

College of Health Professions Resource Guide

Table of Contents

Contact Information/Resources.....	2
Dean’s Office.....	2
Department Chairs and Program Directors.....	2
Student Services Center.....	2
Student Services Coordinators.....	2
College Directory.....	2
CHP Net.....	3
College Policies.....	3
Alcohol.....	3
Arrest Policy.....	3
Bicycles.....	3
Bulletin Boards.....	3
Class Cancellation/Resumption.....	3
Computer Usage in the Student Services Center.....	3
Copy Usage in the Student Services Center.....	4
Disability Services	4
Dress Code.....	4
Email Policies.....	4
Laptop Assistance.....	4
Name Badge.....	5
Press	5
Room Reservations.....	5
Smoking Policy.....	5
Trash.....	6
College and University Services.....	6
Bookstore.....	6
Career Counseling.....	6
Center for Academic Excellence.....	6
Counseling and Psychological Services (CAPS).....	6
Fax.....	6
Financial Aid Questions/Concerns.....	6
Job Database.....	7
Legal Consultation.....	7
Library.....	7
Lockers	7
Mailboxes.....	7
Microwaves & Refrigerators.....	7
MUSC Gives Back.....	7
Notary Services.....	7
Office of Enrollment Management.....	7
Parking.....	8
Public Safety.....	8
Scholarships.....	8
Student Accounting.....	8
Student Health.....	8
Student Housing/Roommate Information.....	8
Student Organizations.....	8
Work Study.....	9

I. Contact Information

EMERGENCY—792-4196 (Public Safety)

Dean's Office

Mark Sothmann, PhD – Dean (After July 1)
Becki Trickey, PhD – Executive Associate Dean (After July 1)
Kristi Beeks, MHA – Assistant Dean for Finance & Administration
Phone: 792-3328

Department Chairs and Program Directors

Clinical Services Chair – D. Glen Askins, MD

Program Directors:

Anesthesia for Nurses – Anthony Chipas, CRNA, PhD
Cardiovascular Perfusion – Joseph Sistino, MPA, CCP
Cytology and Bioscience – Karen Brinker Geils, MS, CT (ASCP)
Physician Assistant – Reamer Bushardt, PharmD, PA-C

Health Administration and Policy Interim Chair – James Zoller, PhD

Program Directors:

Bachelor of Health Sciences – David Graber, PhD
Master of Health Administration – Andrea White, PhD
Doctor of Health Administration – James Zoller, PhD

Rehabilitation Sciences Chair – Jennifer Horner, PhD, JD

Program Directors:

Communication Sciences & Disorders – Jennifer Horner, PhD, JD
Occupational Therapy – Maralynne Mitcham, PhD, OTR/L, FAOTA
Physical Therapy – Kathleen Cegles, PT, DEd

Student Services Center

Jennifer Bailey – Director of Student Affairs
David Howell – Coordinator of Student Affairs
Web: http://www.musc.edu/chp/chpstu_services/student_services.htm
Contact Information: 792-3326, chpstusv@musc.edu

Student Services Coordinators

Program of Study	Name	Phone Number	Email
Anesthesia for Nurses	Jerri Snider	792-3785	sniderj@musc.edu
Bachelor of Health Sciences	Melissa Freeland	792-8510	freelan@musc.edu
Cardiovascular Perfusion	Sherri Scott	792-2298	scottsh@musc.edu
Communication Sciences and Disorders	Susan Johnson	792-5377	johnsoss@musc.edu
Cytology and Biosciences	Sherri Scott	792-2298	scottsh@musc.edu
Doctor of Health Administration	Melissa Freeland	792-8510	freelan@musc.edu
Master of Health Administration	Melissa Freeland	792-8510	freelan@musc.edu
Occupational Therapy	Susan Johnson	792-5377	johnsoss@musc.edu
Physical Therapy	Susan Johnson	792-5377	johnsoss@musc.edu
Physician Assistant	Marguerite Rodgers	792-3789	rodersm@musc.edu

College Directory

A complete college directory is located at the following website:
http://www.musc.edu/chp/chp_contact/directory.htm

CHP Net

CHP Net is the College of Health Professions intranet site. CHP Net is a great place to go when you are looking for information regarding your program, department, college, or university services. There is also a feedback form where you can give us any type of feedback, concern, or suggestions you may have regarding the College or University. To access CHP Net:

1. Go to CHP homepage: www.musc.edu/chp
2. Click on the CHP Net link on the left hand side of the homepage
3. Enter your username and password

II. College Policies

Alcohol Policies

All students must comply with the Medical University of South Carolina's Alcohol Policy which can be found at: <http://www.musc.edu/studenthandbook/policies.html>. If alcohol is available where students are hosting an event, the event's organizer needs to complete an Alcohol Approval Form and return it to Jennifer Bailey, Director of Students Affairs, approximately two weeks prior to the event. Forms are available in the Student Services Center (room A103), and through your Student Services Coordinators.

Arrest Policy

All students are to adhere to the MUSC Arrest Policy which can be found at:

<http://www.musc.edu/provost/StudentArrestPolicy.pdf>.

The policy states:

Should a student be arrested or formally charged with any infraction of the law other than minor traffic violations and misdemeanors, the offending student shall report such violation or charges to his or her respective Dean within two university/college business days of the offense.

For our college, students should report these infractions to the Dean. In order to meet with the Dean, please call (843)792-3328 and ask to meet with the Dean regarding the Arrest Policy. The Dean's Office is located on the third floor of CHP Building A.

Bicycles

All bikes are to be registered at the Public Safety Office, located at 101 Doughty Street, and are to be locked up at bike racks. The closest rack to CHP is located at the south side of the College of Health Professions Building A. Any bikes that are not locked up to a bike rack are subject to removal by Public Safety.

Bulletin Boards

There are two bulletin boards for student use. One is located across from the Cyber Café and the other is located on the 2nd floor of Building B across from students' mailboxes. Both of these bulletin boards are available for students to hang college-wide event flyers. The flyers must first be stamped by the Student Services Center (room A103). Department specific information will go on Department bulletin boards. For more information, see your Student Services Coordinator.

Class Cancellation/Resumption

In cases of inclement weather, call 792-MUSC or see the MUSC emergency website

<http://www.musc.edu/emergency.shtml>.

Computer Usage in the Student Services Center

There is a computer available for student use in the Student Services Center (room A103) and is open Monday through Friday, 8:00 a.m. to 5:00 p.m. This computer is available on a first come, first serve basis. There are two printers available for student use in the Cyber Café. Paper is not provided. For PowerPoint Slides and presentations, please print in "pure black and white." Printing in "pure black and white" will cut down on the use of toner and help print your jobs faster.

Copy Usage in the Student Services Center

Students are permitted to use the copy machine in the Student Services Center (room A103). However, copies are **limited to 10 pages at a time**. For PowerPoint Slides and presentations, please print in “pure black and white.” This will cut down on the use of toner and help print your jobs faster.

Disability Services

If you have, or think you might have, a physical (motor or sensory), cognitive, or emotional impairment that substantially limits a major life function, please see Jennifer Bailey in the Student Services Center (room A103). All inquiries are kept strictly confidential. For more information, please visit the disability services webpage: http://www.musc.edu/chp/chpstu_services/prospective/disability.htm.

Dress Code

The College of Health Professions at the Medical University of South Carolina, while recognizing the variety of disciplines within the college, believes that professional education demands that students dress in an appropriate fashion. Students in the college will be viewed as representatives of CHP in all campus venues and must dress accordingly.

Policies Relevant to Dress Code – Please refer to Program Specific Guidelines in Addition to College Wide Policies

Name Badges: Due to security reasons, it is policy that each student must have his/her ID badge with them and it must be visible at all times while on campus.

Classroom: Overall appearance in the classroom needs to be neat, clean, comfortable, and appropriate for your professional image.

Laboratory: There are times when students will need to dress accordingly to the subject matter of their assigned laboratories. Faculty will advise students accordingly, and students are expected to adhere to laboratory dress policies.

Clinical Observations and Practicum: The clinical faculty's dress code will determine what you wear. It is the student's responsibility to check with each faculty member for the appropriate dress code. This may include lab coats, name tags, and uniforms. If no code exists, you must dress appropriately and safely for that facility.

Specific dress guidelines:

- Clothing which might embarrass or offend others should not be worn
- Cosmetics and perfume should be used in moderation
- Fingernails should be kept clean, short, and neatly trimmed

Email Policies

Students must adhere to the MUSC Computer Use Policy located at the following website: <http://people.musc.edu/~gadsden/drafts/cup/cup2001.html>.

Students need to check their campus email on a regular basis. This is how the university and college will contact you regarding all official university business. If you have more than one email account, you may choose to have your MUSC email forwarded to your personal email account. To initiate this request, please visit www.musc.edu/econtrol.

CHP-Wide Email Information

For students wishing to send out an email to all CHP-students (such as a fundraising event), please come to the Student Services Center (room A103), to complete an email request form, or you may send your request and announcement to chpstusv@musc.edu.

If you would like to send an email to all students at the university, please send the email to stuinfo@musc.edu. In order to reduce the number of emails students receive the Student Services Center will not send out emails that will or have been sent by stuinfo.

Laptop Assistance

Students with laptop problems should:

1. Bring the laptop to the Student Services Center (room A103)
2. Fill out the online student help request form (http://www.musc.edu/chp/chp_it/help.htm)

3. Fill out a paper help request sheet and tape to laptop
4. Place laptop in the "Laptop Drop Off" drawer

Once your laptop has been repaired you will receive an email from IT. Your computer will be placed in the "Laptop Pick Up" drawer once the repairs have been completed. You can check your email from the computer in the Student Services Center to check on the status.

It is the student's responsibility to insure that all data are backed-up. Machines brought in for repair may be "re-imaged," which will return the laptop to its original state, deleting any added programs or modifications. If you need assistance with backing up data, please go to: <http://www.musc.edu/infoservices/homeroom/>. ***There is a risk of data loss anytime a laptop is repaired.***

Installation of Software on Student Laptops

The IT team will **only** install individual software programs that are directly related to the students' academic studies or classroom work. Individual students may request software that meets these criteria to be installed on the laptop provided:

1. They have the proof of a license to install the software on the laptop. It is the student's responsibility to provide this proof to the IT team
2. The IT team will only install software from the original media
3. The IT team will not install software that is licensed for a single computer and has already been installed on the student's home computer or elsewhere
4. They complete the Student Laptop help form and leave their laptops with the necessary software and proof of license information in the Student Services Center (room A103)
5. Individual software installations will be handled in the queue with all other laptop help requests
6. Students must leave their laptops to have the software installed. No administrative rights to the computers will be shared with students

Name Badge

If you should misplace your ID badge, Public Safety will send you an email in the event that it was found. If you do not receive an email indicating that your ID badge was found, you must go to the Public Safety Office located at 101 Doughty Street and be issued a new ID badge. The cost for a replacement ID is \$10.00. Their website is: <http://www.musc.edu/publicsafety/> and their non-emergency number is 792-2261.

If you discover your ID badge is not allowing you access into the building, please see your Student Services Coordinator. If your Student Services Coordinator is not available, please visit the Student Services Center (room A103).

Press

All interactions with the press should be coordinated through the Office of Public Relations. This includes interviews with radio and television personnel, magazines and newspapers. Public Relations can be reached at 792-3621. Please notify the Student Services Center as well.

Room Reservations

To reserve a room within the College of Health Professions for a student event, please see your Student Services Coordinator.

When students utilize a room, it is expected that the group clean up after themselves and not deface any property that does not belong to them. If furniture is moved in a room, it is expected that the room be reassembled to the original state before leaving. Please help keep our buildings beautiful. If you notice anything that is not in line with our policies, please report this through the anonymous student feedback form in CHP Net.

Smoking Policy

Smoking is strictly prohibited in all buildings and spaces either leased or owned by MUSC except in outside designated smoking shelters/areas with signage. The closest smoking area to CHP is located behind Rutledge Tower under the covered pavilion.

Trash

Students are responsible for removal of any excess trash that they generate. Large amounts of trash such as pizza boxes, etc., should be disposed of in the bins located below the stairwell on the first floor of the south side of building A (Rutledge Tower side).

III. College and University Services

Bookstore

Matthews MUSC Bookstore is located at 158 Ashley Avenue. Bookstore hours are Monday - Friday - 8:00 a.m. to 5:00 p.m. and they can be reached at 792-1900. Their fax number is 792-1923, and their website address is: <http://webmedbooks.com/musc>.

Career Counseling

The Writing Center (792-6390), located in the Education Center/Library building, Room 201, <http://www.musc.edu/cae/index.htm>, is available to assist with:

- * Resumes
- * Job applications
- * Personal Statements
- * Cover Letters

The Student Services Center (room A103), 792-3326, is also available to assist with:

- * Resumes
- * Job applications
- * Personal statements
- * Cover letters
- * Interviewing skills
- * Job search techniques
- * Job Database

The Student Services Center also offers a Professional Lending Library where you may check out materials regarding careers, resumes, salary negotiation, and other professional skills.

Center for Academic Excellence

The Center for Academic Excellence is available to assist with the assessment of individual learning styles, study strategies for success, special resources for ESOL, course-specific tutoring, academic support, etc. If you would like to make an appointment, call 792-6390 for this free service. Their website address is:

<http://www.musc.edu/cae/index.htm>.

Counseling and Psychological Services (CAPS)

CAPS seeks to facilitate your development and growth by helping you to enhance your personal assets, increase your self understanding and develop more effective coping strategies. CAPS offers many services including: Assessment, Individual Counseling/Therapy, Consultation, Personal Development Workshops, Couples or Group Therapy, and Referral Services. CAPS can be reached at 792-4930 or by visiting their website at:

<http://www.musc.edu/caps>. CAPS is located at 30 Bee Street.

Fax

A fax machine is available for student use in the Student Services Center (room A103). Please follow the directions posted on the machine to send documents.

Financial Aid Questions/Concerns

The financial aid contact for CHP is Bill Liner. He can be reached at 792-3669 or by email at linerw@musc.edu. Bill Liner's office is located at 45 Courtenay Drive, Harper Student Center, 3rd Floor, Room SS 355. The Financial Aid Office's website is: <http://www.musc.edu/financialmanagement/>.

Job Database

Don't forget to check out our job database web site at

http://www.musc.edu/chp/chpstu_services/career_services.htm. To access the site, type in "jobs" for the username and "chpjobs" for the password. Check out the calendar for other career events and student information at: www.musc.edu/chp/news-events/calendar/htm

Legal Consultation

MUSC Off-Campus Housing, in cooperation with the Charleston Lawyers Club, provides a legal consultation program for MUSC students. Students can visit: <http://www.musc.edu/housing/legal.html> and choose from a list of 20 local attorneys who are willing to provide up to 20 minutes of pro bono (free) legal advice on tenant/landlord problems, wills, family law, accidents/injury, etc. For more information, please visit the website above or call the Off-Campus Housing office, Harper Student Center, Suite 213, 792-0394.

Library

The library, which is open 24 hours a day, 7 days a week, is located at 171 Ashley Ave., 792-2371, <http://www.library.musc.edu/>.

Lockers

Lockers for students are located on the 2nd floor of the College of Health Professions B Building. To reserve a locker, students must present to their Student Services Coordinator their combination lock and supply a copy of their combination. If you forget your locker combination, please contact your Student Services Coordinator. Lockers are also available at the MUSC library.

Mailboxes

Mailboxes for CHP students are located on the 2nd floor of CHP Building B. Mailboxes are assigned through Student Services Coordinators.

Microwaves & Refrigerators

There are three microwaves for student use. Two are located in the Cyber Café and the other is located in the Student Services Center (room A103). Please clean up each time you use the microwave. Use of the microwaves is a privilege, so please help maintain the microwaves so students can continue to have use of them. Refrigerators are not available for student use.

MUSC Gives Back

Established in 1993 the MUSC Gives Back student volunteer program proposes to increase the value of students' education earned at MUSC by promoting and encouraging community volunteer experiences. These experiences allow students to observe and address actual healthcare problems in the community they will ultimately serve. MUSC Gives Back keeps a log of volunteer hours for students making it easy to be able to add this information to their resume. This information is also useful when applying for scholarships. The college encourages all students to contact the office and report all volunteer hours to the MUSC Gives Back office. Their website address is: <http://www.musc.edu/muscgivesback/>.

Notary Services

David Howell, located in the Student Services Center (room A103), provides free notary services for students.

Office of Enrollment Management

The Office of Enrollment Management, <http://www.musc.edu/em/>, offers a myriad of services. For the most up to date contact list, please visit <http://www.musc.edu/em/contact.html>.

Director of Operations, George Ohlandt, 792-3813, ohlandtg@musc.edu

Director for Registrations and Records, Fran Joyner, 792-8719, joynerf@musc.edu

State Residency Officer, Angie Anderson, 792-7408, andersoa@musc.edu

Transcripts, Linda Kinloch, 792-2224, kinlichl@musc.edu

Tuition Reimbursement, Linda Kinloch, 792-2224, kinlichl@musc.edu

Records/Enrollment Verifications/Deferments, Marchel Williams, 792-8717, willmarc@musc.edu

Parking

The Office of Parking Management is located on the second floor of Parking Garage II on the corner of Bee and President Streets. Their phone number is 792-3665, www.musc.edu/businessservices/Parking/.

Public Safety

Public Safety offers numerous services including escorting students to their car, assessing students' homes for safety, etc. Consult their website at: <http://www.musc.edu/publicsafety/> to view all of their services. Their phone number is 792-4196.

Scholarships

CHP scholarship information can be found at: www.musc.edu/chp/prospective/scholarships.htm. In addition, the MUSC Financial Aid website lists additional scholarships: <http://www.musc.edu/financialmanagement/nsindex.html>. There are further listings of websites, both general and program specific, available in the Student Services Center (room A103). If students should have any questions regarding scholarships, please contact the Student Services Center chpstusv@musc.edu.

Student Accounting

For questions regarding tuition bills, refunds and work study checks, student accounting can be reached by calling 792-2437. The office is located at 45 Courtenay Drive and their website address is: <http://www.musc.edu/studentaccounting/indexsa.html>.

Student Health

Student Health Services is devoted entirely to providing quality health care to the students at MUSC. Services include outpatient treatment for acute and chronic illnesses, preventive health care, and health education. Walk-ins are welcome, but setting up an appointment will reduce your wait time. For more information visit their website, <http://www.musc.edu/studenthealth/index.html>.

Student Housing/Roommate Information

If you need any information regarding roommates or housing, the Student Housing website has a wealth of information, <http://www.musc.edu/housing/index.html>. Services available include roommate search parties and apartment safety checks.

Student Organizations

To learn more about university student organizations please visit: <http://www.musc.edu/studentorganizations/index.html>.

CHP Student Organizations:

CHP SGA meets on the first Wednesday of each month. During these meetings, the association discusses problems and suggestions voiced by the students of the college and plan activities throughout the year. Past projects have included hosting a Field Day, donating toys and food to the Ronald McDonald House, collecting food for the Lowcountry Food Bank, participating in Habitat for Humanity, and hosting the Student/Alumni Oyster Roast. To learn more, visit www.musc.edu/sga.

Association of Black Health Professionals (ABHP) The ABHP is a nonprofit student organization whose members represent all disciplines and programs within CHP. The organization welcomes all CHP students to join and participate in various functions and efforts to uplift the Charleston community on health awareness issues. The ABHP meets twice a month during lunch for general business meetings and as needed for other events. In addition, the organization gives back via community service and gathers for social events as an avenue of well-deserved stress relief. A few of the organization's community service events include: the Minority Health Fair, Burke High School mentoring program, MUSC Rodeo, and the Health Science Apprenticeship Program. Their most prestigious event of the year is The Autumn Gala (TAG), a formal affair held each fall. The purpose of TAG is to support one deserving charity and recognize health professionals in the community that have been dedicated to the cause. To learn more, visit <http://www.musc.edu/abhp/>.

Work Study

If interested in a work study position, contact Tami Cooke at 792-2536, cooke@muscc.edu.