



**2021-2022**

# **STUDENT HANDBOOK**

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## ADMINISTRATION AND PROGRAM LEADERSHIP

### ADMINISTRATION

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**Dean:** Dr. Jessica Bailey

**Assistant Dean for Administration:** Kim McGaugh

**Director of Admissions and Learning Advancement:** Molly Ratcliff

### PROGRAM LEADERSHIP

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#### **Clinical and Diagnostic Sciences**

Dr. Kristi Moore, Department Chair

Dr. Jana Bagwell, Program Coordinator, MLT-MLS Advanced Standing Program

Dr. Lee Brown, Program Director, Radiologic Sciences (Traditional Program)

Dr. Mike Ketchum, Program Coordinator, Radiologic Sciences (Advanced Standing Program)

Dr. LaToya Richards Moore, Program Director, Medical Laboratory Science

Ms. Chelsea Stephens, Program Director, Nuclear Medicine Technology

Dr. Asher Street, Program Director, Magnetic Resonance Imaging

Dr. Renee Wilkins, Program Director, Histotechnology

#### **Health Administration**

Dr. Angela Burrell, Department Chair and Program Director

#### **Health Sciences**

Dr. Cynthia Casey, Department Chair and Program Director, Master of Health Systems Administration

Dr. Lisa Morton, Program Director, Health Informatics and Information Management

Ms. Britney Reulet, Program Director, Bachelor of Science in Health Systems Administration and Medical Scribe Specialist

#### **Occupational Therapy**

Dr. Christy Morgan, Department Chair and Program Director

#### **Physical Therapy**

Dr. Lisa Barnes, Department Chair, DPT Program Director, and PT Residency Programs Chair

Dr. Ryan McGlawn, PT Sports Residency Program Director

Dr. Janet Slaughter, PT Pediatric Residency Program Director

Dr. Kim Curbow Wilcox, PT Neuro Residency Program Director

## INTRODUCTION AND PURPOSE OF HANDBOOK

This Student Handbook, the University of Mississippi Medical Center (UMMC) [Bulletin](#), and the [UMMC Document Center](#) are the primary sources of information about the University of Mississippi Medical Center and the School of Health Related Professions (SHRP). Individual departments at the school may also have student policies and procedures that complement or extend the expectations of the SHRP handbook. It is the responsibility of each SHRP student to read and become familiar with each document.

Rules, regulations, and responsibilities are included in this handbook. However, in the event of a contradiction between this handbook and the UMMC *Bulletin*, the UMMC *Bulletin* will prevail. The University may revise the handbook, UMMC *Bulletin*, policies, and procedures at any time without prior notice.

As a student, you are responsible for maintaining established standards of scholarship and conduct essential to the educational mission and community life at the University of Mississippi Medical Center.

## OPERATIONAL PROCEDURES

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The policies and regulations of the [Bulletin](#) and this handbook take effect at time of initial registration in the first semester of enrollment. Students are expected to familiarize themselves with the academic requirements and regulations stated in the [Bulletin](#) and in this handbook. Ignorance of these requirements and regulations, incorrect statements or advice from faculty, students, or others, or misunderstandings of these procedures will not be accepted as cause for waiving any requirement or regulation in the [Bulletin](#) or in this handbook.

## HISTORY

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The School of Health Related Professions was authorized in 1971 and established in 1972. The first baccalaureate degrees were awarded in 1975. The School of Health Related Professions currently offers programs leading to the Certificate in Direct Operational Medical Support, Certificate in Medical Scribe Specialist, Bachelor of Science in Health Informatics and Information Management, Bachelor of Science in Health Systems Administration, Bachelor of Science in Histotechnology, Bachelor of Science in Medical Laboratory Science, Bachelor of Science in Radiologic Sciences, Post-Baccalaureate Certificate in Health Informatics, Post-Baccalaureate Certificate in Leadership and Management, Master of Science in Magnetic Resonance Imaging, Master of Science in Nuclear Medicine Technology, Master of Health Informatics and Information Management, Master of Health Systems Administration, Doctor of Health Administration, Doctor of Occupational Therapy, and the Doctor of Physical Therapy.

In response to the significant demands in Mississippi for more allied health professionals and better allied health educational programs, the School of Health Related Professions seeks to expand its student population along with a related increase in the size and quality of its faculty.

## UNIVERSITY OF MISSISSIPPI MEDICAL CENTER MISSION AND VISION

### MISSION

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The mission of the University of Mississippi Medical Center is to improve the health and well-being of patients and the community through excellent training for health care professionals, engagement in innovative research, and the delivery of state-of-the-art health care.

### VISION

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The University of Mississippi Medical Center will be a premier academic health sciences system that is recognized nationally for high-quality clinical care, for innovative research, and for training committed health care professionals who work together to improve health outcomes and eliminate health care disparities.

## SCHOOL OF HEALTH RELATED PROFESSIONS MISSION, VISION, AND VALUES

### MISSION

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The mission of the School of Health Related Professions is to equip diverse health professionals to provide quality and innovative health services for our Mississippi communities.

### VISION

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The School of Health Related Professions envisions being the premier educator that will excel in connecting diverse professionals who provide dynamic service delivery, pursue innovative discoveries, and embrace transformational leadership and advocacy for a healthier Mississippi.

### VALUES

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- Respect
- Professionalism
- Excellence
- Fairness
- Integrity

## EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT STATEMENT

The University of Mississippi Medical Center provides equal opportunity in any employment practice, education program, or education activity to all qualified persons. The Medical Center complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee, student, or applicant based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, creed, national origin, age, disability, veteran status, marital status, socioeconomic status, culture, or genetic information. Inquiries or complaints may be referred to the Office of the Director, Employee Relations, 2500 North State Street, Jackson, MS 39216.

## DIVERSITY AND INCLUSION

Diversity within the School of Health Related Professions of the University of Mississippi Medical Center encompasses an inclusive and welcoming environment that is enhanced by persons who differ in ability, age, ethnicity, gender, gender identity or expression, national origin, race, religious belief, sexual orientation, and socioeconomic background. Our commitment to diversity is reflected in a community, both online and on-campus, that is bound by the desire for equal consideration for all people. This commitment to equality is exercised by cultivating an academic and working environment that is collaborative and inclusive in educating students and residents, as well as training faculty to be culturally aware, respectful, and sensitive to diverse populations. This is affirmed by the school's policies and strategies to develop a diverse student body and faculty membership committed to education, healthcare, and research, thus ensuring that all members of our community have the ability to reach their individual and collective potential.

The growing cultural diversity of Mississippi and the United States calls for health professionals who continually strive to achieve cultural competence and function effectively across an array of multicultural, interpersonal, and social situations. Becoming culturally competent enhances the capacity of health professionals and healthcare organizations to assess, plan, deliver, evaluate and continually improve care that is sensitive to and respectful of the diverse beliefs, values, practices, and needs of the individuals, families, and communities served. The School of Health Related Professions is committed to this aim in its continued assessment of the curriculum; admission of students; recruitment and retention of faculty, staff, residents, and students; community engagement; and contributions to education, healthcare, and research.

View the full SHRP Policy on Diversity and Inclusion in the [UMMC Document Center](#) (policy [E-SHRP-GEN-GEN-PO-00005](#)). View the UMMC Policy on Diversity and Inclusion in the [UMMC Document Center](#) (policy [A-IP-ODI-GEN-PO-00001](#)).

## ACADEMIC POLICIES AND PROCEDURES

### UMMC BULLETIN

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To view the current UMMC *Bulletin* – [Click Here](#).

### ACADEMIC REGULATIONS

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The student is responsible for knowing the academic regulations for the School of Health Related Professions as stated in the UMMC *Bulletin* and the UMMC Document Center. Although we strive to avoid discrepancies, if there are differences in the regulations as stated in this document and the above referenced, the *Bulletin* is the ruling document. Please see the [UMMC Document Center](#) for SHRP Academic Policies. A listing of policies is included in Appendix A of this handbook.

Individual departments within the school could also have academic policies and regulations for students that would be in addition to those shown in the UMMC *Bulletin* and SHRP Handbook. Please check departmental information for these policies.

### ACADEMIC CALENDAR

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The School of Health Related Professions academic calendar can be found in the SHRP section of the [Bulletin](#) and on the [SHRP website](#).

## ACADEMIC PERFORMANCE STANDARDS

The School of Health Related Professions believes that both students and faculty have significant roles within the educational process. Academic misconduct can influence this educational process by causing a distorted picture of the academic achievement of individual students and jeopardizing the success of the student's total educational program. Although monitoring of academic performance is primarily the responsibility of the faculty, students ultimately have the responsibility and are expected to act in an honest and professional manner during the educational preparation for their professional role.

The School of Health Related Professions offers instruction in its academic programs in lecture, laboratory, and clinical environments. In the clinical environment, there is frequent contact with patients and individuals outside the academic community. It is expected that students will be academically honest in all classroom assignments, testing, laboratory activities, clinical activities, recordkeeping, and patient contact.

Upon graduation, health care professionals are expected to practice their profession with integrity and a commitment to high standards. Moreover, they are expected to protect patients from those who abuse professional ethics in providing care. This commitment to high standards and integrity is also expected during each student's course of academic study.

## ACADEMIC RESPONSIBILITIES

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Academic responsibilities of students include, but are not limited to, the following examples of conduct:

1. Come adequately prepared for class.
2. Attend all classes, laboratories, and clinical or field experiences, as scheduled, unless arrangements are made with the appropriate departmental official.
3. Request instructor-student conferences when needed.
4. Request and take make-up examinations based on the policies of the course instructor.
5. Maintain academic integrity by refraining from acts contrary to academic and/or professional ethics.
6. Adhere to the professional and academic responsibilities required by the department.
7. Adhere to HIPAA guidelines, regard as strictly confidential all information concerning patients, and refrain from discussing this information with any unauthorized individual.

## ACADEMIC DISHONESTY

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It is expected that students will not practice academic dishonesty or tolerate it in other students, and that all acts of dishonesty will be promptly reported to the appropriate school and administrative officials.

The School of Health Related Professions believes that both students and faculty have significant roles within the educational process. Academic misconduct can influence this educational process by causing a distorted picture of the academic achievement of individual students and jeopardizing the success of the student's total educational program. It is expected that students will be academically honest in all classroom assignments, testing, laboratory activities, clinical activities, recordkeeping, and patient care activities.

View the full SHRP Academic Dishonesty Policy in the [UMMC Document Center](#) (policy [E-SHRP-GEN-GEN-PO-00001](#)).

## NON-ACADEMIC POLICIES AND PROCEDURES

A student in the School of Health Related Professions is expected to exhibit conduct that is compatible with the functions and mission of the University of Mississippi Medical Center as an educational institution, and with the ethical standards of his/her chosen profession. Each student is expected to comply with requests of university officials in the performance of his/her duties; to obey the laws of the city, state, and nation; and to refrain from conduct that would demean the ethics and integrity of his/her chosen profession.

The following are examples of non-academic responsibilities of students in the school. Failure to comply with these requirements may result in disciplinary action being taken by the dean up to and including probation or dismissal. If the actions of a student are such that there is potential or actual harm to the university, school, department or its faculty, staff, students, patients or others, a student may be immediately removed from classroom, laboratory, or clinical activities without prior notice.

1. Maintain professional conduct;
2. Adhere to the professional responsibilities required by the department;
3. Refrain from the use, influence, or possession of alcoholic beverages, illicit drugs, fireworks, firearms, or other weapons on the UMMC campus, at clinical affiliation sites, or at any educational activity;
4. Treat patients, other students, staff, and faculty fairly and respectfully, regardless of their sex or their physical, mental, emotional, political, economic, racial, or religious characteristics;
5. Be cognizant of and adhere to the channels of authority;
6. Accept responsibility for reporting incompetence and unethical conduct to the proper authorities;
7. Identify truthfully and accurately your credentials and professional status;
8. Be responsible for the condition of the instructional area during and at the completion of a class session;
9. Maintain all conduct within HIPAA guidelines and regard as strictly confidential all information concerning patients, and refrain from discussing this information with any unauthorized individual;
10. Refrain from sexual harassment in any form (see section on Harassment Policy);
11. Refrain from eating, drinking, or smoking in prohibited areas in the SHRP instructional areas; and
12. Check email frequently for official notices.

## MANAGEMENT RIGHTS

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The University of Mississippi Medical Center has always sought the opinion of its students about its educational programs, ways and means of accomplishing the school's activities better, and other matters of student interest. From time to time, however, the university, like any other organization, has to make decisions without prior consultation with its students. The university must, therefore, maintain exclusive discretion to exercise the customary functions of educational management including, but not limited to, the discretion to: select and enroll students, employ and supervise faculty, determine the size and composition of the instructional staff, enforce academic regulations, determine the size and location of classes, make instructional and clinical assignments, modify organizational structures, establish, change and/or abolish policies, procedures, rules, and regulations, and make any and all changes or modifications in educational programs in accordance with the needs and requirements of the institution.



## COMPLAINTS

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Students have the right to complain without fear of retribution or retaliation from the University of Mississippi Medical Center (UMMC) or its employees. Student complaints may be academic or non-academic. Students have a right to expect a timely response.

Students are encouraged to directly contact the specific school or individual office on campus to address their concerns or complaints. Students may also submit formal written complaints to the Office of Academic Support within the Office of the Associate Vice Chancellor for Academic Affairs using the [UMMC Student Complaint Form](#).

Concerns or complaints will be resolved according to published school and institutional policies, entering at the appropriate level and proceeding in the order stated. All decisions by the school's dean or executive faculty concerning academic matters are final. Procedural appeals may be submitted to the Associate Vice Chancellor for Academic Affairs in accordance with the Student Procedural Appeal for Academic Decisions policy, which is located in the UMMC Document Center.

The Title IX Sexual Harassment and Non-Discrimination Policy is located in the UMMC Document Center and addresses all reported sexual misconduct and harassment.

Additional information and the Student Complaint Policy for SHRP can be found in the UMMC Document Center ([Policy E-SHRP-GEN-GEN-PO-00025](#))

More information on the UMMC Student complaint policy can be found in the UMMC Document Center (Policy [E-AA-SA-GEN-PO-00003](#)), the [Bulletin](#), or on the [UMMC Student Complaints website](#)

The privacy rights of students will be protected at all times during the complaint process.

## TITLE IX SEXUAL HARASSMENT POLICY

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Visit the document in the UMMC Document Center ([Policy A-OP-GEN-GEN-PO-00126](#)) to view the Title IX Sexual Harassment and Non-Discrimination Policy for Students and Employees. Additional information can be found on the [website](#) as well.

## CRIMINAL HISTORY BACKGROUND CHECK

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Mississippi Law requires all health care workers, including students, to have completed criminal history background checks. All UMMC students will be required to successfully complete a criminal history background check, including fingerprinting, before enrollment. Be advised that a felony conviction may affect a graduate's eligibility to sit for certification, registration, or licensure examinations. Affected students must contact the appropriate certification, registry, or licensure agency. All students should keep their letter of clearance in a personal file for later use.

All students will complete an in-house background check during the New Student Onboarding process. This is conducted by the UMMC Human Resources. A second type of background check may or may not be required by your department. Currently, SHRP has an agreement with Pre-Check ([www.precheck.com/students](http://www.precheck.com/students)) to conduct the additional background check and drug screening if needed for clinical rotations. There is a small cost to the student for using the Pre-check services. Departments will provide students with further information if the additional background check is required

## IDENTIFICATION BADGES

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Medical Center policy requires that students wear their identification badges at all times at all facilities which are operated by the Medical Center. The badge should be worn with the name and photo clearly visible on the front, upper torso affixed to a collar, pocket, lapel, or displayed on a short break-away neck strap close to the face. The identification badge may be used for building access, check cashing in the bookstore, library checkouts, and security identification purposes. Students who lose their ID badge should report the loss immediately to Human Resources Service Center. Replacement of lost badges costs \$20.00 payable by cash or check. Students who come to school without their identification badge may be subject to disciplinary action up to being asked to leave the campus.

## OFFICIAL COMMUNICATION

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The School of Health Related Professions considers postal/U.S. mail and electronic mail official forms of communications. Students are expected to check their official UMMC email account daily at a minimum during the school semesters and periodically during breaks.

## STUDENT SERVICES INFORMATION

### SHRP STUDENT SERVICES

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The Student Services Office at SHRP provides new-student orientation, advising, and academic support services to its students. Student Services staff are available to provide support and referrals as needed for students to be successful in their programs of study. Workshops and presentations are offered to assist student acquire skills necessary for success in school. During the academic semesters, weekly emails are developed and sent to all students with reminders, announcements, and helpful tips as a method of constant communication. Distance Education students in SHRP receive all of the student services available to traditional students.

### STUDENT RESPONSIBILITIES

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Students are responsible for complying with all policies and procedures, rules and regulations, and other information published by the University of Mississippi Medical Center, the School of Health Related Professions, and their academic department. In addition, students are expected to abide by all federal, state, and local laws.

### STUDENTS EXPECTATIONS

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Students are expected to:

- a. Exhibit the highest standard of personal, academic, professional and ethical behavior.
- b. Treat faculty, staff, peers, clients, patients, and others with dignity and respect.
- c. Abide by the Code of Conduct that applies to their specific professional discipline.

Students who violate any of the above when involved in any school or school-related activity/function, whether on or off campus, will be subject to disciplinary action.

## STUDENT RIGHTS

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Mistreatment and abuse of students by faculty, residents, staff, or fellow students is contrary to the educational objectives of the University of Mississippi Medical Center and the School of Health Related Professions and will not be tolerated. Mistreatment and abuse include, but are not limited to, berating, belittling, or humiliation; physical punishment or threats; intimidation; sexual harassment; harassment or discrimination based on race, gender, sexual preference, age, religion, physical or learning disabilities; assigning a grade for reasons other than the student's performance; assigning tasks for punishment or non-educational purposes; requiring the performance of personal services; or failing to give students credit for work they have done. Students have rights as guaranteed by the U.S. Constitution and all appropriate federal, state, and local laws. Primary among those is the right to a fair and impartial hearing if the student is accused of misconduct or violating university regulations. Additionally, students have the right to file a complaint for alleged mistreatment. The University of Mississippi Medical Center and the School of Health Related Professions has existing policies and procedures that relate to the following: financial aid; sexual harassment; final grade appeal; parking; drugs; alcohol; firearms; student access to records; student privacy; computer/internet use; dress and professional conduct; health insurance. Issues that relate to these specific policies should be addressed to the appropriate office. The Office of the Dean or Student Services can help students with information about those policies.

## STUDENT/EMPLOYEE HEALTH CLINIC

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The Student/Employee Health Clinic (SEH) will continue to serve as the primary resource for occupational-health services such as immunization, tuberculosis screening, and non-symptomatic COVID-19 screening, needed for academic purposes. "For academic purposes" includes documentation required for clearance to study at UMMC or to participate in learning activities at other institutions. A fee schedule for these services is available on the Student-Employee Health [website](#). Student-Employee Health is also the preferred option for initial assessment of non-emergency occupational-health related injuries that occur on weekdays between the hours of 7:00 am to 4:30 pm. Blood-borne pathogen or other infectious disease exposures that occur in the workplace during regular weekday work hours should present to Student-Employee Health. Students will not receive a bill for provider assessments within Student-Employee Health, but will be billed for any diagnostic testing or medications that are required. If there is a severe occupational injury or a situation that requires urgent treatment (such as a needle stick) at night or on a weekend day, students are urged to seek care at the UMMC Emergency Department and notify Student-Employee Health as soon as possible afterward. Student-Employee Health can be contacted for appointments or questions about services by calling 601-984-1185. The Student-Employee Health clinic is located in N136.

**Sick care services for students will no longer be provided by Student-Employee Health. Students may access primary care services through UMMC's Quick Care clinic, which is operated by the Department of Family Medicine in the Lakeland Medical Building at 764 Lakeland Drive (across the street from the main UMMC campus).** Quick Care is a full-service primary care practice in a private, confidential setting, and will provide students a larger spectrum of services, including sick visits, preventive services, and care for chronic conditions. Students' insurance will be billed for services provided, with any unreimbursed amount billed directly to the student, in the same manner as any other ambulatory care clinic. Quick Care is available Monday – Friday from 7:40 am to 4:20 pm and offers both in person and telehealth visits. **To schedule an appointment at Quick Care, call 601-984-6800.**

Students are responsible for notifying the appropriate instructor or department when they are going to be absent due to illness. Students may not be allowed to participate in laboratory or clinic activities while manifestation of disease exists or symptoms of contagious disease exist. Students must have a doctor's excuse to return to class.

## IMMUNIZATIONS AND VACCINATIONS

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Students at the School of Health Related Professions (excluding students in select distance learning programs specifically named in the policy below) are required to meet and maintain the immunization requirements found in the Immunization Requirements Policy located in the [UMMC Document Center](#) (policy [E-AA-GEN-GEN-PO-00018](#)).

Students at the School of Health Related Professions (excluding students in select distance learning programs specifically named in the policy below) are required to have an annual tuberculin skin test, which may be obtained from UMMC Student/Employee Health Clinic. If the TB test is obtained from another healthcare provider, the student must provide evidence of valid test results to UMMC Student/Employee Health annually. (Policy [E-AA-GEN-GEN-PO-00016](#))

Students at the School of Health Related Professions (excluding students in select distance learning programs specifically named in the policy below) must be vaccinated annually against influenza in advance of the flu season unless they are eligible for and have an approved medical contraindication or an approved religious restriction. Proof must be provided to UMMC Student/Employee Health annually by the established deadline. (Policy [E-AA-GEN-GEN-PO-00018](#))

SEH does offer the Influenza, Tdap, MMR, Varicella, and Hepatitis B vaccines for current students. All vaccines are administered at a cost to the student (with the exception of Influenza). Students should pay at Student Accounting and bring receipt to SEH for vaccine. For additional information and forms – [Click Here](#).

SHRP Programs with clinical courses may have requirements beyond those mandated by UMMC. Students are expected to comply with the requirements of any assigned clinical facility to fulfill programmatic coursework.

## ACQUIRED IMMUNE DEFICIENCY SYNDROME

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Acquired Immune Deficiency Syndrome (AIDS) is a condition that destroys the body's immune (defense) system and allows life-threatening infections to develop. It has no known cure or vaccine for prevention, and an individual can transmit the virus even in the absence of symptoms. Current medical knowledge indicates that transmission is primarily through sexual contact or through the sharing of intravenous drug paraphernalia. According to the Centers for Disease Control, contracting the disease in most situations encountered in an individual's daily activities is not known to occur. Please review the [Bulletin](#) for information on the Medical Center's policy in regards to immunizations, testing and care, confidentiality, public health reporting requirement, personnel, universal precautions, teaching laboratories, and behavior risks.

## DRUG POLICY

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Pursuant to the Anti-Drug Abuse Act passed in October 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the University of Mississippi Medical Center is committed to maintaining a drug-free work place and to implementing a Drug Awareness Program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. As a SHRP student, you are to be aware of the Medical Center's Drug Awareness Program and abide with the Policy concerning substance abuse in the [UMMC Document Center](#) (policy H-CL-SAFE-GEN-PR-00041).

Policy:

1. You are prohibited from being under the influence of alcohol or illegal drugs while on campus, in other training sites, such as affiliated hospitals and clinics, and in extramural settings for elective courses.
2. The possession, transfer, purchase, or sale of illegal drugs is a violation of the law and is strictly prohibited; such action will be reported to law enforcement officials and to licensing agencies when appropriate.
3. The use, sale, or possession of an illegal drug in your capacity as a student is cause for your dismissal from school.
4. Any student who commits an unlawful act on or off the Medical Center campus or whose conduct discredits the Medical Center in any way will be subject to disciplinary action, up to and including dismissal.
5. No alcoholic beverage may be brought or consumed on the Medical Center premises.
6. Prescription drugs may be brought and used by you on the Medical Center premises only in the manner, combination, and quantity prescribed, as long as your ability to perform as a student is not affected.
7. Any student whose on or off duty abuse of alcohol, illegal drugs, or improper use of prescription drugs interferes in any way with his/her performance as a student will be referred to Student/Employee Health Services for evaluation and/or testing.
8. The institution reserves the right to require a drug test from a student when there is a reasonable suspicion that the institution's drug policy has been violated. Individuals failing to submit to a drug test will be subject to disciplinary action, up to and including dismissal.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

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Visit the [Office of Enrollment Management](#), the [UMMC Document Center](#) (policies [E-AA-GEN-GEN-PO-00011](#); [E-AA-SA-ADM-PO-00002](#)), and the [Bulletin](#) for additional information in regards to student access to records, release of information, and accuracy of education records per the FERPA regulations.

## HEALTH INSURANCE

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All UMMC Students (except for those students enrolled in select distance learning programs outlined in Policy [E-AA-SA-GEN-PO-00006](#)) are required to carry hospitalization insurance while enrolled at the University of Mississippi Medical Center. UMMC offers a group health insurance policy. It is mandatory for students to participate in this insurance program unless, at the time of registration, they can demonstrate adequate or equivalent hospital insurance through a sponsor or with another carrier. Both individual and family coverage is available. Information is available at the [Office of Student Accounting](#).

## MENTAL HEALTH SERVICES

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UMMC contracts with Humana EAP and Work-Life Services, which is our Student and Employee Assistance Program. These services are confidential, and there is no cost to UMMC students or employees. To access these services, call 1-866-219-1232 (TTY:711) or visit [eapwl.com](http://eapwl.com) (username: ummc, password: ummc).

The Student Employee Assistance Program offers short-term counseling, up to three visits per issue per year, to help UMMC students and employees and members of their households manage everyday life issues. Assistance with the following is available: Everyday needs and life events; Emotional issues; Relationship concerns; Family relationships; Coping with a serious illness; Weight control; Sleeping difficulties; Loss of a loved one; Eating disorders; Workplace concerns; Smoking cessation.

Work-Life Services include extensive assistance, information, and support to achieve a better balance between work, life, and family. Assistance with the following is available: Convenience services; Housing options; Child care; Financing college; Home ownership; Caregiving from a distance; Moving and relocation; Finding colleges and universities; Services and education for children with special needs; Adoption, pregnancy, and infertility; Adjusting to retirement; Locating services and care for older adults; Pet care; Finding schools ; Tutors and test prep; Child development Recreational activities; Consumer Education; Legal and Financial Services.

Again, these services are confidential, and there is no cost to UMMC students or employees. To access these services, call 1-866-219-1232 (TTY:711) or visit [eapwl.com](http://eapwl.com) (username: ummc, password: ummc).

UMMC also offers students the opportunity to visit with staff in the **Student Counseling and Wellness Center**. This office provides services for student mental health and wellness. Our services are available to all UMMC students by appointment. Examples of concerns we can help with are: stress and anxiety; depression and grief; and adjustment, family, and relationship issues. Some available interventions include: evaluation; medication consultation; brief motivational and solution-focused therapy; wellness counseling; cognitive behavioral therapy; and behavioral activation. For additional information, [visit the Student Counseling and Wellness Center website](#) or call the office at 601-815-5588.

## ROWLAND MEDICAL LIBRARY

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The Rowland Medical Library (RML) is located on the second floor of the Verner S. Holmes Learning Resource Center. The RML provides resources and services to students officially enrolled in UMMC programs, faculty and employees directly involved in health education, research, and patient care.

For more information about hours, resources, and services available at the library, please [visit the RML website](#).

## OFFICE OF ENROLLMENT MANAGEMENT

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This office maintains the official academic records of all matriculated students and provides a wide range of services to those students. The office also works closely with each school in the admissions process of students.

Official Transcripts, enrollment verifications, degree verifications, and letters of good standing can be requested online at [www.umc.edu/transcripts](http://www.umc.edu/transcripts). There may be a fee charged for certain documents.

For additional information, please contact the Office of Enrollment Management directly.

Office of Enrollment Management  
University of Mississippi Medical Center  
Verner Holmes Learning Resource Center, U121  
Phone: 601-984-1080  
<https://www.umc.edu/registrar/>

## STUDENT ACCOUNTING

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The Office of Student Accounting is responsible for the assessment and collection of all charges to students, such as tuition, late registration fees, and health insurance premiums, as well as disbursing excess financial aid proceeds to students.

Prior to the beginning of the academic term, tuition, fees, and applicable insurance charges are charged to the student's account. Billing statements are available in Workday. Late fees are assessed to accounts not paid by the payment deadline.

Updated tuition costs may be found online on the [Student Accounting website](#).

Office of Student Accounting  
University of Mississippi Medical Center  
Verner Holmes Learning Resource Center – 2<sup>nd</sup> floor  
Phone: 601-984-1060  
[https://www.umc.edu/student\\_accounting/](https://www.umc.edu/student_accounting/)

## STUDENT FINANCIAL SERVICES

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Student Financial Services (Student Financial Aid) office helps students meet their educational expenses while attending UMMC. Appointments may be made with financial aid counselors by calling 601-984-1117 or emailing [acct-financial-aid@umc.edu](mailto:acct-financial-aid@umc.edu).

Students wishing to apply for financial aid must complete the following steps:

1. Apply for a Federal Student Aid ID [online](#) ;
2. Complete the FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), using UMMC'S Federal School Code number 004688; and
3. Complete Entrance Counseling online.

Each recipient of student financial aid must meet Satisfactory Academic Progress (SAP) requirements in order to maintain his/her eligibility for financial aid.

Scholarship and state grant programs have differing requirements for continuing eligibility. These criteria are outlined in the terms and conditions that accompany the scholarship and grant awards.

Office of Student Financial Services  
University of Mississippi Medical Center  
Verner Holmes Learning Resource Center, U124  
Phone: 601-984-1117  
<https://www.umc.edu/financialaid/>

## ORIENTATION

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All students must complete orientation prior to attending any courses. Failure to complete orientation may result in dismissal from the program and/or school. Please be advised that each individual program may have specific orientation requirements in addition to UMMC General Orientation (conducted online in Canvas) and School of Health Related Professions Orientation.

## ACADEMIC SUPPORT SERVICES

The Office of Academic Support provides oversight to the following University of Mississippi Medical Center support services: Academic Consulting Services, University Tutoring Services, Writing Support Services, and Academic Accommodations.

### ACADEMIC CONSULTING SERVICES

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The Office of Academic Support provides Academic Consulting Services to students at the University of Mississippi Medical Center. Academic consultants meet individually with learners and provide assistance with developing the skills and behaviors that are essential to academic success and professional development (e.g., time management, study skills, and testing strategies). Services are available at no charge to learners.

Individuals may initiate contact with the office or be referred by faculty. To make an appointment, individuals should go to the Office of Academic Support webpage and complete the Request Academic Consultation online form – [Click Here](#).

### UNIVERSITY TUTORING SERVICES

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The Office of Academic Support manages University Tutoring Services, the peer-tutoring program available at no charge to all students experiencing academic difficulty who are currently enrolled at the University of Mississippi Medical Center. Supportive instruction is provided by peers with similar educational backgrounds.

To request tutoring or receive more information about available courses, individuals should go to the Office of Academic Support webpage and complete the Request Tutoring online form – [Click Here](#).

### WRITING SUPPORT SERVICES

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The Office of Academic Support provides Writing Support Services to students, residents, and fellows who are currently at the University of Mississippi Medical Center. A writing coach is available to meet individually and at no charge to the learner and may address many aspects of academic and professional writing.

To request writing support or receive more information about the services, individuals should go to the Office of Academic Support webpage and complete the Request for Writing Support online form – [Click Here](#).

### ACADEMIC ACCOMMODATIONS

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The Office of Academic Support manages academic accommodations at the University of Mississippi Medical Center. Note: Students in the School of Pharmacy should apply for academic accommodations through the University of Mississippi, Oxford Campus.

The University of Mississippi Medical Center is committed to ensuring equal access to a quality education for qualified students through the provision of reasonable academic accommodations, which support UMMC standards and academic integrity. UMMC policy provides for reasonable academic accommodations to be made for students with verified disabilities on an individualized and flexible basis as specified under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). View the policy in the [UMMC Document Center](#) (policy [E-AA-GEN-GEN-PO-00035](#)).



UMMC provides reasonable academic accommodations to students on campus who request accommodations and who meet eligibility criteria. For more information, individuals should review the Office of Academic Support webpage or contact the office directly. To request academic accommodations, individuals should complete the Request for Academic Accommodations online form – [Click Here](#).

Office of Academic Support  
University of Mississippi Medical Center  
Verner Holmes Learning Resource Center, U155-A  
Phone: 601-815-5064 • Fax: 601-815-5828  
[http://www.umc.edu/academic\\_support/](http://www.umc.edu/academic_support/)

## SHRP PROFESSIONAL ACTIVITIES

Students who want to take time to become involved may find useful avenues of expression in membership in professional organizations. Membership is open to students in the various professional organizations. Each department will advise students of appropriate professional organizations and opportunities for membership. As student members, there is an opportunity to increase knowledge of the discipline and to begin to establish collegial relationships with other students and practitioners within the profession.

## SHRP STUDENT GOVERNMENT

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The School of Health Related Professions' Student Government Council was formed in 1978 and is responsible for all official student activities of the school; serves as liaison between faculty, students, and alumni; and strives to establish relationships between disciplines.

The Council is composed of three (3) student representatives elected from each discipline's first, second, and third year cohorts. Five (5) student members represent SHRP on the Associated Student Body (ASB) Council. The ASB is the student organization on the University of Mississippi Medical Center campus with representatives from each school (Dentistry, Graduate Programs, Health Related Professions, Medicine, Nursing, Pharmacy, and Population Health) that plans all campus-wide student activities. The SHRP Council has advisors appointed by the dean. Elected officers must maintain good academic standing. If a student is on probation, he/she is not eligible to serve as a student government officer.

## STUDENT PARTICIPATION

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The administration and faculty of the Medical Center believe that it is important to involve students in the decision-making processes that affect institutional programs, policies, and operations. More often than not, institutional policy, proposals for institutional change, or suggestions for improvement in the institution's day-to-day operation begin at the committee level. For this reason, it has long been the institution's practice to include student representatives on appropriate campus-wide and school committees.

Student activities on this campus, for the most part, are coordinated by the Associated Student Body (ASB) or through the respective student councils in the individual schools. ASB activities are supported in part by student activity accounts. During the academic session, the Vice-Chancellor meets monthly with ASB officers to keep abreast of campus-wide activities and to discuss student concerns.

The UMMC Office of the Student Services assists with and supervises ASB activities on a daily basis. The Medical Center has two student publications - the MURMUR, a campus-wide newspaper that comes out several times during the academic session, and the MEDIC, the campus yearbook.

## CLASS EVENTS

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Any on campus events that includes our students, whether sponsored by a class or sponsored in name by a class and where class members will be present, should be coordinated with the SHRP Student Services Office. This includes, but is not limited to, luncheons and presentations that may be conducted by outside vendors/employers. Some events may require the approval of other offices on campus (i.e., the UMMC Compliance Office). Additional information may be requested before or after the event to meet outside approval or guidelines. To allow time for proper approvals, all events must be submitted to the Student Services Office no later than two (2) weeks prior to the event.

## FUNDRAISING

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All fundraising must be approved by the SHRP Student Services Office and UMMC Office of Development. View the UMMC Policy in the Document Center (Policy A-OD-ODD-GEN-PO-00004). As a guideline, any sales of clothing apparel, which names a particular program or department, must also include the School of Health Related Professions with the identified department. All fundraising must be aimed at supporting departmental or class projects. Class events and fundraising will be discussed at the first SHRP Student Government Meeting in September and reminders will remain on agendas throughout the year.

## COMMENCEMENT

Graduating students are expected to participate in commencement regardless of the semester of graduation. Exceptions may be considered if a request is made in writing to the dean. Students deemed eligible for graduation (pending final requirements set by individual departments) will be asked to complete the online diploma application (including the cap and gown order form) the semester prior to expected graduation. Students may order commencement invitations from the UMMC Bookstore during early spring of the graduation year. During the latter part of the week of commencement, students are expected to obtain caps and gowns from the bookstore. Student commencement instructions from the Office of the Associate Vice Chancellor for Academic Affairs will be emailed to participating students during the month of April prior to the commencement ceremony.

## COMMENCEMENT EXERCISES

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Commencement is generally scheduled for late May, at 10:00 am on Friday, and usually lasts approximately two (2) hours. The Mississippi Coliseum (located on High Street in Jackson) is the traditional location for commencement.

## HONORS AND AWARDS

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SHRP students with a record of exceptional achievement over the duration of their degree program may be recognized with individual honors, scholarships, and awards upon graduation at the **SHRP Honors Day Ceremony**. Each SHRP department establishes its own criteria to determine honors, scholarships, and awards. Please consult the SHRP website for a complete list of honor, scholarship, and award descriptions bestowed by each department.

The **Virginia Stansel Tolbert Award**, sponsored by the School of Health Related Professions, is given at each commencement to the graduating SHRP student who is graduating with the highest grade point average.

SHRP graduate and undergraduate students are elected to membership in Honor Societies, such as **Phi Kappa Phi** and **Alpha Eta**, on the basis of their total academic achievements in college.

SHRP graduate and undergraduate students may also be eligible to receive **Latin Honors** at commencement. Eligibility requirements for Latin Honors is available by contacting the Dean's Office.

## EATING AND DRINKING POLICY IN SHRP CLASSROOMS AND LABORATORIES

### EATING AND DRINKING IN COMPUTER LABORATORIES

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Eating and drinking are not permitted in SHRP computer laboratories. If you are found eating or drinking in any computer lab, you will be asked to leave.

### EATING AND DRINKING IN THE COLLABORATORY

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Eating and drinking are not permitted in the Collaboratory. If you are found eating or drinking in the Collaboratory, you will be asked to leave.

### EATING AND DRINKING IN CLASSROOMS

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Capped bottled water is allowed in SHRP classrooms. No other form of eating or drinking will be allowed in classrooms without permission from the Office of the Dean.

### EATING AND DRINKING IN DEPARTMENTAL LABORATORIES

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Policies regarding eating and drinking in departmental laboratories is at the discretion of the department. Students will be advised of the policy during departmental orientation.

## PARKING SERVICES

### WHERE TO PARK?

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As a reminder, all students with vehicles parked on UMMC leased or owned property are required to comply with the Policies for Parking and Traffic Rules and Regulations located on the Parking Services [website](#).

Students are only authorized to park at the Mississippi Veterans Memorial Stadium, which includes Lots A, B, C, E, and Overflow. Stadium parking is free and available 24 hours a day, 7 days a week. The only exception is home football games for Jackson State University (JSU). Advanced notification for any parking challenges for game nights will be provided. Employee Relations will assist in the efforts of arranging parking accommodations at the Stadium for students with verified disabilities and medical needs.

Students will not pull a ticket from any parking ticket machine and park for any length of time. Parking citations will be issued to violators, and continued violation of parking policy will lead to increases in administrative fines, vehicle immobilization devices (boots), academic holds through Student Accounting, and referrals to Deans for disciplinary action up to and including dismissal proceedings.

Students can obtain evening parking access to Lot 21 after 4:45 pm until 1:00 am, Monday through Friday, and all day Saturday, Sunday, and on UMMC officially observed holidays. Parking in Lot 21 outside these hours by pulling a ticket is not allowed. Students can register vehicles and activate UMMC Student ID badges by sending a request via email [parking@umc.edu](mailto:parking@umc.edu) that includes:

Vehicle Make:

Vehicle Model:

Vehicle Year:

Vehicle Color:

Vehicle License Plate#:

Vehicle Plate State and County:

UMMC Student ID#:

Student Name:

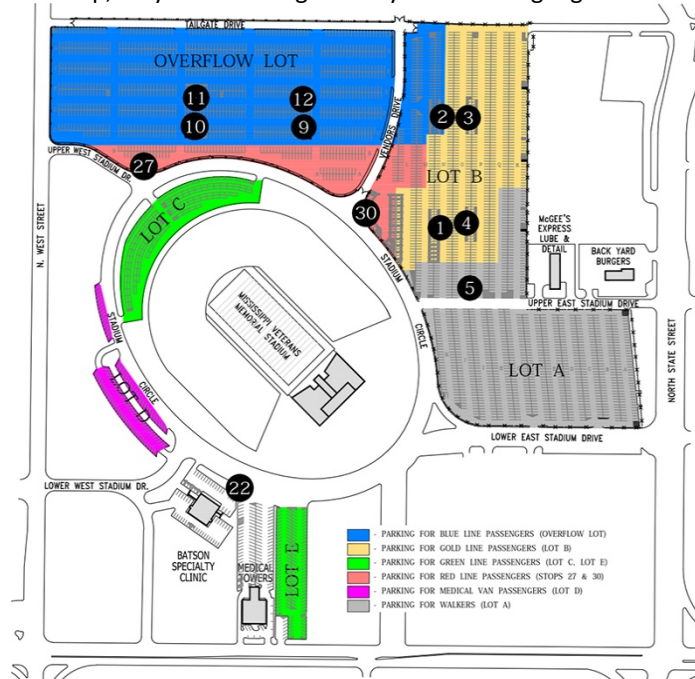
Lot: 21

## PARKING ENFORCEMENT

Campus police will issue UMMC parking violation tickets as well as official State issued tickets when deemed necessary. Monetary fines and other penalties may be associated with these tickets.

## STADIUM PARKING MAP

Due to the increased number of vehicles parking in the stadium, a map is shown below displaying available parking spaces in the stadium. It is important to note that there are both regular and handicap spaces in the stadium. In order to park in a handicap space, the vehicle must display an official handicap placard or tag. There are also spaces that are considered handicap, only on football game days. There is signage on these designated spaces.



Questions and concerns regarding parking should be posed to [Parking@umc.edu](mailto:Parking@umc.edu).

## SHUTTLE BUS

UMMC's shuttle service provides daily transportation to and from designated shuttle stops throughout the main campus and the stadium parking lots for patients, visitors, students, and staff. The shuttle operates Monday through Friday, and does not operate on UMMC holidays. In order to provide timely and efficient service for the greatest number of passengers, we operate the highest number of shuttles during the morning and evening peak hours. Maps for each shuttle route are available online ([Click Here](#)). Students can download an app on their cell phone for bus lines, estimated arrival times, and bus stop locations ([Click Here](#)).

Please view the website noted above for full details. Highlights as they relate to SHRP are shown below.

- SHRP will now be serviced by both the **Gold Line and Red Line shuttles**. View the specific routes on the [Parking Services website](#). These routes run from 6:00 am until 6:00 pm.
- If possible, you will want to park in a designated "zone" and catch the corresponding shuttle to the specific locations on campus. Please note that some destinations will not have direct connections; therefore, additional walking may be required. Shuttle bus shelters are located at designated lots and campus locations. Each shelter is clearly marked to indicate the shuttle zone and stop location. **Gold Line**

**shuttles pick up at stadium stops 1, 2, 3, and 4. Red line shuttles pick up at stops 5, 22, 27, and 30.** If you cannot find a parking spot in the designated zone for the gold or red line buses, you will need to park and walk to the correct shuttle stop to catch the bus.

- Student Union/SHRP is shuttle stop 15.
- If you are on campus late (6:00 pm - midnight), there is a Night shuttle that will come by SHRP. These shuttles will pick up/drop off at stadium stops 1, 2, 5, 9, 10, 11, 12, and 22.

The shuttle service is free and available to all members of the UMMC community. Questions and concerns regarding shuttles should be posed to [Parking@umc.edu](mailto:Parking@umc.edu).

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## BICYCLES

Bicycles provide a handy way of getting around campus. When parked on campus, a bicycle should be locked to prevent theft. Bicycle racks are available at the north entrance of the University of Mississippi Medical Center and in areas adjacent to the School of Health Related Professions building. The designated areas may change during construction.

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## NO PARKING AREAS

Cars may not be parked where the curbing is painted yellow, blue, or red; on sidewalks; at sidewalk-street intersections; across parking lines; on lawns; or in other restricted areas. No double parking is permitted. Parking is also not permitted in any of the private or patient parking spaces located at offices or apartment buildings adjacent to the Medical Center campus. The areas adjacent to the SHRP building are for short-term loading/unloading only.

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## SECURITY

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### SHRP BUILDING

The School of Health Related Professions building is badge access only. Current students have badge access from 6:00 am until midnight, Monday through Friday. The Annex and 802 Lakeland buildings are locked at all times when classes or laboratories are not in session. No student is permitted in the SHRP building outside of weekday operating hours and all day on the weekends unless a supervising faculty member is also present. A supervising faculty member must be present at all times when students are in the Annex or 802 Lakeland buildings.

Questions about building access should be directed to the SHRP Dean's Office or SHRP Student Services Office. All SHRP buildings are monitored by cameras 24 hours a day.

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### CAMPUS POLICE

UMMC Campus Police provide service and protection to Medical Center students, faculty, staff, properties, and campus. View the [campus police website](#) for additional information and phone numbers.

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### CAMPUS EMERGENCY PHONES

There are emergency phones located on campus and in the Mississippi Veterans Memorial Stadium parking area. These phones enable the caller to speak directly with the Campus Police dispatcher when activated. They operate on a "push to talk", whereby the caller presses the red button to talk and releases to listen. When activated they automatically give the dispatcher the location of the caller. In addition, the officers on campus will be able to monitor and, if needed, talk directly with the caller. These should be utilized to report emergencies just as you would call 911.

## FIREARMS POLICY

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Because of the unreasonable and unwarranted risk of injury or death to employees, students, visitors, and patients, and in accordance with sections 45-9-101 and 97-37-17 of the Mississippi Code of 1972, as amended, the University of Mississippi Medical Center prohibits the possession of pistols, firearms, or other weapons in any form by any person other than those duly authorized (i.e., Campus Police Officers).

## GENERAL INFORMATION

### ALUMNI CHAPTER (SHRP)

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In 1977, graduates of all SHRP programs formed a Health Related Professions Alumni Chapter of the University of Mississippi Alumni Association. The School of Health Related Professions Alumni Chapter plays a vital part in various programs and events conducted at the School of Health Related Professions. The SHRP alumni chapter serves as a key link between students, the school, faculty, alumni, and health related professional businesses.

Additionally, the Alumni Office supports forums for health professional education via special programs developed by the School of Health Related Professions.

### BOOKSTORE

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The bookstore, located in the Norman C. Nelson Student Union building, services the health sciences community and is open Monday through Friday, from 7:45 am until 4:30 pm. Available for purchases are textbooks, medical instruments, related school supplies, insignia items, computer, software, and gifts. The bookstore can be contacted at 1-800-BKSTORE (257-8673) or by visiting their [website](#).

### FOOD SERVICE

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There are several food service centers, as well as vending machines, in various buildings on campus. For more dining information – [Click Here](#).

### LOST AND FOUND

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Contact the Office of Student Services in the School of Health Related Professions or the Campus Police Office (601-984-1360) for information on articles lost or found.

### NORMAN C. NELSON STUDENT UNION

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The Norman C. Nelson Student Union houses the bookstore, food facilities, convention facilities, and student facilities. The student facilities include conference room, study rooms, TV/recreational areas, a gymnasium, a running track, an aerobics room, exercise facilities, and an equipment check-out and locker room.

### PHOTOGRAPHS

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The School of Health Related Professions and individual departments may use pictures of students in various print media, video media, and social media. These items are used to promote the school and UMMC. If you do not wish to participate in these pictures and/or media, please notify the SHRP Dean's Office and your departmental office in writing or via email to revoke your permission.

### PHOTOCOPYING

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Photocopy services are available in the Rowland Medical Library and in the University Print Shop. A fee for photocopying may occur. All copyright regulations must be observed in the use of the photocopy services.

## POSTAL SERVICES

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The Post Office, located in Room N019 in the basement near the medical school elevators, operates as a contract station of the U.S. Post Office and offers most standard services.

## POSTING OF NOTICES

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Medical Center policy prohibits the posting of notices on painted walls or any other painted surfaces, and on the entrance doors to any building. All departments have bulletin boards for the posting of authorized notices. View this policy in the [UMMC Document Center](#) (policy A-IP-GEN-GEN-PO-00070).

## UMMC MARKETING AND COMMUNICATIONS

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The Office of Institutional Advancement, a center-wide service area located in the Learning Resource Center, Room U015, is the only authorized channel for the release of University of Mississippi Medical Center information to the news media. The office welcomes suggestions from students for media stories or ideas for the University of Mississippi Medical Center's own publications.

## STUDENT BULLETIN BOARDS

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Student bulletin boards in the School of Health Related Professions building are located in the student lounge and bus lobby area. SHRP Student Services should be consulted about posting items on bulletin boards.

## STUDENT LOUNGE

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The student lounge in the SHRP building is located on the first floor, Room SH195/196. Student space for study or small group meetings are available. Student also have access to a Pharos Printer in the student lounge.

## STUDENT BUS LOBBY (BREAK ROOM)

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The Student Bus Lobby (Break Room area) is located in SH190. Adjacent vending machines, microwave ovens, and refrigerators are available. Additional student facilities are available across the street in the Norman C. Nelson Student Union.

## STUDENT MAILBOXES

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At the request of the SHRP Academic Program, students enrolled in on-campus programs are assigned a mailbox for school and on-campus communication. These are currently located in the first floor east hallway adjacent to the vending area.

## UMMC PROPERTY

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Students are not permitted to remove UMMC property from the premises. Any UMMC property used by a student must be properly assigned to or checked out by a faculty member. Any faculty member who possesses and uses and/or removes Medical Center property from the premises for any reason must have an authorization form in hand. The department head or his/her designee must complete the property authorization form.

*Personal use of UMMC property is prohibited. All UMMC employees or students using or possessing UMMC property can be held financially responsible for the damage or loss of the property due to negligence. Any damage, loss, or theft of the property should be promptly reported to the designated departmental representative.*

## HANDLING CONFIDENTIAL INFORMATION

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While working at the university, students and employees may come in contact with information that is of a confidential nature. Treat it as such. If you are given such information, it is expected that you will keep the confidence placed in you and not give this information to persons not authorized to receive it.

## STUDENT COMPLIANCE

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The University of Mississippi Medical Center (UMMC) has implemented a compliance program to develop effective internal controls that promote adherence to applicable federal and state law, and the program requirements of federal, state, and private health plans furthering the fundamental mission of UMMC to provide quality care to patients. All SHRP students are required to complete a student compliance and safety-training course in Canvas during program orientation and on a continued basis. Failure to complete compliance training courses will result in a Canvas hold and removal from course participation, which could result in a failing grade on scheduled course assignments and could result in dismissal from the program.

## DRESS CODE

Appearance and conduct are a reflection of our role as a professional. As healthcare providers, professionalism is expected in the classroom, in laboratories, in clinical areas, and any campus location. The School of Health Related Professions has adopted a dress code that promotes a professional atmosphere. This dress code requires dress and grooming guidelines to promote a consistent professional appearance that contributes to a respectful and safe environment for faculty, staff, students, and others who you will encounter on campus. Refer to the full policy in the [UMMC Document Center](#) (policy [E-SHRP-GEN-GEN-PO-00008](#)). A copy of the policy is included in Appendix A of the handbook.

## TOBACCO-FREE CAMPUS

To establish and support the uniform prohibition of tobacco use at the University of Mississippi Medical Center (UMMC) and designated sites, the use of tobacco products, specifically smoking, is a major cause of preventable disease and death. The Medical Center is committed to promoting prevention and the treatment of diseases, as well as to providing a safe, clean, and healthy environment for all persons on this campus. The Medical Center strives to provide an environment that contributes to our mission. Therefore, it is this institution's intent to provide a total tobacco-free environment and to conduct programs designed to assist in adhering to this commitment.

## COMMUNICATION

### UMMC STUDENT SOCIAL MEDIA POLICY

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The University of Mississippi Medical Center recognizes that social networking websites are popular means of communication. Students who use these websites must be aware that posting certain information is illegal. Violations of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse academic actions up to and including dismissal.

Students should review the *Policy and Guidelines for Personal Use of Social Media* document located in the [UMMC Document Center](#) (Policy A-OIC-GEN-GEN-PO-00007).



## ELECTRONIC COMMUNICATIONS

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SHRP is committed to utilizing the most advanced technology available to communicate with students. Therefore, the university will employ electronic means, when appropriate, to effect such communication, and students are expected to monitor appropriately these electronic communications. To facilitate this goal, all students will be assigned an electronic mail address in “*Outlook*” when they are accepted for admission.

Electronic means may include, but are not limited to, electronic mail, electronic bulletin boards, and information portals.

Guidelines:

1. The distribution of mass email to students shall be restricted to University Departments for university business. Authority to approve the distribution of email in this manner rests with deans, directors, and department heads.
2. Electronic communication to inform students of upcoming events of interest among students may be approved for distribution by mass email.
3. Where appropriate, electronic communications should have the following: from address, reply-to-address, and subject line.
4. This policy does not apply to electronic communications between academic units and their students (i.e., an instructor sending electronic mail to students in his/her class, etc.).
5. Electronic mail, your “UMMC Outlook” account, is considered as official communication from faculty, departments, schools, and the University.

Refer to the UMMC Acceptable Use Policy in the [UMMC Document Center](#) for additional information. (Policy A-IP-OIS-SEC-PO-0001)

## COMPUTERS AND ONLINE LEARNING

### SHRP COMPUTER LABS

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Computer laboratories for SHRP students are located in room SH136. The laboratory is normally open during regular building hours on weekdays. The laboratory will be closed during Medical Center holidays and on the weekends. Automatic password assignment may be made for classroom exercises.

The computer laboratory may be closed for scheduled classes or for special events. Notices of such closure will be posted outside the laboratory. Unauthorized use of the laboratory or any of the equipment or software is prohibited.

There is no eating or drinking in the computer laboratory. Students who violate this policy will be asked to leave the computer lab.

Pharos printing is now active in the computer lab at SHRP and in the Student Lounge. When you send a job to the printer, it will not automatically print. You will need to swipe your badge to retrieve your print. Please note that printing in the SHRP labs uses the same print credits as when you print in the library. Once your Pharos print credits have been used for the academic year, you will need to pay to have more added. Additional print credits may be purchased at the Library Circulation Desk. Instructions will also be placed by the printers at SHRP. If you have any questions or have an issue printing, please contact the helpdesk at 601-984-1145 or send an email to [SHRP-onsitesupport@umc.edu](mailto:SHRP-onsitesupport@umc.edu).

If you need assistance for any computer related issue or have any questions, please contact the service desk at 601-984-1145 or 4-1145 while on campus. The Service Desk is available 24 hours a day, 7 days a week. When contacting the Service Desk, please be sure to include your student ID number, phone number, and email address.

## COMPUTER RECOMMENDATIONS

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Coursework will require ongoing use of a computer and a broadband connection to the Internet. Students, especially online students, will be expected to have a computer meeting the requirements below or purchase a computer meeting the minimum configurations required by their program. Cost of meeting this requirement should be included in your financial aid considerations.

Please verify specific computer requirements with your program. Most computers are capable of meeting the following general requirements. A student's computer configuration should include:

- Speakers and a microphone (for a desktop computer)
- Headphones with built-in microphone (for a laptop)
- Webcam (most programs will require an external webcam and microphone)
- USB port
- Printer
- Broadband connection to the Internet and related equipment (Cable/DSL modem)
- Microsoft Office Suite installed (provided by the university)

## HARDWARE RECOMMENDATIONS

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- I3 processor 7th generation or greater
- 8GB of RAM or more
- 256 Gigabyte Hard Drive or larger
- USB ports (at least 2)
- 1366 x 768 or higher resolution monitor
- Speakers or headphones
- Webcam (most programs will require an external webcam and microphone)
- Wi-Fi connection
- Broadband connection to the Internet and related equipment. (Cable or DSL highly recommended)
- Printer

## OPERATING SYSTEM

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- Macintosh: OS X Catalina (10.15) or newer OR Windows 10 or newer

## SOFTWARE

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- Microsoft Office Suite (provided by the University)
- Antivirus
- Updated Adobe Flash Player and Oracle Java
- Firefox browser (only for IDEATE)
- Google Chrome

Chromebooks are not fully supported devices for any program. You will be required to submit assignments that can be opened using MS Word, PowerPoint, and Excel. If you use a Chromebook, you must be able to convert your assignments to this format.

## CANVAS

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The School of Health Related Professions uses Canvas Learning Management System (LMS) software to deliver course content. Once you are enrolled in a course by the faculty, visit the [Canvas website](#) to log in and retrieve course material. You will receive an email notifying you of enrollment in a course using Canvas.

Students in the online learning environment are expected to respect all who are participating in the learning community by:

- honoring their right to their opinions;
- respecting the right of each person to disagree with others;
- responding honestly but thoughtfully and respectfully using language which others will not consider foul or abusive;
- always signing your name to any contribution you choose to make;
- respecting your own privacy and the privacy of others by not revealing information which you deem private and which you feel might embarrass you or others;
- being constructive in your responses to others in the class; and
- being prepared to clarify statements which might be misunderstood or misinterpreted by others.

## RESPONDUS MONITOR

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The School of Health Related Professions will use Respondus Monitor for proctored testing in online courses. This software is provided at no additional cost to the students through UMMC. However, each student is responsible for a computer that meets system requirements, an external webcam, and reliable high-speed internet. Additional information regarding Respondus Monitor can be found within the Student Orientation Module in your Canvas course and in the Remote Proctored Testing Policy for the School of Health Related Professions located in the [UMMC Document Center](#) (policy [E-SHRP-GEN-GEN-PO-00022](#)).

### SYSTEM REQUIREMENTS:

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- Windows: 10
- Mac: OS X 10.10 or higher
- Adobe Flash Player (bundled with the LockDown Browser installation)
- A broadband internet connection
- Web camera (external) & microphone

## EMERGENCY PROCEDURES

### ALERT U

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UMMC faculty, staff, and students will be notified of a campus emergency through the Alert U system. This system provides rapid notification of emergency messages via text messaging, email, and voicemail. Students can increase the effectiveness of this service by maintaining incoming text service and an up-to-date cellphone number in Workday. Likewise, faculty and staff should consider maintaining a cellphone number with text services in the Workday directory.

### MEDICAL

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In the event of a medical emergency, faculty, staff, or students should dial 911. Additionally, notify the dean's office at 601-815-4026. The appropriate incident report should be completed within 24 hours and emailed to the dean's office.

### SEVERE WEATHER

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In the event of severe weather requiring immediate action, personnel in the dean's office will contact departmental offices to indicate that severe weather procedures should be followed. Each departmental office will notify departmental faculty and staff.

Faculty, staff, and students should proceed to the nearest location as defined below:

#### CLASSROOM/LOBBY WING:

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- If you are in the ground floor PT labs, take shelter in the dressing rooms and hallway outside of the PT Green Lab. If needed, overflow may also seek shelter inside the equipment room or the residents' office. Be sure to have the double doors at each end of the hallway closed once all students, faculty, and staff are secure.
- If you are in the first floor classrooms or lobby, take shelter in classroom 1D or the hallways on either side of the welcome desk. Computer lab 1A, the ADL lab, and the hallway outside of the OT classrooms may be used. Be sure to have the double doors at each end of the hallway closed once all students, faculty, and staff are secure.
- If you are in the second floor classrooms, exit to the first floor and take shelter in the areas mentioned above.
- Please wait in these areas until instructed to leave.

#### FACULTY ANNEX/DEANS' OFFICE

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- If you are in the faculty annex, take shelter on the first floor of the faculty annex with office doors closed. The Dean's Conference Room and the hallway outside of the Kitchen may also be used. Be sure to have the double doors at the end of the hallway closed once all students, faculty, and staff are secure.
- Please wait in these areas until instructed to leave.

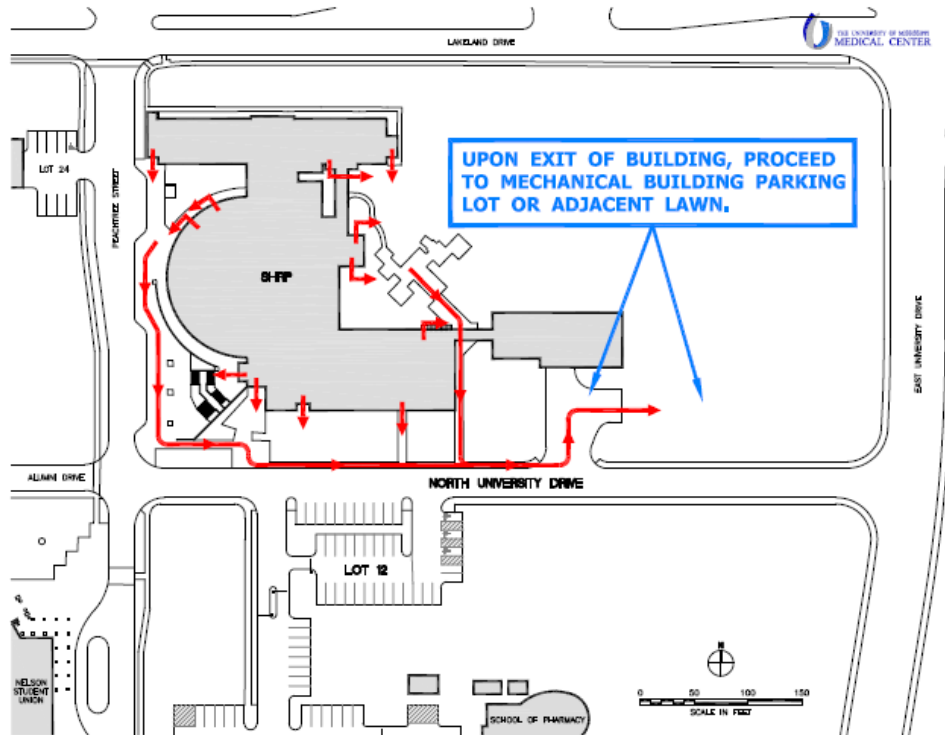
### FIRE

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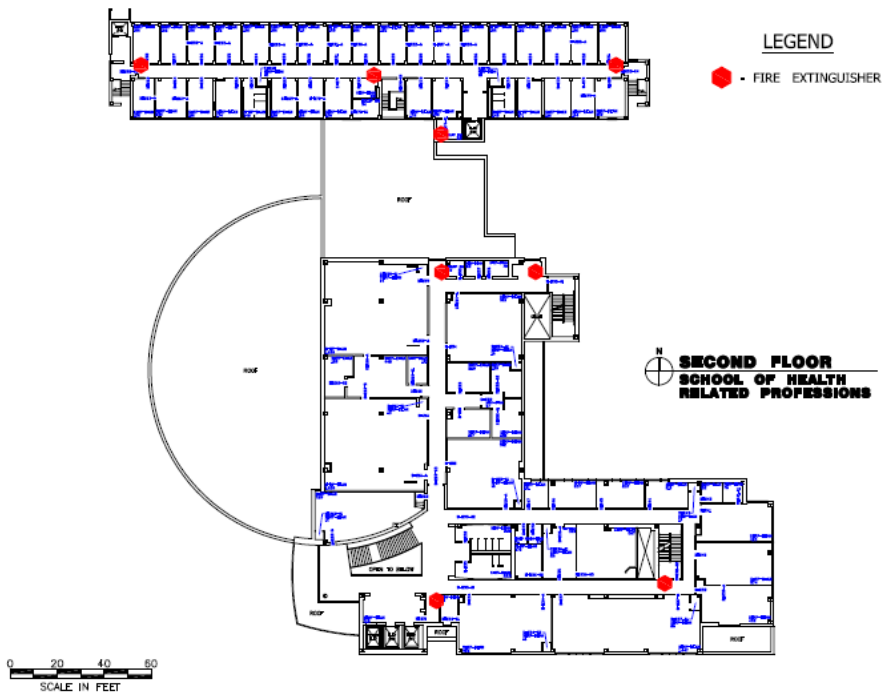
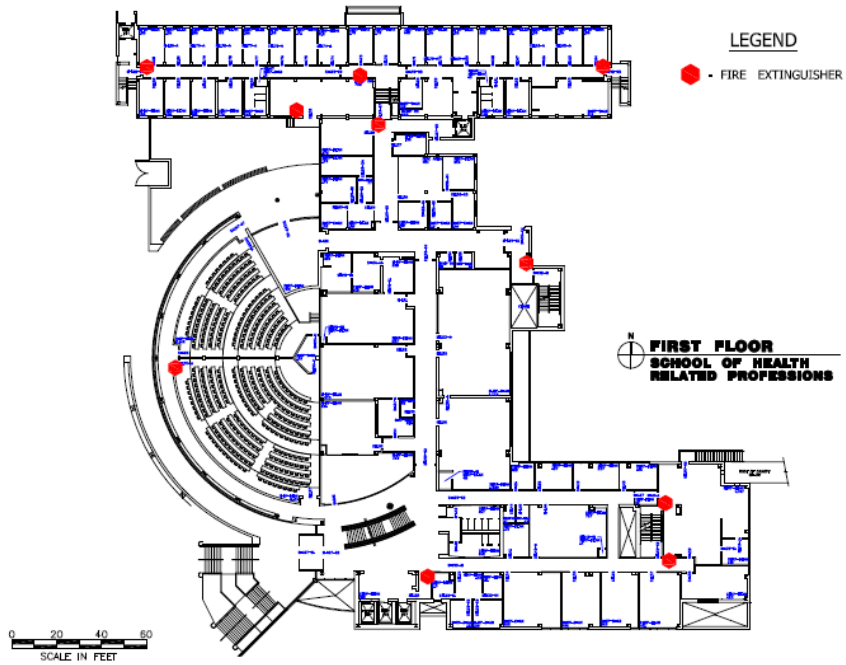
- In the event of a fire, you should use the fire pull boxes located in each hallway and call 911 or 601-984-6666 from a safe location. If the fire is small and can be contained, a fire extinguisher may be used to attempt to extinguish the fire. However, no faculty, staff, or student should endanger himself/herself in attempting to put out a fire.
- When the fire alarm sounds, all faculty and staff should close any windows in the office or classroom in which they reside, turn the lights on, check the hallway for smoke or fire, exit the room closing the door behind, and then exit the building as quickly and safely as possible.

- Faculty, staff, and students on the elevators should exit the elevators at the nearest elevator stop and proceed out of the building by the nearest exit. If any of these exits are blocked, the nearest available exit should be used.
- In no event should faculty, staff, or students in the building proceed up the stairs to the roof as the roof does not have an exit.
- Primary and secondary fire marshals on each floor will seek to ensure that all persons have vacated the area.
- Once faculty and staff have left the building, everyone, including any students and guests, are to proceed to the mechanical building parking lot or adjacent lawn and wait for instructions from the dean, his/her designee, or security personnel. See diagrams shown below.
- Please wait in these areas until instructed to leave.

## FIRE EXIT PLAN

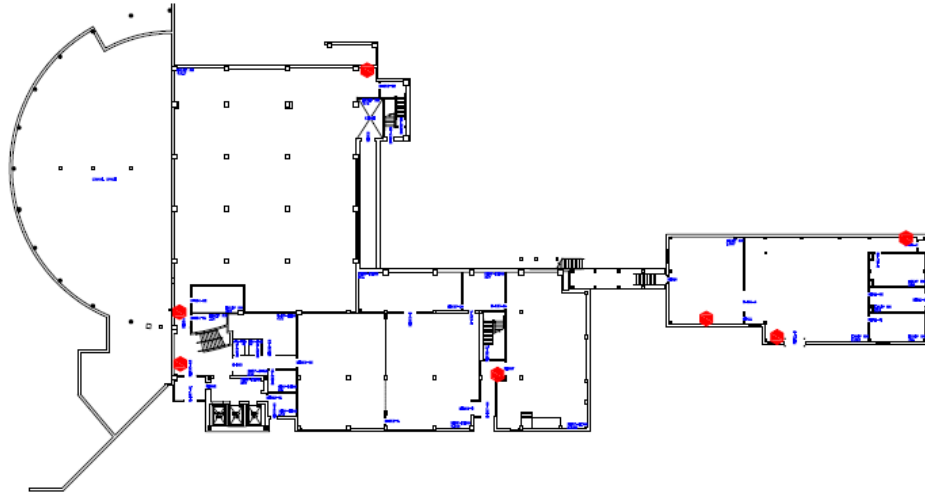


# FIRE EXTINGUISHER LOCATIONS



**LEGEND**

• FIRE EXTINGUISHER



**GROUND FLOOR**  
**SCHOOL OF HEALTH**  
**RELATED PROFESSIONS**

## ACTIVE SHOOTER (RUN, HIDE, FIGHT)

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Information in regards to defending against an Active Shooter (also known as Run, Hide, Fight) can be found on the [UMMC Campus Police website](#).

### RUN

- Know your surroundings – have escape route and plan in mind
- Run immediately – leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move injured people
- Prevent others from entering area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

### HIDE

- If you can't escape, hide in an area out of the shooter's view
- Lock the door or block the entry to your hiding place
- Silence cell phone (including the vibrate mode) and remain quiet
- Take cover behind furniture or fixtures away from doors or windows

### FIGHT

- Fight as a last resort and only when your life is in imminent danger
- Use items around you as weapons to fight
- Attempt to incapacitate the shooter
- Commit to your actions...your life depends on it



## SHRP TELEPHONE NUMBERS

*All number are (601) area code*

Main Number (published)	984-6300
Dean's Office	815-4026
Department of Clinical and Diagnostic Sciences	984-6309
Department of Health Administration	984-4670
Department of Health Sciences	815-1150
Department of Occupational Therapy	984-6350
Department of Physical Therapy	984-6330
Recruitment	984-6332
SHRP Student Services	815-4029
UMMC Campus Police (non-emergency)	984-1360
UMMC Campus Police (emergency)	815-7777
	911 (from campus phone)

## APPENDIX A: SHRP POLICY AND PROCEDURE DOCUMENTS

- Academic Dishonesty Policy for the School of Health Related Professions (policy [E-SHRP-GEN-GEN-PO-00001](#))
- Academic Good Standing Policy (policy [E-SHRP-GEN-GEN-PO-00007](#))
- Academic Progress Policy for the School of Health Related Professions (policy [E-SHRP-GEN-GEN-PO-00018](#))
- Attendance and Registration for the School of Health Related Professions (policy [E-SHRP-GEN-GEN-PO-00014](#))
- Credit Hour Policy for the School of Health Related Professions (policy [E-SHRP-GEN-GEN-PO-00002](#))
- Course Withdrawal Policy for the School of Health Related Professions (policy [E-SHRP-GEN-GEN-PO-00016](#))
- Degree Requirements Policy for the School of Health Related Professions (policy [E-SHRP-GEN-GEN-PO-00020](#))
- Forgiveness Policy for the School of Health Related Professions (policy [E-SHRP-GEN-GEN-PO-00004](#))
- General Admission Requirements for the School of Health Related Professions (policy [E-SHRP-GEN-GEN-PO-00013](#))
- Grading Policy for the School of Health Related Professions (policy [E-SHRP-GEN-GEN-PO-00015](#))
- Leave of Absence Policy for the School of Health Related Professions (policy [E-SHRP-GEN-GEN-PO-00021](#))
- SHRP Professional Appearance Policy (policy [E-SHRP-GEN-GEN-PO-00008](#))
- SHRP Student Complaint Policy (Policy [E-SHRP-GEN-GEN-PO-00025](#))
- Program Withdrawal for the School of Health Related Professions (policy [E-SHRP-GEN-GEN-PO-00017](#))
- Policy for Appeal of Dismissal for the School of Health Related Professions (policy [E-SHRP-GEN-GEN-PO-00019](#))
- Policy on Diversity and Inclusion for the School of Health Related Professions ( policy [E-SHRP-GEN-GEN-PO-00005](#))
- Remote Proctored Testing Policy for the School of Health Related Professions (policy [E-SHRP-GEN-GEN-PO-00022](#))

\*The documents shown above are specific to the School of Health Related Professions. Additional SHRP and UMMC Policies and Procedures which may affect SHRP faculty, staff, and students can be found in the [UMMC Document Center](#). Additional SHRP Policies and Procedures will be added to the UMMC Document Center and the SHRP Student Handbook as necessary. Students will be notified via email of additions and/or updates to policies.

\*Students who need to access these documents from off campus should login to their Citrix accounts and access the UMMC Document Center via the UMMC Intranet.