



TULANE[®]
Office of the
University
Registrar

Instructions for Consortium Students

Office of the Registrar
110 Gibson Hall 6823 St. Charles Ave. New Orleans, LA 70118
Main Office: (504)-865-5231 Office Fax: (504)-865-6760
registrar@tulane.edu

Consortium Student Instructions and Information Loyola, Dillard, Xavier, SUNO, and UNO

Tulane, Loyola, Dillard, SUNO (ROTC Only), UNO (ROTC Only) and Xavier Universities has a consortium agreement that allows full-time undergraduate students to take up to two (2) courses in a Fall or Spring semester at any one of the schools with the consortium, with the approval of the student's dean and advisor.

Consent forms for consortium classes can be found in your home university's Registrar's Office. If you are a student at Loyola, Dillard, SUNO, UNO or Xavier and would like to take a class at Tulane University, you can view course offerings at Tulane at: <https://classschedule.tulane.edu/Search.aspx>.

Here you can browse course offerings and select a course that works with your schedule. If there is a prerequisite listed in the "course notes" you can verify with your advisor at your university to confirm you meet the requirements for the course.

Some courses also require departmental or instructor approval. In order to gain this approval, you will need to reach out to either the department of the instructor. You can find contact information for instructors by searching their name on the main page of the University website. When you receive approval, you can forward that email to registrar@tulane.edu with the subject line "[Your Name] Consortium Departmental/Instructor Approval"

If a class has no open seats, we can add you to the waitlist. Please note that not all courses have waitlists. Speak with a Tulane Office of the Registrar staff member and ask to be waitlisted. If a spot opens in the course and you are at the top of the waitlist, you will be notified via your Tulane email and given 48 hours to register for the class. You can forward this email to registrar@tulane.edu and ask to be added to the class, or you can call us at (504)-865-5231 to register once you receive notice. Additionally, you will need to contact your home University (Loyola, Dillard, UNO, Xavier) about being registered in the course.

If you would like to take a foreign language through the consortium, you must first complete Tulane's language placement form. To access this form, you will need a Tulane ID and password. Once you have your ID and password, you can access and complete the language placement form here: <https://lp.tulane.edu/>. When you have received an email notifying you of your placement, you can call or email a Tulane Registrar staff member, or email registrar@tulane.edu to register for the class. Please use the subject line of the email, "[Your Name] Consortium Language Placement, Registrar Staff Name".

For Loyola Students

Students must complete [Loyola Consortium Registration Form](#) and obtain the approval of their Advisor or Department Chair and the Associate Dean or Dean of their College.

Students must first register for their course(s) in Loyola's Office of Student Records (Thomas Hall 204) or email sturec@loyno.edu.

As of Spring 2023, once Loyola has processed and approved your paperwork, a Tulane Consortium Confirmation Email will be sent to Loyola students with instructions on how to self-register for courses on Tulane's Schedule of Classes.

For Dillard, Xavier, SUNO, and UNO Students

Once you have found the class you want to take and have completed the Consortium/Cross-Enrollment form with your home school's Registrar Office, bring the form to Tulane University, Office of the Registrar, where you will be asked to hand in the last page of this packet as well as your forms.

Gibson Hall, Room 110, 6823 St. Charles Ave New Orleans, LA 70118

Gibson Hall is the main building on St. Charles Avenue, directly across from the front of Audubon Park. The Registrar's Office is located on the ground floor, through the door on the left side of the building as you face Gibson Hall.

Once you are admitted and registered for your Consortium class, you will receive two (2) emails. These emails will contain your Tulane University student ID number and your Tulane email and password. This will allow you to access Gibson Online where you can view grades, access assignments via Canvas, and much more.

If you do not receive these emails, please call the help desk at (504)-862-8888

NOTE: Students are financially responsible for course fees associated with courses taken at the Tulane University, (example: lab, studio, or theater fees). All course fees must be paid in full before the end of the term to allow transcripts to be sent to your home institution.

Consortium Student

(Include this form with your school's permission form)

Current Institution

- Dillard University
- SUNO (ROTC only)
- University of New Orleans (ROTC only)
- Xavier University

Term

Tulane ID (if known)

Gender Female Male

Date of Birth

First Name

Cell Phone

Middle Name

Email

Last Name

Local Address

Permanent Address

Street 1

Street 1

Street 2

Street 2

City

City

State

State

Zip Code

Zip Code

Emergency Contact Information

Name

Address

Relationship

Phone Number

Remarks/Comments