sandwich Crafters, and delicious grill options at Sunset Strips and Pasta--cooked to order. Hours of operation are: Monday - Friday 7:30 a.m. - 2:30 p.m. Salad bar open until 3:00 p.m.

Bonici Brothers: Located on 2nd floor of ACAC features pizza by the slice. Hours of operation Monday - Friday 11:00 a.m. - 3:45 p.m. walk-in hours, Saturday and Sunday 11:00 a.m. - 10:30 p.m. delivery hours. Call extension 3518 (3146 after 3:30 p.m.) for delivery to your apartment or room. We accept Gold Dollars and Dining Dollars only. Our drivers do not carry cash.

C-Store (Convenience Store): Located in ACAC Food Court, featuring over 500 items for sale. Snacks, health food, personal supplies, and packaged meals all can be purchased using your Hurricane Gold Cards, credit cards, and cash.

Java Momma's Coffee: Located in ACAC lobby, features freshly brewed coffee, high-quality espresso drinks, pastries, gourmet teas, frappes, and smoothies. Accepts cash, credit cards and Hurricane Gold dollars. Hours of operation Monday – Thursday 7:30 AM – 6:00 PM, Friday 7:45 AM – 7:00 PM during academic semesters.

Subway: To be located on 1st floor of ACAC across from Hurricane Hut as of Fall 2010. Hours and menu TBD.

Chick-Fil-A: Features high quality chicken sandwiches, salads, and a host of other tasty menu items. Case, credit cards and Hurricane Gold dollars are accepted. Hours of operation Monday – Friday 10:30 AM – 3:00 PM

The Hurricane Hut Sports Bar (Closed during summer months.)

Features personal pan pizzas, burgers, hot deli sandwiches, chili cheese fries, smoothies, Sundae's, and Star Bucks coffee--just a few items you will find on our extended menu. Come listen to local talent, play a game of pool, or watch your favorite team on the big screen. Open lunch, dinner, and for your late night cravings.

Hours: Sunday – Thursday, 11:00 a.m. – 11:00 p.m.;
Friday – Saturday, 11:00 a.m. – 7:00 p.m.

FISHER HALL DINING CENTER

Fisher Hall offers continuous dining service. In addition to the regularly planned entrees for each meal, hotline grill and specialty bar is provided for lunch and dinner including items such as taco salads, baked potatoes, fajitas, pasta, stuffed potatoes, theme meal nights, and other special event meals. Other highlights include an expanded salad bar, a deli sandwich bar, soft-serve ice cream, and frozen yogurt. Open every day.

Hours

Weekdays 7:00 a.m. – 7:30 p.m.

Hot Breakfast 7:00 a.m. – 9:00 a.m.

Continental Breakfast 9:00 a.m. – 11:00 a.m.

Lunch 11:00 a.m. – 1:00 p.m.

Soup and Sandwich 1:00 p.m. – 4:30 p.m.

Dinner 4:30 p.m. – 7:30 p.m.

Weekends

Saturday Brunch 10:30 a.m. – 1:30 p.m.

Dinner 4:00 p.m. – 6:00 p.m.

Sunday Brunch 11:00 a.m. – 6 :30 p.m.

Dinner 4:00 p.m. – 6:30 p.m.

HURRICANE GOLD ACCOUNTS

A feature of the campus ID card that allows you to use the debit aspect of the card instead of cash for purchases on campus. Accepted in the bookstore, library, vending, dining services locations, laundries, etc. Place money on deposit “Hurricane Gold” Account Dining and Extra Convenience. All students may wish to consider using the declining balance debit card feature (Hurricane Gold Account) of the campus identification “one card” to complement dining arrangements and for convenience and safety in transacting other campus business.

Placing money on deposit with the university activates the account. Each time the card is used (in the bookstore, at snack or dining locations, in vending or laundry machines, copiers, etc.) the sale is deducted. Any remaining balance is refundable at year-end or withdrawal from the university. Commuter students are welcome in all student-dining areas on a cash or debit card basis. Faculty and staff may also deposit funds to their Hurricane Gold accounts to be used in any campus dining facility or wherever Hurricane Gold is accepted.

Hurricane Gold is easy to buy. Simply prepay \$25 or more on your account at the ID/Parking Center, located in Twin Towers Hall, the Dining Services Office, located in the administrative offices on the second floor of Allen Chapman Activity Center, or the Business Office in McClure Hall. Smaller dollar increments can be added to your account through the automated terminal in McFarlin Library, John Rogers, and Allen Chapman Activity Center. Purchases will be deducted from this amount as they are made upon the presentation of your ID card. When you reach your Gold limit, purchase more.

MULTICULTURAL STUDENT PROGRAMS:

Holmes Student Center, Room 59, 631-2327 or 631-2966

Hours: Monday - Friday, 8:00 a.m. - 5:00 p.m.

The Office of Multicultural Student Programs is committed to these main goals:

- To provide comprehensive and meaningful educational, social, and cultural programs for racial, ethnic, religious, sexual/gender, and other minority student groups.
- To encourage involvement of minority students in all aspects of University life.
- To provide inter-cultural programs and activities that promote inter-cultural sensitivity, self-awareness, and positive interaction among groups.

Programs sponsored by the Office of Multicultural Student Programs include leadership programs, support, cultural programs, workshops on power and privilege, and the LINC Program. For additional information, visit <http://www.utulsa.edu/student-life/Office-of-Student-Affairs/Multicultural-Student-Programs.aspx>.

DEPARTMENTAL KEYS

For currently enrolled students and students in graduate teaching/research/administrative assistantships, circumstances may require copies of keys to academic buildings, classrooms, and/or labs. To request copies of keys to your specific departmental facilities, please contact your assigned program advisor. All key requests must be cleared by the graduate program advisor and departmental chair before being sent to the Physical Plant. Keys are issued through the Physical Plant and students must bring a current student I.D. before the keys will be released to them. Keys must be returned to the Physical Plant upon completion of your degree program or when switching assistantship positions/duties. A hold is placed on a student's account when keys are issued and will delay the processing of a degree certificate until returned.

INFORMATION SERVICES

Administration

Dale Schoenefeld, Vice President for Information Services and CIO, McFarlin Library, 631-2881

Adrian Alexander, R M and Ida McFarlin Dean of the Library, McFarlin Library, 631-2356

Sandy Henderson, Administrative Assistant, McFarlin Library, 631-3552

Janet Cairns, Director of Academic Technology Services, McFarlin Library, 631-3101

Francine Fisk, Associate Dean of McFarlin Library, McFarlin Library, 631-2495

Randy Fleming, Director of System Operations & Services, Zink Hall, 631-2699

Rose Guglielmo, Department Assistant, Zink Hall, 631-2366

Michael Irion, Director of Web Services, Twin Towers, 631-3765

Richard Kearns, Associate Vice President for Information Services, McFarlin Library, 631-3075

Jonathan Kimmitt, Director of Client Services, McFarlin Library, 631-3500

Tricia Moreland, Director of Networking and Communication Services, Zink Hall, 631-3292

Martin Page, Director of Administrative Computing, Zink Hall, 631-2698

Sarah Sparks, Assistant to the VP for Information Services and CIO, McFarlin Library, 631-2352

Website <http://www.utulsa.edu/it> and <http://www.utulsa.edu/libraries>

Information Technology Policies. <http://www.utulsa.edu/it/policies>

Ethics Code and Policy for Computer Use; Information Security Policy

McFarlin Library Reference Desk

McFarlin Library; Phone: 918-631-2880; Email: ref@utulsa.edu

Client Services IT Desk

Room 1055, Academic Technology Center, Plaza Level, McFarlin Library

Hours: M-F, 8:00-11:30. 12:30-5:00; **Phone:** (918) 631-3500; **email:** it-desk@utulsa.edu Supervisor: Jonathan Kimmitt.

Our mission is to help all students, faculty, and staff, access and use the campus provided computer services.

- We accept and direct all problem reports, requests for service to the appropriate teams.
- We provide technical expertise on supported software.
- We disseminate information on accessing the campus networks and other related services.

We are unable to work on personal computers.

College System Administrators

Each college has a system administrator/computing director that reports to the Dean of the college. For computing support you should contact the following:

- Arts and Sciences: Jonathan Kimmitt, Extension 3500, jonathan-kimmitt@utulsa.edu
- Business Administration: Chris Fuka, Extension 3156, chris-fuka@utulsa.edu
- Engineering and Natural Science: Chuck Mason, Extension 2548, chuck-mason@utulsa.edu
- Law: Chris Farwell, Extension 5613, chris-farwell@utulsa.edu

Administrative Computing

Students and faculty members interact with the Student Information System using a web-based system called WebAdvisor. WebAdvisor for students provides access to class schedules, final grades, and other academic records. It also allows for online registration during selected periods in the Fall and Spring. WebAdvisor accounts are created automatically for students upon registration.

Computer Systems Administration

- Account management services (usernames and password change):
University employees and students are assigned
 - a username of the form <first initial><middle initial><last initial><digit><digit><digit> and
 - a preferred email address of the form fname-lname@utulsa.edu

There is no particular reason to know another person's username. You can find your username by following a link under "IT Essentials" after navigating to "Technology" from the very top menu of the University public website; you can change your password by following a link under "myTU Essentials" at the same technology website.

(Employee and student usernames assigned prior to Spring 2011 are of the form fname-lname.)

- Filer (IT supported personal disk space)
- Shared Space (IT supported disk space to be shared with designated others): see your college administrator.

- Calendar and email, Google Applications for Education:
University of Tulsa students have access to the robust features of integrated email, online calendars, instant messaging and document sharing provided through the Google Applications for Education program. This includes the company's popular g-mail application. TU student email addresses will continue to be the same University email address, generally firstname-lastname@utulsa.edu. However, utulsa.edu email is directed to servers hosted by Google.

If, alternatively, students wish to have their email hosted by TU's Microsoft Exchange servers, they are able to request that TU establish an email account on TU's on-campus Microsoft Exchange servers. Using Microsoft Exchange servers is the only option available to students who are also full time employees.

Networking Services

- Wired high-speed network access is available in virtually all residential and departmental locations. Use of personal routers for wireless access to the wired network is against University policy.
- Wireless (WiFi) network access is supported in all University locations. (However, bandwidth may be limited as is the case with all WiFi everywhere. Plug-in whenever wired connectivity is available!) There is one wireless network, TUWireless. This network requires authentication and can only be used by students, faculty, staff, registered guests and others with a University username. Repeated authentication can be minimized by registering a MAC address with IT. Connections to many services are already encrypted with reasonable security (e.g., access to “https” websites is “secure”). If additional security is appropriate when using a campus service, installation and use of a VPN client on your wireless device is encouraged or may be required.
- A VPN client is required for secure access from off-campus to certain services available on the University network.
- Virtual Private Network (VPN) client: Go to Technology->myTU Essentials->Software Downloads.
- Internet2: <http://www.internet2.edu>
- National Lambda Rail: <http://www.nationallambdarail.org>
- OneNet ISP: <http://www.onenet.net/>

Pauline M Walter Academic Technology Center in McFarlin Library

Public computer laboratories are provided in the Academic Technology Center on the Plaza Level of McFarlin Library. Laboratories are available 7 days x 24 hours during the academic semesters with some exceptions during fall, winter, and spring breaks.

College Computer Labs

Additional labs are located in various buildings on campus. Access to these computers may vary by class/college.

See your college administrator.

Dell Connection & Campus Microsoft Agreement

Information Telephone: (918) 631-3603

Email: it-desk@utulsa.edu

Students and full-time faculty and staff of the University of Tulsa are eligible to take advantage of discounted pricing offered by companies such as Dell and other vendors. A link is available from the IT

web page at <http://www.utulsa.edu/IT> to see suggested hardware configurations, supported software and links to vendors. The direct link to Dell is www.dell.com/utulsa.

To support curriculum endeavors, the University of Tulsa maintains an agreement with Microsoft Corporation providing software licensing for full time faculty, staff, and students. For installation on university owned machines, contact your System Administrator for more information.

For Students and full-time Employee Work at Home, the Microsoft agreement licenses you to install one copy of MS Office 2010 and/or Windows 7 on one personally owned machine, A nominal fee and an academic eligibility verification is required at the time of your purchase. To purchase software, go to our Journey Education partner's web site at <http://www.journeyed.com/select/go/CAUTULSA>. Select "Microsoft Academic Discounts" and the appropriate "Student Option Download." Proof of current enrollment will be required. (Make sure you are on the correct web page. journeyEd markets to universities that fund licensing for a Campus Agreement and others that do not. You should see a page that indicates, e.g., MS Campus Agreement Office Professional Plus 2010 for \$9.95 rather than \$99.99.)

HARVEY (Hurricane Academic Resources Virtually EverYwhere)

HARVEY is our campus-wide web-based *learning management system*, powered by Blackboard Learn, but sometimes still referred to as "WebCT." HARVEY is completely online, providing access to course material and tools anytime from anywhere. Many instructors use HARVEY to support their classroom activities, posting a syllabus, assignment submission, announcements, even assessments. While all can log into HARVEY, only enrolled students or those given access by the course instructor can see the materials in the specific courses. If you are teaching a course and it is not listed in HARVEY, please let us know by sending an e-mail to janet-cairns@utulsa.edu.

POST OFFICE

Allen Chapman Activity Center, 631-2211

Hours: Monday - Friday 8:30 a.m. - 4:00 p.m.

The Mail Center @ TU offers a full service retail window. All postal services are offered ranging from Registered and Insured Mail to Priority, Express and Parcel Post Package Services. Post Office box rental is available for \$40 a year or \$15 per semester, and \$10 for the summer session. No pre-payment is required as this service will be billed to your personal account. FedEx services are also available at a discounted rate with your TU ID. Outgoing mail pickup from the Postal Service is at 4:30 p.m. Monday through Friday. A drop slot is available inside the building for your stamped mail. Sorry, no credit or debit cards are accepted. We do, however, accept cash, check, and GOLD CARD.

The Mail Center is also responsible for delivery of student mail to John Mabee Hall, Lottie Jane Mabee Hall, Fisher South, Fisher Hall, LaFortune, and Honors House. Campus mail is delivered to the sorority and fraternity houses daily, but any mail addressed directly to the house will be delivered by the United States Postal Service. The same is true with the student apartments on campus, they receive delivery directly from the Postal Service. Please don't hesitate to stop by the east end of ACAC with any questions.

REGISTRATION & RECORDS

McClure Hall, Room 103, 631-2254, www.utulsa.edu/registrar

Hours: Monday – Friday, 8:00 a.m. - 5:00 p.m.

Student permanent records, grades, schedule of courses, transcripts, and Veteran's Affairs are all housed in The Office of Registration and Records. Transcripts are free, as long as all financial obligations to the University have been met. Credit by exam and verifications of enrollment for student loans and insurance companies are all handled in this office. We are located on the first floor of McClure Hall.

RELIGION

Sharp Chapel, 631-2546, www.utulsa.edu/sharpchapel

In covenant with the Presbyterian Church (U.S.A.), The University of Tulsa is committed to the full and diverse expression of religious life at the University. Acting on behalf of the University and its educational mission, the Offices of the University Chaplain provide for and support the ongoing articulation of the life of faith on campus: planning, implementing, and sponsoring religiously oriented programs; providing counseling and pastoral care; serving as a liaison with other religious groups; leading ecumenical and interfaith worship services; and assisting the campus in nurturing a caring and respectful environment for diverse expressions of the life of faith.

Sharp Memorial Chapel, home to the offices of the Sharp Chaplain and its nonsectarian ministries, shares the plaza with McFarlin Library, Kendall Hall, and Tyrrell Hall.

The University also is supported by a number of campus ministries that maintain facilities and programs of outreach and nurture for their respective constituencies. Each of these ministries adds its distinctive identity and voice to the interfaith conversation that articulates the religious life of the University.

For a complete list of religious organizations on and off campus, please see Appendix A.

SPECIAL GRADUATE STUDENT SERVICES AND PROGRAMS

ANNUAL STUDENT RESEARCH COLLOQUIUM:

http://www.utulsa.edu/research_colloquium, research-colloquium@utulsa.edu

Students organize this program in conjunction with The Graduate School. The Graduate Student Association coordinates the students participating in the colloquium and the students assisting with the production of this event. It is conducted during the spring semester to provide you an opportunity for public speaking, to encourage your research endeavors, and to provide an outlet to express pride about your research. The students' presentations are judged according to criteria used at professional meetings. There is an awards banquet and cash awards are presented. This year the meeting will be conducted April 1 – April 6, 2012. Deadline for the 250-word abstracts will be the 14th of February. For more information, contact the Graduate School, 631-2336.

GRADUATE STUDENT ASSOCIATION:

Lorton Hall 203, grad-sa@utulsa.edu, <http://orgs.utulsa.edu/gsa/>

Hours: Office hours vary by semester.

The Graduate Student Association helps organize the Annual Student Research Colloquium as well as other campus functions each semester such as the Family Picnics, Graduation Parties, and Welcome Back Receptions. The student members elect the association's president, who conducts the organization's meetings and also serves as a student member on the Graduate Council.

LIFE SKILLS WORKSHOPS:

<http://www.utulsa.edu/academics/colleges/Graduate-School/Current-Student-Information/Life-Skills-Workshop.aspx>

The Graduate School has developed a sequence of Life Skill Workshops to help graduate students cultivate skills that are necessary for success in Graduate School, the transition into the job market, and for professional development. The content of these workshops is designed to compliment the content of traditional courses of study. Three of these Life Skills Workshops are included in the Fall & Spring Orientation events, while the rest are offered throughout the academic year.

A list of topics is provided below with workshop descriptions:

Research Integrity

Required of all new graduate students during their first year of enrollment.

Offered during Fall and Spring Orientation.

Includes an overview of responsibilities of researchers in conducting research, interacting with colleagues, and complying with University policies and regulations of external sponsors as it relates to ethics and responsible conduct of research.

Harassment: Defining It, Avoiding It, and Reporting It

Required of all new graduate students during their first year of enrollment.

Offered during Fall and Spring Orientation.

The purpose of this workshop is to educate graduate students about the various types of harassment they may encounter or need to avoid, as well as inform them about TU policies regarding harassment and how those policies affect or apply to a person as a student, colleague, or graduate assistant.

Plagiarism and How to Avoid It

Required of all graduate students during their first year of enrollment.

Offered during Fall and Spring Orientation.

This workshop is meant to help students understand the consequences of plagiarism and help them learn to identify and avoid plagiarism. The Graduate School deals with this issue every year and several graduate students have been dismissed in the past.

Cross-Disciplinary Presentation Skills

This workshop is associated with the TU Student Research Colloquium.

A discussion of techniques and suggestions on how to present graduate-level research to a broad audience of non-specialists in a clear, comprehensive, and engaging manner.

McFarlin Survival Guide to Thesis and Dissertation Research

Specialized instruction in the compilation of data and research materials for theses or dissertations using resources available in McFarlin Library.

Surviving Graduate School: Tips on Managing Your Degree Program

Examines how to manage a degree program in order to stay on track academically and how to most effectively use time while in Graduate School. Also discusses the skills that will assist in the timely completion of a student's degree, as well as the successful management of their future careers.

Thesis and Dissertation Committees: Building a Win-Win Team

Participants will complete an interpersonal style assessment before discussing committee composition related to academic expertise and how interpersonal styles relate to the development of effective teams.

BUSINESS CARDS:

Graduate students wishing to have TU business cards for conferences, interviews, or professional networking events must follow the procedure outlined below. The business cards must be approved by the advisor, Collegiate Dean, and the Dean of the Graduate School.

For an electronic version of the Business Card Order Form, visit the Graduate School website at www.utulsa.edu/graduate under Current Students->Forms.

1. The student must be in good academic standing with a cumulative GPA of 3.0 or better.
2. The card must display the official University of Tulsa logo.
3. The Graduate Student Business Card Order Form **information must be typed**. Format of the card and the information required is listed below.

Upper, left-hand - TU image and logo

Upper, right-hand -

1st line - Student's First Name Last Name

2nd line – Master's or Doctoral Student in (Program) or Doctoral Candidate in (Program).

The program must be a degree program listed in the *Graduate Bulletin* and to which the student is admitted.

If using the designation of Doctoral Candidate, the student must be admitted to candidacy by the Graduate School.

3rd line – (Optional) Title of the assistantship or fellowship the student currently holds:

Teaching Assistant, Research Assistant, Graduate Assistant, Woobank Assistant, Henneke Research Fellow, Bellwether Fellow, NSF Graduate Fellow, Fulbright Scholar, or Parriott Scholar

Lower, left-hand -

1st line – Building and Room Number of the Departmental Office and the University's Official Street Address

2nd line - Continuation of Official University Address – Followed by Departmental Telephone Number – Followed by optional Personal Cell Phone Number

3rd line - Student's TU e-mail address

Example:

	Jane Doe Doctoral Candidate in English Teaching Assistant
Zink Hall, Room 365 800 South Tucker Drive Tulsa, Oklahoma 74104-3189 • 918-631-XXXX • Cell XXX-XXX-XXXX (optional) E-mail jane-doe@utulsa.edu	

4. The student's home department must verify that the departmental phone number on the card is correct.
5. The Graduate Student Business Card Order Form must be signed by the advisor and Collegiate Dean before submission to the Graduate School office
6. The Graduate School will verify the student's assistantship or fellowship prior to obtaining the signature of the Dean of the Graduate School. The Graduate School will submit the documents to Purchasing.

Departmental: Payment and Placing Order

1. The student or the student's department must pay for the cards. The cost is \$26.70 for 250 cards.
 - A) When the student is paying for the cards: a check is to be made out to the University of Tulsa and give to the department. This check will be deposited in departmental account.
The department prepares a requisition for payment to Hawkeye Printing for the Purchasing Department.
Note in the comment section of requisition if order is a rush.
 - B) The requisition, an original and one copy of the completed Graduate Student Business Card Order Form, the completed Purchasing Services Form, and two business cards with correction will not the information from order form must be brought to the Graduate School, for processing. The Graduate School will fax to Hawkeye Printing for rush orders.
2. Delivery normally takes approximately two weeks after Purchasing receives all the necessary information. If a rush order is necessary, Purchasing Department must be informed it is a priority order. Rush orders normally take three to four day, and the business cards must be picked up at Hawkeye Printing at 2707 E 15th Street, Tulsa, Oklahoma 74104.

APPENDIX A

RELIGIOUS ORGANIZATIONS IN THE TULSA AREA AND ON CAMPUS

Religious Contacts and Congregations in the Tulsa Area and On-Campus

TULSA AREA CONGREGATIONS

ANGLICAN

All Saints Anglican Church
Fr. Fredrick G. Morrison
4040 E 91st St.
Tulsa, OK 74137
298-4014

ASSEMBLY OF GOD

Campus Ministry, Chi Alpha
Greg Tiffany, XA State Director
(405) 308-3737
XA@utulsa.edu
XAtulsa.com

Carbondale Assembly of God
Rev. Phil Taylor
2135 West 51st St.
Tulsa, OK 74107
446-0795

BAHA'I FAITH
Spiritual Assembly of the
Baha'is of Tulsa
6725 E 11 St.
Tulsa, Ok 74128
234-1473

BAPTIST

All Tribes Community Church
(American: ABC-USA)
Pastor Tom Moore
Eastland Mall
Tulsa, OK
639-3103

Brookside Baptist Church
(Southern)
Rev. Danny Stockstill
3615 S. Peoria
Tulsa, OK 74105
742-2426

First Korean Baptist Church
of Tulsa
13610 E 24th St.
Tulsa, OK 74134
437-3619

First Slavic Baptist Church
120 S. Rosedale Ave.
Tulsa, OK 74127
582-4227

Iglesia Bautista Emmanuel
Pastor Raul Bermubez
739 North Denver
Tulsa, OK 74106
587-8431

New Home Free Will
Baptist Church
Pastor Roy Smith
3110 S 65th W Ave
Tulsa, OK 74107
446-8528

Tulsa Baptist Temple
(Independent)
Rev. Rocky Harrill
1203 S. Columbia
Tulsa, OK 74104
592-3636

Tulsa Indian Baptist Church
Nick Hawkins
1301 S Quincy
Tulsa, OK 74120
583-3643

Vietnamese Baptist Church
12401 E 101st St.
Broken Arrow, OK 74012
250-0362

BUDDHIST FAITH **Chua Tam Buddhist** **Temple**

Contact: Pfc Vo
Hoa Nguyen
16933 East 21st Street
Tulsa, OK 74034
438-0714

CATHOLIC
Apostolado Hispano
1541 E Newton Pl
Tulsa, OK 74106
584-2424

Christ the King
16th and Quincy
Tulsa, OK 74120
584-4788

CATHOLIC
Vietnamese Community Saint
Joseph Church
Rev. Hoang Viet Le
14905 E 21st St.
Tulsa, OK 74134-3737
438-1380

DISCIPLES OF CHRIST
First Christian Church of
Tulsa
Rev. Dr. Kip Wolfe
913 S. Boulder Ave.
Tulsa, Ok 74119
582-8237

CHURCH OF CHRIST
South Brooke Church of
Christ
Bob and Janet Herndon
1132 E 38th St.
Tulsa, Ok 74105
747-5798

EPISCOPAL
Trinity Episcopal Church
501 S Cincinnati
Tulsa, OK 74103
582-4128

HINDU FAITH
Hindu Temple of Tulsa
Contact: Srikan
President of the Committee
16943 East 21st St.
Tulsa, OK 74014
289-9767

Religious Contacts and Congregations in the Tulsa Area and On-Campus

INDEPENDENT

Tulsa Chinese Christian Church

1430 S 131 E Ave.
Tulsa, OK 74108
438-6449

JEWISH FAITH Congregation B'nai Emunah

Greg Raskin, Program Director
1719 South Owasso
Tulsa, OK 74105
583-7121

Beth Torah Synagogue – Chabad

6622 S Utica Ave.
Tulsa, Ok 74136
492-4499

Jewish Federation of Tulsa

2021 East 71st Street
Tulsa, OK 74136
495-1100 (office),

Temple Israel

2004 E 22nd Pl
Tulsa, OK 74114
747-1309

Korean Presbyterian Church of Tulsa

1890 W 64th St.
Tulsa, OK 74132
445-0752

LUTHERAN First Evangelical Lutheran Church

Rev. Richard Jebsen,
Interim Pastor
1244 S Utica Ave.
Tulsa, Ok 74104
582-0917

METHODIST

Korean United Methodist Church

Pastor Tae Won Son
13322 E 31st St.
Tulsa, Ok 74134
622-0045

Nueva Esperanza United Methodist Church

Daniel Llanos
812 N Rockford Ave.
Tulsa, Ok 74106
585-1856

MUSLIM FAITH Masjid Al-Salaam Mosque

Islamic Society of Tulsa
4630 S Irvington Ave.
Tulsa, Ok 74135
665-2023

ORTHODOX CHRISTIAN St. Antony Orthodox Christian

Father George Eber
2645 East 6th Street
Tulsa, OK 74104
584-7300
584-4116 (fax)
stantony@sbcglobal.com

PRESBYTERIAN College Hill Presbyterian Church

Rev. Todd Freeman
712 South Columbia
Tulsa, OK 74104
592-5800

UNITARIAN All Souls Unitarian Church

Tamara Lebak
2952 South Peoria
Tulsa, OK 74114
743-2363

This is not a comprehensive list of congregations in the Tulsa area.
For more information go to the *Tulsa Metropolitan Ministry's* website: www.tumm.org

For additional help with religious contacts:

Jeffrey Francis, Sharp Chaplain
Office of the Chaplain, Sharp Chapel
600 South College Avenue
Tulsa, OK 74104-3189
631-2546
631-2066 (fax)
jeff-francis@utulsa.edu

Religious Contacts and Congregations in the Tulsa Area and On-Campus

ON-CAMPUS

BAPTIST

Baptist Collegiate Ministries
Rev. Brandon Brister, Director
Paula Brister, Associate
Baptist Student Union
710 South College
Tulsa, OK 74104
592-1500

CATHOLIC

St. Philip Neri Newman Center

Rev. Kerry J. Wakulich,
Catholic Chaplain
440 South Florence
Tulsa, OK 74104
599-0204
www.tu-newman.org

EPISCOPAL

Canterbury Episcopal Student Fellowship*

(J.C. Diaz, Professor of Computer
Science)
The University of Tulsa
KEP #U365
Tulsa, OK 74104
631-2993

FRIENDS/QUAKER

Green Country Friends

Don Satterthwaite
366-4057

JEWISH FAITH

Hillel Jewish

Student Association

315 S. Delaware, #215
Tulsa, OK 74104
631-5254

www.neokhillel.org

LATTER DAY SAINTS

Latter Day Saint Student Association*

Donn Mason
3640 South New Haven
Tulsa, OK 74135
743-2874

METHODIST

University United Methodist Church

Rev. Nathan Mattox
2915 East 5th Street
Tulsa, OK 74104
592-3633

MUSLIM FAITH Muslim Student Association*

(Pam Smith, Dean of International
Services & Programs)
International Student Services
631-2329

Muslim Students' Campus Mosque

3020 E. 4th Place
Tulsa, OK 74104
(918) 812-3278

PRESBYTERIAN

Westminster Leaders and Scholars*

(Rev. Jeff Francis, Sharp Chaplain)
Sharp Chapel
631-2546

CHRISTIAN

Fellowship of Christian Athletes*

Chris Kaiser, Regional Director
P.O. Box 700401
Tulsa, OK 74170
496-8322

ckaiser@fca.org

International Student Ministries*

Jerry Lout
P. O. Box 50223
Tulsa, OK 74150-0223
857-4373

Reformed University Fellowship

Brent Corbin, Campus Minister
(615) 957-8302
www.ruftulsa.org

Student Mobilization* (non-denominational)

Jason & Molly Soderstrom
1134 S. Oswego Ave.
Tulsa, OK 74112
260-3416

jason-soderstrom@utulsa.edu

United Campus Ministry

Nancy Eggen, Director
2839 East 5th Street
Tulsa, OK 74104
744-9182

Wesley Foundation

Rev. Charlie Spears
Ron Gentry
3019 East 5th Street
Tulsa, OK 74104
592-5778
955-8699 (cell)
www.wesley@utulsa.edu

* TU Student Organization
(Staff Sponsor)

Religious Contacts and Congregations in the Tulsa Area and On-Campus

TU CAMPUS MINISTRIES

Baptist Collegiate Ministries (BSU)

Rev. Steve Lewis, Director

Paul Lewis, Associate

Lee Ann Lewis, Associate

710 South College

Tulsa, OK 74104

592.1500

tubcm@juno.com

Campus Crusade for Christ

Chris Burton

405.812.6703

www.gocampuscrusade.com

Canterbury Episcopal Student Fellowship

**J.C. Diaz, Math & Computer
Science**

TU, KEP #U365

Tulsa, OK 74104

631.2993

diaz@utulsa.edu

Chi Alpha

Greg Tiffany, XA State Director

405.308.3737

Adam Quinn

918.440.5363

Sarah Janzen

www.xatulsa.com

Christian Legal Society

c/o College of Law,

John Mabee Hall

631.3055

keith-bartsch@utulsa.edu

Fellowship of Christian Athletes Case Athletic Complex

Chris Kaiser -Regional Director

Todd Christensen – Reg. Staff

PO Box 700401

Tulsa, OK 74170

918.496.8322

ckaiser@fca.org

FIRE

Sarah Gettie Burks

All Souls Unitarian Church

2952 S. Peoria Ave.

Tulsa, OK 74114

918.743.2805, ext. 320

www.AllSoulsChurch.org

Friends of Internationals

Art and Leah Christie

P.O. Box 470422

Tulsa, OK 74147-0422

828.9097

art_leah2002@yahoo.com

Joy Losli, associate

5225S. Harvard Ave., #E

Tulsa, OK 74135

Lutherans and Friends

Rev. Christian C. Tiews

3319 E. 8th St.

Tulsa, OK 74112

859.7671

christian-tiews@utulsa.edu

Lutheran Student Movement

1244 S. Utica

Tulsa, OK 74104

582.0917

Hillel House – University of Tulsa

University Square Apartments

315 South Delaware, #215

Tulsa, Oklahoma 74104

631.5254

www.neokhillel.org

International Student Ministries

Jerry Lout

Terence Ligon

P.O. Box 470743

Tulsa, OK 74147

857.4373

jlout@cox.net

Latter Day Saint Student Association

Donn Mason

3640 South New Haven

Tulsa, OK 74135

743.2874

Muslim Student Association

Pam Smith, Advisor

Dean of International Services
and Program

International Student Services

631.2329

pamela-smith@utulsa.edu

Muslim Students Campus Mosque

3020 E. 4th Place

Tulsa, OK 74104

812.3278

Reformed University Fellowship

Brent Corbin

615.957.8302

www.ruftulsa.org

brent.corbin@ruf.org

Rivendell Fellowship

710 S. College Ave.

Tulsa, OK 74104

346.0042

Steve Denton

631.2585

Kyle Meador

346-0042

St. Philip Neri Newman Center
Catholic Student Center
Fr. Kerry Wakulich
Catholic Chaplain
440 South Florence
Tulsa, OK 74104
599.0204
www.tu-newman.org

Student Mobilization
Jason and Molly Soderstrom
Campus Ministers
1134 S. Oswego Ave.
Tulsa, OK 74112
260.3416
Chyla Eugster, Campus Minister
Robert Hall, Campus Minister
www.stumo.org

Summit Institute
Mark Mann
10915 East 84th Street
Tulsa, OK 74133
231.1147

Wesley Foundation
Rev. Charlie Spears
Ron Gentry
3019 East 5th Street
Tulsa, OK 74104
592.5778, 955.8699 (cell)
Wesley@utulsa.edu
charlie-spears@utulsa.edu

Young Life
John and Chasidi Sharp
P.O. Box 702902
Tulsa, OK 74170
760.4665
john-sharp@utulsa.edu
chasidi-sharp@utulsa.edu

United Campus Ministry
Rev. Nancy Eggen, Director
Daniel U'Ren, Campus Minister
2839 East 5th Street
Tulsa, OK 74104
808.4764
www.orgs.utulsa.edu/ucm/
nancy-eggen@utulsa.edu

SHARP CHAPEL MINISTRIES

Office of the Sharp Chaplain
Sharp Chapel
Rev. Dr. Jeff Francis
Sharp Chaplain

The University of Tulsa
800 S. Tucker Drive
Tulsa, OK 74104
918.631.2546
www.utulsa.edu/sharpchapel
Fall 2011

Worship on Wednesday
(WOW)
Lunch with Calvin
Apologetics for Lunch
Rev. Dr. Jeff Francis
631.2546
jeff-francis@utulsa.edu

Westminster Student Center –
Presbyterian Leaders and
Scholars
Student Acting on Poverty
Fair Trade Coffee
Not For Sale – Freedom Store
Rev. Dr. Jeff Francis
631.2546
jeff-francis@utulsa.edu

Gateway University Ministries –
Gateway Worship
Gateway Fellowship
Gateway Bible Studies
Rev. Michael Homan
Associate Pastor for Next
Generational Ministries
First Presbyterian Church
709 S. Boston
Tulsa, OK 74114
584.4701

AFFILIATED CHURCHES IN TU MINISTRIES

All Souls Unitarian Church

Rev. Tamara Lebak, Assoc.

Pastor

Sarah Gettie Burks

2952 S. Peoria Ave

Tulsa, OK 74114

743.2363

TamaraLebak@gmail.com

Christ Presbyterian Church

**Rev. Brent Corbin, Campus
Min.**

2700 E. 51st

Tulsa, OK 74105

918.749.1629

College Hill Presbyterian Church

Rev. Todd Freeman, Pastor

PO BOX 50330

Tulsa, OK 74150

592.5800

revtodd_freeman@sbcglobal.net

Crossover Bible Church

Rev. Marshall Gordon

3233 N. Wheeling Pl.

Tulsa, OK 74110

378.2678

Philip Abode

2520 E. 34th St. N.

Tulsa, OK 74110

809.7357

Damon Savage

436 E. Seminole Pl.

Tulsa, OK 74106

592.1373

First Lutheran Church

1244 South Utica

Tulsa, OK 74104

582.0917

First Presbyterian Church

Rev. Dr. James D. Miller, Pastor

Rev. Michael Homan, Assoc.

Pastor

709 South Boston Ave.

Tulsa, Ok 74114

584.4701

jdmiller@firstchurchtulsa.org

mhoman@firstchurchtulsa.org

First United Methodist Church

Dr. Wade Paschal, Senior

Minister

Peter White, College Minister

1115 S. Boulder Ave.

Tulsa, OK 74119

592.3862

www.fumctulsa.org

peterwhite@fumctulsa.org

Grace Lutheran Church (LCMS)

Rev. Mason Beecroft, Pastor

Rev. Christian Tiews, Assoc.

Pastor

2331 E. 5th Pl.

Tulsa, OK 74104

592.2999

christian-tiews@utulsa.edu

Park Plaza Church of Christ

David Skidmore

James Simmons

5925 East 51st St

Tulsa, OK 74135

405.850.5470

627.3201

david-skidmore@utulsa.edu

james-simmons@utulsa.edu

St. Antony Orthodox Church

Fr. George Eber, Pastor

2645 East 6th Street

Tulsa, OK 74104

584.7300

FAX 584.4116

stantony@sbcglobal.com

University United Methodist Church

Rev. Dr. Sandy Wylie, Pastor

2915 East 5th Street

Tulsa, OK 74104

592.3633

<http://www.umeth.org/>