



# **Graduate Association for Students of Psychology (GRASP)**

Student Handbook  
2025-2026



THE UNIVERSITY *of*  
**TULSA**

## Welcome

Dear Incoming TU Student:

Welcome to the University of Tulsa Graduate Department of Psychology! This packet is provided by GRASP, the GRaduate Association for Students of Psychology at the University of Tulsa. All psychology graduate students, both Clinical and I/O, automatically become members of GRASP upon admission into the program. We are a student-run organization that plans social gatherings, service events, and professional development opportunities. We also help to address the various needs of graduate psychology students.

With this goal in mind, the officers of GRASP put together this packet in order to help ease your transition into graduate school. This ‘Welcome Wagon’ packet should hopefully provide some useful information and direction. However, please keep in mind that this packet is merely intended to provide helpful suggestions – it is by no means meant to replace or supersede information provided by the official TU Department of Psychology correspondence.

The Peer Mentorship Program (PMP) is a student mentorship program within the clinical and I/O psychology programs that is facilitated by GRASP. All new students are automatically enrolled and paired with a peer mentor. Your mentor can answer any questions and guide you through any issues that may arise.

Additionally, you should be receiving more information soon about the orientation for all incoming graduate psychology students. This orientation usually takes place on the Friday before classes start so it will likely be scheduled for August 18<sup>th</sup>. There is usually a shared orientation in the morning with both clinical and I/O students together, as well as a separate orientation for the specific programs in the afternoon. We do not know the exact details for this event, but more information will be coming soon from the department itself.

In the week following orientation, GRASP would typically hosts a back to school get-together. There will be more information to come, but we hope you can participate in the event no matter what it looks like! We are excited to meet each and every one of you! Enjoy the remainder of your summer, and we look forward to seeing you this August.

Sincerely,  
GRASP Officers

## **GRASP Mission Statement**

*To promote a spirit of cooperation and cohesion – and not one of competition – between graduate students; to provide meaningful opportunities for both professional and personal growth; and to foster collaborative relationships between psychology faculty and students.*

GRASP officers are nominated and elected by students in both the I/O and Clinical programs. Below you will find contact information for all officers, as well as the GRASP faculty advisor.

### **Faculty Advisor**

Stuti Thapa Magar, Ph.D. ([stt0912@utulsa.edu](mailto:stt0912@utulsa.edu))

### **Presidents**

Margaret Grundy ([mag7006@utulsa.edu](mailto:mag7006@utulsa.edu))

Aditi Verma ([adv0143@utulsa.edu](mailto:adv0143@utulsa.edu))

### **Vice President**

Madi Bissa ([mabb2447@utulsa.edu](mailto:mabb2447@utulsa.edu))

### **Secretary**

Taylor Brown ([tvb3226@utulsa.edu](mailto:tvb3226@utulsa.edu))

### **Treasurer**

Vishwasri Aleti ([via2427@utulsa.edu](mailto:via2427@utulsa.edu))

### **Diversity Chairs**

Dalia El-Shafie ([dae2702@utulsa.edu](mailto:dae2702@utulsa.edu))

Claire Lavalley ([cll5445@utulsa.edu](mailto:cll5445@utulsa.edu))

### **IO PhD Rep**

Emma Fain ([ehf1168@utulsa.edu](mailto:ehf1168@utulsa.edu))

### **IO MA Rep**

Peter Mai ([ptm5171@utulsa.edu](mailto:ptm5171@utulsa.edu))

### **Clinical PhD Rep**

Emily Gann ([emg5647@utulsa.edu](mailto:emg5647@utulsa.edu))

### **Clinical MA Rep**

Macy Keener ([mks6207@utulsa.edu](mailto:mks6207@utulsa.edu))

## **Tulsa**

Information about Tulsa can be found at <http://www.visittulsa.com>. This website contains information about the area, restaurants, movie theaters, entertainment, and articles about local politics and issues. Additional information about the city is provided below.

### **Apartment/Housing Information**

We have put together a Google spreadsheet of apartments that past students have resided in or are currently residing in. We have included the location and the website where you can find more information about the apartments. For apartments that are not recommended, we have included a brief description of why they are not recommended. Dr. Davis may have sent this link by email previously, but we are including it here in case you still need it. The apartment/housing information was last updated in summer 2019, and note that there are more apartments not on our list.

Spreadsheet is here: [GRASP - Tulsa Housing Guide 2022](#)

The classified section of the Tulsa World (<https://www.tulsaworld.com>) and the Apartments website (<https://www.apartments.com/>) are also good resources. If you are looking to rent a house, there are a few landlords who are reliable that are listed on the housing guide. Additionally, we've found that it can also be helpful to look in the Tulsa World, Zillow, or other online resources. Although they can be found all over town, there are many bungalows right around school and the fairgrounds, as well as in the area of 31st to 41st between Peoria and Riverside. Another option might be to contact local realtors, as many also rent houses and townhouses. Additionally, some students have decided to purchase houses in neighboring towns or in Tulsa. If you have questions about renting apartments or houses or purchasing a house, please contact a GRASP member to be put into contact with current graduate students who may have additional insight to this.

Also, consider whether you will be living alone or with a roommate/spouse when choosing a residence. Another helpful website is [apartmentratings.com](http://apartmentratings.com), where one can view apartment ratings from prior and current residents.

## Relocation Information

<b>Utilities</b>		
<b>Telephone Services:</b>	Cox Communications AT&T	(918) 806-6000 (877) 618-9496
<b>Electric &amp; Gas:</b>	AEP Public Service Company of Oklahoma (PSO) Oklahoma Gas & Electric Oklahoma Natural Gas	(888) 216-3523 (800) 272-9741 (918) 664-5463
<b>Water/Trash/Recycling:</b>	City of Tulsa	(918) 596-9511
<b>Cable:</b>	Cox Communications DirecTV	(918) 806-6000 (800) 531-5000
<b>Internet:</b>	Cox Communications AT&T DSL	(918) 806-6000 (877) 618-9496

### For more information

For more information, contact the Tulsa Chamber of Commerce (918) 585-1201, [www.tulsachamber.com](http://www.tulsachamber.com).

### The University of Tulsa (TU)

#### Map of TU

You will find a map of TU included with this handbook (Page 12). The buildings you will need to become most familiar with are 25 (Lorton Hall – home of the psychology dept.), 9 (Allen Chapman Student Union, formerly known as ACAC), 9 (Chapman Hall – where stats and some other classes are held), 14 (Fisher Hall East – Human Resources), 29 (McClure Hall –business office), & 30 (McFarlin Library). Additionally, These buildings are outlined in yellow on the map, and starred in the legend below.

You may also download the campus map at <http://utulsa.edu/maps/> - select “Campus (PDF).”

#### Registration

You should be receiving information from the department concerning the classes you should enroll in for the fall semester. Most students tend to feel somewhat anxious about the registration process. Although we would advise you to try to register before classes begin, please do not spend a great deal of time worrying about registering for classes. If you have any questions about registration you contact the Graduate School (by email at [grad@utulsa.edu](mailto:grad@utulsa.edu) or by phone at 918-631-2336. The Graduate School offices are located in Lorton Hall on the first level but may not be available for walk-ins due to COVID-19 safety precautions. You can also ask your mentor, a GRASP officer, faculty, or the department secretary (Naomi; contact info below) for assistance.

## Financial Aid

If you need financial assistance, we recommend that you go to the financial aid office as soon as possible to avoid delay.

For more information, visit <http://admission.utulsa.edu/financial-aid/>. The Office of Student Financial Services is located in Collins Hall. Phone: (918)631-2526; Fax: (918)631-5105; or email at [finaid@utulsa.edu](mailto:finaid@utulsa.edu). Their office hours are Monday through Friday 8 a.m. to 5 p.m.

For information regarding research assistantships, see <http://graduate.utulsa.edu/financial-assistance/assistantshipsfellowships/>. If you have an assistantship and have not received an award by the end of July, contact Sarah Harris from the graduate school by email ([sarah-harris@utulsa.edu](mailto:sarah-harris@utulsa.edu)) with any questions and/or concerns.

## Parking

While parking stickers are available for purchase (see more information below), **many students opt out of purchasing a sticker, and choose to park off-campus. The majority of psychology graduate students use free on-street parking on E 6<sup>th</sup> Street or S Columbia Ave (just west of the Hardesty Sports Complex track and soccer field).** A map is provided at the end of this document for reference (Page 13). Walking distance to Lorton Hall from these locations is ~5 minutes (which is equivalent to the walk time between Lorton Hall and an on-campus lot).

On-campus parking rules and regulations may be found at <https://utulsa.edu/parking/>. Parking stickers are valid for one year. Parking registration will be available online at times specified on the parking website (<https://utulsa.t2hosted.com/>), or you can obtain parking stickers at the beginning of the year in the ID/Parking office in Fisher Hall. You will need your license plate number, your driver's license, possibly your student ID, and your registration/insurance information.

Parking sticker prices and details can be found here: <https://utulsa.edu/parking/parking-permits/>

You may also download the campus map at <https://utulsa.edu/wp-content/uploads/2022/08/Campus-Map-ADA-2022.pdf>

## Student IDs

Student IDs can also be obtained at Fisher Hall (Building #44 on your map). You will need these ID cards for the libraries, computer labs, athletic facilities, and other school related functions (e.g., intramural sports, etc.). You can also set up Golden Hurricane account that is drawn from your ID card (money to be used on things such as meals at the cafeterias, and vending machines).

## Bookstore

First, your research lab may have a small 'library' and **students in upper years often loan out their hard copies of textbooks or have ebook copies to share.** Ask around.

The TU Bookstore is located on the south-east corner of 11th Street and Harvard Avenue, right across from campus. Graduate students often buy their books online to save money – ask around

for tips. You can access the Efollett online bookstore at: <http://www.bkstr.com/tulsastore/home> (The prices for textbooks on this website are excellent). Also keep in mind that class readings often come from journal articles, many of which are provided on Harvey for each course or can be found online.

If you plan to print out materials on campus, expect to spend time printing copies. Paper and printing is free in the McFarlin Library (which offers double-sided printing). However, the University only offers us 1000 pages of free printing each semester (fall, spring and summer), an important limitation to keep in mind. If you run out of your 1000 page limit in a given semester, you can purchase more pages at \$10.00 per 100 pages.

There are many computer labs throughout campus, but those in Helmerich Hall are off limits to non-business students – thus, it is best to use the library computers. Our Graduate Student Lounge has a printer as well, if you are in need of a quick print that requires little paper.

### **Libraries**

There are two libraries available to students – The McFarlin Library (main library) and the Law Library. You may print on library computers for free, however there is a limit of 1000 pages per student per semester. The limit on full-color pages is smaller - maybe about 200 pages. Most professors try to provide resources on pdf, as they may be printed at the library for no cost.

There is a coffee shop in McFarlin Library and quiet study rooms (which look like something out of Harry Potter). The McFarlin Library is where the printing computer labs are as well. The law library does not have a coffee shop, but they do have vending machines, and you can always bring your own snacks to either library. A nice thing about the law library is that there are individual desks with chargers.

### **Computer/Technology Related Items**

#### **TU Portal**

Students now have access to the TU Portal. This is a one-stop-shop for many of your needs as a student, as it integrates many resources into one location. To access the portal, visit:

<https://univoftulsa.sharepoint.com/sites/StudentCommunication>

Enter your TU log-in and password when prompted. This hub contains important links like where to pay fees. Errors in billing do occasionally occur so if you do not understand the charges on your bill, do not hesitate to reach out to your advisor or the graduate school with questions. The portal has links to numerous useful campus resources, including the McFarlin Library, the People directory and the Undergraduate and Graduate Bulletins.

To access funding, enrollment, and grade information, you will use the U Tulsa Self-service, found here: <https://selfservice.utulsa.edu/>

Once you learn where everything is located, you will use this more than the student hub linked above.

## **Email Accounts**

As a TU student, you will have a TU email account. TU uses Microsoft Office, so your email account will be set-up through Outlook.

For email communication, we have an email listserv called psych-students that allows GRASP to communicate w/ students in both I/O and clinical programs. This listserv will be how GRASP handles most communication and sends you evites for events throughout the year. Although GRASP is responsible for starting the listserv, it does not have to be used solely for GRASP communication. This email listserv was created to improve communication among all students. For example, if you wanted to have a going away party for people leaving for internship, or a big birthday party, or just need to send a message that would be useful to all students in both programs then you would be encouraged to send an email to psych-students!

## **Web Advisor**

TU students can check the TU schedule of courses, their class schedules, their grades, and their financial profiles by using Web Advisor. You can easily access Web Advisor the same way you access the portal (or any other student applications). Go to [utulsa.edu](http://utulsa.edu) then hit “menu” then select “TU Login.”

## **Computer Labs**

TU students can use the computer lab at McFarlin Library (plaza level). Printing 1000 documents per semester is free. FUN FACT: some of the computers in the computer lab have SPSS on them. The ones that do have it are labeled “SPSS” on the tower. SPSS is required for Dr. Rhudy’s first semester statistics course. Additionally, some students choose to pair up and split the cost of SPSS licenses for home access throughout the year, which can be convenient. *Finally, one of the GRASP executive officers is said to have bootleg versions for both Mac and PC... send us an email or ask around ;)*

## **IT Desk**

If you have any other questions concerning computers or email accounts, etc., you can contact the IT Desk at <http://utulsa.edu/offices/information-technology/>, call them at 631-3500, or email [help@utulsa.edu](mailto:help@utulsa.edu). Keep in mind that they typically will not assist with your personal computer or provide technical support not related to TU systems.

## **For more information**

For more information see the University of Tulsa homepage at [www.utulsa.edu](http://www.utulsa.edu).

## **TU’s Psychology Department**

We will give you a brief overview of the programs and important information that we feel is not addressed through other venues. You will receive detailed information regarding the programs from the directors (either in the mail or upon arrival and commencement of fall classes). As stated earlier, please keep in mind that information presented here is merely intended to provide helpful suggestions – it is by no means meant to replace or supersede information provided in official TU Department of Psychology correspondence.

Also see <https://artsandsciences.utulsa.edu/psychology/>, especially for important news and documents such as your program balance sheet and handbook.

## **Clinical Psychology Program**

### The Doctoral Program

The Ph.D. program in clinical psychology is APA accredited and requires a minimum of 90 semester hours beyond the baccalaureate degree. Students in the doctoral program complete the department's general psychology core, the clinical core, and other requirements of doctoral students in the department (the pre-candidacy research paper, comprehensive exams, dissertation and internship). Students are required to engage in clinical practica throughout their time in the program, beginning in their third semester. A year-long clinical internship is typically the last stage of the program. The opportunity exists for students to take additional elective courses both in and outside the Department of Psychology.

### The Master's Program

The Master's program is a (NEWLY!) 36-credit-hour degree program that is designed to allow students to develop basic clinical skills that can be applied in a variety of agency settings. Most of the program is prescribed, although there is flexibility in the selection of some courses and choice of practicum placements. Master's students are required to complete clinical core courses, with credit hours distributed across five knowledge areas in a general psychology core, elective courses, and at least two semesters of practicum (i.e., 6 credit hours). Students may begin practicum in their third semester.

### Clinical Faculty

Joanne Davis, Ph.D., *Director of Clinical Training (DCT) and Psychology Department Chair*

Nicki Aubuchon-Endsley, Ph.D.

Lisa Cromer, Ph.D.

Elana Newman, Ph.D.

Jennifer Steward, Ph.D., *True Blue Neighbors Behavioral Health Clinic Director*

Takakuni Suzuki, Ph.D.

### Applied Faculty (Teaching Only)

David Rettinger, Ph.D., *Director of Undergraduate Training, Associate Department Chair*

## **Industrial/Organizational Psychology Program**

### The Doctoral Program

The Ph.D. degree program requires a minimum of 90 semester hours beyond the baccalaureate degree. In addition to program elements that are required of all doctoral students (the general psychology core, statistics, research methodology, the pre-candidacy research paper, the comprehensive exams, and the dissertation), students in the I/O program complete a 26-27-hour I/O core. Students can take electives in psychology, business, law, education, and engineering as consistent with their professional goals. Students are also required to complete two, 200-working-hour internships.

### The Master's Program

The M.A. degree program is a 37-credit-hour program designed for both full- and part-time students. It is a flexible program that permits specialization in traditional personnel topics such as selection and performance assessment, organizational development and effectiveness, and the development of research skills for diagnosing organizational problems and evaluating interventions. Students complete 6 hours from the general psychology graduate core curriculum, 6 hours of electives, 9 hours in research methods and statistics, and 16 hours in industrial and organizational psychology and related topics. All M.A. students are also required to complete a 200-hour internship.

### I/O Faculty

Anupama Narayan, Ph.D., *Director of I/O Training*

Stuti Thapa, Ph.D.

Juseob Lee, Ph.D.

### **Obtaining Keys**

As a psychology graduate student, you can obtain keys for the following places:

- Front door to Lorton Hall (G1)
- Double doors to Psychology Department & Graduate Mailroom (G66)
- Laboratory keys of your respective labs

You should contact Katy (Katy-Gallagher@utulsa.edu), the Psychology Departmental Assistant. You will need your student ID number and the keys/numbers above when you request keys from Katy. The physical plant will email/call you when they are ready. You will pick your keys up at the physical plant, but you must have your University of Tulsa ID card with you.

### **Student Mailboxes**

Each psychology graduate student has a mailbox in the graduate student mailroom on the third floor of Lorton Hall. Please check your mailbox frequently for important information from the grad school, faculty, and GRASP.

### **For more information**

For more information see the Department of Psychology homepage at

<http://artsandsciences.utulsa.edu/academics/departments-schools/psychology/>

### Important Contact Information

<b>TU Offices</b>	<b>Phone</b>
University Operator	918 631-2000
Financial Aid	918 631-2527
Graduate Office (for registration)	918 631-2336
Business Office	918 631-2600
Health Center	918 631-2241

<b>Psychology Staff</b>	<b>E-mail</b>
Katy Gallagher	<a href="mailto:psych-admin@utulsa.edu">psych-admin@utulsa.edu</a> <a href="mailto:katy-gallagher@utulsa.edu">katy-gallagher@utulsa.edu</a>
<b>Psychology Faculty</b>	<b>E-mail</b>
Joanne Davis	<a href="mailto:joanne-davis@utulsa.edu">joanne-davis@utulsa.edu</a>
Lisa Cromer	<a href="mailto:lisa-cromer@utulsa.edu">lisa-cromer@utulsa.edu</a>
Anupama Narayan	<a href="mailto:anupama-narayan@utulsa.edu">anupama-narayan@utulsa.edu</a>
Elana Newman	<a href="mailto:elana-newman@utulsa.edu">elana-newman@utulsa.edu</a>
Jamie Rhudy	<a href="mailto:jamie-rhudy@utulsa.edu">jamie-rhudy@utulsa.edu</a>
David Rettinger	<a href="mailto:david-rettinger@utulsa.edu">david-rettinger@utulsa.edu</a>
Takakuni Suzuki	<a href="mailto:takakuni-suzuki@utulsa.edu">takakuni-suzuki@utulsa.edu</a>
Stuti Thapa	<a href="mailto:Stuti-thapa@utulsa.edu">Stuti-thapa@utulsa.edu</a>
Jennifer Steward	<a href="mailto:jennifer-steward@utulsa.edu">jennifer-steward@utulsa.edu</a>
Juseob Lee	<a href="mailto:juseob-lee@utulsa.edu">juseob-lee@utulsa.edu</a>



**TU MAIN CAMPUS**

1. Albert Plaza
2. Allen Chapman Student Union
3. Annex East
4. Annex West
5. Bayless Plaza
6. Boesche Legal Clinic
7. Central Plant
8. Chapman Commons
9. Chapman Hall
10. Child Development Center
11. Collins Hall/Shaw Alumni Center
12. Dietler Commons
13. Fifth Place House
14. Fisher Hall East
15. Fisher Hall South
16. Hardesty Hall/Holmes Student Center
17. Harwell Hall
18. Helmerich Hall
19. Hurricane Health Center
20. Hurricane Plaza
21. Jackson Commons

**HOUSING AND DINING**

22. Kendall Hall
23. Keplinger Hall
24. Law School
25. Lorton Hall
26. Lorton Performance Center
27. Mabee Legal Information Center
28. Mary K. Chapman Center
29. McClure Hall
30. McFarlin Library
31. Music Annex
32. Oliphant Hall
33. Phillips Hall
34. Rayzor Hall
35. Rogers Fountain
36. Samson Plaza
37. Sharp Memorial Chapel
38. Sharp Plaza
39. Stephenson Hall
40. Tyrrell Hall
41. University School
42. Westby Hall
43. Zink Hall
44. Brown Village Apartments
45. Chi Omega Sorority
46. Delta Delta Delta Sorority
47. Delta Gamma Sorority
48. Fisher Suites
49. Hardesty Hall
50. John Mabee Hall
51. Kappa Alpha Fraternity
52. Kappa Alpha Theta Sorority
53. Kappa Delta Sorority
54. Kappa Kappa Gamma Sorority
55. Kappa Sigma Fraternity
56. LaFortune House
57. Lambda Chi Alpha Fraternity
58. Lorton Village Apartments
59. Lottie Jane Mabee Hall
60. Mayo Village Apartments
61. Mayo Village Student Activities Center
62. Norman Village Apartments & Clubhouse

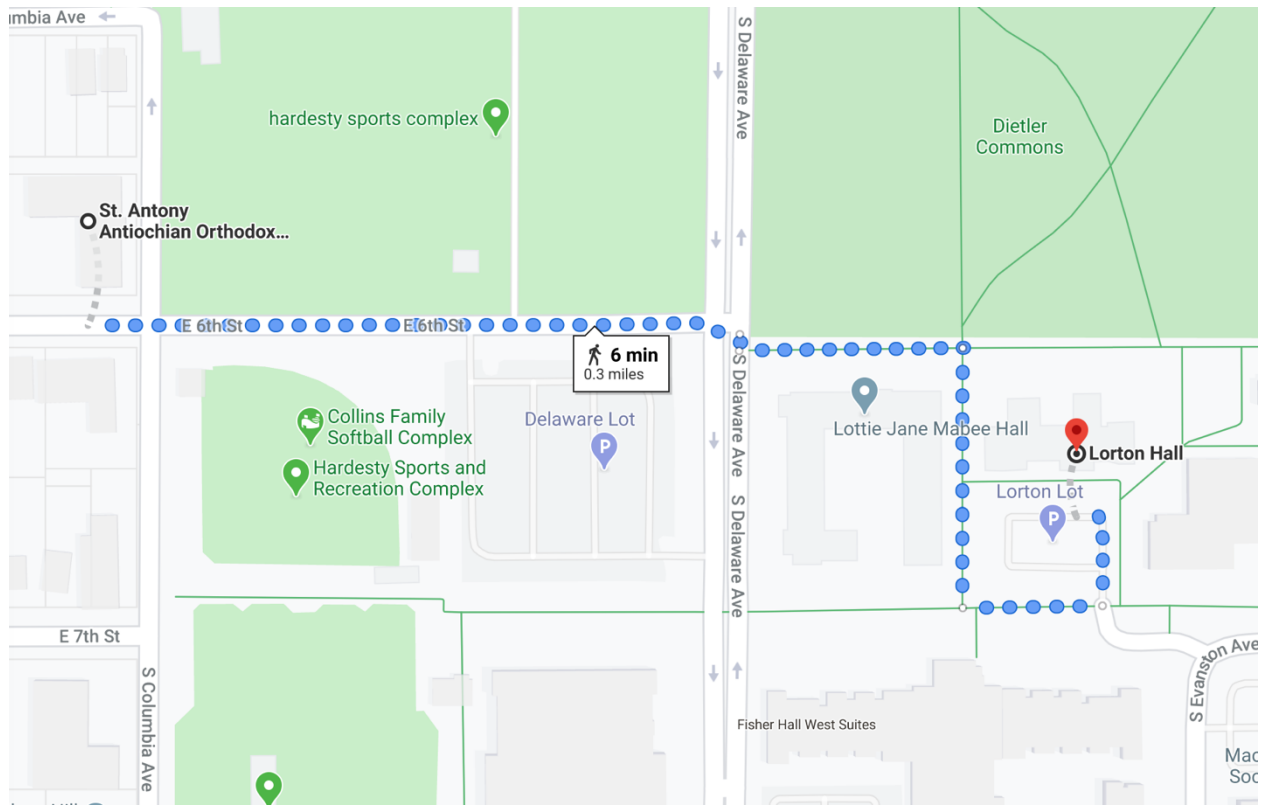
63. Pat Case Dining Center
64. Pi Kappa Alpha Fraternity
65. Sigma Chi Fraternity
66. Sigma Nu Fraternity
67. University Square Apartments - South
68. University Square Apartments - West

**ATHLETIC FACILITIES**

69. Athletic Ticket Office
70. Case Athletic Complex
71. Case Tennis Center
72. Chapman Plaza
73. Collins Family Softball Complex
74. Collins Fitness Center
75. H.A. Chapman Stadium
76. Hardesty Sports & Recreation Complex
77. Harwell Field
78. Harwell Tennis Courts
79. Hurricane Athletic Building
80. Hurricane Track/Soccer Stadium
81. Mabee Gym/Athletics
82. Multi-Purpose Field
83. Reynolds Center
84. Skelly Field
85. Soccer Practice Field
86. Siegfried Plaza
87. Thomas Plaza

**CAMPUS MINISTRIES**

88. Baptist Student Center
89. Hillel House
90. Muslim Student Association Prayer House
91. Newman Center
92. United Ministries Center
93. Wesley Foundation



Off-campus parking directions