

2020-21



[UHSP STUDENT HANDBOOK]

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Overview

The University of Health Sciences & Pharmacy's Student Handbook is available to all students for informational purposes. This Handbook is intended to provide a general overview of the many services, support systems, policies, procedures, and benefits afforded to students while enrolled at UHSP.

In addition to this document, each student is required to know, understand, and follow the policies of the University listed in the Student Code. All students receive a copy of the Student Codes when they begin classes at UHSP. The Student Code is also available on MyUHSP under the Handbooks and Guidelines tab.

Another useful resource is the Academic Catalog. In Academic Catalog students will find information relating to the University's curriculum, degree programs, progression requirements, fees, and other academic requirements necessary to complete their degree program. The current Academic Catalog is available at <http://UHSP.edu/academics/registrar/catalog.html>

Student Support and Services

Academic Advising

Academic advisors serve an indispensable role in contributing to your success at the University of Health Sciences & Pharmacy. Advisors provide students with a connection to the faculty of the University, as well as, information regarding individual programs, guidance in degree selection and curriculum planning, selective and elective choices, and referrals to career and personal counseling.

Your academic advisor is a valuable source of information about curricular and extracurricular programs. If your advisor cannot directly provide the necessary information they will be able to refer to others who can. An advisor provides a place to check in each semester to be sure the student's program is progressing. Academic advisors are expected to keep a confidential record of student progress, assist with preregistration each semester, and help student find answers to academic and administrative questions. A strong student/advisor relationship helps facilitate student development: as a University student, pharmacist, and a person.

As an undergraduate student, students will receive their first semester schedule through the Office of Enrollment Services during your orientation. Once the fall semester begins students will be assigned a faculty member as their Academic Advisor for the duration of your Bachelor's Degree. Students entering the Pharm. D. program will receive an advisor to assist students in navigating and making the most of their professional program.

Contact:

Ehren Bucholtz, Director, Undergraduate Programs & Professor, Chemistry, **314.446.8487**

Rebecca Jones, Assistant Vice-President, Student Affairs, **314.446.8352**

Kilinyaa Cothran, Assistant Vice President, Career Services and Education **314.446.8358**

Academic Coaching

Personal academic coaching and general academic support is available for students in need of assistance with effective study techniques, time management strategies, effective note-taking skills, staying healthy, etc.

Contact: Rebecca Jones, Assistant Vice-President, Student Affairs, **314.446.8352**

Accreditation

University of Health Sciences and Pharmacy in St. Louis' Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Master of Science (M.S.) and Doctor of Pharmacy (Pharm.D.) is accredited by the Higher Learning Commission. The Pharm.D. is also accredited by the Accreditation Council for Pharmacy Education.

Any student may file a complaint concerning an alleged violation of the Higher Learning Commission Accreditation Standards by submitting a written complaint to hlcommission.org/Student-Resources/complaints.html.

Any student who wishes to file a formal complaint concerning an alleged violation of the ACPE Accreditation Standards 2016 can do so by submitting the complaint in writing to ACPE by mail or online:

Accreditation Council for Pharmacy Education
190 S. LaSalle Street, Suite 2850
Chicago, IL 60603-3499
acpe-accredit.org/complaints/

Any student may file a complaint concerning an alleged violation of the Missouri Department of Higher Education Institutional Eligibility Standards by submitting a written complaint to: Missouri Department of Higher Education 205 Jefferson St. P.O. Box 1469 Jefferson City, MO 65102-1469

ADA/Section 504 Services

Services and support for students with documented disabilities are available under the guidelines of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504). All disabilities require appropriate documentation, and all accommodations must be approved through the academic support office. Anyone seeking accommodations under ADA or Section 504 must meet each semester with the Assistant Director, Academic Support, to discuss their accommodations. Students are encouraged to meet as close to the start of each semester as possible. For exam accommodations, at least one-week notice is required before each exam to provide ample time to arrange the accommodations. Staff, faculty, and students will all work together to make sure reasonable and appropriate services are provided. Students may initiate the process by completing the secure online form at https://UHSP-accommodate.symplicity.com/public_accommodation/

Contact: Kay Davis, Assistant Director, Academic Support, **314.446.8355**

Career Information

A variety of University personnel are available for consultation on career issues. To get started, you may visit the Career Services Suite on the fourth floor of RAS. The Career Resources area of the University's website also has a listing of full-time and part-time pharmacist and student positions, as well as on-campus employment. Visit <http://www.UHSP.edu/practice/careers> for more information. Career exploration programs are presented throughout the academic year. In addition, many employers are invited to attend the UHSP Annual Career Fair and Interview Day held during the fall semester each year. The Career Fair is an information session for all students. Interview Day gives graduating students the opportunity to interview with the attending companies.

Contact: Kilinyaa Cothran, Assistant Vice President, Career Services and Education, **314.446.8358**

Interprofessional Education

St. Louis College of Pharmacy students collaborate with students from Washington University, School of Medicine, Goldfarb School of Nursing, SIUE School of Dentistry, and Saint Louis University in unique and meaningful interprofessional learning opportunities. These activities are imbedded into the curriculum throughout didactic and experiential courses. Additionally, extra-curricular opportunities exist for students to expand knowledge of other members on the healthcare team. Many of these are organized by the Health Professions Student Leadership Council (HPSLC) which is the interprofessional organization on campus supported by the Center for Interprofessional Practice and Education on our campus.

Counseling Services

University life can be very challenging and is often stressful. The UHSP Counseling Center provides a supportive environment to address the challenges that are concerning you and to help foster your growth in body, mind, and spirit. Most people who seek counseling are struggling with normal life events that we all experience one time or another in our lives. Knowing when to ask for help is a sign of personal wisdom and courage.

Counseling services are available for any students currently enrolled as a student at the University. Services are confidential, free of charge, and are completely separate from your academic record. To schedule an initial appointment, or to find out about other off-campus resources, please start by completing the online intake form found at: <http://cc.UHSP.edu/WCMenu.aspx>.

After you complete the online form, you will be contacted via e-mail to set up an appointment.

Contact: Dr. Michelle Hastings, Director, Counseling Center, Campus Psychologist, **314.446.8338**

Financial Aid

The University participates in many types of financial aid. Please send your financial aid questions to financialaid@UHSP.edu and see the academic catalog for the most up to date information:

<http://UHSP.edu/academics/registrar/catalog.html>

Fitness and Recreation

Students have ability to access the on-campus fitness and recreation center (EUTREC) located on the second and third floors of the Recreation and Student Center (RAS). Each student must join EUTREC via the online portal, details are available at the front desk of the fitness center. Membership begins after the online paperwork and waiver is signed. Rules and regulations for facility use are posted in the fitness center and online.

Contact: Jill Harter, Director of Athletics, Fitness and Recreation **314.446.8346**

Fitness Center Hours of Operation:

Monday-Thursday	6:00am-10:00pm
Friday	6:00am-9:00pm
Saturday	12:00pm-6:00pm
Sunday	2:00pm-8:00pm

Food Services

Parkview Café serves breakfast, lunch, dinner, and late night snacks. Students, faculty, and staff are welcome to purchase meals during scheduled times, or pick up “grab and go” items between meals. The Café also offers meal service late in the evening on some school nights, based on interest and demand from students. Residence Hall students have a declining meal balance credit that is maintained on their student ID. Other members of the University community may opt to add cash

value to their ID cards by making a payment at the Business Office. The Café also accepts cash and credit card for food payment.

Contact: Angela Hill, Cafeteria Manager, 314.446.8420

Hours of Operation:

Weekdays: Full Breakfast 7:15am–9:30am Omelets/Waffles available until 10am Lunch 11:00am–1:30pm Dinner 4:30 pm–7:00pm	Weekends: Brunch 11:00am–12:30pm Dinner 4:30pm–6:30pm	Late Night Snacks: Monday & Tuesday 7:00pm–9:00pm
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Grab N’ Go Lunch

The Grab and Go Lunch Ordering system goes live starting August 17th and can be found by going to Office.com or Microsoft MyApps link and logging in with your UHSP email and password. You will find the app under the “All Apps” section and the icon is pictured below. All orders must be placed by 9am daily M-F and can be picked up between 11am-1pm through the Speed Pass Lane in the Café’.

Additional Dining Services

Chick-fil-A and Starbucks are located on the first floor of the South Residence Hall and have extended hours. Residence Hall students can use their meal plan to purchase food items in Chick-Fil-A or Starbucks. Although Chick-Fil-A is closed on Sundays, Starbucks and Chick-Fil-A remain open during holidays such as: Labor Day Weekend, Fall Break, Thanksgiving Break, Winter Break, and Spring Break.

Chick-fil-A Hours of Operations

Weekdays

Monday-Friday: 7 a.m.-7 p.m.

Weekends

Saturday: 10:30am – 4:00pm

Sunday: Closed

Starbucks Hours of Operations

Weekdays

Monday-Friday: 7:00am-4:00pm

Weekends

Saturday and Sunday: 10:30am-3:00pm

Special Dietary Needs

Students who have special dietary needs or disability services are encouraged to speak with the

Contact: Chris Lupo, Food Service Manager, chris.lupo@stlcp.edu or 314-446-8420.

Health Insurance

All students are required to be covered under a health insurance plan. Each year students must take action to either enroll or waive out of the University sponsored plan. The annual enrollment/waiver period occurs during summer months preceding August 31, 2020. An updated health insurance enrollment/waiver process information is sent to all students to their UHSP email during summer months. A University sponsored health insurance policy for 2020-2021 is available through Wellfleet at <https://wellfleetstudent.com>. Students who will not submit a health insurance waiver by the

August 31, 2020 deadline, will be submitted for an enforced enrollment for an annual University sponsored health insurance plan. Once enrolled, this policy cannot be cancelled.

The UHSP health insurance plan will take effect on August 1, 2020, and will provide coverage until July 31, 2021. The cost for the 2020-2021 year is \$4,073. This cost will be divided into two semester payments. Your financial aid package can be adjusted to cover this cost.

<https://www.uhsp.edu/campuslife/health/student-health-insurance.html>

Contact: Maria Simkeviciute, Coordinator, Office of Student Affairs, **314.446.8205**

Health Services

Health Care Centers

Concentra's Urgent Care Centers

Concentra's Urgent Care Centers are offering UHSP students a discounted rate on a variety of services (PPDs, drug screens, vaccines, etc.). Many other services are also available. Students MUST present their student ID when going to a Concentra location to get their student account billed accordingly, but do not need a requisition for our standard vaccines/titers/urine drug screens, etc. Concentra accepts most health care insurance plans. Please call the customer care line to see if the local Concentra Urgent Care clinic of your choice accepts your insurance plan and is a participating provider. Any balance remaining on your account after insurance payouts will be transferred to your UHSP student account.

Concentra's Urgent Care Centers

Address: Location Closest to Campus
6542 Manchester Ave, St. Louis, MO 63139

Phone: 314.647.0081

Hours: Monday – Friday, 8am–5pm

Website: www.concentra.com

Address: Location with Evening and Weekend Hours
83 Progress Parkway, Maryland Heights, MO 63043

Phone: 314.434.8174

Hours: Monday – Friday, 8am–8pm and Saturdays 8am–1pm

Betty Jean Kerr People's Health Centers

Website: <http://www.phcenters.org/index.php>

Phone number: 314-367-7848 (call to schedule appointment)

COVID-19 Testing: YES

Total Access Urgent Care - Hampton

Website: <https://familycarehealthcenters.org/>

Phone: 314-696-2341

COVID-19 Testing: YES

Family Care Health Centers

Website: <https://familycarehealthcenters.org/>

Phone: 314-481-1615

Barnes-Jewish Hospital Emergency Room

In case of medical emergency, students should proceed to the emergency department at Barnes-Jewish Hospital. The entrance to the Barnes-Jewish Hospital emergency room is located on Kingshighway Boulevard, near Children's Place.

Barnes-Jewish Hospital Emergency Room

Address: 400 S. Kingshighway Blvd., St. Louis, MO 63110

Phone: 314.362.9123

Hours: 24 hours/ 7 days a week

Website: www.barnesjewish.org/Medical-Services/Emergency-Medicine

Mental Health and Support Services

UHSP Counseling Center

Counseling services are available for any students currently enrolled as a student at the University of Health Sciences & Pharmacy. Services are confidential, free of charge, and are completely separate from your academic record. The Counseling Center provides a supportive environment for you to address the challenges that are concerning you and to help foster your growth in body, mind, and spirit.

Location: RAS 441

Website: <http://www.stlcop.edu/academics/support/counseling.html>

Appointment form: <http://cc.stlcop.edu/WCMenu.aspx>

St. Mary's Hospital

In the event that the UHSP Counseling Center is closed or for additional emergency mental health care services, students should proceed to the emergency department at St. Mary's Hospital.

Location: Emergency & Urgent Care

6420 Clayton Rd, St Louis, MO · (314) 768-8360

Hours: 24 hours/ 7 days a week

Website: www.ssmhealth.com/stmarys

Health Care Centers Transportation

If you need transportation to some of the listed health services, please contact UHSP Public Safety at 314.446.SAFE (7233). If Public Safety cannot provide an escort due to inclement weather or staffing limitations, they will set up a ride for you with yellow cab. Public Safety will instruct the cab service where to pick you up on campus, and they give them your call back number. The cab company is given a voucher that both you and the cab driver sign. Then that voucher is sent to the business office for billing on your student account.

COVID-19 Testing Locations

Most of the above listed Health Care Centers currently offer COVID-19 including a few listed below. Additional public testing locations can be found at <https://www.stlouis-mo.gov/covid-19/data/test-locations.cfm>

CVS Pharmacy

Address: 3925 Lindell Blvd. Saint Louis, MO 63108

Phone: 314-535-1048

Affinia Healthcare

Website: <http://affiniahealthcare.org/>

Phone number: 314-898-1700

COVID-19 Testing: YES

Care STL Health

Website: <https://carestlhealth.org/>

Phone number: 314-367-5820

COVID-19 Testing: YES (by appointment only)

Office of Inclusion and Diversity

The Office of Diversity and Inclusion (ODI) provides leadership to the campus community to embrace and leverage differences in cultures, worldviews and abilities. Through collaborative initiatives and programming, the ODI works to promote and foster a campus community in which students become prepared to provide exceptional patient care as engaged citizens in an increasingly diverse and global society. The ODI support all critical issues in the strategic plan, UHSP 2020. As reflected in the University’s core values, a commitment to diversity and inclusion is fundamental to cultivating an enriching environment for living, learning, and personal and professional growth. The ODI provides strategic counsel to academic and administrative units in order to incorporate diversity and inclusion initiatives into recruiting, retention, curriculum and community engagement.

The ODI objectives and major initiatives for students, faculty and staff include:

Objective	Major Initiatives
Develop a pipeline of diverse talent and contribute to their personal and professional success.	<ul style="list-style-type: none"> • Recruitment & Retention Support • K-12 Pharmacy Exposure Programs • Pharmacy Technician Certification
Support the preparation of our clinicians and our campus community so they may thrive in an increasingly global environment.	<ul style="list-style-type: none"> • Cultural Competency Curriculum • Co-Curricular Education • Research & Scholarship
Promote a supportive, safe, and inclusive environment for everyone in our campus community.	<ul style="list-style-type: none"> • Multi-Cultural Center • Faculty & Staff Training • Bias Incident Response Committee

Bias Incident Response and Reporting

As outlined in the Bias Incident Response (BIR) Policy, the University is committed to establishing and nurturing an environment that actively acknowledges and values diversity and inclusion and is free from any type of prejudice, intolerance or harassment. Members of the University community have the right not to be discriminated against by any individual or group actual or perceived age, ancestry, ethnicity, national origin, ability (physical, psychological, cognitive), sex, gender identity or expression, citizenship or immigration status, marital status, race, religion, religious practice, veteran status, sexual orientation or other protected classification.

The University does not tolerate such incidents and will seek resolution of such matters. Bias incidents should be reported using the Bias Incident Report form. Once a completed report has been submitted, a member of the Bias Incident Response Committee will review and initiate the incident resolution process. Link to the form can be found at: <https://www.UHSP.edu/safety>

Office of Diversity & Inclusion Contacts:

Isaac Butler, Chief Diversity Officer, **314.446.8438**

Alechia Abioye, Director, **314.446.8148**

Ryan Paige, Coordinator for Pipeline Programs, **314.446.8353**

Lisa Dollar, Administrative Assistant, **314.466.8021**

Registration

Pre-registration appointments are scheduled with a faculty advisor during an academic advising period beginning near week 12 of each semester. Exact dates are announced each semester and information regarding pre-registration is published on the MyUHSP Advising Center site. Students complete a Course Recommendation Form along with their advisors which is submitted to the Registrar's Office. Students then register for classes online through Campus Web. Students are encouraged to settle any outstanding items with the Business Office or Judicial Affairs prior to registration; unresolved matters may result in a student's registration account being locked. Payment information is outlined in the Academic Catalog at UHSP.edu/academics/catalog.

Residence Halls

North Residence Hall

Freshman and sophomore students reside in double occupancy rooms in the 220-bed North Residence Hall. North Residence Hall is located on the fifth through seventh floors of the Recreation and Student Center and is accessible by card access. Students living in the North Residence Hall have many amenities they can take advantage of: common areas for relaxing and socializing, individual and group study lounges, community kitchenettes, laundry facilities, basic cable, WiFi, and vending machines. The North Residence Hall has eight student Resident Assistants (RAs) who live on site to help students with any needs, questions, and advice. RAs are specially trained to handle a variety of situations, including roommate problems, academic issues, homesickness, depression, stress, noise complaints and emergencies. A full time Coordinator of Residence Life also lives on site in the North Residence Hall. The University provides continuous security with both foot patrols and closed-circuit security cameras. Students living in our residence halls must use their ID card to gain building and elevator access after-hours.

South Residence Hall

Junior and professional students live in South Residence Hall. South Residence Hall offers single- and double-occupancy rooms or suite bedrooms. Amenities in the South Residence Hall include common areas for relaxing and socializing, study rooms on each floor, community kitchenettes, laundry facilities, basic cable, WiFi, and vending machines. Students living in the South Residence

Hall who are over 21 are allowed to have alcohol and drink in their rooms. However, residents must follow the specified guidelines and limitations outlined in the Alcohol in Residence Hall Policy. The South Residence Hall offers several room types: upgraded singles, doubles, and 4-bedroom suites with a kitchenette as well as traditional singles, doubles, and 4-bedroom suites. The South Residence Hall has three student Community Liaisons (CLs) who live on site to help students with any needs, questions, and advice. CLs are specially trained to handle a variety of situations, including roommate problems, academic issues, homesickness, depression, stress, noise complaints and emergencies.

Alcohol Policy (applicable for South Residence Hall only) and **Service and Emotional Support Animals Policies** can be found at: <https://policies.UHSP.edu>
Contact: Maryam Ouechani, Coordinator, Residence Life, **314.446.8354**

Tutoring Services

The Tutoring Program is sponsored by the Success Center and is free to UHSP students. The goal of the program is to provide additional academic support to UHSP students in specific classes. This goal is accomplished through the peer group and private tutoring components. The Tutoring Program is designed to improve the academic standing and successful retention of UHSP students. Tutoring services are available to all students.

Group Tutoring Sessions

A group tutor facilitates large group or small group tutoring session, usually once a week, at the same time, day, and place. All students who are currently registered in the course can attend any session being conducted.

Private Tutoring Sessions

Private tutoring sessions are based upon student need. These sessions usually consist of one tutor and one tutee. The time, day, and place are agreed upon by the participants. Each private tutoring session typically last one hour.

Contact: Kimberly Hill, Director, Academic Enrichment, **314.446.8195**

The Norton Writing Center

The Norton Writing Center (NWC) is a free resource for all students. The NWC provides feedback and support on any project involving writing and research. Students are required to enroll in writing intensive courses, and the center provides additional resources for writing assignments, presentations, group workshops, research, and citation styles. Outside of coursework, NWC reviews resumes, CVs, and application letters. Appointments are encouraged, and walk-ins are welcome.

Contact: Kami Hancock, NWC Director, **314.446.8134**, nwc@UHSP.edu, kami.hancock@UHSP.edu

Student Involvement

Events Calendar

The events and activities of student organizations, faculty, and staff are placed on the online events calendar, located on the UHSP website. Your event will appear on the public calendar by registering your event(s) through the Event Management System (EMS) located on MyUHSP and designating the event as “add to public calendar” during the registration process. In addition to the public calendar, these events will be added to the weekly email that is sent to the UHSP community on Mondays.

Reserving Campus Space

- In order to reserve space, you must register your event through the online Event Management System (EMS) located on MyUHSP. All Jones Hall classrooms are unlocked and available for use 24 hours a day. During the hours a room is not already reserved, it is available for study space or meetings. To check room availability, log into EMS and click “Browse” in the upper left-hand corner. Here you can browse by date to see what classroom and study space is open.
- Reservations are not final until confirmed by email.
- Any additional materials needed from facilities (tables, chairs, trash cans, etc.), additional A/V requests, or catering needs should be included in the EMS reservation. If you don't add it to the initial EMS booking, you can always add it later.
- Any food or drink brought into any room must be disposed of or cleaned up by whomever reserves the space. Food and drink can only be brought into the auditorium on a case by case basis.
- If the space is altered, it should be set back to its original condition at the end of the reserved time frame.
- Any damage to the space or equipment is considered the responsibility of the person who reserved the space. Notification of any damage should be given to the Director, Facilities Management immediately.
- Any misuse or violations of these expectations can result in the individual or organization being banned from use of campus space.

Contact: Alex Gargano, Event and Scheduling Coordinator, 314.446.8410

Greek Life

At UHSP, we host one social fraternity and six professional fraternities. The fraternities focus on leadership, philanthropy, and community development. Generally, membership in a fraternity is obtained while an undergraduate student but continues, thereafter, for life. At UHSP, you can participate in the recruitment and new member process as a sophomore, junior, senior, transfer, or professional student, provided you meet the 2.7 cumulative GPA expectation and (for those who entered UHSP in Fall of 2017) a 2.7 GPA in your core science classes. Fraternity recruitment and Bid Day are in September, and Greek Week is celebrated during the Spring Semester.

Contact: Andrea Guimaraes, Director, Student Development and Engagement, 314.446.8196

Fundraising

On-campus fundraisers must be sponsored by a recognized student organization or member of the UHSP faculty, staff, or administration. Individual students and outside groups are prohibited from fundraising on campus. Student organizations are limited to a maximum of two product sales events per calendar month. Products include: food items, T-shirts, etc. Any form of gambling, including 50/50 raffles are not permitted. Please contact the Director of Student Development and Engagement to have your activity approved and to receive assistance with advertising.

Contact: Andrea Guimaraes, Director, Student Development and Engagement, 314.446.8196

Student Organizations

Student Organizations are a great way to stay active on campus, form networks and relationships, and broaden your overall University experience. They serve a valuable educational function, offering UHSP students the opportunity to join together around social, cultural, political, professional, and special interest issues and to adopt leadership roles through programs and activities. Club and organization opportunities for leadership and involvement contribute to the total educational experience of students while promoting student development and enriching the campus community.

Student Organizations are expected to abide by all rules and policies as stated by the Student Organization Handbook, which can be found on MyUHSP under Handbooks & Guidelines.

Contact: Andrea Guimaraes, Director, Student Development and Engagement, **314.446.8196**

Bulletin and Video Boards

The University of Health Sciences & Pharmacy recognizes the need to provide students an avenue to post and advertise events and information for their various activities. On campus advertisement options include paper and electronic types of communication allowing to promote on campus event-related information, promotions, publicity materials and fundraising collateral. All published announcements must be in good taste and reflect the professional image of the University, as well as conform to University policies.

Posting and Promotions Policy can be found at: <https://policies.UHSP.edu>

Bulletin Boards

All posters can only be posted on designated bulletin boards around campus. Students and student organizations can post a maximum of 25 posters for each on campus event, service, or a general announcement. Off-campus groups may have a maximum of two signs approved on a case-by-case basis. Signs marketing off-campus housing cannot be posted on campus.

The Office of Student Affairs oversees the posting and removal of all flyers around campus. To post individual announcements, please bring printed color copies to the front desk of the Office of Student Affairs located on the fourth floor of RAS 405, minimum 7 business days before the event or announcement related deadline.

Video Boards

The University has multiple digital video boards located in Jones Hall, the Residence Hall, Academic and Research Building, then Library. These video boards include content for general University announcements as well as upcoming student activities and events. Video board announcements can be submitted using a pre-approved Power Point slide designated for use on these videoboards. Specific information for video board posting instructions and digital template signage can be found at: <https://my.UHSP.edu/dept/Events>. The posting has to be submitted via email to appropriate individuals as listed instructions document minimum 7 business days before the event or announcement related deadline. Marketing reserves the right to delete content from videoboards at any time.

Contact: Maria Simkeviciute, Coordinator, Office of Student Affairs, **314.446.8205**

Intercollegiate Sports

St. Louis University of Pharmacy is a member of the National Association of Intercollegiate Athletics (NAIA) and the American Midwest Conference (AMC). Students interested in joining a team and who meet the eligibility requirements should contact specific sport coaches for more information.

Details on teams, schedules, rosters and results can be found at: <http://www.eutecticsports.com>

Athletic Staff Contact information can be found at: <http://www.eutecticsports.com/staff>

Contact: Jill Harter, Director, Athletics, Fitness and Recreation, **314.446.8346**

Soccer (Men's and Women's)

Preseason workouts are held in August two weeks before classes start, with games running between August and October. Home matches are played at Saint Louis University High School Soccer Stadium.

Cross Country (Men's and Women's)

Preseason workouts are held in August before fall classes begin and the season runs

through early November. The annual St. Louis Fall Cross Country Classic will be held at Francis Park.

Volleyball (Women's)

Preseason workouts start two weeks before classes begin. The season runs from August through the second week of November. Home matches are played on campus and will be held in the competition gym in the Recreation and Student Center (RAS).

Basketball (Men's and Women's)

Practice starts in September. Games begin as early as late October and continue through the end of February. Home games will be played on the competition gym floor in the Recreation and Student Center (RAS).

Track & Field (Men's and Women's)

The indoor season occurs January-February with the outdoor season beginning in March. Outdoor concludes with a conference meet the last week of April.

Tennis (Men's and Women's)

Fall Season starts in August with matches in September, practice finishes in November. Conference play occurs in the spring and the qualifying tournament is held in late April. Home courts are located at the Tower Grove Tennis Center in Tower Grove Park.

Softball (Women's)

Practice starts when classes resume in the spring, with games beginning in March. Home games rotate between a number of local facilities.

Esports Varsity and Club (Co-ed)

The season is year-round and the events are online and in lan (at remote facilities). This is a new sport and still under development regarding the tournament calendar and matches.

Intramural Sports

Intramurals are recreational sports played against fellow UHSP teams. Registration, rules and details for all intramural sports are housed at <http://www.imleagues.com>

Sports include:

- Wiffle Ball
- Ultimate Frisbee (Berra Park)
- Flag Football (Berra Park)
- Volleyball
- Indoor Soccer
- Basketball

Contact: Jill Harter, Director, Athletics, Fitness and Recreation 314.446.8344

Library Services

The library is located at the center of campus in the Academic and Research Building. The two-story space provides students with the resources they need to collaborate and study. Comfortable furniture, group study rooms, plenty of plugs, floor-to-ceiling windows, and 24-hour card access make the library an ideal space to study, research and relax.

In addition to flexible furniture and workspaces, the library features 10 group study rooms with flat screen monitors and white board walls that allow for uninterrupted work. Some rooms are available on a first come, first served basis, while others can be scheduled in advance.

Along with on-campus resources and educational materials, the library provides online access to a wide variety of catalogs, library systems, databases and journals, as well as a selection of new DVDs and books for leisure. More information can be found at <https://UHSP.edu/library/index.html>

Hours of Operation:

Monday-Thursday	7am-12am
Friday	7:30am-8pm
Saturday	10-8pm
Sunday	12pm-12am

Holiday and University Break Hours are posted at: <https://UHSP.libguides.com/help/libraryhours>

Access

Access to the Lower Level and Mezzanine ends when the service desk closes. Anyone seated on one of those levels must move to another area of the Library. The remaining two floors of the Library are available for use 24 hours per day.

Food and Drink

No food or drink is allowed in the stack (book) areas of the Library. To maintain the quality furnishings found in the new Library facility, care should be taken when consuming food and drinks in other library areas.

Study Spaces

The library offers the following spaces for student study:

1st floor: Quiet group and individual study space;

2nd floor: Silent individual study space, with the exception of the group study rooms;

Collection Space (the areas with the bookshelves):

- Lower Level: Multiple individual carrels for silent study;
- Mezzanine: 4 individual carrels for silent study.

To ensure these areas remain a quiet space to study, we ask all members of the community to keep conversations to a minimum when walking through the Library.

Group Study Rooms

There are 6 rooms that can be reserved using the campus Event Management System (EMS). The remaining 4 rooms are not reserve-able and are for walk-in use only. All rooms become walk-in rooms after the service desk closes. Group study rooms are intended only for collaborative study; they are not for meetings, tutoring, classes or other non-study uses. Study rooms can be booked through <https://ems.UHSP.edu>. They are bookable Monday – Thursday: 8:30 am – 11:30 pm and Friday: 8:00 am – 7:30 pm, but must be booked before 12:00 am for the next business day.

Noise

The Lower Level, Mezzanine, and Second Floor of the Library are designated as **Quiet Study Areas**. The entire First Floor and the Group Study rooms on the Second Floor are designated as **Group Study Areas**. Group Study is meant to happen quietly. Loud socializing needs to take place elsewhere. This is particularly important in the Group Study Rooms, which are not sound-proofed. Also, loud conversations on the First Floor drift up the stairs and disrupt the Quiet Study Area on the Second Floor. If you are just passing through the Library, **be quiet** and show consideration for others using the Library for study.

Facilities

ATM

There is a US Bank ATM in the South Residence Hall first floor lobby and RAS fourth floor lobby. Contact the Business Office for any troubleshooting.

Contact: Sandy Scott, Administrator, Parking/Student Center, Facilities, **314.446.8380**

Follett Bookstore

The UHSP Bookstore at Washington University in St. Louis School of Medicine Campus Store is located at 4590 Children's Place, Suite 1700. (in the MCC- Middle Campus Center-building). Students can purchase textbooks, UHSP apparel, and general school supplies.

Regular Bookstore Hours: Monday – Friday: 8 am- 6 pm.

Contact: www.bkstr.com/wustlmedicinstore, <https://follett.com>, **314.273.4969**

Business Office

To pay tuition bills, ask questions regarding specific charges, pick up reimbursement checks and paychecks for on-campus jobs, please feel free to stop by the first floor of South Residence Hall.

Hours of Operation: Monday-Friday 8am-4pm.

Ice and Vending Machines

An ice machine is located on the fourth floor of RAS. Snack and soda vending machines are available on the first floor of the ARB, the first floor of Jones Hall, and third floor of RAS.

If you encounter problems with the vending machines, including loss of money contact Sandy Scott to initiate a refund process. Her office is located on the third floor of Jones Hall (JH 1338).

Contact: Sandy Scott, Administrator, Parking/Student Center, Facilities, **314.446.8380**

Lost and Found

The Security Base in the parking garage serves as the campus designated lost and found area.

Emails should not be sent out to the entire campus in regard to lost or found items. Please return any found items to the Security Base. Students, faculty, and staff who have lost an item should be directed to the Security Base.

Parking

The Office of Parking, Transportation, and Access Services, within the Division of University Services, is responsible for the administration and enforcement of parking regulations at the St. Louis University of Pharmacy. All persons, including visitors, operating a motor vehicle on campus are responsible for reading and adhering to the regulations that may be found at

UHSP.edu/safety/parking.

Contact: Sandy Scott, Administrator, Parking/Student Center, Facilities, **314.446.8380**

Printing, Copying, and Scanning

UHSP is equipped with several multifunction printers. Students can print, make hardcopies, and scan from any of these printers. Multifunctional printer locations are:

- ARB: first and second floor (in the library area) and on the first, third and fourth floors (near the back staircase)
- Jones Hall: first, third and fifth floors
- RAS: fourth floor lobby
- South Hall: first floor

Students receive an allotment of \$17.50 each semester. This includes an additional allotment of \$17.50 if a student is enrolled in a summer session. Printing beyond the allocated allotment will be billed to student account at a per single-sided page rate of \$0.035 (black & white) and \$0.08 (color).

Contact: Technical Support Center, on-campus: **ext.5555** or off-campus **314.367.8700 ext. 5555**

Marketing Resources

The Office of Marketing and Communications is responsible for all external communication and marketing on behalf of the University. Their team designs, writes and produces all of the University's promotional materials, advertising, videos, photography, and also manage the University's external website. They also coordinate the production of University stationery and business cards for faculty, staff and students. For more information, please visit Marketing Website on My UHSP:

<https://my.UHSP.edu/dept/Marketing>, or contact marketing team at: marketing@UHSP.edu.

Student Business Cards

Marketing and Communications coordinates the production of student business cards. To order cards, access the Student Business Card Request form on MyUHSP at:

<https://my.UHSP.edu/dept/Marketing> and submit it to marketing@UHSP.edu.

Cost for requested business cards will be added to student account.

University Email Signatures and Student Title Formatting

University email signature should be formatted as follows:	Student titles must be formatted as follows:
FIRSTNAME LASTNAME (preferred pronouns) Class of 2024 (student title) University of Health Sciences & Pharmacy St. Louis College of Pharmacy or College of Arts & Sciences 4588 Parkview Place, St. Louis, MO 63110-1088 T 314 555 5555	Freshmen-Junior Students: FIRSTNAME LASTNAME Class of 2021 P1-P3 Students: FIRSTNAME LASTNAME Student Pharmacist, Class of 2021 P4 Students: FIRSTNAME LASTNAME Pharm.D. Candidate, Class of 20XX

Logos and Marks

The University logo and secondary marks are trademarked assets owned by the University. Use of University marks or logos requires approval from Marketing and Communications and adherence to

the graphic standards. The graphic standards are available at <https://my.UHSP.edu/dept/Marketing> and for specific questions about using the University logo, email marketing team at marketing@UHSP.edu.

Public Safety and Emergency Management

University of Health Sciences & Pharmacy Office of Public Safety has 136 security cameras located around campus that monitors the campus 24 hours a day, 365 days a year.

Campus Weapons Policy can be found at: <https://policies.UHSP.edu>

Contact Public Safety at: 314. 446.SAFE (7233)

Contact: Scott Patterson, Director of Public Safety, **314.446.8382**.

Campus Security Reporting

To meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), UHSP publishes an annual campus security and fire report that contains important information regarding its policies and procedures for reporting crimes and fires to University officials, security and fire safety practices, crime prevention and fire safety training, timely warnings, missing student notification procedures, maintaining a daily crime log, and reporting statistics for certain crimes and fires that occur on property owned or controlled by the University.

Clery Report can be found at <https://UHSP.edu/safety/clery/> and the most up to date information can be found at the **Academic Catalog** <https://UHSP.edu/academics/registrar/catalog.html>.

All community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to UHSP Public Safety in a timely manner at SAFE (ext.7233) or, for outside the University call 314-446-SAFE (7233).

Emergency Notification System

UHSP maintains a robust Emergency Notification System (ENS) with multiple activation methods and delivery options, with the understanding that no one method can be 100% effective. Using two uniquely integrated systems, the ENS will deliver critical messages during times of emergency or disaster. Standard delivery methods include UHSP email, computer desktop popup and strategically placed Alertus beacons. Students may also voluntarily enroll up to three mobile phones and two additional emails, allowing them to receive critical notifications advising of imminent danger and life-preservation actions even when off-campus. To sign up for this service, go to <https://www.getrave.com/login/UHSP> and log in with your UHSP username and password. For a more in-depth assessment of the UHSP ENS, check out the *Emergency Notification System Guide* located on the UHSP Emergency Alerts page.

Contact: Carlin Harp, Emergency Management Coordinator, **314.446.8133**

Fire Drills and Evacuation

Unannounced fire drills are conducted periodically to reaffirm students, faculty and staff of the procedures to follow in the event of an actual emergency. All buildings are equipped with fire alarm horns and strobes on each floor. When these are activated, all building occupants must evacuate immediately.

Fire evacuation routes designating primary and secondary routes are posted in each building on every floor, as well as in the Building Emergency Action Plan. When the fire alarm sounds, move quickly and safely to the designated exit. There are stairwells located in every building, which can be located by following the red "EXIT" signs. In the event of a fire, DO NOT take the elevator.

Each building has a Building Emergency Coordinator and Floor Leaders, who will assist with an evacuation and ensure everyone gets out safely.

Identification Cards (IDs)

All students, faculty, and staff must have their picture identification card in their possession when on campus. All visitors to campus will be asked to register with security and obtain a visitor ID. Anyone not wearing a badge will be asked to either register or leave the premises. Please report individuals on campus without identification to security immediately.

Lost and damaged ID cards must be replaced. One free replacement is allowed during the course of a student's tenure at the University, a \$20 fee will be charged for additional replacements.

Contact: Sandy Scott, Administrator, Parking and Access Services, **314.446.8380**

ID Card Access

Access to ARB (including library), Jones Hall, and RAS (including cafeteria) has an open access Monday through Friday during the day and with restricted access via card reader only, before 8 a.m. and after 5 p.m., Monday through Friday, and on weekends. Access to the private areas of Residence Hall is limited to residents of the building.

The metal gate between the Residence Hall and Jones Hall requires a card access 24 hours a day for exit and entrance to the University campus.

Inclement Weather

Hazardous driving conditions or other unforeseen circumstances may necessitate the closing of the University or delayed start of classes. If this happens during the day, announcements will be made via UHSP Alerts.

Late night and early morning decisions to close the University or go on a snow schedule will be announced on KMOX Radio (1120 AM), KSDK-TV (Channel 5), KMOV-TV (Channel 4), and KTVI-TV (Channel 2) by 5:30 a.m. and at other times as those media may designate. In addition, email messages will be sent to all faculty, staff, and students, and messages will be placed on the University's website and at the main telephone number (314-367-8700). Text messages will also be sent to those faculty, staff, and students who have signed up for the service on UHSP Alerts.

When a snow schedule is announced, class times change as indicated in the table below.

Snow Schedule				
Regular Classes			Final Examination Schedule	
Period	Regular start time	Snow start time	Regular start time	Snow start time
1	7:30 labs	9:00-10:10	8:00 - 10:00	9:45 - 11:45
2	8:00	9:30-10:10	11:00 - 1:00	12:15 - 2:15
3	9:00	10:20-11:00	1:30 - 3:30	2:30 - 4:30
4	10:00	11:10-11:50	4:00 - 6:00	4:45 - 6:45
5	11:00/11:30	12:00-12:40		
6	12:00	12:50-1:30		
7	1:00/1:30	1:40-2:20		
8	2:00/2:30	2:30-3:10*		
9	3:00	3:20-4:00*		
10	3:30/4:00	4:10-4:50*		
11	4:30	5:00-5:50*		
12	5:00 or later	Regular time*		

* These classes are subject to cancellation depending on weather conditions.

In instances when the University remains open or on a delayed snow schedule, and an individual student determines it is unsafe to travel to the University because of road or weather conditions, that student must notify the Deans' Office, deansoffice@UHSP.edu, prior to class to receive an excused absence for that day's class or classes. For more information please see the Inclement Weather Policy on the UHSP Policy Library webpage.

Severe Weather

St. Louis University of Pharmacy Emergency Management monitors a NOAA weather radio system that transmits alerts when severe weather watches and warnings are issued. Action will be taken in the event a TORNADO WARNING is issued for the UHSP campus. Upon receipt of that alert, UHSP Public Safety will deploy available officers to each campus building to assist occupants in relocating to the designated severe weather locations.

The UHSP Emergency Notification System also monitors the National Weather Service, and will automatically deliver an alert message when a TORNADO WARNING is issued for the UHSP campus. In the event of a TORNADO WARNING;

- If outside, seek shelter in the nearest building
- Retreat to your building's designated severe weather shelter location, or the lowest interior location of the building
- Stay away from doors and windows
- If the building begins to sustain damage, cover your head while crouching and facing a wall

Solicitors

The University does not permit soliciting on its premises. If students are confronted by a salesperson, they should immediately report the person to campus security.

Information Technology

Audio/Visual and Multimedia Resources

Campus audiovisual and multimedia resources are normally reserved for the use of faculty and staff in the delivery of instructional technology. However, students are allowed to check out equipment on behalf of student organizations and events. Please submit an EMS request (<https://ems.UHSP.edu>) for any and all audiovisual/multimedia requests and contacting the Technology Support Center (TSC) for specific questions.

Hours of Operation (when classes are in session):

Monday through Thursday: 7:30 a.m. to 7:00 p.m.

Friday: 7:30 a.m. to 5:30 p.m.

Contact: Technical Support Center, on-campus: **ext.5555** or off-campus **314.367.8700 ext. 5555**

Email Services

Email is the official means of communication at the University of Health Sciences & Pharmacy. All students enrolled at the University have an email account. Students are expected to regularly check and maintain their campus email. Student organizations must abide by all email policies found in the *Student Organization Handbook*.

Contact: Technical Support Center, on-campus: **ext.5555** or off-campus **314.367.8700 ext. 5555**

File Sharing

Illegal file-sharing activity is prohibited. Students, faculty, and staff are prohibited from using campus resources, including notebook computers and the University's Internet connection, to illegally download or share copyright protected material on the Internet.

Internet Services

Student access to the Internet is available to all computers throughout campus. Access in Residence Hall is available in every dorm room. Access is subject to the University's appropriate use policies.

Conditions of Use and Computing Ethics

The Conditions of Use and Computing Ethics policy can be found on <https://policies.UHSP.edu>. Engaging in any activity that violates this policy can result in the loss of access privileges. The Information Technology Department will consult with Judicial Affairs, legal counsel, and/or University administration to define the procedures for handling of policy violations.

Notebook Computers

All students are required to have purchased a UHSP approved laptop prior to the start of classes. Students are encouraged to use this laptop for their entire UHSP careers, but may purchase a new laptop at any time. While personal use is permitted, students must be aware of appropriate use policies. Attempts to hack or break into any University system, user account or technology is strictly prohibited.

Students should be familiar with the operation of the notebook, and always contact the appropriate resources when problems or questions arise. Students may purchase additional accessories and peripherals for the notebook, but these must be limited to external components only. Internal components may not be upgraded or replaced by students. Students should ask a University of Health Sciences & Pharmacy help desk technician if they are unsure about any additions to the notebook. The student is ultimately responsible for the care and safety of the notebook. If it is damaged or stolen, then the student must follow established procedures.

Each student will:

- Sign an acceptable use policy and a responsibility agreement upon receipt of the computer.
- Be responsible for all policies and procedures as described in the acceptable use policy, responsibility agreement and the University of Health Sciences & Pharmacy notebook guide.
- Use the computer ethically and legally to enhance their educational experience.
- Comply with all applicable copyright and licensing laws and regulations when gathering or sharing information using this computer.
- Adhere to the software license agreements for all applications installed on the computer.
- Not disassemble or open the computer to access the internal components for any reason. Only University of Health Science & Pharmacy or Fujitsu Notebook technicians are authorized to do so. Failure to comply could void the computer warranty.
- Promptly inform the University of Health Sciences & Pharmacy in the case of theft, follow all applicable reporting procedures and take responsibility for any replacement costs. Students are required to provide the University with a police report.
- Promptly bring the computer to the shop if damaged and pay for any incurred cost.
- Limit upgrades and additions to external peripherals only and not upgrade or replace any internal components.
- Back up data regularly as outlined in the training materials and understand that the University is not responsible for any loss of data.

For additional information, please call the University of Health Sciences & Pharmacy help desk at 314.367.8700, ext.5555.

Server Storage

Students are designated storage space in MS OneDrive as well as public storage on the Z-Drive. As a reminder all students, faculty, and staff have access to the Z-Drive.

Technical Support Center

The TSC is designed as a central point of contact for technical assistance to all UHSP faculty, staff, and students. Technicians and a staff of student assistants provide service to everyone on and off campus.

Technical Support Center Hours

Monday through Thursday: 7:30 a.m. to 7 p.m.

Friday: 7:30 a.m. to 5:30 p.m.

(when classes are in session)

Monday through Friday

7:30 a.m. to 5:30 p.m.

(during summer and holiday breaks)

Support requests (tickets) may be placed by any of the following methods:

- On-campus telephone: ext. 5555
- Off-campus telephone: 314.367.8700 ext. 5555
- E-mail: helpdesk@UHSP.edu
- Walk in: Jones Hall, 1st Floor