



LIAISON FOR BFA STUDENTS TAKING CLASSES AT TUFTS

Dean Jean Herbert

Associate Dean of Undergraduate Education

Liaison with SMFA & NEC

To make an appointment, call 617-627-2000

Drop-in Hours: Wednesdays 3:30-5:00

Room 710E Dowling Hall

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617-627-2662, direct line

Dean Herbert is your contact on the Medford campus for academic issues.

Tufts ID

Go to the Public Safety office (aka Tufts Police) on the first floor of Dowling Hall. You will need to show a government-issued photo ID such as a driver's license or passport. They will take a photo of you and issue your ID right then.

Tufts Email

If you need help activating your Tufts email account, go to Eaton Hall (next to the chapel). This email is the university's official way of communication with you. It is important that you check it daily. Have it forwarded to your favorite account, if necessary, but be sure to check in often.

Academic Resource Center

For courses that you are taking at Tufts, free tutoring is available through the ARC, located in Dowling Hall: <http://uss.tufts.edu/arc/>. You may request a tutor online. There is also a writing center and study skills/time management help. If you have documentation that allows for certain academic accommodations, see Ms. Linda Sullivan at the ARC.

Class Attendance

You are expected to attend all your classes. If you are too ill to attend classes one day, you must submit the Short-term Illness Form, found on iSIS. It will be sent to the professors you indicate.

Office Hours

All professors have posted office hours. You should take advantage of this opportunity to get to know your professors and to ask questions about the course material.

BE AWARE OF DEADLINES

It is essential that you mark deadlines in your calendars (for pass/fail, dropping a class, or withdrawing from a class). The deadline is 5:00PM on the date stated in the academic calendar. There are **NO EXCEPTIONS!**