



UNMC BMI Graduate Student Handbook

<http://unmc.edu/bmi/>



BIOMEDICAL INFORMATICS HANDBOOK

Much of this information is taken from the following websites. Check out the following links:

- **UNMC Policies**
http://wiki.unmc.edu/Policies_and_Procedures
- **UNMC Student Handbook**
<http://net.unmc.edu/care/docs/handbook.pdf>
- **Graduate Studies Office**
Website: <http://www.unmc.edu/gradstudies>
Email: unmcgraduatestudies@unmc.edu

The Graduate Studies Website is an essential tool for your progress. The majority of the forms that you'll need plus instructions and timelines are listed on their website.
- **Biomedical Informatics**
Website: <http://www.unmc.edu/bmi>

Article

REGENTS APPROVE JOINT MASTER'S/DOCTORAL PROGRAM IN BIOMEDICAL INFORMATICS

by Jo Giles, UNMC public relations
January 28, 2013

UNMC and the University of Nebraska at Omaha have a new joint master's/doctoral program in biomedical informatics.

Approved by the NU Board of Regents Friday, the program responds to the urgent need for specialists who can effectively use biomedical data, information and knowledge for scientific inquiry, problem solving and decision-making in an effort to improve human health.

"We need professionals who are uniquely positioned to help analyze and interpret the massive amounts of new information being generated in research, clinical and health care services and delivery," said Dele Davies, M.D., UNMC vice chancellor for academic affairs and dean for graduate studies, "and to use their knowledge to solve problems in the biomedical field."

Students enrolling in the program can earn either a master's of science (M.S.) degree or a doctor of philosophy (Ph.D.) in biomedical informatics (BMI).

Existing UNO and UNMC programs enroll two to four students per year. Expansion of the joint degree would create ongoing enrollment of five students, Dr. Davies said, and approximately 10 current students from UNO and UNMC would join the new program.

The program is designed as a graduate level, research-oriented program. It is geared toward traditional health sciences students as well as computer or information technology experts looking to expand their knowledge and work in an academic, clinical or business setting.

REGISTRATION

Immunizations: Before you register you **MUST** have submitted your Immunization Form to the Student Health Center before proceeding with registration. If you have questions call 402-559-5158.

Registration: Register for classes as early as possible and finalize any changes to your registration prior to the last date to add classes.

My Records: To register for classes online, students should utilize <https://myrecords.nebraska.edu/>. The Graduate Studies office website provides step-by-step screen print instructions on how to register - <http://www.unmc.edu/gradstudies/admissions/incoming/registration-instructions.pdf>

If you cannot access the web site, contact the **UNMC Help Desk at 559-7700** for assistance.

Background Check: All degree-seeking students are required to complete a 2-part mandatory background check. Follow the instructions found on the Graduate Studies website: 1) Online processing and 2) the DHHS form (Department of Health and Human Services) must be completed and submitted in person to the Graduate Studies Office with ID. Failure to complete both parts can result in a HOLD being placed on your account.

UNMC E-Mail Address: If you did not previously have a UNMC e-mail address, you will receive a NetID Account Notification, either attached to your admission confirmation e-mail or shortly thereafter. In most cases your NetID is the first part of your email address. Example: If your email address is Ima.student@unmc.edu your NetID would be Ima.student.

Preferred E-Mail: At your earliest convenience, go to <https://myrecords.nebraska.edu/>. Self Service area and change your preferred email to [your UNMC campus email](#). Changing your preferred email address is important to assure you receive all communications related to your program of study, registration, billing and financial aid.

ADMISSION TO GRADUATE COLLEGE

See the Graduate Studies Website for additional information.
<http://www.unmc.edu/gradstudies/admissions/requirements.html>

The Graduate College is open to graduates of all the colleges of this University and to graduates of other universities and colleges of recognized standing whose requirements for graduation are substantially the same as those in the corresponding college of this University. Persons who have completed the requirements for, but have not yet received, the bachelor's degree may register in the Graduate College provisionally.

Applicants must hold the minimum of a baccalaureate degree or equivalent from a recognized college or university. In general, admission to graduate programs requires a minimum GPA of 3.0 based on a four-point scale.

The qualification for admission and graduation from the various programs of graduate study is dependent upon possession of the following technical standards:

1. The intellectual capacity to meet curricular requirements.
2. Physical ability to pursue administration, teaching and/or independent research.
3. The ability to communicate effectively with mentors, peers and other professionals in the academic community.
4. Sufficient emotional stability to permit management of the demands associated with the pursuit of professional activities.

Admissions by the Dean for Graduate Studies to pursue graduate work are limited to the number that can best be handled to the advantage of the college and the students. Preference is given to residents of Nebraska, to individuals who wish to pursue study that can be adequately supported by UNMC resources, and to those who have adequate preparation and time for their proposed program.

1. Curriculum

See the BMI Website: <http://www.unmc.edu/bmi>

The Curriculum is being updated and will soon be posted to the BMI Website.

2. Employment and Registration

Graduate students holding major fellowships or traineeships are expected to be enrolled in a full program of studies and are not to engage in other remunerative employment without permission of the Dean for Graduate Studies.

Graduate students **who are not employed**, or graduate research assistants who are performing duties that are 100 percent thesis/dissertation related, may register for a maximum of 15 credit hours during a semester, 6 credit hours during one five-week summer session, 9 credit hours during one eight-week summer session, or 3 credit hours during a pre-session.

Graduate students **who are employed** are not to exceed registration limitations established by the Graduate Council. These limitations reflect the fact that graduate-level course work serves mainly as a guide for independent, scholarly study. Graduate students are expected to master the course subjects and to devote substantial time in independent library and laboratory investigation beyond minimum credit hour requirements.

3. Academic Success Programs

Although students admitted to UNMC programs are among the most academically accomplished, the demands of health science education sometimes exceed the student's ability to maintain an adequate learning pace using their customary study habits. Course-specific **tutoring** is available via the Recruitment & Student Engagement Office. In addition, the Counseling & Student Development Center offers **services aimed at improving study efficiency, reading comprehension, time management, exam performance, and anxiety management.** These services are free of charge, for more information call:

Academic Success Evaluation:

Counseling & Student Development Center
BTH 6001 (402) 559-7276

Tutoring:

Recruitment and Student Engagement Office
SLC 2071 (402) 559-3928

4. Certifications Required by the University

All students will have training requirements assigned to them for completion. To verify if you have completed the requirements assigned to you, log on to the **UNMC Campus Records** website using your UNMC NetID and password. When you have logged onto the site, click on "my requirements" under "training and certification." A list of Training & Certification courses will appear; those with a green check have been completed. Click on the name of a training requirement to be completed. You will be prompted to log into Blackboard <http://my8.unmc.edu/> with your UNMC NetID and the compliance/training issues that have been assigned to you will be listed under "courses." Common compliance/training issues assigned to students/employees are listed below, although others may be assigned to you:

HIPAA - Health Insurance Portability and Accountability Act of 1996
Policy 6045 - Privacy, Confidentiality and Information Security Policy
Bloodborne Pathogens - Required of any staff, student, employee or volunteer who might be exposed to these agents.

5. Academic Integrity and Professional Conduct

The UNMC Student Handbook details the university policy pertaining to academic integrity, personal conduct, cheating, and academic misconduct. Any violation of these standards will be viewed as a serious matter that, in most cases, will lead to disciplinary action. BMI students are expected to comply with these policies, including the following general standards and attitudes appropriate to academic life.

Fraudulent Research, Plagiarism & Research Misconduct

Misrepresentation of data collection and analysis, including falsification or fabrication of data, is prohibited.

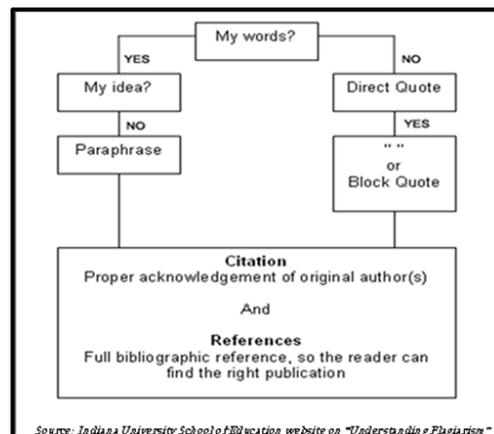
Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit, i.e. an appropriate attribution or citation.

Research misconduct has been defined by the Federal DHHS Office of Research Integrity (ORI) and UNMC subscribes to this definition: "Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results." falsification, and plagiarism.

Recommendations on How to Avoid Plagiarism

Begin the writing process by stating your ideas; then go back to the author's original work.

Whenever possible, use your own words (paraphrase) instead of copying directly someone else's words. Even when you paraphrase another author's writings, you must give credit to that author. When you copy exact wording, use quotation marks and credit the source (author).



6. Counseling and Student Development Center

Bennett Hall, Room 6001 The UNMC Counseling & Student Development Center offers a wide range of confidential professional counseling and psychological services, including general problem-solving, individual psychotherapy, stress management training, couples/marital counseling, communication consultations, psychological testing, substance dependency screening, and academic skills enhancement. These services are provided free-of-charge to all UNMC students. All Counseling Center staff members hold a master's degree in mental health counseling, clinical social work, or clinical psychology. Medical referrals are available if needed.

For information and confidential appointment scheduling, call 402-559-7276 or visit the UNMC Counseling Center website <http://www.unmc.edu/stucouns>

7. Drop/Add a Course or Withdraw

See the Student Handbook for further information.

<http://net.unmc.edu/care/docs/handbook.pdf>

Drop: Financial Aid must be contacted before dropping a course. Courses cannot be dropped if 70% of the course has been completed. Courses dropped could have a drastic effect on your graduate assistantship, your student health insurance and aspects of your academic program.

Add: Adding a class is allowed only up to the final course enrollment date. No classes may be added after that date.

After the final add date: You will not be permitted to add any hours in order to regain full-time status or make changes to your registration that will reduce your course load to less than full-time. Double-check your registration to ensure that you have the required hours for full-time status.

Withdrawing from the University must be initiated at the Office of Academic Records.

8. Audit a Course

A course may be audited with the permission of the instructor and the Dean for Graduate Studies provided that the student is academically qualified, there is adequate space and facilities, and the student is interested in the course but does not wish to earn academic credit. The student's adviser is normally consulted in this process.

Application forms for auditing courses may be obtained from the Graduate Studies Office. The cost for auditing a course is one-half the current resident tuition. Arrangements must be made to audit of a course before the final date for adding a course.

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BMI Core Faculty

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Ann FruhlingUNO
Ashish JoshiUNMC
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Kiran Bastola.....UNO
Jim R. CampbellUNMC
John Windle.....UNMC

**MASTER'S
DEGREE REQUIREMENTS**

The UNMC degree requirements for a Master's Degree are found on the Graduate Studies Website, along with required forms. <http://www.unmc.edu/gradstudies/current/degree-requirements/masters/index.html>

The UNMC Biomedical Informatics M.S. Timeline and Checklist is found at the end of this handbook to assist you in meeting requirements and deadlines.

**DOCTOR OF PHILOSOPHY
DEGREE REQUIREMENTS**

The UNMC requirements for a Ph.D. Degree are found on the Graduate Studies Website, along with required forms. <http://www.unmc.edu/gradstudies/current/degree-requirements/phd/index.html>

The UNMC Biomedical Informatics Ph.D. Timeline and Checklist is found at the end of this handbook to assist you in meeting requirements and deadlines.

BMI DEPARTMENT STAFF AND FACULTY

GENERAL INFORMATION

1. Communication

If you have questions or problems with your Graduate Studies contact the BMI chair for advice or help. It is that person's job to help you succeed.

Check your UNMC E-mail daily. This is the common means through which you will receive announcements and notices.

2. Personal Information Changes

Inform the Department Administrator

- Phone number or address change
Update your information in PeopleSoft Self Service and also inform the Department Administrator.
- Name or family status – marriage, children, etc.
You must take official documentation to the Student Life Center.
- Health Insurance change
Contact Pat Oberlander, Student Development Specialist at 402-559-7276 to add members to your health insurance.
- VISA status change
Inform the UNMC International Office.
- Traveling out of the country
Contact the UNMC International Office.

3. Student Academic Records

Use your UNMC NetID to access the following:

- UNMC Office of Student Services
www.unmc.edu/student-services
- UNMC Student Information System
<https://myrecords.nebraska.edu/>

Students can access their grades, registration schedule and personal data, as well as information on graduation, loan deferments, wheel tax and the UNMC Student Handbook. Plus, you can update your personal data, address, pay tuition and fees, view grades and print your unofficial transcript.

4. Computer and Internet Access

Wi-Fi is available in most campus buildings. Workstations commonly called Computing Clusters are found throughout the campus, e.g., Sorrell Center, McGoogan Library – check out the website to find additional locations.

http://www.unmc.edu/its/computer_clusters.htm

Help with logging in to any of the UNMC sites can be obtained from the UNMC Help Desk #559-7700.

5. English as a Second Language (ESL):

UNO offers English as a Second Language. The Omaha Public Schools offers an ESL class for UNMC students, employees or family members. Contact renae.kehrberg@ops.org or call 402-559-2410 for additional information.

6. UNMC Student Parking

UNMC Student parking is available on campus by purchasing either a monthly or annual permit. Contact Parking Services located in the Bookstore **402-559-5304 or ext. 98580** on campus. You'll be assigned to one of the specific lots located throughout the campus.

UNO students **that have a UNO parking permit can park at the UNMC Student Parking lots** – see Map at the end of this Handbook. Make sure your UNO permit is clearly visible. If a UNO student does not have a UNO parking permit, they will need to purchase a UNMC permit from UNMC Parking Services 402-559-4304.

7. ID Badge - UNMC Students

ID badges must be visible at all times while on UNMC property. The "UNeCard+" is a digitized photo identification badge that includes a magnetic stripe, which allows it to serve several functions.

You will need to use your ID card to gain access to the research facilities located in the DRC, as well as the computer clusters located at various locations on campus. The access control system is monitored 24 hours a day by the Security Dispatch Center and campus security officers will be dispatched to respond to door alerts. Any misuse of your ID badge regarding access control may result in your dismissal from UNMC.

The ID badge can be used as a declining balance debit card on campus. Students may deposit money to their UNeCard+ account at the UNMC Bookstore or the Center for Healthy Living. Money deposited to your account can be used to purchase goods and services all over campus. The ID badge also functions as your membership card to the Center for Healthy Living.

If your ID badge is lost or stolen, report it immediately to the Photo ID office by calling 402-559-2917 or 402-559-8414. After business hours you may leave a message with your name, social security number, date and time. This will protect you from any misuse of your ID badge. The cost of replacing a lost ID badge is \$15.00. There is no charge for replacing a damaged ID badge, provided that you return the old card. Replacement badges printed ONLY because of vanity reasons (different photo or nickname) will cost \$10.00. Upon graduation or withdrawal from courses at UNMC, students are required to turn in their ID badge to the Photo ID office. For a complete description of all ID card uses on campus, go to <http://info.unmc.edu/safety/id-badge/obtain-id-card.html#students>.

8. Student Mailboxes

At New Student Orientation, you will be asked to complete a form with your department's zip code. All of your campus mail will be sent to this zip code. If you happen to be assigned a student mailbox on campus (this is not common), it is your responsibility to check your mailbox frequently.

9. Maternity/Paternity Leave

See the Student Handbook for information.

http://www.unmc.edu/student-services/_documents/handbook.pdf

10. Child Care Services

The Child Care Center is located in the Administration Center, 40th and Dewey, they accept infants through preschoolers. The center is open 6am to 6pm Monday through Friday. For more information, call 402-559-8800

11. Student Health Insurance (Hospitalization)

Health insurance for hospitalization is mandatory for full-time students. The student will be assessed the University's insurance fee per semester unless they have proof of other insurance through a parent, employer, spouse, or spouse's employer. An insurance waiver must be submitted by the student online through the University's CARE website (care.unmc.edu). Students may submit the waiver two weeks prior to the beginning of classes. The deadline for submitting the insurance waiver is 14 days after the first day of the beginning of their classes. For current information on the University's endorsed student health plan, please go to: www.macori.com. For more information: <http://www.unmc.edu/familymed/>

12. UNMC Student Health Center (Out-patient Services)

Graduate students taking more than five (5) hours or more in the fall and spring, or four (4) hours or more are required to pay Fund B which entitles them to out-patient ambulatory care at the UNMC Student Health Center. Students taking less than the above credits have the option of paying Fund B in order to obtain Student Health Center Services. Dependents may also be eligible for some services by paying the Fund B fee. For more information:

<http://www.unmc.edu/familymed/studenthealth.htm>

13. Veterans Benefits

Veterans who are eligible to receive education benefits should stop by the Office of Financial Aid, Student Life Center, and speak with the VA representative. Certification will be mailed to the VA Regional Office after the first day of classes.

14. Accommodation of Students with Disabilities

It is the policy of the University to provide flexible and individualized accommodation to students with documented disabilities; however, faculty is not required to provide accommodation without prior approval.

To be eligible to receive reasonable accommodation, students must apply to the Services for Students with Disabilities office. Once the request has been approved, an individualized accommodation plan will be formulated and an official "Letter of Disability Accommodation" will be issued to the student.

To apply, contact Ronda Stevens **402-559-5553** or email rstevens@unmc.edu. Additional information and an online "Request for Services" form is available on the website of the Counseling and Student Development Center, which houses the Services for Students with Disabilities area: www.unmc.edu/stucouns under Services and Programs. Students with disabilities are then encouraged to contact the coordinator of each course for a confidential discussion of their individual needs for academic accommodation.

15. Assistance for Substance Abuse/Dependency

The UNMC Counseling and Student Development Center provides information and confidential, free-of-charge counseling services for students with concerns regarding substance abuse or dependency **402-559-5962**. The initial counseling interview may lead to a referral for a comprehensive chemical dependency evaluation. The student counseling office also has information on the following:

- Volunteer UNMC faculty advisors with specialized training in substance abuse issues who are willing to meet with students on an informal, confidential basis.
- Local meetings of support groups such as Alcoholics Anonymous, Al-Anon (for family and friends of the alcoholic), Adult Children of Alcoholics, Narcotics Anonymous and Gambler's Anonymous.

- Inpatient and outpatient chemical dependency treatment programs in Nebraska. The extent to which UNMC student health insurance may cover chemical dependency treatment.

Requirements and Timelines

We follow the mandatory timeline and form requirements of the Graduate Studies Office <http://www.unmc.edu/gradstudies>.

Follow their timelines closely, if forms are not submitted as required a hold can be placed on your account by the Graduate Studies Office.

- **The only BMI specific addition to that timeline is at least one of your Supervisory (PhD) or Advisory (MS) Committee Members must be from UNO.**

HELPFUL WEBSITES AND SUPPORT AT UNMC

Department	Website and/or Email Address	Phone
Accommodation for Students with Disabilities	Email: rstevens@unmc.edu	402-559-5553
Assistance for Substance/Dependency		402-559-5962
Campus Security		402-559-5111
Campus Safety		402-559-7315
Center for Healthy Living	http://www.unmc.edu/cfh/	402-559-5254
Compliance Hotline		866-568-5430
Counseling Center	http://www.unmc.edu/stucouns	402-559-7276
ES Class English as a Second Language		402-559-2410
Graduate Studies Office	http://www.unmc.edu/gradstudies Email: unmcgraduatestudies@unmc.edu	
Help Desk	Email: helpdesk@unmc.edu	402-559-7700
ID Cards – UNMC	http://info.unmc.edu/unecard	402-559-8414
McGoogan Library of Medicine	http://www.unmc.edu/library/	402-559-6221
Parking	https://net.unmc.edu/eserv/pk_manual.pdf	402-559-8580
Policies	http://wiki.unmc.edu/Policies_and_Procedures	
Student Information Systems (SIS)	http://myrecords.nebraska.edu	
Student Handbook	http://www.unmc.edu/student-services/_documents/handbook.pdf	
Student Health Center -Outpatient	http://www.unmc.edu/familymed/studenthealth.htm	402-559-7200
Student Health Insurance	http://www.unmc.edu/stucouns/insurance.htm	402-559-7276
Student Services	http://www.unmc.edu/student-services/	

STUDENT PARKING MAP

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