

University of Nebraska Medical Center



Student Handbook 2016 - 2017

NOTICE OF NON-DISCRIMINATION

The University of Nebraska Medical Center (UNMC) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. UNMC is dedicated to creating an environment where everyone feels valued, respected and included.

UNMC does not discriminate on the basis of race, ethnicity, color, national origin, sex (including pregnancy), religion, age, disability, sexual orientation, gender identity, genetic information, veteran status, marital status, and/or political affiliation in its educational programs, activities and employment. UNMC complies with all local, state and federal laws prohibiting discrimination, including Title IX, which prohibits discrimination on the basis of sex.

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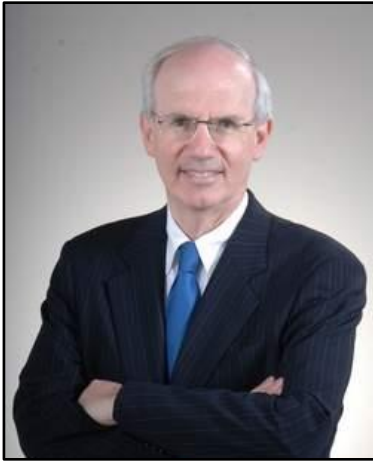
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WELCOME

I want to welcome you to UNMC and our hospital partner, The Nebraska Medical Center. Our common vision is to be a world renowned health science center and health system. This means:

- Delivering state-of-the-art health care through academic and private practice models;
- Preparing the best educated health professionals and scientists;
- Ranking among the leading research centers;
- Advancing our historic commitment to community health;
- Embracing the richness of diversity; and
- Creating economic growth in Nebraska.

UNMC is a dynamic environment in which to learn. The opportunities in health care and the health sciences today are limited only by your aspirations. We challenge you to reach your full potential with appropriate faculty guidance, encouragement and support. Your success is our success. No calling is more important.

My best wishes as you begin this exciting journey.

Jeffrey Gold, M.D.
Chancellor



Welcome to UNMC, where cutting-edge research and education lead to world-class care. You are entering a student centered academic health science center that values our strong community and global partnerships and where possibilities for your personal growth and learning are limited only by your own diligence, industry and imagination. Here, you will study in state of the art facilities and work with researchers and health care professionals known around the world as experts in their fields and make new life-long connections and friends. We value the diverse perspectives you bring to our campus that will help spurn new ideas, creativity and innovative solutions for the future. You will learn from among the best and be supported in getting the skills you need for your future success because we want you to be among the best and be leaders in your chosen discipline.

Congratulations on your first step toward a career through which you will surely make a difference in this world.

H. Dele Davies, M.D., M.Sc., M.H.C.M.
Vice Chancellor for Academic Affairs
Dean for Graduate Studies
Professor of Pediatrics and Public Health



It is with great pleasure that I welcome you to UNMC! Your admission is a remarkable achievement and we are proud to have you join our ambitious community.

The health care system and delivery mechanisms are constantly evolving, as are the means by which we educate our future providers. I'm proud to say that UNMC welcomes such change and is equipped with innovative techniques to expand the breadth of your education and professional training. I urge you to build an inter-professional network by becoming involved in community and leadership opportunities across campus; these experiences will broaden your education, allow you to contribute to UNMC's future, and ultimately prepare you for your future in healthcare.

As we are here to serve you and enhance your professional growth while at UNMC, please do not hesitate to contact me or any of your Student Senators if there is ever a time where we may be able to assist or support you. It is my sincere hope that you savor this uniquely challenging education which will serve you well in your future as an exceptional healthcare provider and well-rounded global leader!

Daniel Cloonan
UNMC Student President, 2016
UNMC Student Regent

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THE UNIVERSITY OF NEBRASKA MEDICAL CENTER

A HISTORY OF GROWTH

More than a century ago, Nebraska's first efforts at formal medical education resulted in the establishment of two medical colleges — the Omaha Medical College, incorporated in 1881, and the University of Nebraska College of Medicine, established in Lincoln in 1883. Although the latter college dissolved in 1887 when the Legislature withdrew its appropriation, the Omaha Medical College eventually took its place in 1902 by becoming a part of the university. The merger resulted in a four-year educational program, with the first two years completed in Lincoln and the remainder in Omaha.

In 1909, the Legislature appropriated \$20,000 for the purchase of property that is the present site of the medical center. A few years later, the College of Medicine consolidated the entire four-year program at Omaha in the campus' first building — Poynter Hall.

The extent of the university's commitment to health sciences education became apparent in 1915 when the Legislature appropriated funds for a 130-bed teaching hospital on the new Omaha campus and created an independent College of Pharmacy within the university. In 1917, the hospital was completed and the University of Nebraska School of Nursing began. The following year, the Lincoln Dental College was formally made a unit of the university as the College of Dentistry.

In subsequent decades, as the university expanded health sciences education, the need for additional educational facilities on the Medical Center campus grew. In the 1950s, the first College of Nursing (now the Specialty Services Pavilion) building was completed. Other additions during the 1950s included the Meyer Rehabilitation Institute and the Hattie B. Munroe Pavilion, although these facilities did not officially become part of the university until the following decade.

In 1968, the structure of the institution changed, formally establishing the University of Nebraska Medical Center as a campus and setting the tone of expansion for the remainder of the century. The catalyst of change and growth was the administrative reorganization of three major educational institutions — the University of Nebraska, the Nebraska College of Medicine and Omaha University.

As part of the reorganization, the College of Medicine was officially recognized as a semi-autonomous unit of the University of Nebraska system. The new mission of the Medical Center allowed and encouraged the development of other health professions and recognized health care as a team effort.

Since the reorganization, the Board of Regents has consolidated all of the university's health care programs under UNMC's jurisdiction. The College of Dentistry became part of the UNMC administration in 1979, while maintaining its primary facilities and programs on the East Campus in Lincoln and expanding its research programs.

During the 1960s and 1970s, the Legislature approved plans to upgrade the UNMC campus. This resulted in construction of the Eppley Institute for Research in Cancer and Allied Diseases in 1963, Wittson Hall in 1969, McGoogan Library of Medicine in 1971, Eppley Science Hall in 1973, new buildings for the Colleges of Nursing and Pharmacy in 1976, and University Clinic in 1977.

Educational opportunities for students expanded as well. The College of Nursing extended its undergraduate programs across the state and initiated nurse practitioner programs, as well as the state's first Ph.D. with a major in nursing. The College of Nursing now has brick-and-mortar divisions in Omaha, Lincoln, Kearney, Western Nebraska (Scottsbluff) and Northern Nebraska (Norfolk).

The College of Pharmacy, which joined UNMC in 1972, became one of the first schools in the nation to award the Doctor of Pharmacy as its sole degree, beginning in 1976.

The Graduate College opened an office at the medical center and the first medical center dean for graduate studies was appointed in 1972.

The College of Allied Health Professions also expanded its educational programs, adding physician assistant education, physical therapy education and nuclear medicine technology, among others.

The Eppley Institute for Research in Cancer and Allied Diseases is devoted to determining the causes of cancer and to developing strategies for prevention of cancer. To coordinate clinical, research, education and outreach programs related to cancer, the Board of Regents also established in 1993 the UNMC Eppley Center for Cancer Research and Cancer Care. Known nationally as a center of excellence in cancer research and treatment, UNMC was one of the 13 original members of the National Comprehensive Cancer Network, which was created in 1995. In 2000, the National Cancer Institute designated the Eppley Cancer Center as a clinical cancer center, a distinction held by only 65 cancer centers in the country.

In 2013, the Board of Regents changed the name of the UNMC Eppley Cancer to the Fred & Pamela Buffett Cancer Center, in recognition of a generous gift from Pamela Buffett, through the Rebecca Susan Buffett Foundation. The gift is in honor of her late husband, Fred "Fritz" Buffett, who died in 1997 after fighting kidney cancer. Fred Buffett and investor Warren Buffett were first cousins.

Opportunities for training in outpatient medicine were enhanced when a six-story outpatient care center, now named the Durham Outpatient Center, opened in 1993. Other outpatient clinics were opened in the city to provide additional sites for outpatient training.

In October 1997, UNMC and Clarkson Regional Health Services merged their hospital and clinical operations to form the Nebraska Health System (NHS). In 2003, NHS changed its name, becoming The Nebraska Medical Center. The partnership ensures that UNMC will have resources and a larger venue to carry out the research and educational components of its mission. The partnership also provides patients of the two organizations with more options for receiving care.

Currently, campus leaders are working to integrate the clinical enterprise (which includes the UNMC College of Medicine, The Nebraska Medical Center, UNMC Physicians, Bellevue Medical Center and Private Practice Associates) to better serve patients in an era of health care reform.

In 1997, Meyer Rehabilitation Institute and the Hattie B. Munroe Pavilion combined forces to become the Munroe-Meyer Institute for Genetics and Rehabilitation. MMI is an interdisciplinary center for the diagnosis and treatment of children, youths and adults with developmental, genetic, physical, emotional and social concerns. MMI is actively involved in the education of UNMC residents and students, as well as students from other universities. Faculty also conduct applied research, focusing on the prevention and treatment of chronic handicapping conditions and provide technical assistance to programs across the state and region.

The Lied Transplant Center, which opened in January 1999, linked transplant research and transplant-related care, and introduced an innovative patient care delivery system known as cooperative care. Cooperative care involves a family member or friend who serves as the patient's care partner. UNMC's transplant teams perform more than 400 bone marrow, liver, kidney, small bowel, pancreas, and heart transplants every year on patients from all over the world.

In 2002, an educational task force at UNMC released a report that laid out a vision for how health sciences education would be taught in the future and identified areas that would position UNMC to continue to be an educational leader in the 21st century.

UNMC expanded its educational offerings with the formation of the College of Public Health in 2006. The college moved into its new home, the Harold M. and Beverly Maurer Center for Public Health, and was accredited by the Council on Education for Public Health in 2011. Ruth and Bill Scott gave the lead gift on the \$15 million building.

Currently, UNMC has launched a strategic initiative to enhance on-campus learning. Faculty have been challenged to develop a blended approach that uses e-modules and e-courses coupled with flipped classrooms that can better serve students of today, as well as promulgate research in teaching innovation.

Extramural research funding now exceeds \$94.3 million, climbing from about \$31 million in 1999. In addition, about \$7 million annually is provided through the state of Nebraska's tobacco settlement fund. The fund provides money to UNMC and three other higher education institutions annually for biomedical research.

UNMC saw a significant construction boom during the 2000s with openings of:

- The Durham Research Center (DRC) in 2003 – a 10-story, \$77 million research facility on the west edge of campus named after the lead donor, Charles Durham.
- The Michael F. Sorrell Center for Health Science Education in 2008 – home to the College of Medicine. Omahans Ruth and Bill Scott gave the lead gift on the \$52.7 million building, which was funded entirely by private donations.
- A renovated Bennett Hall in 2008, which united the College of Allied Health Professions under the same roof for the first time in its history.
- The Weigel Williamson Center for Visual Rehabilitation in 2008 – the \$1.2 million center provides comprehensive visual rehabilitation for adults and children with low vision.
- The Durham Research Center II in 2009 – the \$76.5 million twin to the DRC, both of which were almost exclusively funded with private sources.
- The Home Instead Center for Successful Aging in 2010 – the center provides a spectrum of care to help Nebraskans maintain active and independent lifestyles as they age. The \$10.2 million center was funded entirely by private donations and included a lead gift from the founders of Home Instead Senior Care, the world's largest provider of non-medical home care for seniors.
- The J. Paul and Eleanor McIntosh College of Nursing in 2010 – UNMC opened its newest nursing division and building in Norfolk, Neb., thanks to an \$11.9 million capital campaign and unique partnership between Northeast Community College in Norfolk and the UNMC College of Nursing.
- The Center for Nursing Science on the Omaha campus in 2010 – Ruth and Bill Scott gave the lead gift on the privately funded \$14 million center, which enables the College of Nursing to increase student enrollment and better address the nursing shortage.

UNMC dedicated the Ruth and Bill Scott Student Plaza, which includes an architectural feature by world-renowned architect and artist James Carpenter, in September 2011 and opened the Stanley M. Truhlsen Eye Institute in the spring of 2013.

Construction is underway on the Fred & Pamela Buffett Cancer Center, the largest project ever at the University of Nebraska. The center, scheduled to open in 2017, includes three areas dedicated to cancer: the Suzanne and Walter Scott Research Tower, the C.L. Werner Cancer Hospital and a multidisciplinary outpatient treatment clinic. The \$370 million project also includes funds for an ambulatory care (non-cancer outpatient) project. The Fred & Pamela Buffett Cancer Center is being built on the west side of the medical center campus and required the demolition of Swanson Hall.

Construction on the new Lozier Center for Pharmacy Sciences and Education and Center for Drug Delivery also has begun. The building is expected to open in 2015, the 100th anniversary of the founding of the College of Pharmacy. The existing College of Pharmacy has been renamed the Joseph D. & Millie E. Williams Science Hall.

At the University of Nebraska at Kearney, construction has begun on a new Health Science Education Complex, which enables UNMC to expand its education programs. The \$19 million, 50,000-square-foot UNMC-UNK building will be home to UNMC's physician assistants, physical therapists, clinical laboratory scientists, radiographers and diagnostic medical sonographers. The UNMC College of Nursing will expand its master's programs for nurse practitioners and its bachelor's in nursing programs there. Construction should be completed in June 2015.

A \$6 million redevelopment of the Student Life Center, which includes the Center for Healthy Living, is expected to begin in December 2014. The one-year project was initiated by the UNMC Student Senate and will, in part, result in an addition that relocates the entry of the Center for Healthy Living from the south side of the building to the north side; a renovation of two floors to provide larger strength and fitness machine areas; additional dedicated group fitness activity areas; permanent areas for stretching and table tennis; and larger locker rooms with private changing areas and showers.

ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY

The University of Nebraska is composed of four campuses: the University of Nebraska Medical Center (UNMC), the University of Nebraska at Kearney (UNK), University of Nebraska-Lincoln (UNL), and the University of Nebraska at Omaha (UNO). Each campus is headed by a chancellor, who is also a Vice President of the University. Each campus reports to the President of the University, who is ultimately responsible to the Board of Regents, which consists of eight representatives elected from designated regions of the state and four non-voting student regents.

The Medical Center is composed of seven administrative units. These include the Colleges of Dentistry, Nursing, Pharmacy, Public Health, Medicine and the College of Allied Health Professions (which resides within the College of Medicine), and the UNMC Graduate Studies division of the University Graduate College. Each of these is led by a dean, associate dean or vice chancellor. Three other administrative units -- the Munroe-Meyer Institute, the Eppley Institute for Research in Cancer and the McGoogan Library of Medicine -- are led by a director.

In addition, four vice chancellors report to the UNMC chancellor, in the areas of Academic Affairs, Business and Finance, Research and External Affairs. Each of the vice chancellors oversees a team to carry out specific roles of the university.

THE BOARD OF REGENTS

		TERM EXPIRES
Timothy F. Clare	Lincoln	January 2021
Hal Daub	Omaha	January 2019
Howard L. Hawks	Omaha	January 2021
Bob Phares	North Platte	January 2017
Jim Pillen	Columbus	January 2019
Robert Schafer	Beatrice	January 2019
Kent Schroeder	Kearney	January 2017
Bob Whitehouse	Papillion	January 2019
Daniel Cloonan	UNMC	March 2017
Spencer Hartman	UNL	March 2017
Patrick Davlin	UNO	March 2017
Rachael Flaugh	UNK	March 2017

UNIVERSITY ADMINISTRATION

Varner Hall
3835 Holdrege Street
Lincoln, Nebraska 68583

Hank M. Bounds	President
Susan M. Fritz	Executive Vice President and Provost
Carmen K. Maurer	Corporation Secretary
David E. Lechner	Senior Vice President for Business and Finance
Matthew C. Hammons	Interim Vice President for University Affairs
Joel D. Pedersen	Vice President and General Counsel
Ronnie D. Green	Vice President and Chancellor of UNL
Ronald E. Yoder	Vice President and Vice Chancellor of IANR
John E. Christensen	Vice President and Chancellor of UNO
Jeffrey P. Gold	Vice President and Chancellor of UNMC
Douglas A. Kristensen	Vice President and Chancellor of UNK

UNIVERSITY OF NEBRASKA MEDICAL CENTER ADMINISTRATION

CHANCELLOR'S OFFICE		LOCATION	PHONE
Chancellor	Jeffrey P. Gold, M.D.	WHM 5001	559-4200
Vice Chancellor for Research	Jennifer L. Larsen, M.D.	ARS 2050	559-4837
Vice Chancellor for Academic Affairs	H. Dele Davies, M.D.	ARS 2022	559-5131
Vice Chancellor for External Affairs	Robert D. Bartee, M.A.	WHM 5001	559-5105
Vice Chancellor for Business and Finance	Deb Thomas, M.P.A.	WHM 5001	559-6300

STUDENT AFFAIRS

Assistant Vice Chancellor for Academic Affairs/Student Affairs and Chief Student Affairs Officer	Cheryl Bagley Thompson, Ph.D., RN	SLC 2038	559-4437
Registrar	Janet McLaughlin	SCL 2016	559-4207
Financial Aid	Judi Walker, B.A., Director	SLC 2048	559-6409
Student Financial Services	Joan Hill, M.A., Director	SLC 2013	559-8086
Student Loan Accounting	Karen Freeman, B.S.	SLC 2053	559-5832
Recruitment and Student Engagement	Channing Bunch, M.B.A., Director	SLC 2045	559-3928

ACADEMIC RESOURCES

Leon S. McGoogan Library of Medicine Center for Continuing Education	Emily McElroy, MLIS, Director Lois Colburn, M.A., Executive Director	WHM 6004A ESH 3022	559-7078 559-2824
Department of Public Relations	Bill O'Neill, M.A., Director	AX10 3006	559-9152
Information Technology Services	Yvette Holly, B.S., Assistant Vice Chancellor	BSC 2084	559-5683

COMPLIANCE OFFICER	Sarah Carlson, J.D.	CON 5054	559-6767
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BUSINESS and FINANCE

Senior Associate Vice Chancellor Finance and Business Services	Deb Thomas, M.P.A	WHM 5001	559-6300
Director of Business Services	Keith Swarts, M.S.	ADC 5017	559-5200

COLLEGES and INSTITUTES

College of Dentistry	Janet M. Guthmiller, D.D.S., Ph.D., Dean	DENT 2128	472-1344
College of Medicine	Bradley Britigan, M.D, Dean	MSC 4008	559-8878
College of Nursing	Juliann Sebastian, Ph.D., Dean	CON 2014	559-4109
College of Pharmacy	Courtney V. Fletcher, Pharm D., Ph.D., Dean	COP 2037	559-1962
College of Public Health	Ali S. Khan, M.D., M.P.H., Dean	MCPH 2015	559-4950
College of Allied Health Professions	Kyle P. Meyer, Ph.D., Dean	BTH 5005G	559-7428
Graduate Studies	H. Dele Davies, M.D., M.Sc., M.H.C.M, Dean	ARS 2022	559-5131
Munroe-Meyer Institute	Karoly Mirmics, M.D., Director	MMI 2005	559-5702
Eppley Institute for Research in Cancer/Fred & Pamela Buffett Cancer Center	Kenneth Cowan, M.D., Ph.D., Director	ECI 2019	559-4238

THE ACADEMIC UNITS

THE COLLEGE OF DENTISTRY

East Campus
University of Nebraska
400 East Campus Loop South
Lincoln, Nebraska 68583-0740
(402) 472-1333



Janet M. Guthmiller
D.D.S., Ph.D.

Janet M. Guthmiller, D.D.S., Ph.D. — Dean
David G. Brown, Ph.D. — Executive Associate Dean
David H. Shaw, Ph.D. — Associate Dean of Research (Interim)
Timothy M. Durham, D.D.S., M.P.A. — Assistant Dean for Patient Services
James Gamerl, M.B.A. — Associate Dean for Finance and Administration
James F. Jenkins, D.D.S. — Assistant Dean for Advanced Clinical Practice and
Director of Alumni Affairs
Joan E. Sivers, D.D.S. — Assistant Dean of Clinics
Merlyn W. Vogt, D.D.S. — Assistant Dean for Student Affairs, Director of
Admissions
Mary Lynn Froeschle, D.D.S., M.B.A. — Director of Dental Continuing Education

Department

Adult Restorative Dentistry
Dental Hygiene
Growth and Development

Oral Biology
Surgical Specialties

Chairperson

Julie A. Marshall, D.D.S., M.S. (Interim)
Gwen Hlava, R.D.H., M.S.
Jillian A. Wallen, B.D.S., M.S.

David H. Shaw, Ph.D.
J. Bruce Bavitz, D.M.D.

Location

COD 2136A
COD 2117A
SWH 3034
COD 2436
COD 1315A
COD 2170B

Phone

402-472-0598
402-472-1433
402-552-7775
402-472-1590
402-472-1379
402-472-1314

THE COLLEGE OF MEDICINE

College of Medicine Dean's Office
 985520 Nebraska Medical Center
 Omaha, NE 68198-5520
 402-559-4283
 FAX: 402-559-4148



Bradley E. Britigan, M.D., Dean

Bradley E. Britigan, M.D., Dean	MSC 4008	402-559-8878
Michael R. McGlade, Senior Associate Dean for Administration and Director of Finance	MSC 4009	402-559-8658
Gerald F. Moore, M.D., Senior Associate Dean for Academic Affairs	MSC 4011	402-559-7288
Carl V. Smith, M.D., Senior Associate Dean for Clinical Affairs	UT2 5248H	402-559-2711
Howard S. Fox, M.D., Ph.D., Senior Associate Dean for Research Development	DRC 3008	402-559-8242
Jeffrey W. Hill, M.D., Associate Dean for Admissions and Student Affairs	MSC 4041	402-559-2259
Michael C. Wadman, M.D., Associate Dean for Graduate Medical Education	MSC 4001A	402-559-6948

Kelly J. Caverzagie, M.D., Associate Dean for Educational Strategy	MSC 4001B	402-559-8358
John W. Sparks, M.D., Associate Dean for Pediatric Affairs	UT1 5137	402-559-6400
Jeffrey D. Harrison, M.D., Assistant Dean for Admissions and Student Affairs	MSC 4040	402-559-2259
Paul M. Paulman, M.D., Assistant Dean for Clinical Skills and Quality	MSC 4035	402-559-9328
Dennis P. McNeilly, Psy.D., Assistant Dean for Continuing Education	HICSA	402-552-6062
James W. Gigantelli, M.D., Assistant Dean for Governmental Affairs	EYS 2059	402-559-4276
Chad W. Vokoun, M.D., Assistant Dean for Graduate Medical Education	MSC 4001E	402-559-7426
Wendy J. Grant, M.D., Assistant Dean for Student Affairs	MSC 4046	402-559-2259

Department

Anesthesiology
 Biochemistry and Molecular Biology
 Cellular and Integrative Physiology
 Emergency Medicine
 Family Medicine
 Genetics, Cell Biology and Anatomy
 Internal Medicine
 Neurological Sciences
 Obstetrics and Gynecology
 Ophthalmology and Visual Sciences
 Orthopedic Surgery and Rehabilitation
 Otolaryngology—Head and Neck Surgery
 Pathology and Microbiology
 Pediatrics
 Pharmacology and Experimental Neuroscience
 Physical Medicine and Rehabilitation
 Psychiatry
 Radiation Oncology
 Radiology
 Surgery

Chairperson

Steven J. Lisco, M.D.
 Surinder K. Batra, Ph.D.
 Irving H. Zucker, Ph.D.
 Robert L. Muelleman, M.D.
 Michael A. Sitorius, M.D.
 Vimla Band, Ph.D.
 Debra J. Romberger, M.D.
 Matthew Rizzo, M.D.
 Carl V. Smith, M.D.
 James W. Gigantelli, M.D.
 Kevin L. Garvin, M.D.
 Dwight T. Jones, M.D.
 Steven H. Hinrichs, M.D.
 John W. Sparks, M.D.
 Howard E. Gendelman, M.D.
 Samuel M. Bierner, M.D.
 Steven P. Wengel, M.D.
 Charles A. Enke, M.D.
 Craig W. Walker, M.D.
 David W. Mercer, M.D.

Location

BTH 2015
 DRC 7005E
 DRC 5005F
 UH 3244
 MSB 2535
 DRC 6005
 MSB 5511A
 DBN 270
 UT2 5248H
 TEI 3009
 MSB 2544
 UT 3199C
 DRC2 8002A
 UT1 5137
 DRC 8008
 MSC 4010
 PH 4010
 CKH 0827
 MSB 1537A
 MSB 4529B

Phone

402-559-7343
 402-559-5455
 402-559-7161
 402-559-6705
 402-559-5279
 402-559-4031
 402-559-7539
 402-559-4496
 402-559-2711
 402-559-2020
 402-559-4251
 402-559-7767
 402-559-7255
 402-559-6400
 402-559-8920
 402-559-3752
 402-552-6220
 402-552-3443
 402-559-4818
 402-559-8272

THE COLLEGE OF ALLIED HEALTH PROFESSIONS

College of Allied Health Dean's Office
 984000 Nebraska Medical Center
 Omaha, NE 68198-4000
 402-559-7428
 FAX: 402-559-8696



Kyle P. Meyer, Ph.D., PT
 Senior Associate Dean

Kyle P. Meyer, Ph.D., PT, Senior Associate Dean	BTH 5005G	402-559-6680
Gregory M. Karst, Ph.D., PT, Assistant Dean for Academic and Student Affairs	BTH 5005E	402-559-6596
Laura D. Bilek, PhD, PT, Assistant Dean for Research Development	BTH 5005E	402-559-6923
Janice Tompkins, MPH, MT (ASCP), Director for Academic and Student Affairs	BTH 5005D	402-559-7633
Pat O'Neil, BS, Director of Finance and Admin.	BTH 5005B	402-559-7121

Educational Program

Program Director

Room

Phone

Cardiovascular Interventional	Tammy Jones, MPA, R.T. (R) (M)	BTH 50001K	402-559-3846
Clinical Laboratory Science	Karen Honeycutt, MEd, MLS (ASCP) ^{CM} SM ^{CM}	BTH 5012N	402-559-9045
Clinical Perfusion	David Holt, MA, CCT	BTH 6005D	402-559-7227
Cytotechnology	Amber Donnelly, Ph.D., SCT (ASCP)	BTH 6008A	402-552-2043
Diagnostic Medical Sonography	Kim Michael, MA, RT(R), RDMS, RVT	BTH 5001D	402-559-1189
Magnetic Resonance Imaging	Stephanie Vas, BS, RT(R)(MR)(CT)	BTH 5001H	402-559-2181
Medical Nutrition Education	Glenda Woscyna, MS, RD, L.M.N.T.	BTH 6003C	402-559-7365
Nuclear Medicine Technology	Marcia Hess Smith, BS, CNMT	BTH 5001C	402-559-7224
Physical Therapy	Joseph F. Norman, PT, Ph.D., CCS, FAACVPR	BTH 3013C	402-559-5715
Physician Assistant	Michael Huckabee, Ph.D., PA-C	BTH 4002A	402-559-7953
Radiation Therapy Technology	Lisa Bartenhagen, MS, R.T. (R) (T)	BTH 5001B	402-559-4236
Radiography	Tammy Jones, MPA, R.T. (R) (M)	BTH 5001K	402-559-3846
Associate Director, Division of Radiation Science Technology Education	James Temme, MPA, R.T. (R), QM	BTH 5001G	402-559-2495

Academic & Student Affairs

Academic & Student Affairs Specialist	Tamara Cardin, BFA	BTH 3004D	402-559-6511
IPAP Specialist	Andrew Henneberry, MA	BTH 4001A	402-559-7956
Academic & Student Affairs Specialist	Diane Landon, MA	BTH 3004C	402-559-2232
Academic & Student Affairs Specialist	Alexandra Stoll, MPA	BTH 3004A	402-559-6443
Academic & Student Affairs Coordinator	Maggie Winnicki, MPH	BTH 4001B	402-559-7627

THE COLLEGE OF NURSING

College of Nursing Dean's Office
 985330 Nebraska Medical Center
 Omaha, NE 68198-5330
 402-559-5414
 FAX: 402-559-7570



**Juliann Sebastian, Ph.D., RN,
 FAAN, Dean**

Juliann G. Sebastian, PhD, RN, FAAN, Dean	402-559-4109
Ann Berger, PhD, APRN, AOCNS, FAAN, Associate Dean for Research	402-559-5469
Lynnette Stampler, PhD, RN, FAAN, Associate Dean for Academic Programs	402-559-5218
Kate Fiantdt, PhD, RN, FNP-BC, FAANP, FAAN Associate Dean for Transformational Practice & Partnership	402-559-6517
Jana Pressler, PhD, RN Assistant Dean Lincoln Division College of Nursing	402-472-3659
Denise Waibel-Rycek, RN, MSN, Director of Operations Kearney Division College of Nursing	308-865-8323
Liane Connelly, PhD, RN, Assistant Dean Northern Division College of Nursing (Norfolk)	402-844-7894
Susan Wilhelm, PhD, RN, Assistant Dean West Nebraska Division College of Nursing (Scottsbluff)	308-632-0411
Connie Miller, PhD, RN, Assistant Dean Omaha Division College of Nursing	402-559-6382
Lisa Muschall, Director of Administration and Operations	402-559-4350

Department	Name	Location	Phone
Baccalaureate Program	Louise LaFramboise, PhD, RN, Director	CNS 4096	402-559-6535
Master's Program	Lynne Buchanan, RN, PhD, APRN-NP, Director	CON 4046	402-559-6629
Ph.D. Program	Kathy Hanna, RN, PhD, Director	CNS 50104	402-559-2150
Doctor of Nursing Practice Program	Sue Barnason, PhD, RN, FAAN, Director	CCRT 117	402-559-2150
Continuing Nursing Education Evaluation	Heidi Keeler, RN, PhD, Interim Director Teresa Hultquist, PhD, APRN-CNS, PHCNS-BC Interim Director	CON 5071 CNS 40113	402-559-7487 402-559-6538
International Programs	Sheila Ryan, PhD, RN, FAAN, Director	CON 4030	402-559-6376
Learning Resources	Marge Kaiser, PhD, RN, Acting Director	CON 3005	402-559-6539
Morehead Center for Nursing Practice	Director TBD	CON 5066	402-559-6616
Senior Health Promotion Center (Lincoln)	Rita Antonson, MSN, APRN, Director	CCRT 102	402-472-3659

Student Services:	Name	Location	Phone
Rolee Kelly, Director		CON 4053	402-559-6639
Kearney Division	Hilary Christo	267W	308-865-8322
Lincoln Division	Amy Fellhoelter	CCRT 125	402-472-7343
Northern Division	Diana Rizzo	118	402-844-7890
Omaha Division (Undergraduate)	Molly Belieu	CON 4048A	402-559-5102
Omaha Division (Graduate)	Nick Baker	CON 4048B	402-559-4120
West Nebraska Division	Karen Schledewitz	Harms B129	308-632-0413

THE COLLEGE OF PHARMACY

College of Pharmacy Dean's Office
986000 Nebraska Medical Center
Omaha, NE 68198-6000
402-559-4333
FAX: 402-559-5060



Courtney V. Fletcher,
Pharm.D., Dean

Courtney V. Fletcher, Pharm.D. Dean	COP 2029	402-559-4333
Christopher L. Shaffer, Pharm.D. Associate Dean for Student Affairs	COP 2031	402-559-4333
Gary C. Yee, Pharm.D. Associate Dean for Academic Affairs	COP 4047	402-559-2415
James M. Gamerl, FACHE Director for Administration, Finance and Staff	COP 2030	402-559-5134

Department

Pharmaceutical Sciences
Pharmacy Practice

Chairperson

Ram I. Mahato, Ph.D.
Keith M. Olsen, Pharm.D.

Location

COP 3026B
COP 4037B

Phone

402-559-5422
402-559-9016

THE GRADUATE COLLEGE

Office of the Dean for Graduate Studies
987810 Nebraska Medical Center
Omaha, NE 68198-7810
402-559-6531
FAX: 559-7845



H. Dele Davies, M.D.,
M.Sc., M.H.C.M.

Dele Davies, M.D., M.Sc. M.H.C.M., Dean for Graduate Studies
James Turpen, Executive Associate Dean for Graduate Studies
Pam Carmines, Assistant Dean for Graduate Studies
Jialin Zheng, M.D., Associate Dean for Graduate Studies – International Affairs
Iqbal Ahmad, Ph.D., Associate Dean for Graduate Studies – Postdoctoral Education
Terri Vadovski, Director of Graduate Studies
Vanessa Wilcox, Graduate Studies Specialist
Cody Phillips, Graduate Studies Specialist

GRADUATE COMMITTEE CHAIRPERSONS

<u>Name</u>	<u>Major</u>	<u>Phone</u>	<u>Location</u>
Paul L. Sorgen, Ph.D.	Biochemistry & Molecular Biology	402-559-7557	DRC 7011 (5870)
James C. McClay, M.D.	Biomedical Informatics	402-559-3587	UH 3234 (1150)
Gleb Haynatzki, Ph.D.	Biostatistics	402-559-3294	MCPH 3055 (4375)
Joyce C. Solheim, Ph.D.	Cancer Research	402-559-4539	ESH 8006 (6805)
Pamela K. Carmines, Ph.D.	Cellular & Integrative Physiology	402-559-9343	DRC 6046 (5850)
Chandran Achutan, Ph.D.	Environmental, Agricultural & Occup. Health	402-559-8599	MCPH 3041 (4388)
KM (Monirul) Islam, Ph.D.	Epidemiology	402-559-8283	MCPH 3024 (4395)
Karen A. Gould, Ph.D.	Genetics, Cell Biology & Anatomy	402-559-2456	DRC 6051(5805)
Ghada Soliman, Ph.D.	Health Promotion & Disease Prevention Res.	402-559-5157	MCPH 2048 (4365)
Fernando Wilson, Ph.D.	Health Services Research & Administration	402-552-6948	MCPH 1036 (4350)
Daniel T. Monaghan, Ph.D.	Interdisciplinary Graduate Program in Biomedical Sciences	402-559-7196	DRC 3052 (5800)
Karen A. Gould, Ph.D.	Interdisciplinary Graduate Program in Biomedical Sciences	402-559-2456	DRC 6051(5805)
Shelley D. Smith, Ph.D.	M.D./Ph.D. Program Director	402-559-5314	DRC II 3036 (5960)
Laura D. Bilek, Ph.D.	Medical Sciences Interdepartmental Area	402-559-6923	BTH 5011 (4000)
David H. Shaw, Ph.D.	Medical Sciences Interdepartmental Area	402-472-1379	UNL COD 1315A (68583-0756)
Kathleen M. Hanna, Ph.D.	Nursing	402-559-5468	CNS 50104 (5330)
Rakesh K. Singh, Ph.D.	Pathology and Microbiology	402-559-9949	DRC II 7070 (5900)
Jered C. Garrison, Ph.D.	Pharmaceutical Sciences	402-559-3453	DRC I 4008 (5830)
Keshore R. Bidasee, Ph.D.	Pharmacology & Experimental Neuroscience	402-559-9018	DRC 3047 (5800)

THE COLLEGE OF PUBLIC HEALTH

College of Public Health Dean's Office
 University of Nebraska Medical Center
 984355 Nebraska Medical Center
 Omaha, NE 68198-4355
 402-559-4960
 FAX: 402-559-4961



Ali S. Khan, M.D., M.P.
 Dean

Ali Khan, MD, MPH – Dean	402-559-4960
Jane Meza, PhD – Senior Associate Dean	402-559-6825
Kendra Schmid, PhD – Interim Associate Dean for Academic and Student Affairs	402-552-6583
Mohammad Siahpush, PhD – Associate Dean of Research	402-559-3437
Keith Hansen, MBA – Assistant Dean for Operations and Management	402-559-3501
Amr Soliman, MD, PhD – Assistant Dean for International Cooperation	402-559-3976
Preethy Nayar, MD, PhD – Director, Doctoral Programs	402-559-1981
Kendra Schmid, PhD – Director, Masters Programs	402-559-8117
Jessica Tschirren, MPA – Director, Student Affairs	402-552-9870
Brenda Nickol, MPH – Director, Career Services	402-552-7226
Tymaree Sing, BS – Coordinator, Office of Educational Services	402-552-9869
Tiffany Brunt, BS - Admissions and Recruitment, Office of Educational Services	402-552-9867

Graduate Programs

Biostatistics
 Environmental Health, Occupational Health,
 and Toxicology
 Epidemiology
 Health Services Research, Administration
 and Policy
 Health Promotion and Disease Prevention
 Research

Graduate Program Chair

Gleb Haynatzki, PhD

 Chandran Achutan, PhD
 Monirul Islam, MD, PhD

 Fernando Wilson, PhD
 Ghada Soliman

Location

MCPH

 MCPH
 MCPH

 MCPH
 MCPH

Phone

402-559-4112

 402-559-8599
 402-559-8283

 402-552-6948
 402-559-5157

UNIVERSITY OF NEBRASKA MEDICAL CENTER

2016 – 2017 ACADEMIC CALENDAR

Dates and events listed are for the Graduate Studies and for the Colleges of Dentistry, Medicine, Nursing, Pharmacy, Allied Health and Public Health. Exceptions are noted where applicable.

FALL SEMESTER 2016

FALL 2016 ORIENTATION SCHEDULE

IPE – Inter-Professional Education Orientation Event – Omaha	August 17, 2016
Orientation/Registration for ALL NEW STUDENTS	August 18 - 19, 2016
Clinical Laboratory Science (CLS)	May 17, 2016
College of Medicine	August 15 - 17, 2016
Medical Nutrition PBC/M	August 16 - 17, 2016
Incoming Allied Health, Pharmacy	August 17, 2016

FALL 2016 First Day of Classes	August 22, 2016
Pharmacy 4	May 9, 2016
Clinical Laboratory Science (CLS)	May 18, 2016
Postgraduate Dental Certificate	July 1, 2016
Medicine 3/4, PA 3	July 5, 2016
IPAP Phase I	August 29, 2016
IPAP Phase II	September 5, 2016

Students will receive email notifications on the 10th day of the term regarding their billing statement. A late fee will be assessed on any tuition and/or fees not paid in full by the due date on the billing statement.

Last Day to ADD/DROP Classes (CLS)	May 24, 2016
Last Day to ADD/DROP Classes (August 22, 2016 start date)	August 28, 2016
Last Day to ADD/DROP Classes (IPAP Phase I)	September 4, 2016
Last Day to WITHDRAW from Classes (CLS)	October 14, 2016
Last Day to WITHDRAW from Classes August 22, 2016 start date	November 11, 2016
Last Day to WITHDRAW from Classes (IPAP Phase I)	November 14, 2016

Course(s) dropped by the withdraw dates listed above will appear on the UNMC transcript with a grade of 'W'. Course(s) cannot be dropped after the withdraw dates listed above, and the UNMC transcript will reflect grade earned.

Deadline for waiving student insurance is during the first 14 days of the semester.

Deadline for filing for December graduation

October 10, 2016

Student Breaks and Holidays:

Memorial Day	May 30, 2016
Independence Day	July 4, 2016
Labor Day	September 5, 2016
Fall Break	October 17-18, 2016
RSTE/D/Post Bacc, Medical Nutrition PBC/M, Clinical Perfusion 5/D, Nursing, Graduate, Public Health, PT 2/3	
Thanksgiving	November 23-26, 2016
PA 1, PA/D, PT 1/2, RSTE/D/Post Bacc, Medical Nutrition PBC/M, Clinical Perfusion/D, Cytotechnology/D, Nursing, Public Health, Dentistry, Dental Hygiene	
Thanksgiving	November 24, 2016
PA 2/3, PT 3	
Thanksgiving	November 24-25, 2016
Medicine	
Thanksgiving	November 24-26, 2016
Clinical Laboratory Science, Pharmacy, Radiation Oncology, Medical Family Therapy, Graduate	

Last Day of classes <i>including</i> exam week	December 16, 2016
Postgraduate Dental Certificate.....	December 31, 2016
IPAP Phase II.....	February 3, 2017

Commencement:

Omaha	December 16, 2016
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Special Notes:

Dentistry:

Dental Students National Board Exam for seniors will be administered by computer.
Dental Admissions Test will be administered by computer throughout the year.

Medicine:

Medicine 3 will follow a 2-week clerkship schedule starting 7/5/16 through 12/16/16.

Medicine 4 Clerkship Schedule:

July 5 – July 31	September 26 – October 23
August 1 – August 28	October 24 – November 20
August 29 – September 25	November 21 – December 16

USMLE, Step 1 & Step 2, will be administered by computer throughout the year.

Pharmacy:

P1/2 IPPE Clerkship Schedule:

May 9 – May 27	July 11 – July 29
May 31 – June 17	August 1 – August 19
June 20 – July 8	

Pharmacy 4 Clerkship Schedule:

May 9 – June 3	August 29 – September 23
June 6 – July 1	September 26 – October 21
July 5 – July 29	October 24 – November 18
August 1 – August 26	November 21 – December 16

Physician Assistant Clerkship Schedule:

July 5 – July 31
August 1 – August 28
August 29 – September 25
September 26 – October 23
October 24 – November 20
November 21 – December 16

SPRING SEMESTER 2017

SPRING 2017 First Day of Classes	January 9, 2017
Dentistry 3/4, Medicine 3/4, PA 2/3, Pharmacy 4, PT 3, Clinical Perfusion 6,	
IPAP Phase I/II, Postgraduate Dental Certificate	January 3, 2017

Students will receive email notifications on the 10th day of the term regarding their billing statement. A late fee will be assessed on any tuition and/or fees not paid in full by the due date on the billing statement.

Last Day to ADD/DROP Classes (January 3 start date).....	January 9, 2017
Last Day to WITHDRAW from Classes	March 29, 2017

Course(s) dropped between January 9, 2017 and March 29, 2017 will appear on the UNMC transcript with a grade of 'W'. Course(s) cannot be dropped after March 29, 2017 and will appear on the UNMC transcript and reflect grade earned.

Last Day to ADD/DROP Classes (January 9 start date).....	January 15, 2017
Last Day to WITHDRAW from Classes	March 31, 2017

Course(s) dropped between January 15, 2017 and March 31, 2017 will appear on the UNMC transcript with a grade of 'W'. Course(s) cannot be dropped after March 31, 2017 and will appear on the UNMC transcript and reflect grade earned.

Deadline for waiving student insurance is during the first 14 days of the semester.

Deadline for filing for May graduation	February 10, 2017
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IPE – Inter-Professional Education Day Year 1	February 8, 2017
IPE – Inter-Professional Education Day Year 2	February 22, 2017

Student Holidays and Breaks:

Martin Luther King Day	January 16, 2017
Spring Break	March 19 - 26, 2017
Clinical Perfusion 6	February 26 – March 5, 2017
Dentistry, Dental Hygiene	March 18 - March 26, 2017
Medicine 1/2	March 20 - March 26, 2017
Medicine 3/4, PA 2, Pharmacy 4	March 27 - April 2, 2017

Last Day of Classes <i>including</i> exam week	May 5, 2017
IPAP Phase I	April 21, 2017
Medicine 4, Pharmacy 4	April 30, 2017
PA 2, Medicine 3	June 25, 2017
IPAP Phase II	June 9, 2017
Postgraduate Dental Certificate	June 30, 2017

Commencement:

Kearney, Norfolk	May 4, 2017
Lincoln	May 5, 2017
Omaha, Scottsbluff	May 6, 2017

Special Notes:

Dentistry:	
Profession Day: TBA	
Dental Hygiene National Board Exam will be administered by computer.	
Regional Board Exams: TBA	
American Dental Educ. Association: March 18 - 21, 2017	
American Association of Dental Research: March 22 - 25, 2017	
Nebraska Dental Association Meeting: April 27-28, 2017	

Medicine:

Medicine 3 will follow a 2-week clerkship schedule starting 1/3/17 through 6/25/17.

Medicine 4 Clerkship Schedule:

January 3 – January 29
January 30 – February 26
February 27 – March 26
April 3 – April 30

USMLE, Step 1 and Step 2, will be administered by computer throughout the year.

Pharmacy 4 Clerkship Schedule:

January 3 – January 27
January 30 – February 24
February 27 – March 24
April 3 – April 28

Physician Assistant 2 Clerkship Schedule:

January 3 – January 29	April 3 – April 30
January 30 – February 26	May 1 – May 28
February 27 – March 26	May 29 – June 25

SUMMER TERMS 2017

Students will receive email notifications on the 10th day of the term regarding their billing statement. A late fee will be assessed on any tuition and/or fees not paid in full by the due date on the billing statement.

Accelerated Nursing.....May 8 – August 11, 2017
Last day to ADD/DROP classesMay 14, 2017
Last day to WITHDRAW from classesJuly 14, 2017
Course(s) dropped between May 14, 2017 and July 14, 2017 will appear on the UNMC transcript with a grade of 'W'. Course(s) cannot be dropped after July 14, 2017 and will appear on the UNMC transcript and reflect grade earned.

Allied Health:

IPAP Phase I.....May 1 – August 18, 2017
Last day to ADD/DROP classesMay 7, 2017
Last day to WITHDRAW from classesJuly 7, 2017
Course(s) dropped between May 7, 2017 and July 7, 2017 will appear on the UNMC transcript with a grade of 'W'. Course(s) cannot be dropped after July 7, 2017 and will appear on the UNMC transcript and reflect grade earned.

IPAP Phase II.....May 8 – October 6, 2017
Last day to ADD/DROP classesMay 14, 2017
Last day to WITHDRAW from classesJuly 16, 2017
Course(s) dropped between May 14, 2017 and July 16, 2017 will appear on the UNMC transcript with a grade of 'W'. Course(s) cannot be dropped after July 16, 2017 and will appear on the UNMC transcript and reflect grade earned.

PA 1/D, Canadian, RSTE/D/Post Bacc, Cytotechnology/D,
Clinical Perfusion5/D, MFT, Medical Nutrition MMay 15 – August 11, 2017
Last day to ADD/DROP classesMay 21, 2017
Last day to WITHDRAW from classesJuly 16, 2017
Course(s) dropped between May 21, 2017 and July 16, 2017 will appear on the UNMC transcript with a grade of 'W'. Course(s) cannot be dropped after July 16, 2017 and will appear on the UNMC transcript and reflect grade earned.

Medical Nutrition PBC, PT 1/2.....May 15 – July 7, 2017
Last day to ADD/DROP classesMay 21, 2017
Last day to WITHDRAW from classesJune 21, 2017
Course(s) dropped after May 21, 2017 and June 21, 2017 will appear on the UNMC transcript with a grade of 'W'. Course(s) cannot be dropped after June 21, 2017 and will appear on the UNMC transcript and reflect grade earned.

Dentistry: DDS & DH (clinics & classes).....May 15 – July 7, 2017
Last day to ADD/DROP classesMay 21, 2017
Last day to WITHDRAW from classesJune 21, 2017
Course(s) dropped between May 21, 2017 and June 21, 2017 will appear on the UNMC transcript with a grade of 'W'. Course(s) cannot be dropped after June 21, 2017 and will appear on the UNMC transcript and reflect grade earned.

Graduate, Public Health, DNP, MSN/POST MS:

Eight Week SessionMay 15 – July 7, 2017
Last day to ADD/DROP classesMay 21, 2017
Last day to WITHDRAW from classesJune 11, 2017
Course(s) dropped between May 21, 2017 and June 11, 2017 will appear on the UNMC transcript with a grade of 'W'. Course(s) cannot be dropped after June 11, 2017 and will appear on the UNMC transcript and reflect grade earned.

First Five Week SessionJune 5 – July 7, 2017
Last day to ADD/DROP classesJune 11, 2017
Last day to WITHDRAW from classesJune 28, 2017

Course(s) dropped between June 11, 2017 and June 28, 2017 will appear on the UNMC transcript with a grade of 'W'. Course(s) cannot be dropped after July 28, 2017 and will appear on the UNMC transcript and reflect grade earned.

Second Five Week SessionJuly 10 – August 11, 2017

Last day to ADD/DROP classesJuly 16, 2017

Last day to WITHDRAW from classesAugust 2, 2017

Course(s) dropped between July 16, 2017 and August 2, 2017 will appear on the UNMC transcript with a grade of 'W'. Course(s) cannot be dropped after August 2, 2017 and will appear on the UNMC transcript and reflect grade earned.

Deadline for filing for August graduationJune 10, 2017

Holidays:

Memorial DayMay 29, 2017

Independence DayJuly 4, 2017

Special Notes:

Dentistry: National Board Exams: Part I will be administered by computer.

UNMC Commencement (no ceremony)August 18, 2017

UNIVERSITY OF NEBRASKA MEDICAL CENTER

CODE OF CONDUCT

The mission of the University of Nebraska Medical Center is to lead the world in transforming lives for all individuals and communities through premier educational programs, innovative research and extraordinary patient care.

UNMC has a reputation of integrity and excellence in teaching, research and patient care. To maintain this reputation, UNMC expects all faculty, staff and students to conform to the highest ethical standards and meet all legal obligations in the performance of their duties. This Code of Conduct applies to all UNMC faculty, staff and students (hereinafter “UNMC Community”) and guides them in carrying out daily activities within appropriate ethical and legal standards. The Code reflects the values of UNMC and may be modified to address changes in culture, as well as changes in the regulatory environment.

Professional and Ethical Conduct. Professional and ethical conduct must be shown in all relationships. Professionalism is fostered by a supportive climate emphasizing respect and dignity. The UNMC Community should strive to create an environment characterized by:

- avoidance of and no tolerance for harassment, threats, intimidations, physical, verbal, or written (including electronic) abuse;
- respect for individual and cultural differences in race, religion, ethnicity, national origin, age, gender, sexual orientation, and disabilities;
- openness in communication;
- honest, respectful and fair dealing within the UNMC community, and with external customers, suppliers, competitors, and other entities;
- truthful and positive feedback with constructive, corrective feedback in a private setting whenever possible;
- assignment of duties and tasks that promote professional development;
- performance of duties and assignments in an exemplary manner;
- an emphasis on solving problems and modifying systems, not blaming people;
- no tolerance for cheating, fabricating, falsifying, plagiarizing, or inappropriately communicating research, academic, or clinical information;
- no tolerance for falsifying signatures includes signing on behalf of another where the person signing does not have delegated authority for such signature under the Board of Regents Memorandum 13 and/or 14 or other appropriately documented authorization.

Leadership Responsibilities. While all members of the UNMC Community are obligated to follow this Code of Conduct, leaders set the example, to be in every respect a model. Teachers and supervisors should provide instruction, guidance, and leadership. Leadership involves helping others to achieve their highest levels of performance, discerning those who need individual assistance, and then facilitating improvement. Similarly, the teacher or supervisor can expect the student or employee to make the necessary investment of energy and intellect to acquire the knowledge, understanding and skills concomitant with being a competent professional.

Compliance. All members of the UNMC Community are expected to understand and comply with federal and state laws and regulations related to their duties and University of Nebraska and UNMC policies and procedures. UNMC has an obligation to provide education to Community members so they understand their responsibilities. Areas of regulatory responsibility applicable to UNMC may include but are not limited to the following:

- Civil rights;
- Health and safety in the workplace;
- Grants and contracts;
- Financial compliance and standard business practices;
- Conflict of interest;
- Scientific misconduct;
- Protection of human and animal subjects in research;
- Employment, including wage and hour, disabilities and immigration laws;
- Confidentiality of student, patient and other proprietary information;
- Protection of intellectual property such as patents, trademarks and copyright;
- Publication of scholarly work and authorship;
- Information technology and security.

Report conduct that concerns you: If you have questions regarding this Code or encounter any situation which you believe violates provisions of this Code, you should immediately consult your supervisor or academic advisor, another member of your department, the Human Resources Department or the Chief Student Affairs Officer, the Compliance Officer at 559-6767, the Nebraska Ombudsman's office at 1-800-742-7690, or the UNMC Compliance Hot Line at 1-866-568-5430. Reports to the Compliance Hotline may be made anonymously. There will be no retribution for asking questions or raising concerns about the Code or reporting possible improper conduct. Individuals shall not intentionally make false allegations. Any employee making a report regarding this Code may not be discharged, demoted or otherwise discriminated against as a reprisal for disclosing to information that the employee reasonably believes is evidence of abuse of this policy.

Abide by this Code of Conduct policy. The integrity and reputation of UNMC is diminished when any of these standards is violated. All allegations of violations of the Code of Conduct will be thoroughly and appropriately investigated, without exception, and corrective action will be taken consistent with the circumstances. UNMC Community members who violate the Code of Conduct may be subject to corrective action up to and including termination of employment or academic disciplinary action, including dismissal.

UNMC Code of Conduct

https://wiki.unmc.edu/index.php/Code_of_Conduct

CAMPUS SERVICES

ALUMNI RELATIONS

Roxanna Jokela, Director
518 S. 38th Street
985200 Nebraska Medical Center
Omaha, NE 68198-5200
402-559-4378
www.unmc.edu/alumni

The UNMC Alumni Relations Office (ARO) manages events, communications, and financial responsibilities of the UNMC Alumni Association. The UNMCAA is the umbrella organization for all the UNMC college-specific Alumni Engagement Councils for the Colleges of Medicine, Nursing, Pharmacy, Public Health, Dentistry, Allied Health Professions and the UNMC Graduate Studies Program. In addition, the ARO provides staff support for the College of Medicine Parents and Family Association.

In 2015, in an effort to reach and connect with more UNMC alumni, the Alumni Association Board of Directors voted to usher in a “New Era of Engagement” where all graduates are members of the Association. This change is expected to increase the number of alumni actively engaged with UNMC, its colleges, and its students.

The impact of the New Era includes:

- Upon graduation, all alumni are now welcomed into the UNMC Alumni Association with automatic membership. This includes College of Medicine residents and fellows.
- Increased emphasis on strategic alumni engagement, including new programs, activities and communications that emphasize supporting UNMC and its colleges.
- Strengthened partnerships and collaboration between the UNMC colleges and the Alumni Engagement Councils.
- Alumni still have the opportunity to support their College and their Alumni Association. The University of Nebraska Foundation has created the “UNMC Fund,” which includes an Innovation Fund for each college to provide student assistance, fund White Coat and professionalism ceremonies, support the people and programs of the Alumni Association, upgrade and enhance technology, and much more.

The UNMC Alumni Association and University of Nebraska Foundation have teamed up with UNMC students to create an online directory of all UNMC alumni.

The purpose of the UNMCAA Directory Project is to open new doors for inter-professional collaboration, improve career outcomes for UNMC graduates, enhance the sense of UNMC community and inclusion, and help visually highlight the success of alumni.

When the directory launches in 2016, alums and current students will be assigned (and may request) a login and password, that corresponds to their preferred email address. Once credentials are obtained, users are encouraged to sign in and update their profile of information that will display in the directory. Users will have the ability to determine how much of the information about themselves will be shared. However; the more you share the more opportunities that exist for collaboration and networking.

For more information about the UNMC Alumni Association, visit www.unmc.edu/alumni.

BOOKSTORE

Tina Spencer, Manager
Student Life Center, 2nd Floor
402-559-4455 Fax 402-559-4324
Website: www.unmc.bookstore.com/

The UNMC Bookstore carries required or recommended textbooks for on campus and online courses. In addition, the bookstore carries an extensive selection of reference titles for students and health care professionals. A special order service allows customers to order at no additional charge, desired books not already in stock. The bookstore accepts Visa, MasterCard, American Express, Discover and Debit Cards (no checks accepted). Other goods and services the bookstore offers include medical instruments and diagnostic equipment sales and repair, school supplies, insignia items, lab coats/jackets and snack items. UNMC Bookstore offers textbook rentals every semester, and book buy back in May and December of each school year.

The UNMC Bookstore has a reusable bag program, which can save students 15 to 20% off their purchases. Visit the store for more details. Additionally, the UNMC Bookstore manages a convenience store inside the Sorrell Center on the 2nd Floor. The convenience store provides a variety of drinks, snack items, fresh coffee and cappuccino and a selection of

student supplies. Monday thru Friday, a variety of different food vendors sell fresh meals thru the serving window on the west end of the convenience store.

CENTER FOR CONTINUING EDUCATION

Lois Colburn, Executive Director for Continuing Education

Annex 14

402-559-4152

The Center for Continuing Education assists the Colleges and Institutes of the University of Nebraska Medical Center and Nebraska Medicine in providing educational programs for healthcare professionals throughout the state and region. While most programs are oriented to the practicing healthcare professional, students may find aspects of programs of personal and professional interest. UNMC students are invited to attend programs or portions of programs on a space available basis often at no charge. Students should inquire in advance if interested in attending a program. The Center also offers BLS, ACLS and PALS classroom and online courses.

For a list of current course offerings, please visit our website: www.unmc.edu/cce or access the Calendar of Events on the UNMC Intranet.

CENTER FOR HEALTHY LIVING (Fitness Center)

Jayne Nekuda, Associate Director Human Resources, Benefits & Work-Life Programs

Student Life Center

www.unmc.edu/cfhl

The Center for Healthy Living (CFHL) provides a variety of leisure activities in addition to fitness and wellness services for the UNMC students, faculty, staff, volunteers, alumni and their families. The CFHL includes two activity courts (for basketball, volleyball, badminton, table tennis & indoor walking/running track), three fitness studios, men’s and women’s locker rooms and the Heiser strength and conditioning area. One fitness studio also has Fitness on Demand and TRX bands. The Heiser area contains dynamic exercise alternatives such as treadmills, elliptical trainers, step machines, rowing machine, versa-climber, expresso bicycles, spinning, stationary and recumbent bicycles. Resistive exercise options include weight machines as well as free weights.

Center for Healthy Living memberships include use of all facilities and the following services:

- Fitness classes
- Fitness assessments
- Personalized exercise program designs
- Equipment orientation
- Daily-use lockers
- Towels
- Intramural leagues in basketball, volleyball, sand volleyball, dodgeball, broomball, curling, disc golf, bocce ball, golf and softball are also available for an additional fee (you do not need to be a member of the CFHL to participate in leagues).
- Student-sponsored memberships (for spouses or friends) are available for an additional fee.

Summer Hours (June 1 – August)		Fall / Winter / Spring Hours (August - 1st day of classes – May 31)	
Monday – Thursday	5:30 a.m. - 9:00 p.m.	Monday – Thursday	5:30 a.m. - 10:00 p.m.
Fridays	5:30 a.m. - 7:00 p.m.	Fridays	5:30 a.m. - 8:00 p.m.
Saturdays	8:00 a.m. - 5:00 p.m.	Saturdays	8:00 a.m. - 7:00 p.m.
Sundays	8:00 a.m. - 5:00 p.m.	Sundays	8:00 a.m. - 7:00 p.m.

We are closed (or close early) on some holidays so please check our website, www.unmc.edu/cfhl or call 402-559-5254 for these occasional closings and general information.

**Associate Director, Human Resources,
Benefits & Work-Life Programs**

Jayne Nekuda
402-559-8962
jnekuda@unmc.edu

Memberships & Intramural Sports

Rick Pruch
402-559-8422
rpruch@unmc.edu

Fitness Services

Peter Pellerito
402-559-5253
ppellerito@unmc.edu

CHILD DEVELOPMENT CENTER

The Center was established in 1991 to meet the childcare needs of parents and grandparents who are students, staff, faculty and alumni of UNMC/THE NEBRASKA MEDICAL CENTER/UMA and UNO. Children are provided a quality program designed to meet their physical, emotional, social and intellectual needs through stimulating activities in a nurturing and accepting atmosphere. This is done with sensitive, caring staff working in partnership with parents and families. Our goal is for each child to realize his or her potential in a secure and loving environment. The Center operates Monday through Friday from 6 a.m. to 6 p.m. We are licensed to serve children from 6 weeks of age through 7 years.

For more information contact Kris Swan or Kelly Rasmussen at 402-559-8800 or e-mail us at kswan@unmc.edu or kmrasmus@unmc.edu. You may also visit our website at <http://www.unmc.edu/unmcchildcare/>.

COUNSELING AND STUDENT DEVELOPMENT CENTER

David Carver, Ph.D., Director, Licensed Psychologist, Phone: 402-559-7276, E-mail: dcarver@unmc.edu

Clinical Counselor: TBD

Kelly Swoboda, MHR, LMHP, Academic Success Counselor, Phone: 402-559-7276,

E-mail: kelly.swoboda@unmc.edu, Bennett Hall, Room 6001

Pat Oberlander, BS, office manager, Phone: 402-559-7276, E-mail: poberlander@unmc.edu

For information and appointment scheduling, call 402-559-7276

The UNMC Counseling and Student Development Center offers a wide range of 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 and medical residents. Counseling Center staff members are licensed and have advanced degrees in mental health counseling, clinical social work or psychology. Medical referrals are available if needed.

The Counseling Center staff makes confidentiality the highest priority. With the exception of life-threatening situations (clear danger to self or others), no private information is released without the written consent of the student. Counseling files cannot be accessed through UNMC or hospital electronic medical records systems. Since there is no charge to students, there is no need to file insurance claims for services provided in our office.

In addition to personal counseling and consultation services, the Counseling Center houses a wide variety of academic support and student development programs that enhance the overall quality of campus life. Programs include: the Academic Success Program (learning styles assessment, study skills improvement, test-taking strategies); Student Senate advising and administrative support; Services for Students with Disabilities; Student Health Major Medical Insurance (policy interpretation, claims filing); Substance Abuse Education; and the Ombudsperson Referral Service (call 402-559-2491).

The Counseling Center also provides information and confidential services for students and residents with concerns regarding substance abuse or dependency. The initial counseling interview may lead to a referral for a comprehensive chemical dependency evaluation. The office has information on: 1) volunteer UNMC faculty and staff with specialized training in substance abuse issues who are willing to meet with students on an informal, confidential basis, 2) local meetings of support groups such as alcoholics anonymous (AA), Al-Anon (for family and friends of the alcoholic), Narcotics Anonymous (NA), and Gamblers Anonymous (GA). These programs use similar 12-step recovery programs as a foundation, 3) inpatient and outpatient chemical dependency treatment programs in Nebraska, and 4) UNMC student health insurance coverage for chemical dependency treatment.

The goal of the Counseling & Student development Center is to help students have the most productive, enjoyable learning experience while enrolled at the University of Nebraska Medical Center. We invite students from every UNMC academic program to stop by our office or call if you have any questions. If we don't know the answer, we can probably help you find the right person. Information is also available on our website at: <http://www.unmc.edu/stucouns/>.

Academic Success Programs

Academic support services are provided free-of-charge for students by the Counseling and Student Development Center and the Recruitment and Student Engagement Office. These services are focused on enhancing the academic performance of UNMC students. Although students admitted to UNMC programs are among the most academically accomplished, the demands of health science education sometimes outstrip a student's ability to maintain an adequate

learning pace using their customary study habits. Student-to student academic tutoring services are coordinated by the Office of Recruitment and Student Engagement. Academic counseling for improved study skills, test taking, concentration, time management, and stress management services are offered through the Counseling & Student Development Center. For further information go to: <http://www.unmc.edu/stucouns/services/academic-success.html>.

Services for Students with Disabilities

Coordinator of Services for Students with Disabilities
Counseling & Student Development Center
Bennett Hall, 6001
402-559-7276
FAX: 402-559-9671

Student Documentation of Disability Policy Statement

To be eligible for disability-related services, students must have a documented or visible impairment as defined by the Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) 1990 and the ADA Amendments Act of 2008. The ADA regulations broadly define impairments to include a wide variety of disorders or conditions affecting any number of body systems, including the neurological or musculoskeletal systems, special sense organs, respiratory, cardiovascular, reproductive, digestive, genitor-urinary, hemic, lymphatic, or endocrine systems, or the skin. Impairments also include mental or psychological disorders, including mental retardation, organic brain syndrome, emotional or mental illness, and certain learning disorders.

The University of Nebraska's Student Individual Accommodation Procedure relies on documentation from appropriate, licensed professionals including educational information such as Individual Education Plan (IEP), 504 plan, Summary of Progress (SOP) or other information about a student's education and accommodation history and interview information from the student. The cost of obtaining documentation will be borne by the student. If the initial documentation is incomplete or inadequate and the student interview does not provide the relevant information, the services for students with disabilities office will have the discretion to request additional information focused on providing the clarification needed to provide the student reasonable accommodation.

Determination and Provision of Reasonable Accommodations

Accommodations, modifications, or adjustments to a course, academic program, service, or activity may enable a qualified student with a disability to have an equal opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to similarly-situated individuals without a disability.

The University of Nebraska is obligated to provide reasonable accommodations, adjustments, and/or auxiliary services only to the known limitations of an otherwise qualified student with a disability. The student with a disability is responsible for informing the Services for Students with Disabilities Office that an accommodation or change in accommodation is needed and to participate in the interactive process to formulate a reasonable accommodation plan. When a qualified student with a disability requests accommodation, reasonable efforts to provide the accommodation, adjustment and/or auxiliary service that is deemed effective will be made.

Evaluation of performance, including admissions decisions, course examinations and other measures of achievement, will be provided with appropriate reasonable accommodations or modifications to ensure that the evaluation represents achievement rather than reflecting the impact of disability.

Process for Application

To be eligible for accommodations, students are responsible for completing a Request for Services form and providing documentation of disability. Please go to the Counseling and Student Development web site at www.unmc.edu/stucouns/ to complete the form and find additional information, or contact the Disabilities Coordinator (see above).

This must be done **well in advance** of the semester for which the accommodation is needed (6 weeks is suggested). Instructors are not required to provide classroom accommodations without prior approval.

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. With this letter, it is then the student's duty to discuss with each course instructor how to best implement the plan.

Ombudsperson for Students

David S. Carver, Ph.D.

Bennett Hall, Room 6001, 402-559-2491

(Call for a confidential appointment)

Purpose of the Ombudsperson

The word “ombudsman” originated in Sweden and means “representative of the people.” UNMC has established a team of ombudspersons to help students, residents, faculty and staff resolve problems and to promote fair and equitable treatment for all members of the UNMC community. Dr. David Carver is the student/employee ombudsperson and Dr. Susan Swindells is the faculty/employee ombudsperson. Although Dr. Carver is the designated student ombudsperson, Dr. Swindells is also available for consultation with students. More specifically, the Ombudsperson services are:

- 1) **Confidential**--no written records are kept, and any information shared by a student remains private except in cases of direct threats of physical harm to self or others
- 2) **Informal** – the ombudsperson is a “behind the scenes” sounding board or consultant; but is **not** a UNMC “officer of notice” for filing formal complaints, grievances, or appeals and does not participate in formal hearings or disciplinary processes
- 3) **Independent** – the ombudsperson program is not part of the formal UNMC administrative chain of command and reports only general problem trends and other summary data (without identifying individuals) to the Vice Chancellor for Academic Affairs and the Chancellor
- 4) **Neutral**--the ombudsperson advocates for fair processes but does not take sides or serve as an advocate for a student in formal complaints, appeals, or grievances

Functions of the Ombudsperson

Information and Referral Source — The ombudsperson is an information source on policies, procedures and regulations that apply to students, staff or faculty. In a complex organization like UNMC, it is often difficult to figure out where to go with an issue or concern. The ombudsperson can answer the question “Where do I start?” by referring the student to the appropriate person or office. The ombudsperson can also help students to locate and interpret relevant policies.

Identification of Options – the ombudsperson listens carefully and non-judgmentally to a student’s concern and then assists the student in identifying various options for solving a particular problem. This confidential conversation may help the student to decide on a specific course of action after weighing the potential rewards and risks of various options.

Facilitating Conversations —With the permission of the student, the ombudsperson may act as an informal, neutral facilitator between parties in a dispute. This can be done by bringing the parties together for a face-to-face conversation with the ombudsperson present, or it can be accomplished through “shuttle diplomacy” where the ombudsperson talks with each party separately. The dispute may be between a student and a faculty member, two or more students, or a student and an employee. The ombudsperson may also provide information about formal “due process” grievance procedures, but the ombudsperson will not participate directly in any formal grievance or appeal hearings.

Policy Recommendations — Ombudspersons gather facts and data on recurring problems experienced by students, faculty or staff. Ombudsperson team members may recommend changes in policies, procedures and organizational structures to promote greater fairness and equity.

Consult an Ombudsperson . . .

- If you are unsure about which UNMC policies, procedures or regulations apply in your situation.
- If you have a specific problem or complaint that you have not been able to resolve through regular UNMC channels (or if you are unclear about where to start or what to do next).
- If you need help in deciding whether to appeal an evaluation, a grade, or an administrative decision.
- If you feel that you have been treated improperly or unfairly and would like to identify your options.
- If you have a problem that requires assistance in facilitating communication and understanding between you and another party.
- If you need help in deciding whether to file a formal complaint or grievance.
- Students and residents can get more information about the Ombudsperson service by calling **the Ombuds Team Hotline at 402-559-2491**.

FOOD SERVICES

Nebraska Medicine provides a variety of food services for students, faculty, staff and visitors. Hours subject to change.

Cafes on Campus

Nebraska Café, University Tower, level three, open daily Monday - Friday 6:30 a.m. - 8:00 p.m., Saturday and Sunday 7 a.m. to 5 p.m.

Cafeteria featuring soup/salad bar, hot entrees, grill station, and grab-n-go menu items; bottled beverages, fountain drinks, coffee and tea

Brioche Doree', Monday - Friday 6:30 a.m. - 3:00 p.m.

A Parisian-style bakery café featuring French urban cuisine; salads, sandwiches, soups, pastry items, beverages, lattes, Frappuccino-drinks

Hissho Sushi, Monday - Friday 11:00 a.m. - 2:00 p.m. & 4:00 p.m. - 8:00 p.m.

Asian entrees and sides served with rice or noodles

Hissho Sushi, Monday - Friday 11:00 a.m. - 8:00 p.m.

Wide assortment of freshly-made sushi

Clarkson Café, Clarkson Tower, Main Level, Monday – Friday 6:30 a.m. - 8:00 p.m. (Subway Open 24/7)

Cafeteria featuring soup/salad bar, hot entrees, grill station, pizza and grab-n-go menu items; bottled beverages, fountain drinks, coffee and tea. Beverages, snacks and grab-n-go items available 24 hours

Quick Fire Grill, Monday - Friday 6:30 a.m. – Midnight. Saturday and Sunday 6:30 a.m. - 5:00 p.m.

Tacos, burritos, quesadillas, nachos and salads

OH! OH! Burrito, Monday - Friday: 6:30 a.m. - 8:00 p.m., Saturday and Sunday 6:30 a.m. - 5:00 p.m.

Burgers, fries, steak-sandwiches, gyros, chardogs and chicken strips

Subway, (Located in Clarkson Café) Open 24 hours

Wide variety of subs, salads and sides

Storz Café and Coffee Shop, Storz Pavilion, Clarkson Tower, Main Level, Monday - Friday 6:30 a.m. - 2:00 p.m.

Dining options include dine-in and carry-out sandwiches, soups, salads, wraps; beverages, ice cream shakes.

Storz Coffee Shop, Located in Storz Café in the Storz Pavilion, Monday - Friday 7:00 a.m. - 2:00 p.m.

Our Coffee Shop offers a wide selection of Starbucks coffee, tea, lattes, espresso and Frappuccino drinks, bottled beverages; breakfast and snack items

Coffee Shops, Several Campus Locations

Espresso prn Coffee Shop, Located in Clarkson Doctors Building North, Monday - Friday 7:00 a.m. - 1:00 p.m.

Our Coffee Shop offers a wide selection of Starbucks coffee, tea, lattes, espresso and Frappuccino drinks, bottled beverages; breakfast and snack items

Lagniappe Coffee Shop, Located in DOC East Atrium, University Tower, Monday - Friday 6:30 a.m. - 4:00 p.m.

Our Coffee Shop offers a wide selection of Starbucks coffee, tea, lattes, espresso and Frappuccino drinks, bottled beverages; breakfast, lunch and snack items

Crossroads Express Convenience Store, University Tower, Level Three, Monday - Friday 6:00 a.m. - 2:30 p.m., Saturday and Sunday 11:00 a.m. - 2:30 p.m.

Snacks, soups, sandwiches, bottled beverages, fountain drinks, coffee and tea; ice cream and sundries

Vending machines with assorted beverages, candies and snacks are located in various locations throughout the hospital.

Catering Services

Peggy Hetrick, Catering Secretary
The Nebraska Medical Center / UNMC
Unit IV, Level 3, University Tower
402-559-4029

Catered dining for pick-up service, delivery or formally served breakfast, lunch or dinner. Daily hours of operation as requested. Buffet and sit-down services for breakfast, lunch, dinner, brunch, teas and receptions. Complete event planning available. Weekend service available with a 2 week notice.

HOUSING

Rental Property at UNMC

UNMC Rental Property is available for lease to full time students, residents and fellows at the Medical Center in Omaha. The UNMC Rental Properties consist of one, two and three bedroom units located on the UNMC campus. All rental agreements are made through the Business Services Department, Rental Property Management. For more information on availability contact Esther Collins at 402-559-5201 or email: ecollins@unmc.edu. For property details contact Esther Collins or visit our web-site: www.unmc.edu/housing.

Housing for UNMC Students in Lincoln

Students enrolled in the College of Dentistry and the Lincoln Division of the College of Nursing may obtain housing through UNL by contacting the following office:

Division of University Housing
1115 North 16th St.
P. O. Box 880622
University of Nebraska-Lincoln
Lincoln, Nebraska 68588-0622
<http://housing.unl.edu>

Housing for UNMC Students in Scottsbluff

Western Nebraska Community College will provide dormitory space for UNMC Scottsbluff nursing students. Students are responsible for their own arrangements and payments in regard to dormitory rooms.

Students are given a "Housing Opportunities" pamphlet when they are admitted to UNMC CON-West Nebraska Division. This pamphlet provides contact information for local apartment complexes and the dorm style housing offered at the "Inn Touch" facility of the Regional West Medical Center. Students are responsible for their own arrangements and payments in regards to housing.

Housing for UNMC Students in Kearney

Kearney nursing students interested in living in student housing please contact the Residential and Greek Life Office, Conrad Hall, UNK, Kearney, NE 68849, 308-869-8519. Students are responsible for their own housing arrangements and payments.

Housing for UNMC Student in Norfolk

At this time, there is no UNMC housing for Northern Division students. Once admitted to UNMC CON-Northern Division students are given a listing of all local apartment complexes. Students are responsible for their own arrangements and payments in regards to housing. UNMC-Northern Division students may also apply to Northeast for on campus housing. A separate housing application is required and the student is responsible for the filing fee, which must be paid at

the time the application is submitted. Northeast on campus housing is limited, so priority for placement is given to Northeast students. As a result, most UNMC students live in private housing in the community.

Housing Discrimination Hotline

800-669-9777

Students who believe that they have been denied housing because of race, color, sex, religion or national origin can have their rights explained by calling the Housing Discrimination Hotline. The service is open 24 hours a day, seven days a week.

ID BADGES

Student Life Center (SLC), Room 1043

Hours: 8:00 am to 4:30 pm Monday thru Friday

402-559-8414

photoid@unmc.edu

Every student enrolled at UNMC is required to obtain a student identification card. Aside from serving as University Identification, the ID card functions as your membership card to the Center for Healthy Living, and as your library card. You will need to use your ID card to gain access to computer clusters and other secure areas.

Students who open an account with Metro Health Services Federal Credit Union may have their ID cards activated to function as a banking card. The ID card may then be used in ATMs on campus and as a debit card to make purchases.

Your first ID card is free. You must show a driver's license, government ID, or passport in order to obtain a card. The cost of replacing a lost ID card is \$15 (Cash or Personal Check Only). The PhotoID Office is located in room 1043 at the Student Life Center. Lost cards are deactivated and will not be reactivated. If a lost card is found, return card to the PhotoID Office. Damaged cards will be replaced at no charge only if the old card is returned. If your ID card is lost or stolen, you need to immediately report it to the Photo ID Card office (402-559-8414). After business hours you may report it to the Security Dispatch office (402-559-5111). This will help protect you from misuse of your ID card and associated access privileges.

ID cards are not transferable. A student may not allow any other person to use his/her ID card for any purpose. **Any misuse of your ID card regarding access control may result in your dismissal from UNMC.**

Your Student ID Card remains the property of UNMC and must be surrendered upon graduation or separation. If you do not turn you ID Card in when picking up your cap & gown, you are required to either;

- Turn it in to the UNMC PhotoID Office in the Student Life Center, Room 1043
- Mail it to: UNMC PhotoID Card Office, 984290 Nebraska Medical Center, Omaha, NE 68198-4290

Secure Card Access on campus can be either by Magnetic Stripe swipe or touchless Proximity card readers. It is important to care for your PhotoID as punctures, cracks and / or creases can disable the card access feature of the card. The PhotoID Office DOES NOT authorize or approve access to secured areas. You must contact the Access Control Representative at the building or department where you need access.

Student ID badges must be worn above the waist and be visible at all times while on UNMC property. For more information about ID cards, including locations where you may utilize the Metro debit card function on campus, visit <http://info.unmc.edu/safety/id-badge/>

INFORMATION TECHNOLOGY SERVICES (ITS)

Information Technology Services (ITS) designs and deploys innovative technology solutions for UNMC and provides comprehensive infrastructure services for UNMC and Nebraska Medicine.

Here's your [quick start guide](#) where you can learn about:

UNMC's Mobile App

Your NetID and password

OneDrive Storage (1 TB of Free Storage)

Email on campus and on your mobile device.

Information Security

Instant Messaging

Computer clusters and printing

Get Microsoft Office FREE

Contact the ITS Helpdesk at 9-7700 for assistance with computers and phones.

ITS VIDEO SERVICES

Room 2078 BSC (Annex 10)
402-559-7111

ITS Video Services supplies the following services to UNMC and The Nebraska Medical Center's faculty, students and staff:

1. Video Conferencing Service
2. Operation of distance learning and Telehealth networks linking hospitals, classrooms and other locations throughout Nebraska as well as worldwide
3. Desktop and Mobile Video Conferencing Service
4. Telemedicine Infrastructure
5. Audiovisual equipment — projectors, portable TV equipment, and computer-controlled presentation equipment on campus
6. Duplication of CD's and DVD's

To generate a request for **AV ROOM EQUIPMENT**:

http://appl.unmc.edu/forms/videoservices/room_equipment_request.cfm

To generate a request for a **VIDEO CONFERENCE EVENT**:

http://appl.unmc.edu/forms/videoservices/videoconference_event_request.cfm

Contact Information:

Video Services Main Number	402-559-7111
Classroom Assistance	402-559-7665
Video Conference Assistance	402-559-8090
Associate Director	402-559-7438

INSURANCE

Student Health Insurance – In addition to payment of Fund B (as described below), UNMC requires that full-time students have inpatient (hospitalization) insurance. Full-time students who wish to waive/decline UNMC's endorsed student health insurance program may do so by providing proof of coverage through their parents, spouse, employer or their own personal plan. If the student wishes to waive/decline the Blue Cross Blue Shield Student Blue Insurance, they must fill out an electronic waiver form that can be found at: <https://www.nebraskablue.com/shop-plans/business/studentblue/unmc/>.

The waiver can be completed 25 days prior to the beginning of the student's semester and up until 14 days after classes begin. Failure to complete the waiver will result in an automatic charge for insurance to the student's tuition statement. The cost per semester for the 2014-15 academic year is \$828.12.

Note that **all Ph.D. students**, regardless of enrollment status, must either accept the fee or file the paperwork to formally waive the charging of the insurance fee.

Part-time students may also enroll in the health insurance program by contacting the Counseling and Student Development Center Office at 402-559-7276 during the first two weeks of the student's semester. In order to participate in the student insurance plan, the part-time student must also pay the Fund B fee (\$99.75 per semester) which entitles the student to use the outpatient Student Health Clinic facilities located on the third level of the Durham Outpatient Center. **It is the responsibility of the part-time student to make arrangements each semester with the Student Counseling and Development Office in order to be billed for the Blue Cross Student Health Insurance and Fund B.**

Questions concerning the student insurance plan, procedures for filing claims and/or problems with the claims process may be directed to Patricia Oberlander, 402-559-7276, Bennett Hall, Room 6001.

Dependent Insurance: The Blue Cross Plan does offer dependent insurance. If the student is interested in purchasing an insurance plan for their dependents, they may go ahead and enroll on the insurance company website: <https://www.nebraskablue.com/shop-plans/business/studentblue/unmc/>.

Students who waive the University's endorsed student health insurance plan through Blue Cross will not have their own personal insurance deductible waived since the University has no agreement with other companies.

Emergency Room Services with Blue Cross:

Students covered by the Blue Cross Student Insurance Plan are encouraged to use the Nebraska Medical Center Emergency Department (but only for an "Emergency Medical Condition", or else Blue Cross reserves the right to deny payment of the student's bills). In order for Blue Cross to waive the \$500 deductible, students must call the UNMC Student Health Office within 48 hours to report their Emergency Room visit and to receive a referral. Students who use the Emergency Department on campus will be covered at 80% of Eligible Expenses; if an outside emergency room is used, the

coverage will be at 80% if it is a an in-network provider. **Please Note:** students who use an emergency department other than the Nebraska Medical Center will be charged the \$500 deductible before Blue Cross will pay any of the student's emergency room charges. Students may file a claim form on the Blue Cross website, myblue.com, or contact the Counseling & Student Development Center at 402-559-7276 for a claim form.

Please Note: Follow-up emergency department care must be done in the Student Health Clinic if the student has their insurance plan through the Blue Cross Company.

INTERNATIONAL HEALTH AND MEDICAL EDUCATION

Sara E. Pirtle, M.B.A., Coordinator
4230 Building
402-559-6414

International Health and Medical Education (IHME) serves the students, faculty and staff of UNMC through a variety of programs and services. Individual assistance is offered to students who wish to study or volunteer abroad. Over 100 UNMC students annually go abroad for global health experiences, ranging from one week to nine months, to destinations as close as Canada and as far away as Russia.

Services include the following: information on medical/health electives and programs offered in dozens of sites around the world, information on liability insurance, information on financial assistance, assistance in selecting an appropriate program, assistance in correspondence/application arrangements and pre-departure orientation information. IHME, along with the Student Alliance for Global Health (SAGH), organize annual medical service spring break trips abroad for UNMC students and offer informative presentations related to global health and medicine. IHME and SAGH also sponsor a philanthropy project every year and offer Medical Spanish classes.

For international participants, services offered include non-immigrant visa processing and support of various social and cultural activities. These include a four-day international student orientation program for new-to-the US students, coordinated prior to the start of the Fall semester courses and the Ambassador program to support new international students. US tax preparation assistance is offered to F and J visa holders (who are considered non-residents for tax purposes) each year in March and early April. For further information regarding IHME activities, call 402-559-6414.

LIBRARY

LEON S. McGOOGAN LIBRARY OF MEDICINE
Emily McElroy, MLIS, Library Director
Levels 6, 7, 8; Wittson Hall; 402 -559-4006
<http://www.unmc.edu/library>
<http://www.unmc.edu/library/m/>

The McGoogan Library is the health sciences library of UNMC and the only state-supported academic health sciences library in Nebraska.

The library is located on the 6th, 7th, and 8th floors of Wittson Hall. To reach the library take 42nd Street south from Dodge Street. The library is located on the west side of the street Between Emile and Dewey.

Library hours:

Monday - Thursday 7:30 a.m. to Midnight
Friday 7:30 a.m. to 9:00 p.m.
Saturday 10:00 a.m. - 6:00 p.m.
Sunday 1:00 p.m. - 10 p.m.

The library is open to the public, Monday through Friday, 7:30am to 5:00pm. Access to the library after these times and on weekends requires ID badge access to UNMC and Nebraska Medicine employees and students.

Note: The above hours may be changed due to holidays or summer hours. Call the Library at 402-559-4006 to obtain current library hours. Maps showing library hours, location and parking can be found here:
<http://www.unmc.edu/library/about/hrslocmaps.html>

McGoogan Library Website

The McGoogan Library website link from <http://www.unmc.edu/library> serves as a gateway to electronic information resources. With the proliferation of online resources available, the Library has acquired and made available online journals, books, and databases through the library website and may be formatted for mobile devices. Resources once only accessible in the library are now available from any location with Internet Access. Library users can gain access on or off campus provided through the Library's online catalog, its Online Journal and EBook Finder, selected online databases, and Clinical Resources. Social networking allows the Library to keep users informed via a blog, Facebook and Twitter, as well as help users at the point of need through an online "chat" services. The majority of the library online resources are available off-campus provided the user has an UNMC Net ID and Password.

Borrowing Privileges

All students from UNMC may borrow library materials by presenting their UNMC photo identification card and completing additional registration information at the library's AskUs Desk. Privileges will not be granted without a valid UNMC photo identification card.

Loan Periods for Library Materials

- Books: 2 weeks, with 2 two-week renewals
- Review Books: 1 week, with 1 one-week renewal
- Print Journals: 3 days, with 2 three-day renewals
- Multimedia and anatomical models: 1 week

Renewals may be done in-person at the AskUs Desk, by phone 402-559-4006. Renewals may be granted as long as no one else has placed a hold on the item.

Overdue Fines, Lost Book Fees and Unpaid Library Charges

Overdue Fine: Overdue charges are 20 cents per day for each item. There is a 4 day grace period on most items except reserve items. Fines are paid at the AskUs desk.

Lost Book Fees: A standard fee of \$10, which includes processing costs, will be charged on books, single issues of journals and bound journals in addition to the full replacement cost of the item. Overdue fines may also be charged if the lost item is not reported to the library within the check-out period.

Unpaid library charges will result in being blocked from checking out materials from the UNMC Library, not being able to register for classes, request transcripts, access records on the student website, or request any type of enrollment verification. Holds will also be placed for activities on other NU campuses..

Reserve

Journals, articles, books and audiovisual materials that have been placed on reserve by faculty and staff of UNMC may be checked out for a two-hour period and must be used in the library.

Book and Journal Collection

The Library houses a collection of over 240,000 bound volumes, and subscribes to more than 5500 electronic journals and 1700 eBooks. Books are arranged by call numbers; journals are arranged alphabetically by journal title. Library staff can assist in locating specific items. The Books, journals, and e-resources can be found through the Library's online catalog, <http://helix.unmc.edu/>.

Online journals require a UNMC Net ID and password for off-campus access.

Education & Research Services (402-559-6221 or toll free 1-866-800-5209)

Education and Research Librarians are on duty to provide assistance from 8:00 a.m. to 5:00 p.m., Monday through Friday. They offer a free "online search" service. Contact them with your information request and a librarian will search the library's electronic and print resources to answer your request. Some of the services include: assistance developing search strategies for the online databases; searching the Internet effectively; retrieving factual information from the book collection; and verifying citations.

You may contact the Librarians in a number of ways:

In person: 6th Floor of Wittson Hall
8:00 a.m. to 5:00 p.m., Monday-Friday
402-559-6221
Toll free: 1-866-800-5209
402-559-4006 (after 5:00 p.m. and on weekends)

Email: askus@unmc.edu

Text: 402-370-5016
8:00 a.m. to 5:00 p.m., Monday-Friday

Education is available for group or individual instruction throughout the year. The Education & Research Services department can help you learn to perform your own searches and teach you how to access the Library's electronic journals and e-books.

Audiovisual Materials (402-559-4006)

A small collection of audiovisual materials, including anatomical models and charts are provided at the AskUs Desk.

Study Rooms (402-559-4006)

The library has 16 study rooms available to students, faculty, and staff of UNMC located on the 7th floor of the library. Reservations can be made online (<http://unmc.evanced.info/Dibs>). Patrons must have a UNMC or Nebraska Medicine email address in order to reserve the room, and they will receive a verification email from Evanced Solutions. They must verify their email address first and then will be able to reserve rooms.

Study rooms may be reserved for up to 4 hours at a time with 1 renewal (unless the room is reserved by another). There is limit of two reservations within a 24-hour period. Date and time of reservation must pass before the patron can make another reservation. Reservations may be made up to 2 weeks in advance.

Interlibrary Loan (402-559-7085)

The Library can obtain journal articles, books, and book chapters if they are not available in the collection through the interlibrary loan (ILL) service or make scans of articles that are in the collection. Requests for these services are made online through the Order Articles link found on the library's website or from within the GetIt!@UNMC button within literature databases. A one-time registration process must be completed at: <https://unomaha.illiad.oclc.org/illiad/UNM/logon.html>. Turnaround time for receipt of an article is generally 1-2 days. There is no charge for this service, but copyright fees may apply in certain circumstances.

Electronic Resources

The McGoogan library provides access to several literature databases, including MEDLINE, CINAHL, Scopus, and Embase. Additionally, thousands of online journals and ebooks can be accessed through the library's catalog. Online articles are embedded within the literature databases via the GetIt!UNMC button.

Do you own a smartphone or tablet? Check out our mobile resources at www.unmc.edu/library/m/ to find out which medical and drug related resources you can download or access.

Special Services

Do you need information for patients or a patient's family? The Library provides information at no charge through the Consumer Health Information Resource Service (CHIRS). A Librarian will research the condition and provide a tailored package of information that may include: journal articles/book chapters/pamphlets/web resources. CHIRS information is provided for informational purposes only. Go to <http://unmc.libguides.com/chirs> for more information.

Additional library services include wireless Internet access, a fax machine for sending and receiving faxes, group study rooms, and access to and use of the Rare Book and History of Medicine collections.

The Linder Lounge is located outside of the library on the 6th floor. Vending machines containing a variety of food items and beverages are available. Beverages in covered containers may be brought into the Library.

3D Printing

The Library has a 3D printer available. All printed objects must be picked up at the AskUs Desk within 30 days of printing. The Library cannot guarantee model quality or stability, confidentiality of designs, or specific deliver times. The 3D printer may be used for academic or business-related purposes only. Objects printed on the library's 3D Printer must be done so for lawful purposes. Users must abide by all applicable intellectual property rights and laws including copyright law (Title 17, U.S. Code) and patent law (Title 35, U.S. Code). UNMC policies and library policies. No firearms or other weapons, obscene or inappropriate objects may be created using the 3D printer. McGoogan Library staff reserve the right to decline any print request for any reason. Print requests will be limited to academic, clinical, and research objects. Library staff will have the discretion to determine if an object meets one of those three areas. If an object is questionable, staff will notify the requestor for clarification of the objects intent.

MCGOOGAN LIBRARY OF MEDICINE STUDENT SERVICES POLICY

See the student policy for McGoogan Library of Medicine Student Services Policy on the Wiki at https://wiki.unmc.edu/index.php/Student_Policies for further information.

LOCKERS

Lockers in the Sorrell Center and College of Nursing will be available for a rental fee of \$15 per year. Students are able to rent/renew a locker by visiting the care website at <https://care.unmc.edu>. Lockers are not available to rent/renew in June and July. Lockers that are not renewed are cleaned out May 31st, and everything is disposed. The staff is not responsible for items left in lockers. If you have any questions regarding lockers, please call 402-559-3967 or visit the Sorrell Center Convenience Store.

LOUNGES

All UNMC students are invited to use the student lounges in the Student Life Center and in the Colleges of Dentistry, Nursing, Pharmacy and Medicine. The UNMC Student Senate requests that students help care for the lounges and respect the rights of others in regard to the use of phones and equipment.

	Location	Hours	Vending	Student Phone	Questions
Main Lounge	Student Life Center Level 2	5 AM-10 PM M-F 6 AM-5 PM Sat Open on request of a UNMC student who presents photo identification to Campus Security	Yes	Yes 402-559-5254 402-559-8437	Counseling & Student Development Office Bennett Hall, Room 6001 402-559-7276
College of Dentistry Lounges	Lower Level	Normal Business Hours	Adjacent	Yes 402-472-1440 Paging Services	Main Offices 402-472-1440
College of Nursing Commons	Level 2	6:30 AM-6:00 PM M-F	Yes	Yes 402-559-4110 402-559-5414	Main Offices Room 2007
College of Pharmacy Commons	Level 1	6:30 AM-5:30 PM M-F	Yes	Yes 402-559-4215	Dean's Office 402-559-4333
College of Medicine	Level 2 & 3 MSC	24 hours a day	Yes	Yes 402-559-4169	Counseling & Student Development Office 402-559-7276

MAIL SYSTEM

Information on the UNMC Mail System can be found in the Policy Wiki located at <http://www.unmc.edu/media/student-services/docs/mail-system-policy.pdf>

NOTARY PUBLIC SERVICE

Notary Public officers authorized by law to certify documents, take affidavits and administer oaths are located in the Student Life Center, Rooms 2016, 2020 and 2038 and many other locations on the UNMC campus. Complete listing may be found at the UNMC website <http://d.unmc.edu/> (UNMC Phone Directory — Under General Information, Section 4).

PARKING

Tina Spencer, Manager

Student Life Center, 2nd Floor

Phone: 402-559-8580 Fax: 402-559-3500

All student/employee vehicles parked on campus must properly display a valid parking permit. Annual student parking permits are \$168, or \$17 per month, and can be purchased from Parking Services.

Students will be assigned to park in designated student lots. Vehicles may be parked only in the designated parking area covered by the permit displayed. Individuals parking a vehicle without a valid permit (i.e. rental) or in an area other than the assigned lot are required to call Parking Services for authorization at 402-559-8580. Please refer to the Parking Handbook (link below) for specific details.

All students utilizing parking are obligated to obtain, read, and abide by the parking regulations. Please access the following link for a complete guide to all current parking regulations: https://net.unmc.edu/eserv/pk_manual.pdf

How to Properly Display Parking Permit

A valid student permit consists of one moveable permit. The permit must be affixed on the inside of the front windshield, lower left hand corner (driver's side). No material may be placed between the permit and the window. Any variation from this is a violation.

PRINTING SERVICES

Lori Fuller, Manager of Printing Services

Location: ANNEX 22, 601 S Saddle Creek Rd

ZIP: 7000

Telephone: 402-559-4282, Fax: 402-559-9020

Web-online ordering: www.unmc.edu/printmail

E-mail: print4u@unmc.edu

Hours: 7:30 am – 4:30 pm

Types of printed materials produced:

- Business cards, appointment cards, announcements, invitations
- Forms (single, carbonless)
- Letterhead, notepads, table tents
- Labels, nametags, stickers
- Envelopes (department # 9, #10 regular and window, business reply, invitation, catalog and booklet)
- Digital color copies, digital black and white copies
- Tab dividers
- Wide prints, posters, banners
- Newsletters, booklets, brochures, flyers, programs, pamphlets, journals, bulletins
- Certificates

Types of services provided:

- Typesetting, digital editing, scanning
- Graphic Design
- Electronic storage of digital copy files
- Offset printing (from single color to process color)
- Wide format printing (posters, banners, etc. up to 42" wide, up to 100' long)
- Poster mounting
- Laminating (from ID card to poster size)
- Labeling or inkjet addressing, inserting of envelopes, tabbing
- Numbering
- Cutting, padding, folding, collating, stapling, hole drilling, spiral binding, coil binding, perfect binding, embossing, tab cutting, die cutting, perforating

- Dissertations
- Rx pads
- Variable data printing and management

PUBLIC RELATIONS, DEPARTMENT OF

Bill O’Neill, M.A., Director

Room 3010, Building Services Center

Campus ZIP 5230 • E-mail: woneill@unmc.edu

The mission of the UNMC Department of Public Relations is to advance UNMC as a world-class academic health science center through communication and advocacy. To express the vitality of UNMC, the Department of Public Relations promotes UNMC research breakthroughs, clinical and educational advances and community service to local, regional and national audiences. The department builds relationships with Nebraskans and beyond to generate support and advocacy for the university. UNMC prides itself on being a comprehensive source of health information and, as part of this mission, Public Relations responds to media requests for experts, educated opinions and local angles to national news. Beyond traditional media relations, the department tells UNMC’s story through publications, websites, social media, events and marketing. The result: Greater enthusiasm for UNMC and its relevancy to the world.

SECURITY

Gary Svanda, Director of Security

Security Business Office, 4215 Emile Street

Academic Research and Services Building

EMERGENCY — 402-559-5555

Security Dispatch — 402-559-5111

Security Business Office — 402-559-4439

[Security Business Office Email](#)

Fax — 402-559-8625

The Security Business Office is open Monday through Friday, 8:00 a.m. - 4:30 p.m. Security personnel are on duty 24 hours a day, 7 days a week. Security substations are located in CKT Room 1830, UT Room 2202B, and Security Dispatch is located in the hospital, Room 2320.

Security is responsible for the issuing and return of campus keys. No keys will be issued after 4:00 p.m.

Security performs responsible protective work to promote the security and safety of campus and hospital property and personnel.

Help Security Help You

- For HELP or assistance call EXT. 9-5111
- Report all crime or unusual activities to security immediately
- Do not leave purses, backpacks or other valuables unattended
- After hours, security will escort individuals to their vehicles upon request

Blue Light Emergency Phones

Blue Light Emergency Phones are available at 25 locations throughout UNMC/The Nebraska Medical Center Campus. The phones can be seen on 7-foot poles or on building walls, with the word “EMERGENCY” printed on them in large lettering. The continuously illuminated Blue Lights can be seen any time of day or night. The phones have a direct line to Security Dispatch. Equipped with an intercom face, the units are activated by a push button, which identifies the location, prompts Security to respond directly to the location and opens a direct line to the Security dispatchers. Pushing the button also activates a secondary blue strobe light on the unit. Students are encouraged to use Emergency Phones for any emergency.

Campus Security Website (<http://info.unmc.edu/safety/campus-security/index.html>)

Campus Security posts Daily Summary Reports, Security Alerts, Personal Safety Instructional Videos, and other security and personal safety related information on the Internet at <http://info.unmc.edu/safety/campus-security/index.html>. Students and employees are encouraged to review the information on a routine basis and contact Campus Security with any questions or concerns.

E2Campus, a private company with many large well known universities as clients, has been selected by UNMC to provide emergency notification through text messaging. This service requires students and faculty/staff to sign up for this service. Students can register for UNMC Alerts (e2Campus) by logging onto <http://care.unmc.edu> or via Blackboard. Faculty and Staff can register by logging onto <https://net.unmc.edu/eserv>.

The selective mass communications platform, which is aimed at improving safety on campus, enables the rapid delivery of messages via:

- Mobile phone (SMS text messaging)
- Email (personal or school account)
- Campus text pagers or Blackberry's

With one text message, everyone who is registered can be notified about a campus emergency. Notifications are sent by Campus Security Dispatch and are immediately delivered to recipients. **Notifications will only be sent in the case of a potentially life threatening circumstance.**

Reporting Criminal Actions, Sex Offenses and Other Emergencies

Potential criminal actions, sex offenses and other emergencies on UNMC sites can be reported directly by any student, faculty member or employee to the agencies listed below:

42nd Street Campus – Call 402-559-5111 – UNMC Campus Security

STUDENT HEALTH SERVICES

Michael A. Sitorius, M.D., Chairman, Department of Family Medicine, 402-559-5279

Douglas Wheatley, M.D., Clinic Director, Family Medicine/Student Health, 402-559-5158

Jessica Kapple, PA-C, Student Healthcare provider, 402-559-5158, Fax 402-559-8118

Kimberly Battreall, Student Health LPN, 402-559-5158, Fax 402-559-8118

Tere Batt, Student Health Program Coordinator, 402-559-5158, Fax 402-559-8118

Cristin Kohlscheen, Student Health Program Office Associate, 402-559-5691, Fax 402-559-8118

Elva Medrano-Garcia, Student Health receptionist

Priscilla Debroy, Office Assistant II

Policy and Objectives of the UNMC Student Health Service

Student Health Services, operated by the Department of Family Medicine, are available to all UNMC students and their dependents who have paid Fund B. The Director of Student Health reports to the Chairman of the Family Medicine Department. The Directors of Student Health, the Student Health Coordinator and the Student Counseling/Student Senate Advisor along with a member from the Student Senate meet annually to discuss student health and any changes that are proposed. The Director of Student Counseling/Student Senate Advisor meets with the full Student Senate and the Executive Committee on a regular basis to get feedback on Student Health Services and the UNMC-sponsored Student Insurance Plan. Issues regarding Student Health policy, clinical services or fees are discussed with the full Student Senate and the Executive Committee prior to implementing any changes. Concerns about clinical services should be brought to the attention of Dr. Douglas Wheatley, Director of Student Health.

Objectives are:

- To provide high quality routine healthcare for our students to help them gain the best possible experience while attending UNMC
- Healthcare workers are at risk for exposure to many serious diseases while working directly with patients or handling material that could spread infection. UNMC Student Health will make available immunizations and annual screenings for Tuberculosis and flu vaccinations necessary to assist students in staying compliant with UNMC immunization requirements.
- The Student Health Clinic is housed in the Department of Family Medicine on the 3rd floor of the Durham Outpatient Center.

Students covered with BCBS Student Blue insurance should make sure that all referrals necessary for appointments outside the Student Health Clinic are in place **BEFORE** the appointment with the exception of an Emergency Room visit or ICC visit.

Confidentiality

Your medical records are kept in strict confidence. Only with your written release can your records be copied and sent to a third party. Contact your **health care provider** if you would like to review or discuss your records.

Student Health Clinic

Visit the Student Health website: <http://www.unmc.edu/familymed/studenthealth/>

Location: Level 3 of the Durham Outpatient Center (Family Medicine/Student Health)
Phone: 402-559-7204 (Appointments)
Refills: Have your pharmacy fax in a refill to 402-559-5550
Email: StudentHealth@unmc.edu

What is Fund B?

Fund B is the term used to refer to the fund that is paid into by students and by which certain health care benefits are paid. It is not major medical insurance. It covers certain health benefits and excludes others: to view coverages <http://www.unmc.edu/familymed/studenthealth/fund-b-information/>. Most services are handled during visits to the Student Health Clinic, which is part of the Family Medicine Clinic at UNMC. Fund B is billed along with tuition and fees. Part of Fund B covers services at the Student Health Clinic as described below.

Who Can Use the Student Health Services?

Undergraduate/professional students enrolled for 7 or more credit hours (Graduate students 4 or more hours) are required to pay Fund B and are eligible to use the Student Health Clinic. Fund B is not insurance (as described above) and will only cover services described below and services provided by providers described below.

Part-time students, as well as dependents of students, are also eligible to use the Student Health Clinic by purchasing Fund B through Student Financial Services located in the Student Life Center, 402-559-8086. Payment of Fund B must be made prior to the semester tuition billing due date. All services must be delivered/received in the Student Health Clinic unless referred to a UNMC specialty clinic.

Summer Coverage:

- If enrolled during the summer you will pay into Fund B and be covered
- If not enrolled during the Summer term and wish to be covered by outpatient Student Health Fund B, you must pay the fee prior to June 1. Contact Student Financial Services, 402-559-8086.
- Reminder: It is the responsibility of the continuously enrolled student to purchase Fund B for the Summer. (Fund B billing is not automatic for students who do not attend school during the summer. If Fund B is not purchased, Student Health Clinic Benefits will not apply. If continuous coverage is not maintained, conditions which existed during any break in coverage will be considered a Pre-existing Condition.

Students must present validated **PHOTO ID AND PROOF OF INSURANCE AT TIME OF VISIT**. Proof of insurance is required as not all needed services may be covered by Fund B. Fund B is not insurance, and covers only specific services as described below.

Scheduling Appointments

- Scheduling Desk (402-559-7204) - any type of appointment may be scheduled by calling the scheduling desk.
- Online – Students who are established patients of the Family Medicine Student Health clinic may use the online system to make appointments.
- UNMC Mobile App - Students who are established patients of the Family Medicine Student Health clinic may use the online system to make appointments.
- Students must present validated **PHOTO ID AND PROOF OF INSURANCE AT TIME OF VISIT**. Proof of insurance is required as not all needed services may be covered by Fund B. Fund B is not insurance, and covers only specific services as described below.

Office Visit Services Covered by Fund B in Student Health Clinic Include

- Contraceptive counseling, Health education (*Cost of all forms of contraception excluded*).
- Comprehensive confidential counseling services (academic, career, interpersonal, couples and psychological counseling) are provided free-of-charge in the Counseling and Student Development Center (Bennett Hall 6001, phone: 402-559-7276). With a required referral from Dr. Carver in the Counseling Center, students may see a designated consulting psychiatrist in the UNMC Department of Psychiatry for up to 8 visits per year with \$20 co-pay per visit.
- Eye exam - annually with referral from Student Health, 402-559-5158 (*Corrective lenses and associated fitting fees excluded*)

- Physical Therapy/Pain Management (8 visits per injury with referral)
 - Treatment of minor trauma and disease
 - **In Clinic Lab:**

Glucose Finger Stick	Hemocult	Hemoglobin
Monospot	Urine Pregnancy Test	
Rapid Strep Test Swab	Urinalysis	
 - **In Clinic Testing/Treatment:**

Ear Irrigation	Complete EKG	Inhalation Treatment	Oximetry
Peak Flow	Spirometry	Tympanogram	
- Skin Lesion removal not requiring pathology

Office Visit Services Available, But Not Covered by Fund B in Student Health Clinic Include

- Procedures (mole removal, toenail wedging/removal, colposcopy, endometrial biopsy, I&D of abscess, Injection tendon/ligament)
- Ancillary or Diagnostic testing: Charges for ancillary or diagnostic testing will be submitted to the student's Major Medical insurance carrier.
- Eating disorders
- Infertility or human genetics
- Minor procedures
- Rehabilitation, prosthetics, orthotics, braces, crutches.
- Sleep studies, vascular studies, bone age studies

Healthcare Services Not Provided by Student Health and Not Covered by Fund B

- Dentistry
- Prescription drugs are not covered by Fund B but may be covered by your insurance policy
- Allergy testing/extracts,
- pulmonary function testing
- Cosmetic treatment (Including Acne)/Surgery
- Emergency services/ICC visits (contact Student Health via email, studenthealth@unmc.edu or call 402-559-5158 within 48 hours for a referral.
- Hospitalization/Inpatient care
- Oncological treatment

Emergency Services

Students who become acutely ill or injured and require urgent care, may use the UNMC Emergency Department or nearest emergency facility. Follow-up care must be in the Student Health Clinic, For appointment - 402-559-7204. **Notify Student Health at StudentHealth@unmc.edu or by calling 402-559-5158 for referral within 48 hours of dismissal from Emergency Services/ICC visits.** Check your insurance policy for deductible information.

Hospitalization (Inpatient) Coverage

Fund B does not provide coverage for hospitalization. UNMC Center requires full-time students to have inpatient hospitalization health insurance. Students may purchase the University endorsed student health insurance plan through Blue Cross Blue Shield or purchase a private plan through an independent agency that is equivocal to the University endorsed student health insurance plan.

Illness or Injury Away from the UNMC Campus

Students outside a 50 mile radius for academic purposes requiring urgent/emergent care may be seen at an area outpatient facility. Fund B will cover the office visit. You should contact Student Health at 402-559-5158 within 48 hours of the incident to obtain a referral. **Failure to obtain a referral could result in the student being responsible for all charges.**

Services not listed above as provided by Fund B will need to be billed to your major medical insurance (UNMC Student Health Insurance or other personal insurance). Coverage by the student's insurance policy may involve a deductible, applicable co-insurance and/or policy provisions/limitations. If you are covered by Student Health Insurance, you may go to <http://www.nebraskablue.com/studentblue> to 1) locate a PPO Provider; 2) review ER benefits in the Student Health Insurance Plan booklet; and 3) file a claim online. You may also contact Counseling and Student Development Center at 402-559-7276 for a claim form.

Dental Services

Dental services are not covered under Student Health Fund B. Check your coverage under the Blue Cross Blue Shield Dental Insurance Plan. The College of Dentistry Clinics in Lincoln offers general dental services and specialty services in endodontics, oral surgery, orthodontics, pedodontics and periodontics. The College of Dentistry Clinic in the University of Nebraska Outpatient Care Center in Omaha offers services in general dentistry, pedodontics and oral and maxillofacial surgery. These services are available to the general public on an appointment basis.

Your Rights and Responsibilities as a Patient

Student Health staff strongly believe that each person is entitled to certain rights as a patient. Additionally, each patient has certain responsibilities. Together, these ensure that each individual receives the appropriate medical care and personal services he/she deserves. The following Patient Bill of Rights and Responsibilities was established.

Each patient has the right to:

- Access to care and treatment regardless of race, creed, sex, national origin or religion.
- Consideration and respect for personal dignity and privacy.
- Expect that the diagnosis, prognosis and methods of treatment be explained clearly and in terms you can understand, including the risks and possible side effects.
- Be informed about the Health Center regulations, policies and rules governing the conduct as a patient.
- Know what alternatives exist for your care and treatment.
- Know if your treatment involves experimental, educational or research methods, and maintain the right to refuse treatment to the extent permitted by law.

Each patient has the responsibility to:

- Provide, to the best of his/her knowledge, accurate information relating to health matters.
- Follow the treatment plan recommended by his/her primary health care provider.
- Accept personal responsibility if he/she refuses treatment.
- Know and abide by Student Health rules, regulations and policies.
- Respect the rights of other patients, hospital personnel and others he/she may come in contact with.

Flu Season Policy

UNMC undergraduate, graduate, and professional students are expected to abide by the Flu Season Policy, https://wiki.unmc.edu/index.php/Flu_Season

CAMPUS SPECIFIC SERVICES

SERVICES SPECIFIC TO UNMC STUDENTS IN LINCOLN

UNMC students at the Lincoln campus (nursing and dental students) pay the University Program and Facilities Fee (UPFF) of the University of Nebraska-Lincoln. The complete description of these campus services and activities is contained in the University of Nebraska-Lincoln (UNL) Undergraduate Bulletin, and other appropriate UNL informational literature. A brief description of major services and activities for UNMC nursing and dental students at the Lincoln campus is provided in this Handbook.

Academic or Physical Disability Accommodations

Students who require academic or physical accommodations should present documentation of the disability and need for accommodation to the Student Services Coordinator on the Lincoln campus who will assist in arranging contact with the UNL Services for Students with Disabilities office. The Lincoln College of Nursing contact person is Amy Fellhoelter, 402-472-7343 or amy.fellhoelter@unmc.edu and the College of Dentistry contact person is Dr. David Brown 402-472-1341 or dgbrown@unmc.edu.

Bookstore

Dental and Dental Hygiene students pay for books and instruments through an assessed fee and these items are distributed at the beginning of the term in the College of Dentistry. Nursing students obtain books at the University of Nebraska-Lincoln Bookstore. Uniforms and supplies are purchased at the UNMC Bookstore – information is provided during New Student Orientation at the beginning of each academic year.

Recreational Facilities

UNMC students at the Lincoln campus have the same privileges and use of UNL recreational and gym facilities as do the UNL students through payment of the UNL fees.

Health Insurance and Health Insurance Waiver

All students are required to have health and accident insurance *unless* they provide evidence of comparable coverage through parents, spouse, or personal plan. Students may participate in the University-sponsored plan thru the Blue Cross Company. The cost of the Blue Cross Student Insurance Plan is automatically billed each semester on the full-time student's tuition statement. **Therefore, if students do not wish to participate in the University plan through Blue Cross, they must file a Waiver verifying alternate insurance. The waiver can be accessed here: <https://www.nebraskablue.com/shop-plans/business/studentblue/unmc>. The waiver will become available to complete after August 1, 2015. You have 14 days after the term starts to file. After that time you will be billed for coverage. Once a waiver is processed you will see a credit issued to your student account.**

Libraries

UNMC students at Lincoln have library privileges at any branch of the UNL campus as well as the McGoogan Library at the UNMC campus. The College of Dentistry library is located in the C.Y. Thompson Library

Reporting Criminal Actions, Sex Offenses and Other Emergencies

Potential criminal actions, sex offenses and other emergencies on UNMC Lincoln sites can be reported directly by any student, faculty member or employee to the agencies listed below:

College of Dentistry and College of Nursing – Call 402-472-2222 – UN-L Campus Police

Student Health

Health services for nursing students in the Lincoln Division and College of Dentistry students are provided by the University of Nebraska-Lincoln Health Center located at 15th and U Streets. This University Health Center offers a wide variety of inpatient and outpatient services. Fees are charged for required laboratory tests and x-rays. For questions, contact the University Health Center at 402-472-5000 or <http://health.unl.edu>.

Student Counseling Services

In addition to advising services provided by the College of Dentistry and College of Nursing, UNMC students at the Lincoln campus are eligible to use the UNL Counseling and Psychological Services located in 213 University Health Center (402-472-7450). Services for chemical dependency are also available.

SERVICES SPECIFIC TO UNMC STUDENTS IN SCOTTSBLUFF

The Western Division of the College of Nursing is located in the Harms Building on the WNCC campus. This general office will provide nursing students with assistance in processing application materials, course registration, course changes, grade reporting and financial aid application materials. UNMC students at the West Nebraska campus pay the University of Nebraska Medical Center University Program and Facilities Fees (UPFF Funds A and B). All students are assessed Fund A. Undergraduate and professional students enrolled for 7 or more credit hours (*4 hours for graduate students) are assessed Fund B.

Academic or Physical Disability Accommodations

Students who require academic or physical accommodations should present documentation of the disability and need for accommodation to the Student Services Coordinator on campus who will assist in arranging contact with the UNMC Disability Services. The Western Division contact person is Karen Schledewitz, (308)-632-0413 or kschledewitz@unmc.edu.

Bookstore

Both nursing and non-nursing textbooks will be made available through the Western Nebraska Community College Bookstore for nursing students to purchase.

Recreational Facilities

The Scottsbluff community has recreational facilities at their local YMCA and several other privately owned gyms. Nursing students may also use the Sports Medicine facilities of Regional West Medical Center free of charge and at designated times.

Libraries

The Lockwood Memorial Library is located on the main floor of Regional West Medical Center, St Mary's Plaza. Students also have access to the Western Nebraska Community College library.

Reporting Criminal Actions, Sex Offenses and Other Emergencies

Potential criminal actions, sex offenses and other emergencies on UNMC Scottsbluff sites can be reported directly by any student, faculty member or employee to the agencies listed below:

College of Nursing; College of Allied Health Professions – Call 308-632-7176 – Security (to report crimes of non-emergent nature) or 911 – Scottsbluff Police Department (for emergency assistance).

Student Health and Counseling Services

Health and counseling services for UNMC students in the West Nebraska Division, Scottsbluff, are provided by RWPC-Urgent Care during the following hours.

Monday – Friday	8 a.m. – 6 p.m.
Saturday	8 a.m. – 5 p.m.
Sunday	1 p.m. – 5 p.m.

Only if RWPC-Urgent Care is closed during one of the above scheduled times, students may be seen at the Gering Clinic during their regular hours Monday through Friday. Students may also be directed to the answering service by calling RWPC-Urgent Care.

Physician office services will be provided by RWPC-Urgent Care for routine illness and minor accidents. This service is limited to an initial visit and one follow-up visit for the same ailment. Emergency health care, non-illness health care (e.g., health check-ups, pap smears, etc.), accidents not typically treated in a physician's office, diagnostic tests, and/or medications are all excluded from this service.

RWPC-Urgent Care will provide the required 2-step PPD or a QuanteFERON gold text, if indicated at no cost to each new student. TB skin testing will be repeated each year for enrolled students. Students who become skin test reactive during enrollment or who are reactive at enrollment will be evaluated and managed as deemed appropriate by RWMC.

Hepatitis immunizations as required by UNMC may be obtained through RWMC for cost. These immunizations will be given through the Infection Control Department or Occupational Health of RWMC.

Counseling services will be limited to three sessions per student per event and a maximum of 10 hours of service. The outpatient service is to be provided by the professional staff of the Psychological Services of RWMC.

Students may contact Regional West Medical Center, Behavioral Health (308-630-1500) for chemical dependency information and referral resources.

SERVICES SPECIFIC TO UNMC STUDENTS IN KEARNEY

UNMC Student Services in Kearney will provide nursing students with assistance in processing application materials, course registrations, course changes, grade reporting and financial aid application materials. Information such as financial aid advice and payment of bills and or other questions, may also be obtained from the UNMC Student Services – Omaha. Kearney campus nursing students pay the University Program and Facilities Fees (UPFF) of the University of Nebraska-Kearney Campus. The complete description of these campus services and activities can be found in the University of Nebraska-Kearney (UNK) Student Handbook and college catalogs. A brief description of major services and activities for UNMC nursing students at Kearney Campus is provided in this handbook and on the UNMC Student Blackboard – Kearney Student Information.

Academic or Physical Disability Accommodations

Students who require academic or physical accommodations should present documentation of the disability and need for accommodation to the Student Services Coordinator on campus who will assist in arranging contact with the UNMC Disability Services. The Kearney Division contact person is Hillary Christo, 308-865-8322 or hchristo@unmc.edu.

Bookstores

Both nursing and non-nursing textbooks will be made available for purchase through The Antelope Bookstore located on the Kearney campus (308-865-8555) and UNMC Bookstore.

Recreational Facilities

UNMC-Kearney students have access to recreational facilities at the new Wellness Center at the University of Nebraska-Kearney facilities.

Libraries

UNMC students at Kearney have library privileges at Calvin T. Ryan Library on the UNK campus as well as the McGoogan Library at the UNMC campus.

Reporting Criminal Actions, Sex Offenses and Other Emergencies

Potential criminal actions, sex offenses and other emergencies on UNMC Kearney sites can be reported directly by any student, faculty member or employee to the agencies listed below:

UNK Police (308-865-8911) or Call 911 – Kearney Police (for emergency assistance).

Student Health Services

UNK Student Health provides health services for UNMC Kearney Division Students. Clinic hours are Monday, Tuesday, Thursday & Friday 8:30 a.m. – 4:30 p.m.; Wednesday 9:00 a.m. – 4:30 p.m. Call 308-865-8218 for an appointment. The following are provided:

1. Office Services for routine illness and minor accidents. If services beyond those available at UNK Student Health Services are required, a Student Health Service staff member will issue a referral to Kearney Clinic that waives the office call charge. Students will be charged for selected services.
2. Vaccinations and Testing Services for communicable diseases for a reasonable fee.
3. Gynecological Services for a reasonable fee, including annual exams, contraceptive services and testing and treatment for STDs.

Procedures to Access Student Health Services:

1. Call 308-865-8218 to schedule an appointment or go directly to UNK's Student Health Services office during the hours outlined above. Bring your UNMC /UNK identification card.
2. After treatment, complete the claim form if services other than an office visit were rendered (i.e. lab, x-ray, pharmacy) for your insurance.

Counseling Care

Professional counseling services are available for UNMC Kearney students at UNK's Counseling Center. UNMC Kearney students are allowed 3 counseling sessions per semester paid for through their fees. Obtain an appointment by calling the Counseling Center at 308-865-8218 or go to the Counseling Care located in the Memorial Student Affairs Building, South Hallway, Rom 144; hours Monday – Friday 8:00 a.m. to 5:00 p.m. Emergency Crisis Phone (after business hours): 308-865-8248. These services will be provided for the student only and not to any dependents.

Counseling Care also offers in addition to personal counseling, Alcohol and Drug counseling provided by qualified licensed therapists who have completed the State of Nebraska requirements to provide court-ordered drug and alcohol counseling services. There may be additional fees for those services.

SERVICES SPECIFIC TO UNMC STUDENTS IN NORFOLK

A general UNMC administrative office for the Northern Division of the College of Nursing is located in the J. Paul and Eleanor McIntosh College of Nursing building on the Northeast Community College campus at 801 East Benjamin. This office is the liaison between the Northern Division College of Nursing and the Omaha campus. Located in this office are: the Assistant Dean, the Office Associate, the Office Assistant, and the Student Services Coordinator. The Student Services Coordinator will provide nursing students with assistance in processing application materials, course registration, and accessing student services. UNMC students at the Northern Division campus pay the University of Nebraska Medical Center University Program and Facilities Fees (UPFF Funds A and B).

All students are assessed Fund A. Undergraduate and professional students enrolled for 7 or more credit hours (5 hours for graduate students) are assessed Fund B.

Academic or Physical Disability Accommodations

Students who require academic or physical accommodations should present documentation of the disability and need for accommodation to the Student Services Coordinator at the Northern Division campus who will assist in arranging contact with the UNMC Disability Services. The Northern Division contact person is Diana Rizzo, 402-844-7890 or diana.rizzo@unmc.edu. The UNMC Disability Services staff will coordinate provision of services with staff at Northeast.

Bookstore

Both nursing and non-nursing textbooks will be made available through the Northeast Community College Bookstore for nursing students to purchase.

Building Access

All UNMC-Northern Division students are issued a key card by Northeast, providing the student with 24/7 access to the J. Paul and Eleanor McIntosh College of Nursing building. Students are responsible to use care in use of the building and its equipment whenever they are in the building during regular or after hours. Students should not allow others to enter the building when they come into it after hours. Students should not allow anyone else to use their key card. The fee for replacement key cards is the responsibility of the student.

ID Cards

All UNMC-Northern Division students are issued a UNMC student identification card from the UNMC Photo ID office. UNMC-CON ID cards can be obtained from the CON-Northern Division. The card must be returned upon withdrawal or graduation from UNMC. Fees for replacement vary based on the reason for replacement.

Libraries

UNMC students at Norfolk have public access to the library on the Northeast campus and library privileges at the McGoogan Library at the UNMC campus and online at <http://www.unmc.edu/library/>.

Nursing Student Association

UNMC CON-Northern Division has a National Student Nurses' Association (NSNA) chapter. UNMC nursing students are encouraged to become active in the UNMC NSNA as a means of building a network of nursing colleagues and becoming active in the professional community.

Parking

UNMC students at Norfolk must comply with Northeast parking and traffic regulations. All vehicles must be registered with Northeast Student Services if parked on campus. There is no fee for registration. The registration is valid from July 1 to June 30. Parking lots are available on a first-come, first-serve basis.

Reporting Criminal Actions, Sex Offenses and Other Emergencies

Potential criminal actions, sex offenses and other emergencies on UNMC Norfolk sites can be reported directly by any student, faculty member or employee to the agencies listed below:

College of Nursing – Northern Division – Call 402-841-5163 – Security. If using a campus phone dial (-841-5163 or call 911 – Norfolk Police Department (for emergency assistance).

Student Health Services

UNMC Northern Division students have access to student health services through Faith Regional Health Services. Details regarding this plan will be made available to students during orientation.

Student Counseling Services

UNMC CON-Northern Division students may access a wide variety of counseling services through Northeast Community College, including personal counseling and/or chemical dependency counseling. To schedule an appointment or initial consultation for personal counseling, call (402) 844-7261.

Study Skills/Academic Assistance

The CON-Northern Division supports the Academic Success programs at UNMC. Specific programs exist to meet student needs, which can be accessed by contacting the Student Services Coordinator.

Recreational Facilities

UNMC students at Norfolk will have access to specified recreational facilities. Please check <http://www.northeast.edu/Weight-Room/> or <http://www.northeast.edu/Health-and-Wellness/> for details.

ACADEMIC AFFAIRS/STUDENT AFFAIRS

STUDENT AFFAIRS

Cheryl Bagley Thompson, Ph.D., R.N., Assistant Vice Chancellor for Academic Affairs/Student Affairs
Room 2036, Student Life Center
cbthompson@unmc.edu 402-559-4437

The Division of Student Affairs provides a variety of services for both students and academic offices at UNMC. The Division consists of five departments which are listed below. Students who are unable to identify the appropriate office to meet their needs, who have general questions or who have problems/concerns to discuss are invited to contact the Assistant Vice Chancellor for Academic Affairs/Student Affairs.

ACADEMIC RECORDS

Janet McLaughlin, Registrar, Residency Officer, Academic Calendar, Course Catalog, jmclaugh@unmc.edu, (402-559-4207)
Kari Wayman, Transcripts, Degree Verify, Licensures, kari.wayman@unmc.edu (402-559-2151)
Barbara Breazeale, Degree Applications, Commencement, Transfer Credit, bbreazea@unmc.edu (402-559-1946)
Monica Myers, Grades, Registration, Change of Status, monica.myers@unmc.edu (402-559-3475)

The Academic Records Office includes the areas of registration and records. Academic Records creates and maintains the permanent record for each student; processes student registrations, drops/adds, withdrawals and grades; and coordinates graduation activities.

Transcripts

Grades posted to a Medical Center student transcript may be changed only upon request of the faculty member who is the instructor of record for the course for which the grade was awarded or by order of the appropriate dean upon action of the academic unit's evaluation appeals committee. Proper forms provided by the office of Academic Records shall be used to request changes in grades which have been previously posted to a student's record. Only the corrected grade will be shown on the computerized transcript. All dismissals and withdrawals are posted on the transcript along with the date of the action.

UNMC Commencement/Graduation

UNMC awards degrees in May, August and December. Formal ceremonies are held in May (Kearney, Norfolk, Lincoln, Omaha and Scottsbluff) and December (Omaha). Further detail and the UNMC Commencement Policies can be found at <http://www.unmc.edu/student-services/documents/commencement-policy110915.pdf>.

RECRUITMENT AND STUDENT ENGAGEMENT

Channing Bunch, MBA, Director
Room 2045, Student Life Center
channing.bunch@unmc.edu
402-559-3928

The mission of Recruitment & Student Engagement is to recruit and retain a diverse student population for the University of Nebraska Medical Center. Through collaboration, our staff is committed to providing academic, social, financial support programs and services designed to enhance the student educational experience.

Goals

- To recruit a diverse pool of applicants for all UNMC programs which includes students who are, first generation with financial needs, have traditional or nontraditional backgrounds, or demonstrate a sincere interest in working in underserved communities.
- To provide a wide range of independent initiatives aimed at identifying, motivating, and preparing college and pre-college level students to pursue careers in the health sciences.

- To initiate and participate in collaborative programs at Nebraska higher education institutions and with professional and community groups to establish pathways for individuals to learn more about UNMC.
- To provide a university experience that is student-centered and focused on meeting students' needs.
<http://www.unmc.edu/student-services/rse/>

STUDENT LOAN ACCOUNTING

Karen Freeman
Room 2052, Student Life Center
402-559-4199

The office of Student Loan Accounting, located in the Student Life Center, provides assistance with servicing needs to all UNMC students receiving campus based loans. The office works in conjunction with Campus Partners, the campus based loan servicing organization. Students are encouraged to visit the Campus Partners website, www.mycampusloan.com, to manage their campus based loans. All entrance and exit interviews are processed through this website. Students with questions regarding their campus based loans may contact Campus Partners at 1-800-334-8609, or visit with the Student Loan Accounting Office. Office hours are 8:00 a.m. – 4:30 p.m. Monday through Thursday and 8:00 – 12:00 on Friday. Audix phone messaging is available for individuals who are unable to contact the office during normal business hours.

FINANCIAL AID

Judith Walker, Director, Graduate and Professional Students
Room 2048, Student Life Center
402-559-4199

Patrick Hales, Financial Aid Support Specialist
Karen Freeman, Student Loan/Scholarship Coordinator, Campus Based Loans and Scholarships
Meghan Moore, Financial Aid Counselor, Federal Work Study, Verification, Alternative Loans and Veterans Affairs
Rachael Lane, Financial Aid Counselor

The University of Nebraska Medical Center offers several financial aid opportunities to assist students in the financing of their health professions education. The UNMC Office of Financial Aid administers four basic types of aid; academic scholarship, grants, loans, and student employment.

Governed by the rules and regulations established by the U.S. Department of Education (Title IV) and the U.S. Department of Health and Human Services (Title VII) the Office of Financial Aid has adopted a consistent and equitable approach of awarding financial aid. The completion of the Free Application for Federal Student Aid (FAFSA) is required to be eligible for all federal student aid funds (Title IV and Title VII).

The PRIORITY filing deadline for federal financial aid is April 1. Applications received on or before April 1 will receive priority consideration in the awarding of campus based grants and loans.

Scholarships are awarded by the scholarship committees of each UNMC college: Allied Health, Dentistry, Medicine, Nursing, Pharmacy, Public Health and Graduate Studies. The Office of Financial Aid does not award scholarships. The timing of scholarship announcements is based on the committee's selection of recipients. To ensure an equitable distribution of all financial aid, students are notified of their financial aid awards after scholarship selection committees have announced their scholarship recipients.

The UNMC Office of Financial Aid reserves the right to revise a student's award package based on changes to a student's enrollment status, outside funding received by a student or changes in funding received at UNMC after the award letter is delivered. Students will be notified in writing of any changes made to their awards.

Questions regarding financial aid may be directed to 402-559-4199, 1-800-626-8431 or studentservices@unmc.edu. An open door policy is maintained in the Office of Financial Aid. Appointments are preferred but are not required.

TITLE IV FEDERAL FINANCIAL AID - The following programs are governed by the U.S. Department of Education rules and regulations. These programs are considered to be campus based programs at UNMC. The Free Application for Federal Student Aid (FAFSA) electronic data must be received in the Office of Financial Aid before April 1 to be considered for these 'priority funds'.

FEDERAL PERKINS - The Federal Perkins Student Loan Program is a subsidized student loan (interest free) through graduation and a nine month grace period. This loan is provided to undergraduate students who demonstrate unmet need in

accordance with federal need analysis measures. The loan may be forgiven if the undergraduate recipient practices their chosen health professional career; details on loan forgiveness are provided on the Perkins promissory note.

FSEOG - Federal Supplemental Educational Opportunity Grant. Available to undergraduate Pell grant recipients only.

FWS - Federal Work Study Program. Student employment on campus at \$10/hour during the academic year. All students are encouraged to participate in a UNMC work experience if their time and schedule permit. Sufficient funds are available to fund anyone who wants to work. The Office of Financial Aid prefers to award these funds to students who specifically request the opportunity to work on campus. Students are encouraged to contact the Office of Financial Aid for job placement and hire if sincerely interested in working. These funds are federal student aid and do require the completion of the FAFSA and the student worker must demonstrate financial need. See policy below.

TITLE VII FEDERAL FINANCIAL AID - The following programs are governed by the U.S. Department of Health and Human Services rules and regulations. To be considered for HHS funding, the Department of Health and Human Services requires parent financial information on the FAFSA. This regulation cannot be waived for any student regardless of their independent status (married, children, age, graduate professional status). The parent financial information must be verified through the federally required verification process conducted by the UNMC Financial Aid Office. Parent financial information is used in determining Title VII loan eligibility only. The Free Application for Federal Student Aid (FAFSA) electronic data must be received in the Office of Financial Aid before April 1 to be considered for these 'priority funds'.

PCL - Primary Care Loan Program: Available to senior medical students matching in Primary Care, Family Practice Medicine, Internal Medicine, Pediatrics. Students may borrow this loan to repay medical school Stafford Subsidized/Unsubsidized and Graduate PLUS student loan debt before entering residency. Recipient must agree to practice in an approved primary care health career until the loan is repaid in full. Complete guidelines and promissory note regulations are available upon request. Preference is given to accelerated family practice/primary care students and Nebraska Rural Health loan recipients. HHS guidance will be furnished upon request.

HPSL - Health Profession Student Loan: Available to Dentistry and Pharmacy students only. Awards are contingent on funding availability. Subsidized (interest free) student loan through graduation and one year after graduation. A 5% interest rate is assessed loan repayment.

NSL - Nursing Student Loan: A subsidized (interest free) student loan through graduation and one year after graduation. A 5% interest rate is assessed in loan repayment. Because of very limited funding, this loan is made available to full time undergraduate nursing students only.

Students are encouraged to visit the Financial Aid web site at <http://unmc.edu/financialaid> for additional information regarding the financial aid processes. Access the Student Website and Financial Aid links to arrive at the aid web site.

Student Loan and Scholarships/Grants

When a student receives student financial aid (federal/state/institutional) funds to attend an institution and subsequently takes a Leave of Absence (LOA), withdraws from the program, is dismissed, or fails to complete the period of enrollment for which the funds were received, federal law requires the institution to make a timely refund of "unearned tuition, fees, and other institutional charges" as assessed by the institution. The institution must also determine if the student owes a "repayment" of unearned funds that the institution either disbursed to the student directly or credited directly to the student's account for living expenses. Students are **strongly encouraged** to visit the Office of Financial Aid **before** starting any LOA or withdrawal process. **Students receiving federal student financial aid are required to visit with the Office of Financial Aid prior to finalizing the LOA or complete withdrawal from semester coursework.**

The Office of Financial Aid will provide you with a complete analysis of your rights and responsibilities as they pertain to the financial aid process when considering a withdrawal or LOA. Completion of refund repayment calculations and completion of the required exit paperwork takes approximately one hour. We request that students make an appointment to discuss and review all of the responsibilities associated with the refund and/or repayment of federal student aid.

Before considering a LOA or withdrawal, students should read the federal policy governing Satisfactory Academic Progress <http://www.unmc.edu/media/studentservices/docs/satisfactory-academic-progress011713.pdf>.

Return of Federal Student Aid Funds

Federal student financial aid is provided to students to fund their direct and indirect costs of education as determined by the institutional cost of education. Failure to complete a required term of enrollment may result in the student's need to refund or repay federal student financial aid for costs not incurred. A leave of absence (LOA), taken at any time after the start of a term, is considered a 'withdrawal of enrollment' for federal student aid purposes.

If the withdrawing student received federal student aid, the UNMC Financial Aid Office follows the guidelines provided by the US Department of Education for repaying financial aid. This is a proportional calculation based on time enrolled during the semester, type of aid received, and direct costs (tuition/fees). Students should also refer to the UNMC Refund Schedule for determination of the amount of tuition owed if they withdraw from enrollment after the first week of classes.

Repayment of Student Financial Aid Funds

In addition to receiving funds for direct costs (tuition and fees), students may also be provided funds for living expenses. Failure to complete a term of enrollment will result in the “repayment” of funds for periods of non-enrollment. For this policy, financial aid is considered to be used first for payment of tuition, fees, and other payments to the University. Therefore, all or part of any unearned funds will be used to reimburse financial aid programs. If a student withdraws from the University for any reason, student financial aid dollars must be returned to the Office of Financial Aid for refund and repayment to the respective federal aid programs. In accordance with federal laws, the following fund priority listing will be used when refunding and repaying funds to Title IV and non-Title IV aid programs for the academic term involved.

Federal Funds will be returned to the various federal aid programs in the following order:

- | a. Title IV Program | b. Non-Title IV Programs |
|--|--|
| 1. Unsubsidized Federal Stafford Loan | 1. Health Profession Student Loan (HPSL) |
| 2. Subsidized Federal Stafford Loan | 2. Nursing Student Loan |
| 3. Federal Perkins Student Loan (FPSL) | 3. Other Federal Grants (AFHPS/NHSC VA) |
| 4. Graduate PLUS Loan | |
| 5. Federal Direct PLUS Loan (parent) | |
| 6. Federal Pell Grant | |
| 7. Federal Supplemental Educational Opportunity Grant (SEOG) | |

Students receiving federal student financial aid are required to contact the Office of Financial Aid prior to finalizing a leave of absence or complete withdrawal. Any student withdrawing from UNMC, impacted by this policy receives a worksheet detailing the federal calculations for the return of federal student aid.

Veterans Affairs Benefits

To be certified for VA benefits please contact Meghan Moore, Room 2051, Student Life Center, ext. 9-4199, each term.

Financial Aid/Tuition

Delinquent Tuition and Fees

<http://www.unmc.edu/student-services/documents/delinquent-tuition-fee-policy.pdf>

As of January 20th, 2014 the Delinquent Tuition and Fees Policy has been revised. The revisions included the additional of an appeal option to the policy and clarifications of the procedures. These changes are effective immediately.

Federal Work Study (FWS)

<http://www.unmc.edu/media/student-services/docs/fws-policy112013.pdf>

Insufficient Funds

<http://www.unmc.edu/media/student-services/docs/insufficient-funds-policy.pdf>

Satisfactory Academic Progress

<http://www.unmc.edu/media/student-services/docs/satisfactory-academic-progress011713.pdf>

Social Security & Medicare Tax Exemption

<http://www.unmc.edu/media/student-services/docs/ss-medicare-tax-exemption-policy.pdf>

Tuition Refund Schedule

<http://www.unmc.edu/media/student-services/docs/tuition-refund-schedule-policy.pdf>

STUDENT FINANCIAL SERVICES

Joan Hill, M.A., Director

Office Hours 8 a.m. - 4:30 p.m., Monday through Thursday, and 8 a.m. – 1:00 p.m. on Friday CST

Room 2013, Student Life Center

402-559-8086

Student Financial Services is responsible for coordinating the billing and collection of tuition/fee payments, collection of rent payments, collection of all other necessary service charges and deposits, and maintenance of all necessary records.

Tuition is calculated approximately two weeks prior to the beginning of the term. If applicable, financial aid is applied to student accounts ten days prior to the start of the term. Refunds are generated directly from the Nebraska State Treasurers Office and either mailed to the students billing address or direct deposit to student's checking account as directed by the student.

Payment in full is required in accordance with the payment Due Date shown on the billing statement. The University of Nebraska Medical Center accepts cash, personal check, money order, cashier's check and Visa/MasterCard. There is a service fee of 2.75% on all credit card transactions. Checks must be made payable to UNMC for the full amount. Students may also pay their bills on-line "My Records", we offer e-check as a free service and again credit card payments will be assessed 2.75% service fee.

Students may not pay on another student's account via credit card unless both parties are present at Student Financial Services office at the time of the transaction.

If a payment is past the due date shown on the billing statement, there will be a \$100 late fee assessed and added to the total bill due. This includes payments made through the mail that have a postmark later than the due date. The student's university file will then be placed on hold. Students, who are unable to pay by the Due Date through no personal fault, may request a waiver of the late fee from Student Financial Services.

Students are encouraged to present authorizations for billing a third party, e.g., U.S. Government, foreign governments, Vocational Rehabilitation, National Guard, etc., to Student Financial Services on or before the first day of class. Authorizations not received by Student Financial Services before the payment Due Date will be considered delinquent.

If your employer will reimburse you for tuition and fee costs (after grades have been issued) you **MUST** meet the regular payment deadlines set by the University or face action in accordance with a delinquent account. This policy also applies to those who have tuition and/or fees paid by a UNMC department.

Students who do not meet the deadlines specified above and in the Delinquent Tuition and Fee Policy (See Student Policy Wiki http://www.unmc.edu/student-services/_documents/delinquent-tuition-fee-policy.pdf) are subject to Administrative Withdrawal from UNMC (See Student Policy Wiki <http://www.unmc.edu/media/student-services/docs/administrative-withdrawal-policyJan2013.pdf>).

POLICIES AND PROCEDURES

UNMC is in the process of moving all student policies to a wiki format found at [https://wiki.unmc.edu/index.php/Student Policies](https://wiki.unmc.edu/index.php/Student_Policies). The following policies can be found at the new wiki. All UNMC students are responsible for the content of these policies as well as the UNMC wide policies found at http://wiki.unmc.edu/index.php/Policies_and_Procedures when specified for students.

Registration/Enrollment

Administrative Withdrawal

<http://www.unmc.edu/media/student services/docs/administrative-withdrawal-policyJan2014.pdf>

Background Check

<http://www.unmc.edu/media/student services/docs/background-check-policy100313.pdf>

Drop Add

<http://www.unmc.edu/media/student services/docs/Drop-Add-Policy.pdf>

Immunization

<http://www.unmc.edu/media/student services/docs/immunization-policy093013.pdf>

Leave of Absence

<http://www.unmc.edu/media/student services/docs/leaveofabsence-policy011713.pdf>

Maternity Paternity Leave

<http://www.unmc.edu/media/student services/docs/maternity-paternity-leave-guidelines.pdf>

Non-Enrolled Students

<http://www.unmc.edu/media/student services/docs/non-enrolled-student-policy112113.pdf>

Residency

http://www.unmc.edu/media/student services/docs/Residency_Policy_2014.pdf

Students Called into Military Services

http://www.unmc.edu/media/student services/docs/Students_Called_into_Military_Services_2014.pdf

Transcripts

<http://www.unmc.edu/media/student services/docs/Transcripts-Policy.pdf>

Academic and Professional Performance

Drug and Alcohol Standards of Conduct

<http://www.unmc.edu/student services/ documents/standards-of-conduct-for-employees-and-students-regarding-alcohol-and-drugs-2016.pdf>

Sexual Harassment

<http://www.unmc.edu/media/student services/docs/student-sexual-harassment-policy122712.pdf>

Student Resources

Commencement

<http://www.unmc.edu/media/student services/docs/commencement-policyAug2013.pdf>

Mail System Policy

<http://www.unmc.edu/media/student services/docs/mail-system-policy.pdf>

Voter Registration Policy

<http://www.unmc.edu/media/student services/docs/voter-registration-policy122713.pdf>

Miscellaneous

FERPA Policy

<http://www.unmc.edu/media/student services/docs/ferpa-policy101513.pdf>

Graduate Assistant Work and Study

<http://www.unmc.edu/media/student services/docs/graduate-assistant-workstudy-guidelines.pdf>

McGoogan Library of Medicine Student Services

https://wiki.unmc.edu/index.php/Student_Policies

Retention of Materials Used in Academic Evaluation

<http://www.unmc.edu/media/student services/docs/retention-materials-academic-evaluation.pdf>

Students Infected with HIV, HBV, HCV

http://www.unmc.edu/media/student services/docs/Students_infected_with_BBP_Policy_11414.pdf

Tobacco Free Campus

<http://www.unmc.edu/media/student services/docs/tobacco-free-campus-policy.pdf>

If you have questions or difficulty locating a policy please contact Cheryl Thompson at 402-559-2792 (cbthompson@unmc.edu).

ACADEMIC AND PROFESSIONAL PERFORMANCE POLICIES

STANDARDS OF STUDENT ACADEMIC PERFORMANCE

Students enrolled in degree programs at the University of Nebraska Medical Center are expected to make satisfactory academic progress toward the completion of their degree requirements. The colleges/programs of the Medical Center set their own academic standards governing satisfactory academic progress including probation, suspension or dismissal for failure to attain such standards. These standards are to be in accordance with the standards set by the accrediting agencies for each college/program. **Failure to make adequate academic progress may have financial aid implications.** See the student policy for Satisfactory Academic Performance on the Wiki at <http://www.unmc.edu/media/student-services/docs/satisfactory-academic-progress011713.pdf> for further information.

PROHIBITION OF SEXUAL HARASSMENT AND SEXUAL VIOLENCE

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All universities receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. At UNMC Title IX provides protections to students, post docs, residents, fellows, and others participating in academic programs. To report an incidence of sexual harassment or sexual violence, contact Carmen Sirizzotti, MBA, Division Director, Strategic Staffing, Compensation, Records, HRIT, 402-559-2710, csirizzotti@unmc.edu, Title IX Coordinator. Students may also address complaints to Cheryl Bagley Thompson, Ph.D., RN, Assistant Vice Chancellor Academic Affairs/Student Affairs, 402-559 2792, cbthompson@unmc.edu.

For further information on procedures related to the prohibition of sexual harassment and sexual violence see the Student Policy Wiki located at <http://www.unmc.edu/media/student-services/docs/student-sexual-harassment-policy122712.pdf>

APPEALS OF ACADEMIC EVALUATIONS

NOTE TO GRADUATE STUDENTS ONLY:

The guidelines for appeals of academic evaluations shown below DO NOT pertain to graduate students enrolled at the Medical Center. The appropriate procedures are contained in a document entitled General Procedures for Academic and Grade Appeals of Graduate Students at the University of Nebraska Medical Center as amended and approved by the UNMC Graduate Council 5/20/82). Graduate students may obtain a copy of this document through the Office of Graduate Studies, Academic and Research Services Building, Room 2029.

STAGE I: INFORMAL APPEAL

1. Immediately after receiving a grade which you believe is unfair, you should discuss the matter directly with the faculty member involved.
2. If a satisfactory agreement cannot be made, you may appeal either orally or in writing to the chairperson of the department/program in which the course is offered. If the matter cannot be resolved through informal discussion, you may initiate a formal appeal.

STAGE II: FORMAL APPEAL

1. Each college/school has its own faculty-student appeals committee whose only function is to investigate and/or hear appeals involving grades and other academic evaluations. You may submit your formal appeal in writing to the chairperson of the faculty-student appeals committee of the college/school which granted admission to the course/program. The committee chairperson must receive your written appeal no later than two weeks after the challenged grade was posted or received unless you notify within that time that you need to extend the appeal period.
2. The written appeal submitted to the committee chairperson should provide an account of the facts pertinent to the awarding of the grade/evaluation and the reasons why you believe the grade/evaluation is unfair. This statement should be as specific as possible and should include a request to appear personally before the committee if you wish to do so.
3. After receiving your written appeal, the chairperson will forward copies to all members of the committee and to any faculty member involved. The committee will decide how to best handle your appeal. It may, but is not required to, grant your request for a hearing; or it may decide a closed investigation is adequate.
4. The chairperson will request the instructor of the course to submit the materials he/she used in determining the challenged grade. The committee may also request you to supply additional clarification in writing or by interview.

5. If the committee schedules a formal hearing, you will be given reasonable notice of the time and place. The committee chairperson will conduct the hearing proceedings. They will determine the order of presentation and the relevancy of any evidence submitted, and he or she will direct the questioning of any witnesses. It is their responsibility to insure that the hearing is conducted fairly.
6. It is your responsibility to show by the weight of the evidence that the grade/evaluation was improper or unfair. You may use any evidence deemed proper including affidavits, exhibits and oral testimony. If you wish to have witnesses testify in your behalf, it is your responsibility to procure them. At any time during the appeal process, you will be entitled to examine your school file and any materials which were used in determining the challenged grade.
7. During the hearing, you may be assisted by an advisor of your choice. You must inform the committee chairperson of your advisor's name at least 24 hours before the hearing. Your advisor may assist you in formulating your case, and they may be present at the hearing, but they may not actually participate in the proceedings unless the chairperson specifically permits. In appeals of evaluations involving academic dismissal or suspension, the committee must grant a formal hearing if you request one.
8. The secretary to the committee will keep minutes of any of its proceedings. Except in hearings involving academic suspension or dismissal, these will not consist of verbatim testimony. If you wish, you may record, at your own expense, any hearing or proceeding at which you are present.
9. At the conclusion of its formal investigation and hearing (if one is conducted), the committee will determine from the evidence the propriety of the grade/evaluation. It will submit its report and conclusions in writing to you and to the Dean of your college/school.
10. If the grade/evaluation has been judged improper, it will be changed by order of the Dean unless the instructor wishes to appeal the decision of the committee. If you were dismissed or suspended only as a result of the challenged grade/evaluation, you will be reinstated and given reasonable opportunity to make up academic work missed.

STAGE III: PROCEDURAL REVIEW APPEAL

1. If the grade/evaluation has been judged to be fair and proper and if you wish to appeal further, you may within ten days of receiving the committee's report, submit a written appeal to the Dean setting forth any reasons you might have for challenging the decision of the committee.
2. The Dean will review the record of the investigation and the facts to determine if the appeal procedure has been fair and thorough. They may then either affirm the findings of the committee or direct the committee to conduct a reinvestigation or rehearing either in whole or in part. The decision of the Dean is final and no further appeal may be made.

ACADEMIC INTEGRITY AND PROFESSIONAL CONDUCT

Freedom to learn depends upon appropriate opportunities and conditions in the classroom, laboratory, on campus and in clinical settings. Faculty, staff, students and visitors respect the conditions conducive to such freedom by conducting themselves in a responsible manner, abiding by federal and state laws and adhering to the rules and regulations set forth by the Regents of the University of Nebraska and University of Nebraska Medical Center. The University may take independent disciplinary action on those who violate criminal and civil law as noted in the University of Nebraska Regents Bylaws paragraph 5.5 Accordingly, the University of Nebraska Medical Center has developed the following general guidelines pertaining to academic integrity and personal conduct which provide and safeguard the right of individuals to exercise fully their freedom to pursue academic goals without undue interference from others.

Minimum Standards of Academic Integrity

In order to assure an understanding between students, faculty and staff concerning what types of activity constitute violations of academic integrity, several definitions and examples follow in the section on Academic Misconduct. These examples are not intended to be all inclusive and other actions not listed here may be considered violations.

Instructors, academic departments and colleges will also impose specific standards of conduct which may be more rigorous than the minimum standards cited here. Students are obligated to follow these guidelines and to ask instructors for guidance if they do not understand them or have questions.

Cheating

A general definition of cheating is the use or attempted use of unauthorized materials or information for an academic exercise.

Examples of cheating include but are not limited to:

1. using unauthorized materials such as books, notes, calculators or other aids during an examination or other academic exercises;
2. receiving unauthorized assistance from another person during an exam or exercise such as copying answers, receiving answer signals, conversation or having another person take an examination for you;

3. providing assistance to another person during an exam or exercise, such as allowing your answers to be copied, signaling answers or taking an exam for someone else;
4. obtaining answers and/or other information without authorization from someone who has previously taken an examination;
5. including all or a portion of previous work for another assignment without authorization.
6. appropriating another person's ideas, processes, result, or words without giving appropriate credit, i.e. an appropriate attribution or citation (plagiarism). For example, a student who quotes verbatim the results of a previous student's work in a required term paper, but fails to credit the individual through citation. The work is recent and thus cannot be considered common knowledge.

Academic Misconduct

Academic misconduct is defined as the falsification of official documents and/or obtaining records, examinations or documents without authorization. Several examples of academic misconduct are:

1. the unauthorized acquisition of all or part of an unadministered test;
2. selling or otherwise distributing all or part of an unadministered test;
3. changing an answer or grade on an examination without authorization;
4. falsification of information on an official university document such as a grade report, transcript, an instructor's grade book or evaluation file or being an accessory to an act of such falsification;
5. forging the signature of an authorizing official on documents such as letters of permission, petitions, drop/add, transcripts, and/or other official documents;
6. unauthorized entry into a building, office, file or computer data base to view, alter or acquire documents.

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.”** Research misconduct does not include honest error or differences of opinion. It is important that every student understand the meaning of fabrication, falsification, and plagiarism.

Fabrication is making up data or results and recording or reporting them. Some examples are:

1. indicating a laboratory experiment had been repeated numerous times or
2. done in a controlled environment when it had not, thus leading to an invented or uncorroborated conclusion.

Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research or academic performance is not accurately represented in the research or academic records. Some examples are:

1. altering an original source document, misquoting or misrepresenting a source to support a point of view or hypothesis;
2. using computer software to change research images so they show something different than the original data.

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

In the methods section of a thesis, a graduate student describes a procedure used in research for the thesis. The procedure was developed by a fellow graduate student in the laboratory of their major professor; however, neither the student who developed this procedure nor the major professor was given credit in the thesis. This implies that the author of the thesis had himself developed the procedure.

Allegations of research misconduct should be reported to the Research Integrity Officer as outlined in UNMC Policy 8005, Research Integrity.

A violation of the standards of academic integrity is viewed as a very serious matter at UNMC. Such a violation will, in most cases, lead to disciplinary action. Students who wish to appeal charges of violations of academic integrity and/or proposed disciplinary action may do so under the provisions of Section 5.4 of the Bylaws of the Board of Regents (see page 83 of the UNMC Student Handbook).

PROCEDURAL RULES RELATING TO STUDENT DISCIPLINE

1. **General.** Paragraph 5.4 of the Bylaws of the Board of Regents provides in part as follows: “Each major administrative unit shall adopt, subject to the approval of the Board, rules relating to student discipline and activities.” In accordance with this requirement, the University of Nebraska Medical Center, after consultation with appropriate student representatives, adopts the following rules and guidelines for matters involving student discipline at the Medical Center.
2. **Establishment of College and School Discipline Hearing Boards.** The faculty of each college or school constituting a part of the University of Nebraska Medical Center shall adopt a method for creating a student discipline hearing board. The hearing board shall consist of at least three faculty members and two students. All members including the chair shall have a vote. Since the Dean of the college or school may hear appeals from the hearing board, he or she shall not be eligible to serve as a member of the board. The members of the board shall be selected in such a manner as the faculty of the college or school determine.
3. **Service on Both Discipline Hearing Boards and Faculty-Student Appeals Committees.** No student and no more than two faculty members may serve on both the student discipline hearing board and on the college’s or school’s faculty-student appeals committee which is empowered to hear student appeals involving grades and other solely academic matters.
4. **Report to Chancellor of Membership of Discipline Hearing Board.** Prior to the beginning of each academic year the Dean of each college or school shall advise the Chancellor in writing of the names and addresses of those faculty and student members who constitute the student discipline hearing board for the coming academic year. Changes in the membership of the board during the year shall be promptly communicated to the Chancellor.
5. **Student Misconduct and Hearing Board Jurisdiction.** The student discipline hearing board or its designated hearing officers, as appropriate, shall have jurisdiction over all hearings where a student of the college or school is charged with a violation of law or of University rules or regulations, disruptive or insubordinate behavior, or academic dishonesty, such as cheating or plagiarism. The procedure herein is intended to provide an internal process for the institution of student disciplinary actions with the objective of obtaining all pertinent facts and relevant information concerning the charged student misconduct prior to decision. All proceedings under these Procedural Rules shall be conducted as confidential proceedings and as informally as possible, consistent with the rules set forth herein.
6. **Disqualification to Serve on Hearing Board.** In the event the faculty member proposing the disciplinary action, or the student against whom such action is proposed, is a member of the hearing board, the Dean shall designate another faculty member or student to serve during the period when that particular matter is being discussed.
7. **Initiation of Misconduct Charges, and Hearing and Appeal Procedure.** The procedure for institution charges against students for misconduct and for hearings and appeals relating to the same shall be as follows:
 - a. **Filing Misconduct Charges.** The rules of each college or school shall prescribe what immediate action a faculty member may take in the event a student is suspected of academic dishonesty during the taking of any test or examination. In addition to such immediate action, and in all other cases involving alleged misconduct as generally defined in paragraph 5 above, the faculty member charging a student with misconduct shall, as soon as reasonably possible after the alleged misconduct occurred, inform the Dean of the college or school in which the student is enrolled, in writing, of (i) the specific charge or charges against the student, (ii) the supporting evidence, and (iii) the disciplinary sanction which the faculty member proposes to impose against the student. Such disciplinary sanction may be any one of the five types listed in subparagraph b. below. A copy of the written communication to the Dean shall promptly be sent by the Dean’s office, by certified mail, to the student at the last place of residence as shown on the official records of the University. The student shall also be advised in writing by the Dean’s office of his or her right to a hearing as prescribed in these rules.
 - b. **Disciplinary Sanctions.** The disciplinary sanctions which may be imposed against a student for misconduct are as follows:
 - (1) **Written Reprimand:** A written warning that behavior is inappropriate and that continuance of that behavior may lead to further disciplinary action.

- (2) **Grade Adjustment or Course Failure:** A written notice outlining the grade adjustment or course failure action to be taken and the reasons for this action. If the faculty of a college, school or department have determined that academic dishonesty or other academic misconduct shall automatically result in failure of the course or section of the course or some other academic consequence, students must be informed of this policy in writing either in the catalog or in written materials distributed at the beginning of the course.
 - (3) **Disciplinary Probation:** A written notice placing the student on probationary status with appropriate behavioral and/or academic responsibilities and requirements, for a specified period of time. If the student repeats the violation, commits other misconduct, or breaches any of the conditions of probation, the student shall become subject immediately to further disciplinary action including possible suspension or expulsion.
 - (4) **Suspension:** A written notice to the student of involuntary separation from the University for a prescribed period of time. Reinstatement may be subject to certain requirements which may be set either by the Dean or the student discipline hearing board. If these conditions are not met, the Dean shall take further action which may include an extension of the suspension period or expulsion.
 - (5) **Expulsion.** A written notice of dismissal from the University which includes a prescribed date after which the student may apply for readmission. All dismissals are placed on the permanent record with the date of the action.
- c. **Student Acceptance and Administrative Disposition of Charges and Sanction.** If the student accepts the charge or charges and the disciplinary sanction proposed by the faculty member bringing the same, the student shall inform the Dean in writing of such acceptance within ten (10) working days¹ of receipt of the written notice from the Dean's office specifying the charges and the proposed disciplinary sanction. Upon receipt of the written acceptance from the student, the Dean shall proceed to impose the disciplinary sanction accepted by the student, and the disciplinary proceedings shall be concluded.
- d. **Student Request for Hearing.** If the student disagrees with the charge or charges or with the proposed disciplinary sanction, the student shall first discuss the matter with the faculty member bringing the same. If the student and faculty member reach an agreement satisfactory to both, the faculty member and the student shall jointly so advise the Dean in writing, and the charge or charges and/or sanction may be modified or withdrawn. If the student and faculty member do not reach an agreement satisfactory to both, the student may, within ten (10) working days of the receipt of the written notice from the Dean's office specifying the charges and the proposed disciplinary sanction, submit in writing a request for a hearing to the Dean. If the student does not submit a written request for a hearing within the time prescribed (or an extension thereof granted by the Dean for good cause shown), the Dean shall proceed to institute the disciplinary sanction proposed.
- e. **Student's Statement with Request for Hearing.** In the written request for a hearing submitted by the student to the chair of the hearing board, the student shall state *his or her* version of the facts pertinent to the alleged misconduct and the reasons why the student believes the proposed disciplinary sanction is improper or unfair. The student should be as specific as possible.
- f. **Notification to Faculty Member Bringing Misconduct Charge.** Upon receiving the student's written request for a hearing, the chair of the student discipline hearing board shall forward a copy to the faculty member bringing the charge or charges. The chair of the hearing board will request from such faculty member a written statement setting forth his or her version of the facts relating to the alleged misconduct and the reasons he or she believes the proposed disciplinary sanction is fair and appropriate. A copy of this statement shall be promptly furnished to the student. The chair may also request clarification in writing from either the student or faculty member, and any such statements of clarification received by the chair shall be promptly furnished to the student and to the faculty member bringing the charge or charges.
- g. **Hearing, Decision and Appeal Procedure.** The student discipline hearing board shall conduct the hearing requested by the student. The following rules of procedure shall apply:
- (1) The student and the faculty member bringing the charge or charges will be given reasonable advance notice of the time and place of the hearing.

- (2) The burden of proof shall rest upon the faculty member bringing the charge or charges.
- (3) The student, and the faculty member bringing the charge or charges, shall be entitled to testify and to present evidence, to hear all testimony and see all documentary and other physical evidence both against and in favor of the student, and to question witnesses.
- (4) The student may be assisted by an advisor at his or her own expense; however, during the hearing any such advisor may only give advice directly to the student, and may not address the hearing board or otherwise participate in the hearing.
- (5) It shall not be necessary for the board to observe strict rules of evidence applicable in courts of law in the receipt of evidence. The hearing officer may admit all evidence, that is not unduly prejudicial, of little or no probative value, or unduly repetitious; provided, under no circumstances shall evidence be admitted which would not be admitted in a state court criminal proceeding by reason of the method or manner in which it was acquired. To assure this, the board may provide that legal counsel be present to advise on evidentiary matters.
- (6) Any findings of the board shall be based solely on the evidence admitted at the hearing.
- (7) The chair shall insure that the student, any faculty member involved, and all other witnesses are treated fairly and that no witness is intimidated or harassed. The chair shall have authority to recess the proceedings from time to time in the interest of convenience and justice.
- (8) The chair of the hearing board shall appoint a person, who may or may not be a member of the board, to act as secretary of the board. The secretary shall keep minutes of the board's proceedings and shall also cause a verbatim record of the hearing to be prepared and maintained.² The student may also record the hearing at his or her personal expense. The student shall have access to the official record of the hearing upon such reasonable terms as the chair of the hearing board shall prescribe. (The verbatim record of the hearing may be either a tape or digitally recorded record, or a verbatim record prepared by a court reporter as determined by the chair of the hearing board.)
- (9) Within ten (10) working days after the hearing, the hearing board shall determine whether the disciplinary charges against the student have been proved by the weight of the evidence admitted at the hearing. For the purposes of these Procedural Rules a working day shall mean Monday through Friday, except University holidays.
- (10) If the hearing board finds by a majority vote of the entire board, taken by secret ballot, that the disciplinary charges have not been proven, the board shall submit its report and conclusions to the Dean, the faculty member bringing the charge or charges, and the student involved. In the case of a tied vote, the charges will be dismissed. Thereupon the charges against the student shall be dismissed by order of the Dean in accordance with the hearing board's report and the matter shall be concluded. If the charges are dismissed, a student who has been suspended from classes shall be reinstated and given reasonable opportunity to make up any academic work missed. In the event the report of the hearing board contains conditions for subsequent behavioral conduct by the student, these shall be communicated to the student and the reinstatement or continued pursuit of academic work shall be subject to such conditions.
- (11) If the hearing board finds that some or all of the charges against the student have been proven by the weight of the evidence, the board shall likewise submit its report and conclusions to the Dean, the faculty member bringing the charge or charges, and to the student involved. The report shall be accompanied by the decision of the board as to disciplinary sanction to be imposed against the student, and shall include notice to the student of the right of appeal to the Dean. The decision of the hearing board shall be final and the Dean shall proceed to implement the prescribed disciplinary sanction, unless, within ten (10) working days after receipt of the hearing board's decision, the student submits an appeal in writing to the Dean setting forth the reasons the student believes that the findings of the hearing board are in error or that the prescribed disciplinary sanction is unreasonable or unfair.

- (12) After receiving such appeal, the Dean or an administrator designated by the Dean, shall make such review of the record and of the facts of the case as deemed appropriate and may interview the student and the faculty member bringing the charge or charges. The review shall include factual matters presented to the hearing board as well as matters of procedure and shall also include review of the disciplinary sanction imposed by the board. The Dean or the administrator designated by the Dean may be assisted by legal counsel for the University, if desired. The Dean or the administrator designated by the Dean shall then either affirm, modify, or reverse the decision as he or she deems proper. A more severe sanction than that imposed by the hearing officer may not be imposed, but a less severe sanction may be ordered. The decision on appeal shall be communicated in writing to the student, to the faculty member bringing the charge or charges, and to the chair of the hearing board. Such decision shall be final unless the student appeals therefrom to the Chancellor as provided in paragraph 8 below.
- h. ***Attendance of Witnesses.*** In all proceedings under these Procedural Rules both the student and the faculty member bringing the charge or charges shall be advised that neither the hearing board nor any hearing officer have subpoena powers and cannot compel the attendance or testimony of witnesses at a hearing. The chair of the hearing board will, however, issue reasonable requests for appearance of witnesses before the board or a hearing officer at the request of either the student or the faculty member bringing the charge or charges.
- i. ***Student's Right to Examine Student Files.*** At any time the student shall be entitled to examine all his/her school files.
- j. ***Student's Status While Disciplinary Proceedings are Pending.*** In all proceedings under these Procedural Rules the student shall be entitled to maintain status as a student and to attend classes while any charge against the student is pending, unless in the reasonable judgment of the Dean the student's continued presence in classes constitutes immediate harm or the likelihood of immediate harm to the student or to others.
1. **Appeal to the Chancellor.** In the event the findings and conclusions of the Dean on appeal are not acceptable to the student, a further appeal in writing may be submitted to the Chancellor of the Medical Center within ten (10) working days after the receipt by the student of the findings and conclusions of the Dean. The procedures to be followed and the action to be taken by the Chancellor shall conform to those prescribed in the appeal to the Dean. The Chancellor shall not be required to review the matter personally but may delegate such duty to a Vice Chancellor or such other person as the Chancellor may select. The findings of the Chancellor and the determination of the disciplinary action to be taken against the student shall be communicated in writing to the student and to the Dean and no further appeal may be taken therefrom within the University.

COMPLIANCE TRAINING

The University of Nebraska Medical Center is committed to complying with mandatory state and federal regulations to maintain the integrity of its teaching, research, patient care and outreach mission. Several regulations contain mandatory training requirements applicable to all individuals in the health care setting, including employees, students and volunteers. See UNMC Compliance Program Policy (http://wiki.unmc.edu/index.php/Compliance_Program) for details. Students may access their compliance training records and print certificates of completion on the student web site <https://net.unmc.edu/care> under the heading Training.

SOCIAL MEDIA GUIDELINES

All UNMC students are expected to abide by the UNMC Code of Conduct and to behave in a manner consistent with professional standards. Below are guidelines for interpretation of the Code of Conduct in the context of the use of social media.

Topic	Content
Personal Material on Social Media	Students are entitled to enjoy an active social life and free speech, but remember that if put online, behavior once thought of as ‘youthful exuberance’ is available forever. There is a mistaken belief that content which has been deleted from a site is no longer accessible, but these postings may be viewable by licensing boards or future employers. Preventing friends or family from posting images or information about you may be difficult, but make it a point to tell them about your professional role and explain expectations regarding social media.
	Social media can blur the boundary between an individual’s public and professional life. Always remember – once something is digital, it is forever!
Patient Cases, Images & Research	CMS (Medicare) reg. 140-2 requires that all sensitive information meet encryption standards during transmission while HIPAA requires that the electronic devices use unique ID’s and be password protected. Be sure that all mobile devices used to store or communicate patient information, images etc. cannot be accessed if misplaced or stolen. Protect the information you store on all USB’s, mobile phones, tablets and other devices with encryption.
	When uploading unusual cases, even when the files are stripped of identifying information, the individual may be identified because the case is so “unusual” and because the social media application gives information like your hometown and where you work. Consideration should also be given to how such comments and posts reflect on your profession and the potential impact it could have on the public’s trust.
	Be aware that standards of patient privacy and confidentiality must be maintained in all environments, including social media environments. In addition to the personal consequences, significant financial consequences to your institution, such as significant fines and restriction from receipt of federal funds may exist. Many federal regulations and agencies are involved in privacy and confidentiality (HIPAA, CMS, DHHS, etc.).
	Ensure the content you are posting or sending electronically is appropriate for the audience, the venue and social media site where it is being posted.
	Do not use social media for subject recruitment and Informed Consent without IRB approval. Many social media sites share information with marketers and other sites. You give them permission when you “accept” the terms and conditions for using the site or software
Social Media Privacy Settings for Personal and Professional Use	Some people do keep separate social media profiles for work and personal life. This is important when you have a very public job. Remember that ‘private’ settings may not necessarily make every message private or exclusive. These private pages should still reflect your professional role positively.
	Maintain a healthy skepticism and be aware of the limits of social media privacy settings. Assume the terms, conditions and settings can be changed without notification and that privacy settings may be compromised or breached by hackers.
Social Media, Email Both Personal and Professional	Email can sometimes be a challenge. Only use your work email address for work related activities. Set up a different email account for personal use. If the e mail is highly confidential, consider the use of email filters that allow only those on your “safe” list to send or forward you emails. Use systems that require any unknown sender to first apply and allow you to accept or decline any email address request.
	Be conscious of your social media image and take ownership of your social media activities. Ask yourself, would my family want to see this? Also, follow the professional regulatory and ethical standards governing your profession.
Copyright Violations	If you post something, remember to consider the copyright and intellectual property rights of others and the university. If you have questions about copyright, contact the UNMC Library (http://www.unmc.edu/library/).
UNMC Policies	Be careful that your actions or comments on social media sites do not violate any university policies or professional codes of conduct required for future licensure. Be mindful of the mission statements of your future professional organizations and the impact for your actions as you plan for your future.
	Do not post informal, personal or derogatory comments about patients, colleagues, peers or employers on social media forums.

STUDENT HEALTH RELATED POLICIES/PROCEDURES

For the following health related policies see the Student Policy Wiki at https://wiki.unmc.edu/index.php/Student_Policies.

Immunizations

Student Infected with HIV, HBV or HCV

BLOOD & BODY FLUID EXPOSURE PROCEDURE

On Campus

UNMC Students during an assigned clinical rotation (at the UNMC Omaha, NE campus) who experience a potential exposure to HIV or other blood borne pathogens due to contact with blood or other infectious body fluids **should dial the OUCH pager number (888-OUCH)** and report their exposure immediately. The Nebraska Medical Center OUCH Pager representative will evaluate the potential risk of transmission and determine the appropriate post exposure prophylaxis and the need for follow-up. Counseling regarding prophylaxis will be provided as part of the risk assessment and evaluation. After the initial evaluation the student must call the Student Health Services appointment line at **402-559-7200** for a follow up appointment. Follow up care will be provided by Student Health Services.

Pager Number	Location
*9-(402)-888-OUCH (6824)	On campus
(402)-888-OUCH (6824)	Calling from off-campus
1-(402)-888-OUCH (6824)	Calling from long distance

Off Campus

Students with potential exposure during an assigned **off campus** clinical rotation will be instructed to report the incident to the supervisor at the site of the off campus rotation and are to follow the written protocol for BBP exposures at the off campus site where the rotation is being completed. -The location for follow up care will be determined in consultation with Student Health Services along with implementation of referrals that are necessary.

SUBSTANCE ABUSE OR DEPENDENCY STANDARDS OF CONDUCT – ALCOHOL & DRUGS

The University of Nebraska Medical Center (UNMC) desires to provide students with a drug-free, healthy, safe and secure educational environment. Certain behaviors that impede academic performance and which may also endanger patients in the health care setting are prohibited according to the UNMC Policy entitled “Standards of Conduct for Employees and Students on Alcohol and Drugs.” **Students enrolled by UNMC are expected to read this policy** and be aware of the physical, psychological and legal consequences of substance abuse and chemical dependency. The policy is available at <http://www.unmc.edu/student-services/documents/standards-of-conduct-for-employees-and-students-regarding-alcohol-and-drugs-2016.pdf> or may be accessed by contacting the Counseling and Student Development office (Bennett Hall, Room 6001, 402-559-7276) or the Dean’s Office of each college.

Summary of Prohibited Behaviors

1. Use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia;
2. Unauthorized use or possession of manufacture, distribution or sale of a controlled substance;
3. Unauthorized use, manufacture, distribution, possession or sale of alcohol;
4. Storing in a locker, desk, vehicle, or other place on University-owned or occupied premises, any unauthorized controlled substances, drug paraphernalia or alcohol;
Items #1-4 apply to activity taking place on University premises, while on University business, at University activities, in University vehicles either during or after working hours;
5. Use of alcohol OFF University premises that adversely affects a student’s clinical or academic performance;
6. Possession, use, manufacture, distribution or sale of illegal drugs OFF University premises that adversely affects the student’s academic performance, or a student’s safety or the safety of others;
7. Violation of State or Federal laws relating to the unauthorized use, possession, manufacture, distribution or sale of alcohol, controlled substances or drug paraphernalia.
8. In the case of employees, failure to notify an employee’s supervisor of an employee’s arrest or conviction under any criminal drug statute as a result of a violation of law which occurs at the University of Nebraska workplace.

As an agency of the State of Nebraska, UNMC students who violate alcohol or drug laws, or who use substances in violation of UNMC policies, or who violate their academic program’s standards for professional conduct, will be subject to disciplinary action as outlined in the Procedural Rules Relating to Student Discipline.

When College officials (e.g. Deans, department heads, faculty) observe evidence of ongoing substance abuse or dependency, they may require the identified student to complete chemical dependency and psychological evaluations, submit to random drug screens, join support groups such as Alcoholics Anonymous, and/or undergo either inpatient or outpatient chemical dependency treatment as outlined in UNMC policy #1092 Chemical Dependence. An aftercare program following completion of chemical dependency treatment may also be mandated. Suspension or termination of the impaired student's academic program will result if the problem is not resolved efficiently.

ADMINISTRATIVE AND FINANCIAL POLICIES

For the following financial and administrative policies see the Student Policy Wiki at https://wiki.unmc.edu/index.php/Student_Policies

Delinquent Tuition and Fees

<http://www.unmc.edu/student-services/documents/delinquent-tuition-fee-policy.pdf>

Federal Work Study (FWS)

<http://www.unmc.edu/media/student-services/docs/fws-policy112013.pdf>

Insufficient Funds

<http://www.unmc.edu/media/student-services/docs/insufficient-funds-policy.pdf>

Satisfactory Academic Progress

<http://www.unmc.edu/media/student-services/docs/satisfactory-academic-progress011713.pdf>

Social Security & Medicare Tax Exemption

<http://www.unmc.edu/media/student-services/docs/ss-medicare-tax-exemption-policy.pdf>

Banning Inducements for Securing Enrollments of Service Members

<http://www.unmc.edu/student-services/documents/banning-inducements-securing-enrollments-service-members.pdf>

Tuition Refund Schedule

<http://www.unmc.edu/media/student-services/docs/tuition-refund-schedule-policy.pdf>

STUDENT TUITION, FEES AND DEPOSITS

A copy of the latest tuition and fee schedules for UNMC can be found at http://www.unmc.edu/financialaid/vital/bor_tuition_rates_2015_2016_with_differentials.pdf

A copy of the tuition refund schedule can be found in the Student Policy Wiki at <http://www.unmc.edu/media/student-services/docs/tuition-refund-schedule-policy.pdf>

A copy of the Drop/Add Policy can be found in the Student Policy Wiki at <http://www.unmc.edu/media/student-services/docs/Drop-Add-Policy.pdf>

TRANSCRIPT POLICY

1. Transcripts can be only ordered online at <http://www.unmc.edu/student-services/academic-records/transcripts/index.html>. Email, fax and phone requests are not accepted.
2. The transcript cost for former students is \$10.00 per transcript. UNMC accepts Visa, Mastercard and Discover. At this time there is no charge for currently enrolled students. Graduating students will have 30 calendar days at no charge. The fee must be received at the time of the request.
3. A student may obtain a "RUSH" copy of their transcripts for an additional \$10.00 fee per recipient address. Any requests received after 12:00 p.m. will be processed the following business day.
4. Transcripts will be sent:
 - a. when authorized by the student.
 - b. to replace a transcript that was mailed, but not received within one month of processing.
 - c. to correct an error discovered on the original transcript.
 - d. when authorized by the Registrar.
5. Transcripts issued to students will be stamped "Issued to Student" and are not considered "Official" unless a sealed envelope is requested.
6. Transcripts will NOT be faxed except within the Nebraska University system.
7. Transcripts will be issued to parents, upon written request, provided the student is under the age of majority (in Nebraska, 19).
8. Transcripts will be issued, after the student is notified, when a court order from within the state of Nebraska has been presented.
9. The Office of Academic Records will not reproduce transcripts issued by other institutions and will not release such transcripts or copies to students.
10. Transcripts will not be issued showing only a portion of the UNMC academic record.
11. Failure to complete scheduled payments of tuition, fees and other charges to the University and its components will result in the withholding of:
 - a. the granting of diplomas;

- b. issuance of transcripts of the permanent record;
- c. certifications; and,
- d. other student information.

Examples of “other charges” are:

- a. payments of student loan principal and/or interest to UNMC or to the University of Nebraska Foundation.
 - b. unpaid bills for transcripts of the permanent record whenever the total is \$3.00 or more.
 - c. unpaid parking fines and tow-away charges.
 - d. non-payment for “bad checks” offered the University.
 - e. unpaid library fines and charges for books not returned.
 - f. unpaid charges for University property not returned.
 - g. unpaid rent owed for University housing.
 - h. default on campus based federal/institutional loans.
12. All academic transcripts that are released on a defaulted HEAL borrower will indicate on the transcript that the borrower has defaulted on a HEAL loan. It is the responsibility of the borrower to provide the school with documentation from the lender, holder or department when a default has been satisfactorily resolved, in order to obtain access to services that are being withheld or to have the reference to default removed from the academic transcript.

A “discharge by bankruptcy” does not automatically clear eligibility for transcripts and other university services. Questions concerning transcripts should be referred to Student Records, Room 2018, Student Life Center on the Medical Center Campus, 402-559-2151.

STUDENT ORGANIZATIONS FOR UNMC

<i>Organization</i>	<i>Advisor</i>	<i>Campus Extension</i>	<i>Campus Mail</i>	<i>Meetings</i>
American Assoc. of Neurological Surgeons Medical Student Chapter at UNMC	Michele Aizenberg, M.D.	9-9605	ZIP 2035	5xs/year
AMWA - American Medical Women Association	Myrna Newland, M.D.	9-4081	ZIP 4455	On Call
ASDA - American Dental Association Student Chapter	Merlyn Vogt, D.D.S.	(402) 472-1479	COD ZIP 0740	Monthly
AOA - Alpha Chapter of Nebraska of Alpha Omega Alpha	Jason Shiffermiller, M.D.	9-2874	ZIP 3331	On Call
ASP - Academy of Students of Pharmacy	John Ridgway	9-5774	ZIP 6045	Bi-Weekly
Ambassadors Club - College of Dentistry	Merlyn Vogt, D.D.S.	(402) 472-1479	COD ZIP 0740	On Call
AAWD - American Association of Women Dentists	Mary Lynn Froeschle, D.D.S.	(402) 472-7993	COD ZIP 68583	Weekly
AMSA - American Medical Student Association	Jeff Hill, M.D.	9-4169	ZIP 5527	Monthly
Bridge to Care	Jim Medder, M.D.	9-6271	ZIP 3075	Monthly
Business of Medicine Interest Group	Toby Free, M.D.	(402) 595-2275	ZIP 8020	Monthly
Campus Fellowship for Christ	Thomas Porter, M.D.	9-8150	ZIP 2265	Bi-Weekly
Cardiovascular Interest Group	Samer Sayyed, M.D. Aleem Siddique, M.D.	9-5151 9-4424	SIP 2265 ZIP 2315	Monthly
Catholic Medical Association Student Section (CMA-SS)	Arun-Angelo Patil, M.D.	9-4648	ZIP 2035	Bi-Weekly
Chinese Scholar and Student Association	Jialin Zheng, M.D.	9-5656	ZIP 5930	Monthly
CPFI - Christian Pharmacists Fellowship Intl.	Tim McGuire, Pharm.D. Jonathan Vennerstrom, Ph.D. Gary Yee, Pharm.D.	9-8224 9-5362 9-2415	ZIP 6025	Bi-Weekly
College of Dentistry Christian Medical & Dental Associations	David G. Dunning, Ph.D. Brian Lange, Ph.D.	(402) 472-1325 or (402) 472-1274	COD ZIP 68583	Weekly
Decreasing the Donor Deficit	Jim Medder, M.D.	9-6271	ZIP 3075	Monthly
Do Justice	Jim Medder, M.D.	9-6271	ZIP 3075	Monthly
Empower	Jim Medder, M.D.	9-6271	ZIP 3075	Monthly
Endocrinology Student Interest Group (ESIG)	Vijay Shivaswamy, M.D.	9-6208	ZIP 4130	Bi-Weekly/ Monthly
Family Medicine Interest Group	Mindy Lacey, M.D.	9-5393	ZIP 9350	Monthly
Functional and Integrative Medicine Group	Amy Cannella, M.D.	9-7288	ZIP 3025	Monthly
Graduate Student Association	Dele Davies, M.D.	9-5131	ZIP 7810	Monthly
Graduate & Professionals Representing Achievement	Sheritta Strong, M.D.	96007	ZIP 5578	Monthly
Health Promotion Research & Professional Development Group	Asia Sikora, Ph.D.	2-7258	ZIP 4365	Monthly
Holistic Medical Group	David Carver, Ph.D.	9-7276	ZIP 4255	Monthly
Infectious Disease Interest Group	Angela Hwelett, M.D.	9-8650	ZIP 5400	Bi-Weekly/ Monthly
Institute for Healthcare Improvement (IHI Open School) – Omaha Chapter	Marcel Devetten, M.D.	2-6711	ZIP 7400	Monthly
Integrative Medicine Interest Group	David Carver, Ph.D.	9-7276	ZIP 4255	Monthly
Internal Medicine Interest Group	Chad Vokoun, M.D.	9-7504	ZIP 3331	Monthly
International Student Association	Nizar Wehbi, M.D.	9-8964	ZIP 4350	Monthly
Interprofessional Society (IPS)	Dean Collier, Phar.D. Erin Hoffman, PA	9-5376 9-2928	ZIP 6045 ZIP 4300	Monthly
Kappa Epsilon Fraternity	Kristen Cook, Pharm.D.	402-346-8800	ZIP 6045	Monthly
Kappa Psi Pharmaceutical Fraternity – Gamma Epsilon Chapter	Patrick Fuller, Pharm.D. Edward Roche, Ph.D.	9-8253 9-4645	ZIP 6025	Bi-Weekly
Living H2O Lutheran Campus Ministry	Don L. Bader Joyce Black, Ph.D.	402-578-4177 9-6573	1110 S. 90 th ZIP 5330	Monthly
Luikart Society	Libby Crockett, M.D. Paul Tomich, M.D.	9-6160 9-9446	ZIP 3255	Monthly
Medical Center Student Senate	David S. Carver, Ph.D.	9-7276	ZIP 4255	Monthly
Midwest Student Biomedical Research Forum	Charles Kuszynski, Ph.D.	9-6299	ZIP 5816	On Call
Military Medicine Interest Group	Paul J. Schenarts, M.D.	9-5248	ZIP 3280	Monthly

<i>Organization</i>	<i>Advisor</i>	<i>Campus Extension</i>	<i>Campus Mail</i>	<i>Meetings</i>
Ophthalmology Interest Group	Deeptha Ghate, M.D.	9-4276	ZIP 5540	Monthly
OSR - Organization of Student Representatives (AAMC)	Jeff Hill, M.D.	9-4169	ZIP 5527	Monthly
Orthopaedic Surgery Interest Group (OSIG)	Justin Siebler, M.D.	9-8551	ZIP 1080	Monthly
Pathoblcasts	Geoff Talmon, M.D.	9-4793	ZIP 3135	Monthly
Pathology Interest Group	Geoff Talmon, M.D.	9-4793	ZIP 3135	Monthly
Pediatric Interest Group	Gary Beck, M.D.	9-7351	ZIP 2184	Bi-Monthly
Phi Chi Medical Fraternity (Upsilon Chapter)	Gerald Moore, M.D.	9-7288	ZIP 3025	Bi-Monthly
Phi Lambda Sigma Pharmacy Leadership Society	Charles Krobot, Pharm.D.	9-3736	ZIP 6000	On Call
Phi Rho Sigma – Medical Society	Carol Drake, M.D.	(402) 354-8111	ZIP 5540	Monthly
Physical Medicine and Rehabilitation Student Interest Group	Madhuri Are, M.D.	(402) 596-4220	ZIP 4455	Monthly
University of NE Medical Center Physician Assistant Student Society (UNMC-PASS)	Stephane VanderMeulen, PA-C	9-2723 or 9-7993	ZIP 4300	On Call
Plastic Surgery Interest Group	Fred Durden, M.D.	9-8363	ZIP 3335	2-3 xs/ semester
Primary Care Progress	Liliana Bronner, MHSA, C.N.A.	9-4365	ZIP 3075	Monthly
Psychiatry Interest Group - PsIG	Howard Liu, M.D. Lindsey Corr, M.D.	2-6002	ZIP 5575	On Call
Radiology Interest Group	Melissa Manzer, M.D. Matt Devries, M.D.	9-4814 9-1010	ZIP 1045 ZIP 1045	2-3 x/semester
Research Interest Group	Jennifer Larsen, M.D.	9-4837	ZIP 7878	Monthly
Residency Roundtable	Diane Strnad	9-7493	ZIP 5522	Monthly
Rheumatology and Immunology Interest Group	Geoffrey Thiele, M.D.	9-7010	ZIP 6350	Monthly
Rho Chi Pharmacy Honor Society	Linda Farho, Pharm.D.	9-4374	ZIP 6155	On Call
RPSA – Rural Pharmacy Student Association	Charles H.Krobot, Pharm.D.	9-3736	ZIP 6000	Bi-Weekly
Saudi Students Club at UNMC	Nizad Mamdani	9-3656	ZIP 8130	Bi-Monthly
Shadow a Medical Student	Gary Beck, M.D.	9-7351	ZIP 2184	Monthly
Sigma Phi Alpha – Dental Hygiene Honor Society	Debra Bals Gwen Hlava	(402) 472-1270	COD ZIP 68583	Annual
Simulation Interest Group	Paul Paulman, M.D.	9-6818	ZIP 3075	Monthly
Sports Medicine Interest Group	Monty Mathews, M.D.	9-6968	CIP 3075	Monthly
SADHA - Student American Dental Hygienists' Association	Darlene Carritt Caren Barnes	(402) 472-1955 (402) 472-5168	COD ZIP 68583	Monthly
SARH - Student Association for Rural Health	Patrik Johansson, M.D., MPH	9-8946	ZIP 4373	Monthly
SUN-APTA – Students of the University of Nebraska – Members of American Physical Therapy Assn.	Betsy Becker, DPT	9-5053	ZIP 4420	Monthly
Student Alliance for Global Health	Sara Pirtle, MBA	9-2924	ZIP 5700	On Call
Student Chapter of the Nebraska Medical Association	Jeff Hill, M.D.	9-4169	ZIP 5527	On Call
Student Delegates	Bill O'Neill Mark Bowen	9-9152 9-5768	ZIP 5230 ZIP 6380	Monthly
Student National Medical Association	Sheritta Strong, M.D.	2-6007	ZIP 5578	Monthly
Student Plastic Surgery Interest Group	Fred Durden, M.D.	9-8363	ZIP 3335	Monthly
Surgery Interest Group	Jason Johanning, M.D.	9-4395	ZIP 5182	Monthly
Surgery Resident Alliance	Vishal Kothari, M.D.	9-6592	ZIP 3280	Monthly
The Otolaryngology and Head/Neck Surgery Interest Group (TOHNSIL)	Dwight Jones, M.D.	9-7767	ZIP 1225	Monthly
UNMC College of Medicine Spouses Club	Marcia Shadle-Cusic	9-9197	ZIP 5527	Monthly
UNMC Curling Club	Ricky Fulton	402-290-1920	ZIP 68114	Monthly
UNMC Cycling Club	Jason Johanning, M.D.	9-4395	ZIP 5182	Monthly
UNMC Gay Straight Alliance	Jim Medder, M.D. Gary Beck, M.D.	9-6271 9-7351	ZIP 3075 ZIP 5525	Monthly
UNMC Makers 3D Printing Club	Thomas Gensichen, M.D.	9-8119	ZIP 6705	Monthly
UNMC Musical Society	Laurey Steinke, Ph.D.	9-5176	ZIP 5819	Monthly
UNMC Student Journal Club	Joyce Solheim, Ph.D.	9-4539	ZIP 6805	Monthly

UNMC's social, professional, service and advisory organizations are an integral part of life on campus. Membership in many is open to all Medical Center students. Others are open only to students of a particular health professional program or to persons with specified academic achievements.

All organizations invite the interest and attention of students and conduct meetings open to nonmembers.

MEDICAL CENTER WIDE ORGANIZATIONS

Campus Fellowship for Christ

The purpose of the Campus Fellowship for Christ is to bring students, faculty, and staff from all academic disciplines and clinical programs together to share their growth in Jesus Christ. All members of the UNMC community are invited to share in the fellowship at biweekly meetings.

Chinese Scholar and Student Association

The purpose of the Chinese Scholar and Student Association is to provide academic, professional, social and entertainment information and services to its members; to serve as a platform to promote Chinese culture and history, and to facilitate the dialogue within the association, UNMC, and the community. Open to all UNMC students, faculty and staff.

Global Fellowship Forum

The purpose of this organization is to promote global cultural and education interaction across the UNMC campus community. Guest speakers present cultural education programs that are open to the public. Social activities for international students and other Global Forum members are held on a regular basis.

International Student Association

The International Student Association's is a campus-wide support network for international students. The purpose is to secure a significant and meaningful voice for international matters in the students' respective disciplines and programs, and to facilitate and expand the international activities. To better help international students and introduce domestic students and staff to international cultures, the ISA has several programs. These include the Student Ambassador Program, Breaking Barriers Forum and English Club. The group meets regularly throughout the year, and meetings are open to all students, faculty, and staff.

Medical Center Student Senate (MCSS)

The Medical Center Student Senate is the campus-wide student government body for the UNMC. The purpose of the MCSS is to provide student leadership and input on issues related to campus life and student development. MCSS also sponsors philanthropic events and social activities. Senate members serve on a variety of committees and meet regularly with the Chancellor and other UNMC administrators. The President of MCSS is also a non-voting member of the University of Nebraska Board of Regents. MCSS business meetings are held on the first Wednesday evening of each month from September through May and are open to all students. Elections for at-large Senate seats and MCSS officers (President and Vice-President) are held each November. The MCSS administrative office is located in the Bennett Hall, Room 6001. Students who have questions about the MCSS should contact David Carver, Ph.D. or Pat Oberlander at 402-559-7276.

Midwest Student Biomedical Research Forum

The Midwest Student Biomedical Research Forum (MSBRF) Committee is comprised of three medical and/or graduate students and a faculty representative from the College of Medicine, UNMC. Committee membership is for a three year period with varying responsibilities each year. The purpose of the Forum is to support and nurture student research in the health sciences.

This annual two-day Forum has been held in February since 1970. The event is designed to give students an opportunity to present their original research in either an oral or poster meeting format. Forum participants compete in one of two tracks designed to complement their research fields. Then, on the basis of judging by UNMC and/or Creighton University faculty, cash awards and/or expense-paid trips to national or regional research meetings are given. The Forum also features an outstanding keynote speaker from a particular health science field. Previously, some of those speakers included Dr. Daniel C. Tosteson, Dean of the Harvard Medical School; William Nyhan, M.D., Ph.D., Chairman of Pediatrics, University of California School of Medicine at San Diego; Robert P. Gale, M.D., Ph.D., School of Medicine, Los Angeles, California; William E. Beschorner, M.D., Professor, Department of Surgery, UNMC College of Medicine; and Polly Matzinger, Ph.D., Chief, Division of Intramural Research, National Institute of Allergy and Infectious Diseases, NIH, Bethesda, Maryland.

Military Medicine Interest Group

To familiarize students with various aspects of medical practice within the uniformed services and to provide information regarding military medicine as a career. Also, to those who have chosen a career in the military, with the transition from civilian life, and to provide transparency for those considering a military career.

The Otolaryngology and Head/Neck Surgery Interest Group (TOHNSIL)

The purpose of the group is to provide students with the opportunity to explore otolaryngology as a career, and to provide education in some basic concepts of otolaryngology. Also, to increase medical students' knowledge of diseases relative to otolaryngology, the examination techniques, and the relationship of head and neck pathology to systemic diseases; to offer opportunities for medical students to become involved in educational opportunities, research, or other scholarly activities of the Dept. of Otolaryngology and Head/Neck Surgery at UNMC.

Pride Alliance

Pride Alliance is a campus wide Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, and Ally (LGBT) education and support group. Pride Alliance focuses on LGBT patient care issues and health disparities and promotes the acceptance of LGBT students, faculty, and staff. The group meets regularly throughout the year, and meetings are open to all students, faculty, and staff.

Research Interest Group

To give students the resources to find research opportunities on the UNMC campus thru educational lunch meetings, connections with research departments on campus, and collaboration with other research oriented student organizations.

Saudi Students Club at UNMC

The Saudi Students Club is to serve the UNMC community, to provide professional development of the club members, and to offer a social outlet to all those interested in the Saudi Students Club. Open to all UNMC students, faculty and staff interested in the Saudi culture.

Student Alliance for Global Health

To promote local awareness of cultural and linguistic health issues, to provide more sensitive health services within Nebraska, to educate and inform students from all UNMC programs about global health issues, to promote and facilitate placement of students on international rotations and exchanges.

Student Association for Rural Health (SARH)

Established in 1979 by UNMC students, SARH's main purpose is to help maintain an avenue of communication between the Medical Center and greater Nebraska by making students aware of the health care needs of the state and by exposing rural communities to the programs offered by UNMC. Through its New Alliance program, SARH members representing each health care profession visit schools and community organizations in the state. Membership is open to all UNMC students.

UNMC Curling Club

The Curling Club is to promote the sport of Curling among UNMC members and to support Curling teams in local leagues. Open to all UNMC students, faculty and staff.

UNMC Cycling Club

To promote health and wellness on the UNMC campus through cycling, and to organize and provide events where cyclists can come together as a community. Also to educate cyclists on how to properly follow traffic laws and regulations while cycling. Open to all UNMC students, faculty and staff.

UNMC Makers 3D Printing Club

The purpose is to inspire creativity, encourage interdisciplinary collaboration, and equip students to create novel solutions to complex problems pertaining to medical practice and research through the application of 3D printing technologies. Open to all UNMC students

Whole Medicine: A Holistic Medical Group

This group is open to UNMC students who wish to explore alternative and complementary medical therapies and beliefs.

ALLIED HEALTH PROFESSIONS ORGANIZATIONS

Clinical Laboratory Science Alumni Association Student Representative

The CLS alumni association promotes fellowship among current students, faculty, staff and graduates. The main duty of the student representatives is to serve as a liaison between alumni and current UNMC students. These representatives will also assist the board members in event planning and activities to support alumni engagement in the association.

College of Allied Health Professions (CAHP) Student Ambassador

SAHP Student Ambassadors (SA) create and promote a positive image for all programs. All SAs must be sensitive to the needs, attitudes, and opinions of their audience.

Under the direction of the Academic and Student Affairs, SAs will educate the public about CAHP programs and may engage in public speaking, CAHP events, press conferences, meetings, videos, and fundraising campaigns. SAs may prepare a number of materials for these events, such as speeches, presentations, fact sheets, and pamphlets. SAs will engage their fellow students in CAHP recruitment and marketing activities, recruit volunteers, and disseminate information.

Nebraska Society for Clinical Laboratory Science

The Nebraska Society for Clinical Laboratory Science is a constituent society of the American Society for Clinical Laboratory Science (ASCLS). NSCLS is an organization made up of laboratory professionals committed to improving the status of clinical laboratories across the state. To achieve this goal, NSCLS provides members with continuing educational opportunities and up-to-date information on local, state, and federal regulations affecting Nebraska clinical laboratories.

The NSCLS Student Forum group is available for students in Nebraska who are interested in becoming active in the profession. As members of the Student Forum, students can also take on leadership positions within the group.

Nebraska Society of Radiologic Technologists (NSRT) Student Representative

The Nebraska Society of Radiologic Technologists is the state affiliate of the American Society of Radiologic Technologists. The ASRT is the member society for all professionals in the Radiologic Sciences. The purpose of the NSRT shall be:

- To advance the professions of radiologic technology disciplines and specialties;
- To maintain high standards of education;
- To enhance the quality of patient care;
- To further the welfare and socioeconomics of radiologic technologists

The purpose of student representatives of the NSRT is to keep students up-to-date on issues facing the profession at the state level. The NSRT student representative is required to attend 2 board meetings per year, along with business sessions held during the annual conference. The student representative is given voting privileges at state society meetings.

Nuclear Medicine Specific Representatives - Great Plains Society of NM Subchapter Student Representative

The Great Plains Society of Nuclear Medicine is a local chapter of the professional association that represents individuals associated with Nuclear Medicine. The local chapter sponsors continuing education meetings throughout the year at which the nuclear medicine professional may learn about the newest innovation in the field and obtain continuing education. The local chapter also acts as a liaison with the Missouri Valley Chapter and the Society of Nuclear Medicine, which is the national professional society.

Student representatives of the chapter will be responsible for keeping other students up-to-date on issues facing the profession at the state level. The GPSNM representative may attend board meetings, and are also given voting privileges. Student representatives are required to attend the GPNM planning meeting held 1-2 times/quarter.

Physician Assistant Alumni Association Student Representative

The PA alumni association promotes fellowship among current students, faculty, staff and graduates. The main duty of the student representatives is to serve as a liaison between alumni and current UNMC students. These representatives will also assist the board members in event planning and activities to support alumni engagement in the association.

Physical Therapy Alumni Association Student Representative

The PT alumni association promotes fellowship among current students, faculty, staff and graduates. The main duty of the student representatives is to serve as a liaison between alumni and current UNMC students. These representatives will also assist the board members in event planning and activities to support alumni engagement in the association.

Radiography Specific Representatives – Class Representative

Student class representatives will serve as a communicator between program faculty and their class. Students are expected to attend all radiography student meetings where they will also voice student concerns/issues to program faculty as needed.

Radiology Interest Group (RIG)

The purpose of the group is to cultivate medical student interest in the fields of Diagnostic Radiology, Interventional Radiology, as well as to provide a resource for medical students with an interest in Radiology. Also, to introduce medical students to the different areas of Radiology, educate them in various imaging modalities, and prepare them for successful application to Radiology and Interventional Radiology residency programs.

RSAC: Radiation Science Student Advisory Council

RSAC is comprised of Radiation Science Technology Education (RSTE) students and faculty. Meetings are held periodically throughout the year to discuss division concerns regarding policies and procedures and to plan community activities and service learning projects within the division. Student members will serve as advocates for fellow students and as a liaison between RSTE programs.

RSTE Alumni Association Student Representative

The RSTE alumni association promotes fellowship among current students, faculty, staff and graduates. The main duty of the student representatives is to serve as a liaison between alumni and current UNMC students. These representatives will also assist the board members in event planning and activities to support alumni engagement in the association. Student representatives are required to attend 2 board meetings per year.

Students of the University of Nebraska-American Physical Therapy Association (SUN-APTA).

SUN-APTA is a collective body of student physical therapists at the University of Nebraska Medical Center whose missions is to:

- Develop relationships between members, clinicians, and other healthcare professionals
- Prepare members for career-long, active participation, in professional organizations
- Promote the profession of physical therapy in coordination with the NPTA and APTA.
- Provide educational and professional development opportunities directed toward the unique needs of students
- Perform service to positively impact the lives of people in the community.

The University of Nebraska Medical Center Physician Assistant Student Society (UNMC-PASS) of the American Academy of Physician Assistants (AAPA)

The society is an officially chartered student chapter of the American Academy of Physician Assistants. Society membership is open to all students in the Physician Assistant Program with associate membership available to persons interested in assisting the society's goals and objectives. The main purpose for the society is to keep physician assistant students informed of the medical and social issues confronting their profession and to provide public exposure of the physician assistant profession. The society maintains close ties with the national parent organization and with the Nebraska Academy of Physician Assistants which includes the society Constituent Chapter Student Representative (CCSR) as a voting member. Society members are active participants in state, regional and national professional meetings.

UNMC Student Senate College of Allied Health Professions Senator

The Medical Center Student Senate (MCSS) exists for the purpose of influencing University policy and promoting the interests of all students attending the Medical Center. As the official representative of the student body, the Senate consists of senators from each educational unit of UNMC. Class presidents or vice-presidents automatically serve as senate representatives upon election. At-large senators are elected each year in November by their fellow students in Allied Health Professions, Graduate Studies, Medicine, Nursing, Pharmacy, and Public Health. The president of MCSS serves as a non-voting member of the Board of Regents of the University of Nebraska.

COLLEGE OF MEDICINE ORGANIZATIONS

American Academy of Family Physicians (AAFP)

The American Academy of Family Physicians is a national professional organization which offers student membership to medical students and residents interested in family practice. The AAFP seeks to keep students informed of developments in the profession through national meetings and through its publications. Its Nebraska chapter investigates problems and answers specific questions for family practice students in the state. Membership applications can be obtained from the Department of Family Practice, Dr. Paul Paulman.

Alpha Omega Alpha, Alpha of Nebraska

To be “Worthy to serve the suffering”

Alpha Omega Alpha, “AOA,” is a non-secret national honor medical society in which membership is based upon scholarship and moral qualities. The University of Nebraska College of Medicine Chapter was organized November 2, 1914, and has grown to more than 800 members.

The aim of the society is to recognize qualities of scholastic excellence, integrity, leadership, compassion and fairness. Nominations are limited to College of Medicine students who rank scholastically in the upper one-fourth of their class, but the number of new members may not exceed one-sixth of the class. Elections are held in the fall, with initiation in the spring.

As a major campus organization, AOA sponsors at least one annual convocation by a prominent visiting lecturer and participates in various other programs.

American Medical Student Association (AMSA)

Over half of the students enrolled in the College of Medicine belong to the Nebraska Chapter of the American Medical Student Association. AMSA addresses itself to the special needs of medical students and to the general goal of improving health care in the United States.

AMSA provides the student with an excellent opportunity to broaden the scope of his/her medical education. The organization provides members with group health and life insurance options as well as its informative publication, *The New Physician*. The MECO (Medical Education and Community Orientation) project is a nation-wide service sponsored by AMSA which places pre-clinical medical students with physicians and hospitals in communities throughout the state. There is a one-time membership fee of \$60.00.

American Medical Women’s Association (AMWA)

The American Medical Women’s Association (AMWA) is a national forum for women physicians and medical students. The UNMC student chapter’s role is to bring together medical students and physicians, to promote their training and education, and to encourage women to practice and study medicine. Activities include peer support sessions, guest speakers, discussion groups, social gatherings and educational outreach programs.

Cardiovascular Interest Group

The Cardiovascular Interest Group is to further the knowledge and interest of cardiovascular science for students; to encourage student participation of both clinical and research applications of Cardiovascular Science. This will be done primarily via meetings in which cardiologists, cardiac surgeons and residents participate in discussions and provide information concerning current issues.

Endocrinology Student Interest Group (ESIG)

The purpose of the Endocrinology Student Interest Group is to expose students to the field of endocrinology through research, shadowing, case studies, and volunteer opportunities.

Infectious Disease Interest Group

This organization is designed to foster an academic environment where students can communicate with providers and learn about the department and sub-specialties of Infectious Disease; encourage and facilitate discussions on the topic of Infectious Disease in the community, nationally, and globally as it relates to medicine and healthcare; provide, in conjunction with other campus organizations, an avenue for community volunteer and involvement as it relates to Infectious Disease.

Integrative Medicine Interest Group

The purpose of the Integrative Medicine Interest Group is to promote awareness and understanding of alternative healing theories and methods in the context of their use as complements to pharmaceutical-based medicine.

Internal Medicine Interest Group

This organization is designed to inform medical students about career opportunities in the field of Internal Medicine, including the many subspecialty options that currently exist. Students are invited to attend monthly lunch meetings with guest speakers from the various specialty areas. The residency selection process may also be discussed.

Luikart Society

Luikart Society is designed for medical students and residents who are interested in the field of OB-GYN, as well as women's health. Opportunities include monthly meetings, local community service projects, and attending regional/national conferences. Meetings include procedure nights, speakers, and preparing for the residency process. Combined meetings and community service projects are held with the Creighton Medical School interest group as well. The Luikart Society is a wonderful chance to connect with fellow students, as well as UNMC residents and faculty to help further one's interest in the field, in order to possibly decide on a future in women's health.

Organization of Student Representatives (OSR)

The OSR, established by action of the Assembly of the Association of American Medical Colleges (AAMC), provides a mechanism for making student opinion known to the AAMC. Students have two votes on the AAMC Executive Council and are recommended to Standing Committees. An elected representative from the University of Nebraska College of Medicine attends the AAMC Annual Meeting and the annual regional meeting of the Group on Student Affairs.

Phi Chi

Phi Chi Medical Fraternity is the oldest and largest medical fraternity in the nation. Chartered November 6, 1916, Upsilon Nu chapter at UNMC has a rich professional and social tradition. The official objectives of Phi Chi are the promotion of the art and science of medicine and the development of a kindred feeling among those in the profession. The chapter house, located at 3708 Dewey, is the old and elegant Metz mansion and will house 30 members comfortably. Membership is open to all medical students at UNMC and out-of-house membership is encouraged and rewarding. Phi Chi will consider requests of other UNMC organizations to use the house for special functions.

Phi Rho Sigma Medical Society

Phi Rho Sigma Medical Society is an international coeducational social fraternity for medical students. We are a community of alumni and students committed to academic excellence, community service, and strong social bonds. The Iota chapter at UNMC is one of the largest chapters in the entire nation. There is no chapter house to upkeep so all member proceeds go towards the social and philanthropic functions of the medical society.

Plastic Surgery Interest Group

The Plastic Surgery Interest Group seeks to promote interest in the field of plastic surgery and to increase education related to plastic surgery. For those students interested in plastic surgery, effort is made to make students competitive applicants for residency. This is done by establishing working relationships with plastic surgery faculty, increasing student surgical exposure, and promoting research and publications. The plastic surgery interest group also strives to promote camaraderie among the students involved in the group.

Primary Care Progress (PCP)

Primary Care Progress is a chapter of the national nonprofit comprised of a network of medical providers, health professional trainees, policy pundits, advocates, and educators united by a new vision for revitalizing the primary care workforce pipeline through interprofessional collaboration and strategic local advocacy that promotes primary care and transforms care delivery and training in academic settings. UNMC's chapter is special because it is truly interprofessional, with student leaders from multiple sectors of the healthcare field.

Psychiatry Interest Group

Psychiatry Interest Group is an organization for those medical students interested in the field of psychiatry. The organization holds monthly lunch meetings that feature speakers on various topics relating to psychiatry and mental health. The group helps students explore career opportunities and encourages student-faculty relationships by hosting an annual mentorship dinner with the psychiatry faculty and providing information related to local and national scholarships and programs. The group also provides supplemental opportunities for psychiatric clinical care through its collaboration with the SHARING Clinic to have psychiatry available at the Clinic one week per month.

Psychiatry Club

The purpose of this organization is to:

1. Establish and maintain a multi-disciplinary support group
2. Act as a vehicle for exploring career opportunities in the field of psychiatry
3. Obtain and make available reference materials for medical students and future psychiatry residents
4. Provide additional opportunities in exploring psychiatry other than those offered in the medical school curriculum

Residency Roundtable

Residency Roundtable is an organization that aims to introduce and inform medical students about career opportunities in a variety of medical specialties. This group hosts monthly lunch meetings with residents from a variety of fields, especially those that do not have interest groups of their own. Residents discuss their path toward choosing a specialty and their experience as a current resident at UNMC.

Shadow a Medical Student Program

The Shadow a Medical Student Program, started in 2011, gives approximately 50 undergraduate students around the state of Nebraska the opportunity to shadow first-year medical students at UNMC. Undergraduate students are paired with a medical student for the academic year, and shadow during lectures, anatomy labs, PBL small groups, and ICE sessions. This program is designed to give undergraduate students the opportunity to obtain a first-hand experience of what medical school is like and to ask questions to obtain more detailed information.

Sports Medicine Interest Group

The purpose of the group is to raise awareness of Sports Medicine as a career field through meetings, speakers, and shadowing.

Student Chapter of the Nebraska Medical Association

The student chapter of the Nebraska Medical Association was organized during the 1971-72 academic year. Students are eligible to serve on state-wide committees and to participate in various aspects of organized medicine in Nebraska. In addition, students are able to elect two voting delegates to the semi-annual business sessions of the Association. Annual dues are \$15. Each member receives the Nebraska Medical Journal and the regular mailings of the Association.

Student Delegates

Student Delegates is a grassroots advocacy program comprised of a network of people interested in receiving state and federal legislative updates, and willing to advocate on issues of importance to UNMC. We exist to empower students to support and strengthen UNMC's academic programs and research by influencing public policy through effective communication to Nebraska's federal and state delegations in regards to issues that affect UNMC. On a limited basis, the Delegates will be called upon to contact Nebraska state legislators and U.S. congressmen concerning urgent and important issues. Students can stay updated through us on Twitter @UNMCStuDelegate or visit our webpage <http://www.unmc.edu/govtrelations/delegates/>.

Student National Medical Association (SNMA)

Patterned after the national organization, the UNMC Chapter of the Student National Medical Association (SNMA) is dedicated to the concerns of ethnic minority health care professionals. It seeks to nurture a general social awareness of these concerns and to develop leadership capabilities and standards of excellence for minority physicians. During the past few years, UNMC members of SNMA have had a strong voice in SNMA policy-making by attending national and regional meetings and hosting the 1989 Region II Convention. The UNMC chapter has shown its commitment to community service by involvement in such programs as the Health Fair of the Midlands, American Red Cross and Omaha Boys Club. Membership in this organization is open to any student interested in issues confronting ethnic minorities in the medical profession.

Surgery Interest Group

SIG is an organization designed for medical students interested in practicing surgery and wanting to learn a wide variety of surgical practices and professions. Medical students involved with SIG are invited to attend lunch meetings one to two times per month, which showcase presentations from a practicing surgeon. Each meeting has a different surgeon presenting to the members of SIG, thus exposing medical students to the many different surgical subspecialties including: cardiac thoracic, orthopedic, pediatric surgery, plastic surgery, and more. Some presentations are strategically planned to correlate with what students are learning in class at the time of the SIG meeting, thus giving students a real-life application to helping patients in a surgical manner. SIG provides this fantastic opportunity to give insight to many different surgical practices and also helps students interested in surgery become prepared for summer rural surgical rotation. SIG hosts a

suturing workshop to teach medical students to become experts in the art of suturing so they are fully prepared for their surgery summer block. Lunch meetings are also designated to educate medical students on preparing to be the best applicants possible when applying for residency.

The Catholic Medical Association Student Section (CMA-SS)

The Catholic Medical Association Student Section seeks to support and empower students of medicine and other health professions in their formation as Catholic health care providers. As an integral part of the Catholic Medical Association, students have the opportunity to work with members of the CMA, both on local and national levels, who can provide guidance and mentoring for students through the challenges of being a Catholic and living out this calling.

The Pathology Interest Group

The Pathology Interest Group hosts meetings and lectures about all aspects of the practice of pathology. Previous topics have included the clinical diagnosis of indolent disease, forensic science, and laboratory-based methodologies of characterization and diagnosis of cancer, and procedure practices are hosted as well. Additionally, we help administer the High School Alliance anatomy and basic science courses. Pathology residents and practicing physicians give the lectures and regularly attend meetings.

UNMC Musical Society

UNMC Musical Society is open to anyone affiliated with UNMC, which includes students, faculty, and staff. Our purpose is to provide members with an opportunity to take a break from their stressful lives and make some music, as well as to provide music for UNMC events. The organization includes an instrumental, as well as a vocal group, both of which meet Monday evenings for rehearsal. We have performed at multiple UNMC events, including Spirit Week, Culture Fest, and the Anatomical Gift Memorial Service, and we also hold concerts in the winter and the spring. Membership requires an annual payment of \$10.00, which goes toward the purchase of music and other necessities.

Wilderness Medical Society

The purpose of this organization is to offer medical students and faculty information about the practice of Wilderness Medicine, which is a subspecialty of Emergency Medicine. Monthly meetings include guest lectures, slide shows, and video presentations.

COLLEGE OF NURSING ORGANIZATIONS

Gamma Pi At-Large Chapter of Sigma Theta Tau International

Gamma Pi At-Large is a Chapter of Sigma Theta Tau International (STTI) Honor Society of Nursing, and is the only honor society of nursing. STTI was founded in 1922 and has approximately 490 chapters throughout 85 countries. Chapters are established only in schools or colleges of nursing which have demonstrated their commitment to knowledge development, knowledge dissemination, knowledge utilization and resource development. The Gamma Pi At-Large Chapter strives to foster the purposes of Sigma Theta Tau International, which are to: (1) Recognize superior achievement. (2) Recognize the development of leadership qualities. (3) Foster high professional standards. (4) Encourage creative work. (5) Strengthen commitment to the ideals and purposes of the nursing profession.

University of Nebraska Student Nurse Association (UNSNA)

UNSNA is a branch of the National Student Nurse Association (NSNA). NSNA is the largest independent student organization in the country. It is the only national organization serving nursing students. Membership is open to undergraduate nursing students, including pre-nursing students. UNSNA provides programs representative of fundamental and current professional interests, concerns and scholarship opportunities. Participation in community health affairs is also a goal.

COLLEGE OF PHARMACY ORGANIZATIONS

Academy of Managed Care Pharmacy – Student Pharmacist Chapter (AMCP)

AMCP is a national professional association of pharmacists and other health care practitioners who serve society by the application of sound medication management principles and strategies to improve health care for all. The Academy's members seek to develop and provide a diversified range of clinical, educational and business management services and strategies on behalf of the more than 200 million Americans covered by a managed care pharmacy benefit. AMCP Student Pharmacist chapters further the purposes of AMCP through educational and community service, provide opportunities for professional growth, and promote managed care pharmacy within their schools.

Academy of Student Pharmacists (APhA-ASP)

APhA-ASP is the student chapter of the American Pharmacists Association. The mission of the American Pharmacists Association Academy of Student Pharmacists (APhA-ASP) is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy. All students enrolled in the College of Pharmacy are encouraged to join the Academy.

Christian Pharmacists Fellowship International (CPFI)

CPFI is a worldwide ministry of individuals working in all areas of pharmaceutical service and practice. Our mission is to serve Christ and the world through pharmacy. Our core values are to: Provide fellowship among like-minded professionals; Challenge and promote spiritual growth; Encourage the advancement of knowledge and ethics in the practice of pharmacy; Encourage evangelism and the integration of faith into practice, and Provide support and opportunity for service in both home and foreign missions. All interested students are encouraged to join.

Kappa Epsilon Fraternity – Beta Chapter (KE)

KE is a professional fraternity for students in pharmacy. Founded in 1921, KE has had an important impact on the profession of pharmacy for over 80 years through supporting personal and professional development, providing networking opportunities, promoting pharmacy as a career, and participating in various breast cancer awareness efforts.

Kappa Psi Pharmaceutical Fraternity – Gamma Epsilon Chapter

Kappa Psi is the oldest and largest professional pharmacy fraternity. The purpose of this organization is for the mutual benefit of the members for the advancement of the profession of pharmacy, educationally, fraternally and socially; and to instill industry, sobriety, fellowship and high ideals in its members and to foster scholarship and pharmaceutical research.

Phi Lambda Sigma – Beta Xi Chapter (PLS)

The purpose of PLS, also known as the national Pharmacy Leadership Society, is to promote the development of leadership qualities, especially among pharmacy students. By peer recognition, the Society encourages participation in all pharmacy activities. Phi Lambda Sigma honors leadership. Members are selected by peer recognition. No greater honor can be bestowed upon an individual than to be recognized as a leader by one's peers. Such recognition instills and enhances self-confidence, encourages the less active student to a more active role and promotes greater effort toward the advancement of pharmacy. Students in their second through fourth years of pharmacy education are eligible for membership.

Rho Chi Pharmacy Honor Society – Alpha Epsilon Chapter

The Rho Chi Society is the national pharmacy honor society. The Rho Chi Society encourages and recognizes excellence in intellectual achievement and advocates critical inquiry in all aspects of pharmacy. The Society further encourages high standards of conduct and character and fosters fellowship among its members. Students qualify for election and invitation to membership in Rho Chi based primarily on their cumulative grade point average and academic standing in the upper 20% of their class. An annual initiation banquet and participation in professional programs to raise funds for an annual scholarship award comprise the major activities of Rho Chi.

Rural Pharmacy Student Association (RPSA)

RPSA is an organization for students admitted through the Rural Health Opportunities Program (RHOP), the Rural Pharmacy Practice Educational Initiative (RPPEI), and all other pharmacy students interested in rural pharmacy practice. The Association promotes the preparation and training of students for the practice of pharmacy in rural Nebraska. Membership in the Association serves to identify students with an interest in rural practice, and allows them to participate in a number of professional development and social activities.

Student Society of Health-System Pharmacy (SSHP)

SSHP is a national professional association that represents student pharmacists who aspire to practice in hospitals, health maintenance organizations, long-term care facilities, home care, and other components of health care systems. The American Society of Health-System Pharmacists (ASHP), the parent organization, has a long history of medication-error prevention efforts and is the national accrediting organization for pharmacy residency and pharmacy technician training programs.

COLLEGE OF PUBLIC HEALTH ORGANIZATIONS

College of Public Health Student Association

The COPH Student Association represents the interest of both graduate and professional students within the COPH. The purpose of UNMC's College of Public Health Student Association is to maintain a body representative of COPH students to the college leadership and external entities; advance the academic and social needs of COPH students; provide and sustain vehicles for communication between students, faculty, administration, alumni, and the community-at-large; create and promote opportunities for community involvement; disseminate educational and professional development resources; support a positive educational experience; and stimulate interest in and advance the profession of public health. The Director for Student Affairs serves as the advisor for the COPH Student Association. The officers of the COPH Student Association include the President, Vice-President, Treasurer, Secretary, and UNMC Student Senate Representatives.

Delta Omega

The University of Nebraska Medical Center College of Public Health is home to the Gamma Omicron Chapter of Delta Omega, The Honorary Public Health Society. As it is affectionately known the "GO DO" Chapter was founded in January 2013. The chapter works to promote study in the field of public health, and to recognize excellence within the field. Membership in Gamma Omicron Chapter of Delta Omega is limited to Faculty and Alumni within the UNMC College of Public Health, as well as, up to 10% of the graduating student body. The officers of the Gamma Omicron Chapter of Delta Omega include the President, President-elect, Immediate Past President, and member-at-large, which each serve one-year terms in their respective position.

GRADUATE STUDIES ORGANIZATIONS

Graduate Student Association

The Graduate Student Association (GSA) of the University of Nebraska Medical Center serves as a voice for graduate students by advocating for and representing them in the UNMC Student Senate and Graduate Council. While the GSA executive officers consist of graduate students that are elected by their peers, all graduate students are welcome to participate by attending the monthly meetings and/or joining a GSA committee. Throughout each semester, the GSA will host seminar speakers, workshops, and social events. Look for flyers hung up in your respective department and email notices as these events approach. Visit the GSA website for more information about this UNMC student organization (<http://blog.unmc.edu/gsa/>).

COLLEGE OF DENTISTRY ORGANIZATIONS

American Association of Women Dentists (AAWD)

The AAWD is an organization, established in 1921, to encourage women in the pursuit of a dental career. It sponsors programs designed to emphasize ways for the woman dentist to gain greater recognition in the profession. The AAWD along with Colgate-Palmolive sponsors the Research Award for Women Dental Students each year to encourage women dental students who show promise in the field of research. We have been fortunate in having two of the College's students win this award recently. The AAWD has several loan and scholarship programs available and publishes a newsletter, the Chronicle, six times per year. Student dues are \$5.00 per year.

Christian Medical Dental Association

The Christian Medical Dental Association (CMDA) is a fellowship of thousands of Christian dentists, physicians, dental and medical missionaries and dental and medical students committed to living their faith through the healing

professions. This chapter has regular weekly meetings for fellowship, prayer, and study as well as social events. All Christians including faculty, staff and students are invited to participate.

College of Dentistry Student Research Group (SRG)

The Student Research Group was formed in 1985 and is composed of students who are interested in research. Students need not have been involved in research prior to professional school and do not necessarily need to be involved in conducting research at the College. The group is intended to provide an informal source of information and encouragement for students who wish to learn more about research methodology and evaluation. The group sponsors research related workshops for students and meets occasionally to discuss specific research topics or opportunities and to take part in research conferences. An organizational meeting is called early in the fall.

Omicron Kappa Upsilon – Alpha Alpha Chapter

The Alpha Alpha Chapter is a component of Omicron Kappa Upsilon, the national dental honor society. Membership in Omicron Kappa Upsilon is comprised of dental educators and graduates of accredited dental programs with high scholastic achievement. The purpose of Omicron Kappa Upsilon is to promote, recognize, and honor scholarship, leadership, service, and character among dental students and graduates of dental programs.

Sigma Phi Alpha

Sigma Phi Alpha is the national honor society of the dental hygiene profession. Membership in Sigma Phi Alpha is comprised of dental hygiene educators and of graduates of accredited dental hygiene programs with high scholastic achievement. The purpose of Sigma Phi Alpha is to promote, recognize, and honor scholarship, leadership, service, and character among dental hygiene students and graduates of dental hygiene programs.

Student American Dental Hygienists' Association (SADHA)

SADHA is the national organization of dental hygiene students. Membership dues qualify each student to receive the ADHA Journal and access to some group membership plans as well as having a voice in decision making, policy and the political arena of the American Dental Hygienists' Association. The local chapter conducts monthly business and professional meetings and organizes fund-raising activities.

Student Chapter of the American Dental Association (ASDA)

The ASDA is the national organization of dental students. As a member of the Association one is entitled to The New Dentist, The ADA Journal, and The ADA News. Membership dues qualify each student for a \$25,000 life insurance policy at no extra charge. At the beginning of the school year, the ASDA Handbook for Dental Students outlines the services the Association offers the student, such as: scholarships and loans, insurance programs, national board reprints, research opportunities, international opportunities and the ASDA advocacy program. At the local chapter level, the representative of each class is involved with the communication between the student and the national organization. Periodically, guest speakers are invited to discuss current topics relevant to the student dentist.

Student Professional and Ethics Association (SPEA)

The Student Professionalism and Ethics Association in Dentistry is a national, student driven association that was established to promote and support students' lifelong commitment to ethical behavior in order to benefit the patients they serve and to further the dental profession.

NEW ORGANIZATIONS

UNMC students who wish to form new student organizations and who plan to use campus facilities and services must receive formal recognition and approval. Application forms and guidelines can be obtained from the Counseling and Student Development office, Bennett Hall, Room 6001. For more information, contact Pat Oberlander or Dr. David Carver at 402-559-7276 or go to the Student Organizations website <http://www.unmc.edu/stucouns/services/student-organizations/>.

BYLAWS OF THE BOARD OF REGENTS

2.13 *Provision for Student Government.* The students of each major administrative unit may create democratic student governing agencies at the campus, college, school, department, or living unit level. One of said agencies of each major administrative unit shall be designated by a majority vote of the students voting as the official representative of the student body. Each administrative unit will develop its own criteria for student representation. The Constitution and Bylaws of all student governing agencies at the campus level shall be subject to approval by The Board and after notice and hearing shall become a part of the Rules of the Board. The representative student agencies shall have the opportunity to exercise the following privileges, if they so desire:

- (a) Select student representatives at their particular level of governance;
- (b) Make recommendations to the Board concerning the budgeting of all funds collected through the fees designated for the use of student organizations;
- (c) Serve on those committees that directly affect the non/academic aspects of student life; and
- (d) Participate in other appropriate committees.

2.14 *Student and Faculty Government.* Subject to approval of The Board, a major administrative unit may combine the student and faculty government into a single agency.

2.15 *Ombudsperson.* The Chancellor of each major administrative unit is authorized to appoint an Ombudsperson. Each Chancellor shall adopt procedures governing the selection of the Ombudsperson, which shall include formal consultation with representatives of those segments of the University served by the Ombudsperson. The office of the Ombudsperson will seek to improve academic and administrative processes within the University by discovering problems and suggesting reforms. The office may assist any member of the University community in the resolution of academic, administrative, or personal problems that cannot otherwise be resolved equitably within existing mechanisms.

The Ombudsperson may listen to, investigate, and seek to mediate and resolve complaints and grievances made to him or her concerning academic or administrative policies, procedures, practices, or decisions. The Ombudsperson may recommend appropriate changes or solutions to the Chancellor. However, the Ombudsperson shall have no authority to overturn, reverse, or modify such policies, procedures, practices, or decisions.

No person shall suffer any penalty or disability because of seeking assistance from the Ombudsperson. All information presented to that office by persons seeking assistance shall be considered confidential unless a complaint shall authorize release of such information. All information received by the Ombudsperson shall be considered privileged where otherwise provided by law.

RESPONSIBILITIES AND RIGHTS OF STUDENTS

5.0 *Statement of Responsibility.* Students, like all members of the academic community, have the responsibility to create and support an educational environment. Each member of the community should be treated with respect and dignity. Each has the right to learn. This right imposes a duty not to infringe upon the rights of others. The academic community should assure its members those opportunities, protections, and privileges that provide the best climate for learning.

5.1 *Publicity of Rules Affecting Students.* Each major administrative unit shall publicize and keep current all rules, regulations, and policies concerning students, and insure that they are readily available to all students and other interested persons.

5.2 *Admissions Criteria.* The University shall publish the criteria for admission, academic progress, certificates, and degrees for all colleges and schools of the University. Admission to the University and the privileges of the University students shall not be denied to any person because of age, sex, race, color, national origin, or religious or political beliefs.

5.3 *Academic Evaluation.* Students shall be informed of the requirements, standards, objectives, and evaluation procedures at the beginning of each individual course. Each student shall be given a performance evaluation during the progress of the course if requested. Each college or school shall provide for a faculty-student appeals committee for students who believe that evaluation of their academic progress has been prejudiced or capricious. Such procedure shall provide for changing of the student's evaluation upon the committee's finding that an academic evaluation by a

member of the faculty has been improper. Each college or school shall provide a mechanism by which students have an opportunity to report their perceptions of courses and the methods by which they are being taught, provided, however, that such mechanism shall protect members of the faculty from capricious and uninformed judgments.

5.4 Student Disciplinary Procedures. Each major administrative unit shall adopt, subject to the approval of the Board, rules relating to student discipline and activities. Said rules shall be subject to approval or modification by the Board. Public hearing shall be held by the Board with reference to such rules and regulations, and when approved or modified by the Board after such hearing, shall be effective as a part of the Rules of the Board. Each major administrative unit shall formulate such rules in consultation with appropriate student representatives. Rules relating to student discipline shall be enforced through clearly defined channels, and shall provide students with the following minimum procedural guarantees prior to any disciplinary action:

- (a) The right to be informed, in writing, of the specific charges against the student in sufficient time to insure the opportunity to prepare a defense.
- (b) The right to be informed of the evidence against the student.
- (c) An opportunity to present evidence in his or her own behalf.
- (d) The right to maintain status as a student and to attend classes while the case is pending, unless continued presence constitutes an immediate harm to the student or others.
- (e) The right to be given a hearing before a regularly constituted board in all cases involving expulsion or suspension.
- (f) The hearing board must include student membership, and must grant the student:
 - (1) The right to appear with an advisor of the student's choice.
 - (2) The right to hear all evidence against the student and to hear and question witnesses.
 - (3) An opportunity to testify and to present evidence.
 - (4) The right to appeal through appropriate channels as determined by the rules adopted by the major administrative unit. The decision of the hearing board shall be final subject only to appeal. The burden of proof shall rest upon the person bringing the charge. The decision of the hearing board must be based solely upon evidence introduced at the hearing. Evidence which would not be admissible in a State Court criminal proceeding by reason of the method or manner in which it was acquired shall not be admitted. A verbatim record of the hearing must be maintained.

5.5 Law Violations. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interests are distinctly and clearly involved should the special authority of the institution be asserted.

5.6 Public Information Regarding Students. Public information regarding students attending the University shall be the (i) student's name, (ii) local address, (iii) permanent address, (iv) telephone listings, (v) year at the University, (vi) dates of attendance, (vii) academic college and major field of study, (viii) enrollment status (e.g. undergraduate or graduate; full-time or part-time), (ix) participation in officially recognized activities and sports, (x) degrees, honors and awards received, (xi) most recent educational agency or institution attended. The names of students mentioned in some kinds of campus security or campus police reports concerning accidents and incidents may also be released to the public. Each major administrative unit shall define the kinds of reports and information that may be released to the public. Information contained in personal files of the student is considered confidential and requires written authorization by the student for release: provided such records with names and personal identification deleted, and kept confidential, may be made available for governmental or University approved research and analysis.

5.6.1 Release of Information. Information concerning students obtained through counseling or disciplinary activities will not be made available to unauthorized persons within the University, or to any person outside the University without the expressed consent of the student involved, except under legal compulsion or where the safety of others is involved; provided such records with names deleted, and kept confidential, may be made available for governmental or University approved research and analysis. Each major administrative unit may disclose to an alleged victim of any crime of violence the results of any disciplinary proceeding conducted against the alleged perpetrator of such crime with respect to such crime.

5.7 Disciplinary Records. Subject to any requirements of the Records Management Act, each major administrative unit shall provide for the periodic destruction of non-current disciplinary records.

- 5.8 *Entry in University Housing.*** University officials or administrators will not make or authorize unlawful or unreasonable entry and search of University-owned housing rented by students.
- 5.9 *Student Communications Media.*** Student publications and broadcasting stations shall be supervised in a manner such that editorial freedom will be maintained and that the corollary responsibilities will be governed by the canons of ethical journalism. Student publications financed in whole or in part by fees collected from all students at a major administrative unit shall be supervised by a publications committee for each major administrative unit. This committee shall have the full responsibility of a publisher and the power of decision on the proper application of the canons of ethics. Students shall comprise a majority of the membership, but the committee shall also include members of the faculty and professional journalists from outside the University.
- 5.10 *Participation in Student Organizations.*** Each major administrative unit shall permit students to organize and join associations to promote their common interests, and shall establish procedures for the official recognition of these organizations for use of campus facilities. Each such recognized student organization shall be required to comply with all applicable federal and state statutes and University regulations.
- 5.10.1 *Regulations of Fraternities, Sororities, and Living Units.*** Each major administrative unit shall establish its own regulations for recognition and for governing fraternities, sororities, cooperative houses, and other formally recognized group-living units, subject to the approval of the Board. Said regulations when approved or modified by the Board after notice and hearing, shall be effective as a part of the Rules adopted by the Board.
- 5.11 *Campus Speakers.*** Students shall be allowed to invite and hear any person of their own choosing. Those procedures required by the institution should insure orderly scheduling of facilities and adequate preparation for the event. However, the institutional control of campus facilities should not be used as a device of censorship.
- 5.12 *Demonstrations.*** Students are free to express their beliefs and concerns in a variety of ways. In all cases, however, students are expected to function in an orderly manner within the framework of existing rules and laws. Such activity shall be conducted so as not to interfere with the rights of others or the normal activities of the University. Each major administrative unit shall provide reasonable rules and regulations relating to demonstrations. In cases of the disruption of normal University activities, the Chancellor or his or her designee may impose temporary sanctions including suspensions.

NOTICE OF CHANGES

Acceptance of registration by the University of Nebraska and admission to any educational program of the University does not constitute a contract or warranty that the University will continue indefinitely to offer the program in which a student is enrolled. The University expressly reserves the right to change, phase out, or discontinue any program.

The listing of courses contained in any University bulletin, catalog or schedule is by way of announcement only and shall not be regarded as an offer of contract. The University expressly reserves the right to

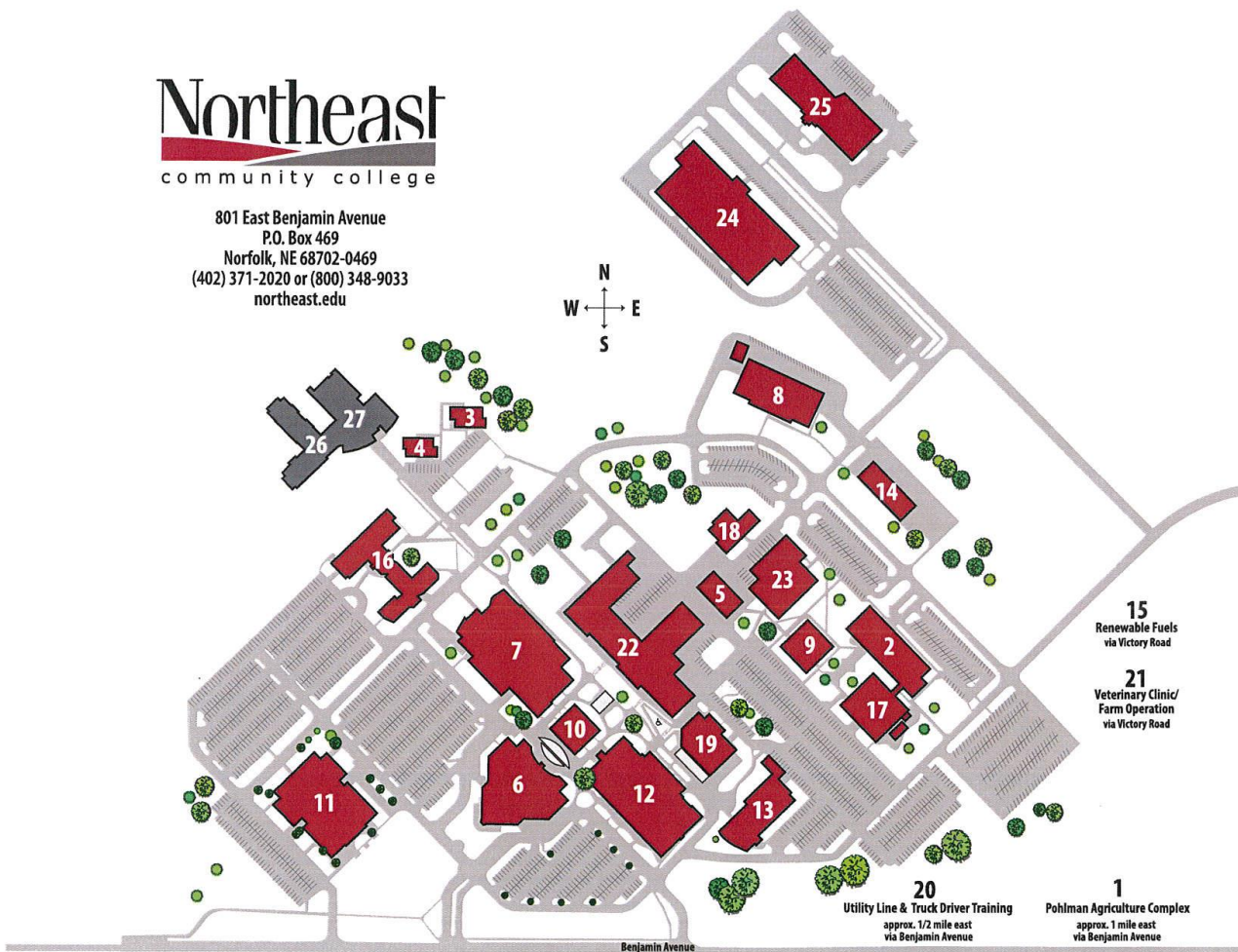
- (1) add to or delete courses from its offerings
- (2) change times or locations of courses or programs
- (3) change academic calendars without notice
- (4) cancel any course for insufficient registrations
- (5) revise or change rules, charges, fees, schedules, courses, requirements for degrees and any other policy or regulation affecting students, including, but not limited to, evaluation standards, whenever the same is considered to be in the best interests of the University.

Reference: BRUN, Minutes, 51, p. 43, (June 8, 1985).

Norfolk, Nebraska Campus



801 East Benjamin Avenue
 P.O. Box 469
 Norfolk, NE 68702-0469
 (402) 371-2020 or (800) 348-9033
 northeast.edu



- 1. Pohlman Agriculture Complex
- 2. Agriculture/Allied Health
- 3. Apartment A
- 4. Apartment B
- 5. Building Construction
- 6. College Welcome Center
- 7. Cox Activities Center
- 8. Diesel Technology
- 9. Echtenkamp
- 10. Library Resource Center

- 11. Lifelong Learning Center
- 12. Maclay
- 13. McIntosh College of Nursing
- 14. -----
- 15. Renewable Fuels
- 16. Residence Halls
Simon
Burkhardt
- 17. Science
- 18. -----

- 19. Student Center
- 20. Utility Line
- 21. Veterinary Clinic/Farm Operation
- 22. Weller
- 23. Wirth
- 24. Applied Technology
- 25. Physical Plant
- 26. Residence Hall - Open 2016
- 27. Dining Facility - Open 2016



University of Nebraska at Kearney

Document by Facilities Management and Planning

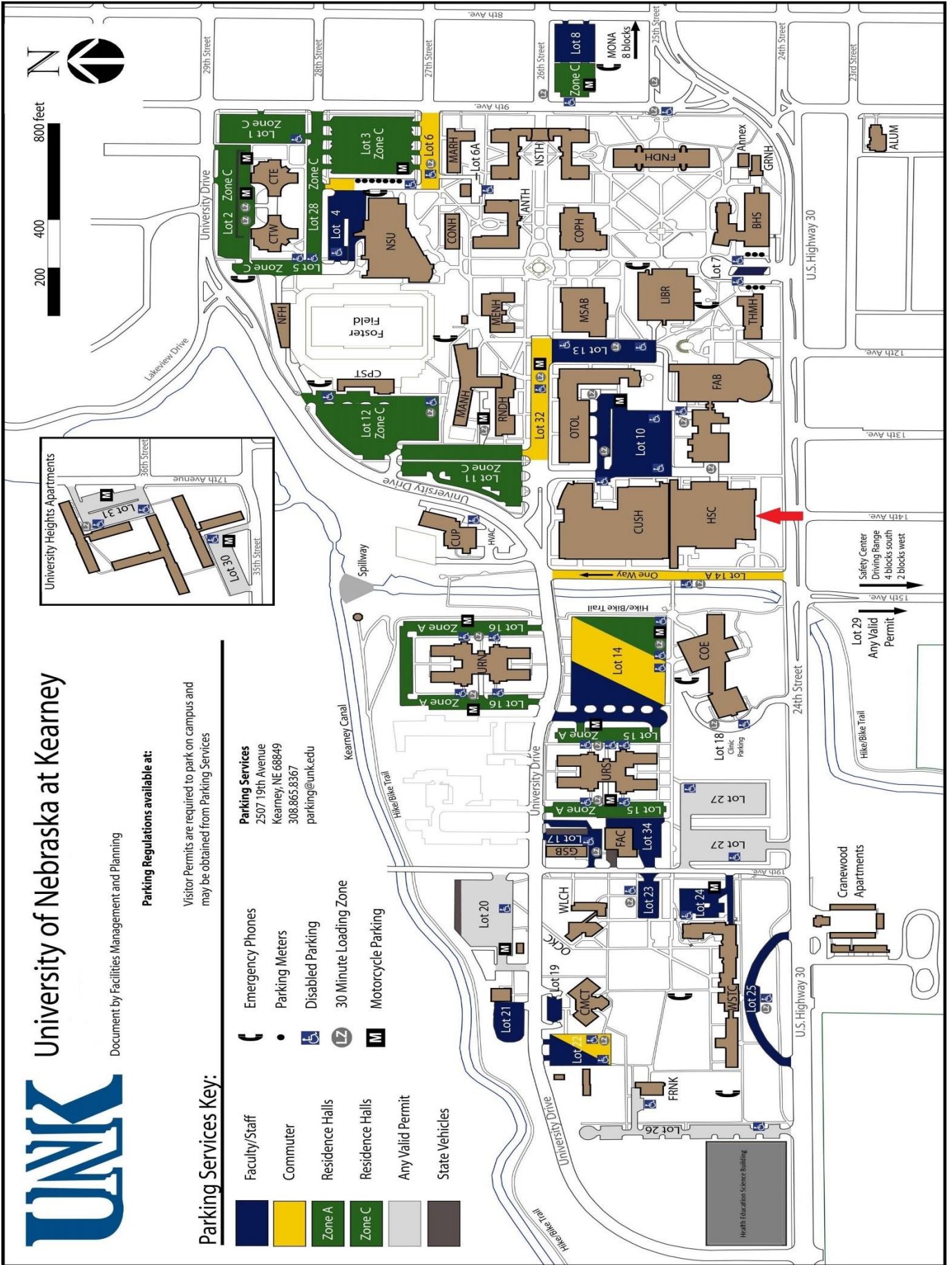
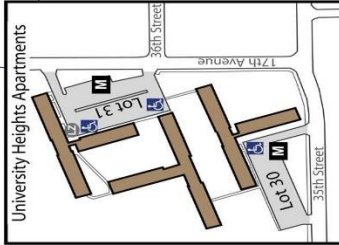
Parking Regulations available at:

Visitor Permits are required to park on campus and may be obtained from Parking Services

Parking Services Key:

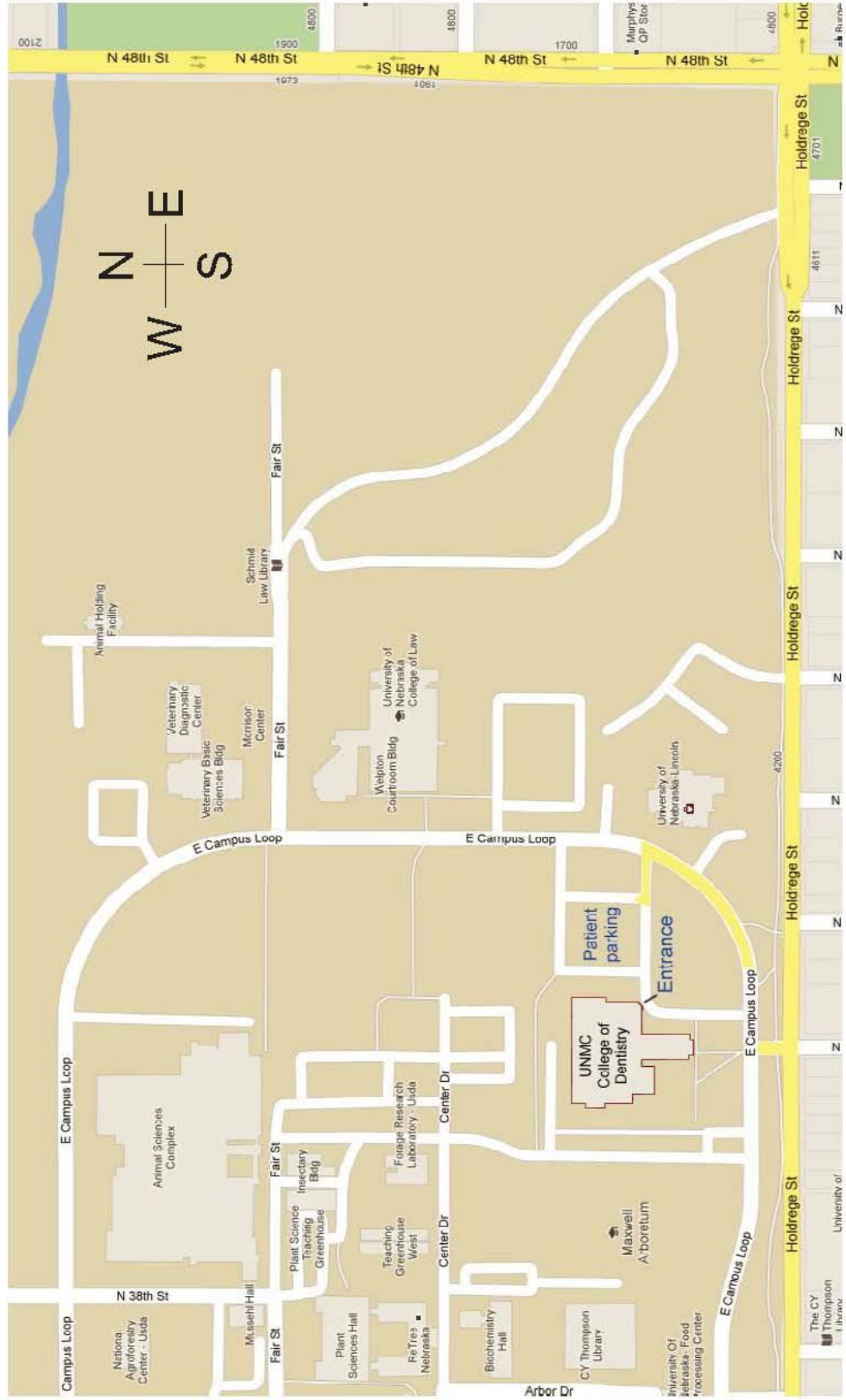
- Faculty/Staff
- Commuter
- Residence Halls
- Residence Halls
- Any Valid Permit
- State Vehicles
- Emergency Phones
- Parking Meters
- Disabled Parking
- 30 Minute Loading Zone
- Motorcycle Parking

Parking Services
 2507 19th Avenue
 Kearney, NE 68849
 308.865.8367
 parking@unk.edu



UNMC College of Dentistry
40th and Holdrege Streets
Lincoln, NE 68583-0740

402-472-1301



COLLEGE OF NURSING & PARKING FOR LINCOLN CAMPUS

Location

The College of Nursing is located at **1230 “O” Street**. This is a part of the high rise Wells Fargo bank building at 13th & “O” Street in downtown Lincoln. If you enter the Wells Fargo building at the 13th & “O” Street door, you walk into a large open air room. To the left and middle of this building you will see an Information desk. Just to the left before this desk you will see a hallway that parallels “O” Street. This is the Commerce Court building hallway. Go to the left and follow it. The second door to your left is the College of Nursing, **Ste 131**.

If you are **coming to a class orientation/open house or seminar**, take the hallway across from our front entry door (Ste 131), to the right and follow it down the hallway. You will be walking toward a glass door leading to an alley. Just before the glass door, you will see elevators to your left. Go to third floor (3rd floor).

Parking:

1. Best way to find parking downtown is to go to the website: <http://www.lincoln.ne.gov>. On this page there is a **blue stripe** towards the mid part of the screen. Under this stripe are various informational links. The third column to the right, has a link titled “Public Parking.” After this page opens, you see a light blue field at the top and one of the tabs is “Find Parking.” There are garages nearby. Each city garage (all except for Rampark are city garages) allows for free parking for the first hour. For a day there is a maximum amount charged of around \$5.00 or \$6.00 dollars.
 - The fourth column over on the first page, Lincoln city page, also contains an informational link to “Street Finder With Maps” should you need other Lincoln directions.
2. A parking garage is attached to the building. It is Rampark Parking. The entrance to it is off of 12th Street. The entrance is on the East (right) side of the street. This area is directly south of the Cookie Company.
3. There are parking meters on the various streets around the build. Be careful, meters are marked from minutes of parking to a maximum of two hours of parking.
4. If you have parking tag from any Nebraska University campus, any “A” lot at UNL is reciprocal for you to park in. These are non-reserved lots. One of the close ones is located on 16th Street (a one way street, South bound) with the entrance between “P” & “Q” Streets.