

2023–2024

UHSP Student Handbook



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Overview

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

In addition to this document, each student is required to know, understand, and follow the policies of the University listed in the [Student Conduct Code \(https://www.uhsp.edu/wp-content/uploads/2023/04/why-student-code.pdf\)](https://www.uhsp.edu/wp-content/uploads/2023/04/why-student-code.pdf). All students receive a copy of the Student Conduct Code when they begin classes at UHSP (hard copies available only upon request). The Student Conduct Code is also available on Campus Web under the Student Resources tab.

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

Student Support and Services

Academic Advising

Advisors serve an indispensable role in contributing to students' success at the University, both academically and personally. An advisor provides a place to check in at least once a semester, to be sure the student is progressing through their program and doing well outside of the classroom. They provide students with guidance in career and curriculum planning, selective and elective choices, connection to other faculty and staff, and resources concerning other curricular and extracurricular programs. It is the advisor's role to keep a confidential record of student progress and assist with preregistration each semester. Students are also expected to understand academic policies and procedures and work in relationship with their advisor to choose classes and map out their larger academic plan.

If a student believes they and their advisor are not a good "fit", either personally or from a career specialty standpoint, they have the right to request an advisor switch. In this instance, undergraduate students should contact Rebecca Jones and Doctor of Pharmacy students should contact Tricia Berry to request an advisor change form and discuss the circumstance.

Undergraduate Advising

Undergraduate students are assigned a student success advisor at the start of their UHSP career. These professionals understand student development and work with students to identify or confirm a major that speaks to their values, strengths, and interests. They also help students understand advising resources and explore who they are and who they want to be. Advisors and first-year students meet during their first summer at the University, as well as the first month of their first semester. From that point, all students meet with their advisor at least once a semester. Typically, upon entering the junior year, students will also be assigned a faculty advisor for the duration of their bachelor's degree. Students will meet primarily with their faculty advisor at this point, but their student success advisor can still be a resource.

Commented [HM1]: Do you plan to include the student success advisors and that process? The contacts don't seem to match who the students may contact initially? I may be misunderstanding the process as well.

Commented [DL2R1]: Yes, this is still a work in progress as I'm waiting on [@Jones, Rebecca](#) Rebecca who was OOO to weigh in.

Contact: Rebecca Jones, Assistant Vice-President, Student Success & Wellness
Phone: 314.446.8352
Email: rebecca.jones@uhsp.edu
Visit: RAS 410

Professional Advising

Students in the Doctor of Pharmacy program will receive a professional faculty advisor as they enter the Doctor of Pharmacy program. The goal of advising is to assist students in navigating and making the most of their professional program, including academic support, career guidance, co-curriculum requirements, and sharing of general campus resources.

Contact: Tricia Berry, Assistant Dean for Student Academic Affairs, Pharmacy Practice
Phone: 314.446.8514
Email: tricia.berry@uhsp.edu
Visit: ARB 403

Academic Coaching

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

Contact: Kimberly Hill, Director, Academic Enrichment
Phone: 314.446.8352
Email: kimberly.hill@uhsp.edu
Visit: 4th Floor of RAS, Success Center Suite 448, Office 455

Accessibility Services Office: ADA/Section 504 Services

Services and support for students with documented disabilities are available under the guidelines of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Fair Housing Act. All disabilities require appropriate documentation, and all accommodations must be approved through the Accessibility Services Office. All documentation provided will remain confidential. Anyone seeking accommodations for a documented disability must meet with the Assistant Director of Accessibility Services to discuss their accommodations. Accommodations may be requested at any time; however, students are encouraged to meet as close to the start of the semester as possible.

Please note, requesting accommodations is a process. The Accessibility Office works diligently to review all requests in a timely manner. In most circumstances, it is best for new requests to be made and documentation to be provided at least 2 weeks prior to needing the accommodation. Accommodation requests due to temporary illness or injury will be processed as quickly as possible. Once accommodations are approved via a notification letter through the Accessibility Office, faculty have up to 5 business days to put the new accommodations in place. If you are a student who has previously been approved for accommodations at UHSP, you must renew your accommodations via Accommodate at the beginning of every semester in order to utilize them. Once exam accommodations have been approved, students are required to provide the Testing Center at least 5 business days' notice prior to each exam. Staff, faculty,

and students will all work together to make sure reasonable and appropriate services are provided. Students may initiate the process by completing the secure online form: https://stlcp-accommodate.symplicity.com/public_accommodation/. More information on Accommodations can be found on the Accessibility Services section of Campus Web.

Commented [DL3]: Lisa, add a link here if possible.

Contact: Tiffany Atnip, Assistant Director, Accessibility Services
Phone and Fax: 314.446.8028
Email: tiffany.atnip@uhsp.edu
Visit: 4th Floor of RAS, Success Center Suite 448, Office 456

Career Information

A variety of University personnel are available for consultation on career readiness and advancement. You can learn more about Career Services by visiting <http://www.UHSP.edu/careercenter>. To get started, you may visit the Advising and Career Services Suite on the fourth floor of RAS. If you are looking for both on campus and off campus employment, check out the vetted employment opportunities listed on the jobs page at <https://uhsp.joinhandshake.com/stu/postings>. Many employers are invited to attend the annual UHSP Career Fair and Residency Showcase, held during the fall semester each year. In addition to career development opportunities held throughout the year, the Center for Career Services and Education also hosts an annual On-Campus and Part-Time Job Fair each August.

Commented [DL4]: @Jones, Rebecca Should this be changed to Advising and Career Center or are we still keeping this entity it's just that it's physical location is the Advising and career center?

Contact: Juliana Ferrara, Career Specialist, Center for Career Services and Education
Phone: 314.446.8353
Email: juliana.ferrara@uhsp.edu
Visit: RAS, Office 412

Financial Aid

The University participates in many types of financial aid. Please send your financial aid questions to financialaid@uhsp.edu and see the academic catalog for the most up to date information: <https://www.uhsp.edu/academics/academic-catalog/>

Contact: Kim Lamborn, Director, Financial Aid
Phone: 314.446.8321
Email: kim.lamborn@uhsp.edu
Visit: ARB 203

Fitness and Recreation

The Student Fitness Center is the perfect place to stay active in between classes, relieve stress and hang out with friends in a welcoming environment. No matter your fitness level, the Student Fitness Center is available to keep you sharp mentally and physically. To become a member, all users must first read, acknowledge one has read the policies and procedures information sheet provided, and sign the electronic waiver on their UHSP My Apps dashboard (Fitness Center Waiver and Signup). Once the acknowledgement of policies and procedures and waiver have been signed, patrons will have access to the fitness centers and Recreation Gym via their UHSP ID. It is strongly recommended that individuals receive a thorough physical

examination and obtain a physician's release before participating in any fitness or recreation program.

RAS Fitness Center, Recreation Gym, and Gaming Area Hours of Operation:

Monday – Thursday 6 am – 10 pm
Friday 6 am – 9 pm
Saturday & Sunday 10 am – 6 pm

Please Note: Hours are subject to change for University Holidays, Fall Break, Winter Break, Spring Break, Summer semester, special events, inclement weather, or emergency situations.

Contact: Frank Tucci, Manager, Fitness Center
Phone: 314.446.8197
Email: frank.tucci@uhsp.edu
Visit: RAS 328

Food Services

Morty's 1864 Café serves breakfast, lunch, dinner, and late-night snacks. Students, faculty, and staff are welcome to purchase meals during scheduled times, or pick up "grab and go" items between meals. The Café also offers meal service late in the evening on some school nights, based on interest and demand from students. Residence Hall students have a declining meal balance credit that is maintained on their student ID. Other members of the University community may opt to add cash value to their ID cards by making a payment at the Business Office. The Café also accepts cash and credit card for food payment.

Hours of Operation

Weekdays: Full Breakfast 7:15 am – 9:30 am Omelets/Waffles available until 10 am Lunch 11:00 am – 1:30 pm Dinner 4:30 pm – 7:00 pm	Weekends: Brunch 11:00 am – 12:30 pm Dinner 4:30 pm – 6:30 pm	Late Night Snacks: Monday & Tuesday 7:30 pm – 9:00 pm
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Residential Life Meal Plan Allocations

Students who have purchased a meal plan on campus will have their usable funds split into two categories. 70% of the meal plan value will be allocated to on-campus purchases. This includes Morty's 1864 Café, soda and snack vending machines, and the Byte fridges located in RAS and South Residence Hall. If students need to add value to the on-campus portion of their meal plan they can do so through the business office. 30% of the meal plan value will be allocated to off-campus purchases via GrubHub and/or the Chick-fil-A located on the first floor of the South Residence Hall. If students need to add funds to the off-campus portion they can do so via the Grub Hub app.

Additional Dining Services

Chick-fil-A is located on the first floor of the South Residence Hall. Residence Hall students can use their meal plan to purchase food items in Chick-Fil-A or Starbucks.

Chick-fil-A Hours of Operations

Monday-Friday: 8 am – 8 pm
Saturday 9 am – 5:00 pm

Chick-fil-A hours of operation are subject to change and are closed on any observed University Holidays.

Special Dietary Needs

Students who have special dietary needs or disability services are encouraged to speak with the Director of Dining Services.

Contact: Chris Lupo, Director of Dining Services
Phone: 314.446.8420
Email: chris.lupo@uhsp.edu

Health Insurance

All students are required to be covered under a health insurance plan and to submit documentation of coverage by August 31 of each year to <https://uhsp.complio.com/>. Documentation can vary but usually a copy of the front and back of the student's health insurance card is sufficient. Students who do not submit health insurance documentation by the August 31, 2023 deadline, will have a hold put on their account and they will not be able to register for Spring courses until they have submitted the health insurance documentation.

Contact: Lisa Dollar, Executive Assistant, Campus Life
Phone: 314.446.8021
Email: lisa.dollar@uhsp.edu
Visit: 4th Floor Lobby RAS

Health Services

Health Care Centers

If you are in need of health care, there are places nearby you can visit. Express Care Clinics offer inexpensive treatment for a variety of conditions, including colds, flu, COVID, strep, UTIs, and physical exams. Remember to bring your insurance card. Urgent Care centers are often more expensive but appropriate for some injuries or conditions that are not life threatening but should be treated immediately, including sprains and strains.

Express Care Clinics

CVS Minute Clinic

8101 Clayton Rd.
Hours: M – F, 8:30am – 7:30pm
Sat 9am – 5:30 pm
Sun 9am – 4:30pm

SSM Health Express Clinic

Location Closest to Campus

5503 Delmar Blvd, Suite B

Hours: M – F, 9am – 6pm

Urgent Care Clinics**Concentra's Urgent Care Centers**

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

Concentra's Urgent Care Centers

Website: www.concentra.com

Location Closest to Campus

Address: 6542 Manchester Ave, St. Louis, MO 63139

Phone: 314.647.0081

Hours: Monday – Friday, 8 am – 5 pm

Betty Jean Kerr People's Health Centers

Website: www.phcenters.org

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

COVID-19 Testing: YES, call 314-627-5405

Total Access Urgent Care - Hampton

Website: www.totalaccessurgentcare.com

Phone: 314-696-2341

COVID-19 Testing: YES

Family Care Health Centers

Website: familycarehealthcenters.org

Phone: 314-481-1615

Barnes-Jewish Hospital Emergency Room

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

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

Phone: 314.362.9123

Hours: 24 hours / 7 days a week

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

Health Care Centers Transportation

If you need transportation to some of the listed health services for urgent care, we have a University Uber account that we can call for you. This is a joint venture between Campus Life and Public Safety. Campus Life will cover the balance for Uber transportation to an urgent care center for urgent care needs.

Contact to arrange transportation:

Monday-Friday from 9 am – 5 pm

Lisa Dollar, Executive Assistant, Campus Life

Phone: 314.446.8021

Email: lisa.dollar@uhsp.edu

Evenings and weekends (or if Lisa is unavailable)

Public Safety, 314.446.SAFE (7233)

Interprofessional Education

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

Contact: <https://www.cipewumc.org/>

Learning Engagement Center

The Learning Engagement Center is dedicated to supporting the personal development and academic success of all UHSP students inside and outside of the classroom. The Learning Engagement Center offers a multitude of high-impact learning opportunities that are centered around promoting students' academic success, as well as holistic well-being.

Contact: **Anna McCarty**, Learning Engagement Center Manager

Phone and Fax: 314.446.8142

Email: anna.mccarty@uhsp.edu

Visit: 3rd floor of Jones Hall, Office 1336

Mental Health and Support Services

UHSP Counseling Center

Counseling services are available for any students currently enrolled as a student at the University of Health Sciences & Pharmacy. Services are confidential, free of charge, and are completely separate from your academic record. The Counseling Center provides a safe, supportive, and confidential environment for you to address the challenges that are concerning you. Counseling helps support and encourage your growth so you can achieve best-life living. Reaching out for support is a sign of personal wisdom and courage.

Counseling services are available for any students currently enrolled as a student at the University. Services are confidential, free of charge, and are completely separate from your academic record.

To get more information regarding counseling services or to make a counseling appointment please contact Susan Moore via Teams message, email, or phone.

Counseling walk in hours are Tuesday, Wednesday and Thursday from 1 pm to 4 pm. No appointment is needed. The counseling office is located in suite 441 of RAS.

Contact: Susan Moore, Director of Counseling and Wellness
Phone: 314.446.8338
Email: susan.moore@uhsp.edu
Visit: RAS 441
Website: (login to Campus Web to access)
[https://campusweb.uhsp.edu/ICS/Student_Svs_and_Res_\(new\)/Counseling_Center.jnz](https://campusweb.uhsp.edu/ICS/Student_Svs_and_Res_(new)/Counseling_Center.jnz)
Appointment form: <https://uhsp.mediatconnect.com>

St. Mary's Hospital

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

Location: Emergency & Urgent Care
6420 Clayton Rd, St Louis, MO · 314.768.8360
Hours: 24 hours / 7 days a week
Website: www.ssmhealth.com/stmarys

Registration

Pre-registration appointments are scheduled with advisors during an academic advising period beginning near week 7 of each semester. Exact dates are announced each semester and information regarding pre-registration is published under Student Academics in Campus Web. Students are required to plan their course schedules with their advisors before registering for classes online through Campus Web. Students are encouraged to settle any outstanding items with the Business Office or Judicial Affairs prior to registration; unresolved matters may result in a student's registration account being locked. Payment information is outlined in the Academic Catalog at <https://www.uhsp.edu/academics/academic-catalog/>.

Contact: Molly Hurley, Registrar
Phone: 314.446.8327
Email: molly.hurley@uhsp.edu
Visit: ARB 207

Residence Halls

North Residence Hall

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

South Residence Hall

Some sophomore, junior, senior and professional students live in South Residence Hall. South Residence Hall offers single-occupancy rooms or suite bedrooms. Amenities in the South Residence Hall include common areas for relaxing and socializing, study rooms on each floor, community kitchenettes, laundry facilities, basic cable, WiFi, and vending machines. Students living in the South Residence Hall who are over 21 are allowed to have alcohol and drink in their rooms. However, residents must follow the specified guidelines and limitations outlined in the Alcohol in Residence Hall Policy. The South Residence Hall offers several room types: upgraded singles, and 4-bedroom suites with a kitchenette as well as traditional singles, and 4-bedroom suites. The South Residence Hall has four student Community Liaisons (CLs) who live on site to help students with any needs, questions, and advice. CLs are specially trained to handle a variety of situations, including roommate problems, academic issues, homesickness, depression, stress, noise complaints and emergencies.

Alcohol Policy and Service and Emotional Support Animals Policies can be found at:

<https://policies.uhsp.edu/>

Contact: AJ Friedhoff, Director of Student Engagement and Leadership

Phone: 314.446.8001

Email: aj.friedhoff@uhsp.edu

Visit: RAS 427

Tutoring Services

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

Group Tutoring Sessions

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

Private Tutoring Sessions

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

Contact: Kimberly Hill, Director, Academic Enrichment
Phone: 314.446.8352
Email: kimberly.hill@uhsp.edu
Visit: 4th Floor of RAS, Success Center Suite 448, Office 455

Contact: Anna McCarty, Learning Engagement Center Manager
Phone and Fax: 314.446.8142
Email: anna.mccarty@uhsp.edu
Visit: 3rd floor of Jones Hall, Office 1336

Office of Diversity, Equity and Inclusion

The Office of Diversity, Equity and Inclusion pursues equity on our campus by ensuring every member of our community feels seen, heard, and valued. Through collaborative initiatives and programming, ODEI works to promote and foster a campus community in which students become prepared to provide exceptional patient care as engaged citizens in an increasingly diverse and global society. ODEI supports all critical issues in the strategic plan, UHSP 2025. As reflected in the University's core values, a commitment to diversity and inclusion is fundamental to cultivating an enriching environment for living, learning, and personal and professional growth. ODEI provides strategic counsel to academic and administrative units in order to incorporate diversity, inclusion and belonging initiatives into recruiting, retention, curriculum, and community engagement.

ODEI objectives and major initiatives for students, faculty and staff include:

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

Bias Incident Response and Reporting

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

The University does not tolerate such incidents and will seek resolution of such matters. Bias incidents should be reported using the Bias Incident Report Form. Once a completed report has been submitted, a member of the Bias Incident Response Committee will review and initiate the incident resolution process. A link to the form can be found at:

<https://www.uhsp.edu/campus-experience/diversity-equity-inclusion/bias-incident-reporting/>

Office of Diversity, Equity and Inclusion Contacts:

Isaac Butler, Chief Diversity Officer

Email: isaac.butler@uhsp.edu

Harlan Hodge, Director

Phone: 314.446.8358

Email: harlan.hodge@uhsp.edu

Visit: 4th Floor RAS Office 409

Student Involvement

TJI Events App

All events that students or student organizations would like to promote should be entered into the Power App "TJI Events." To access this, visit the shortcut in My Apps. When an event is entered into this app, you will also have the ability to request that your event be promoted through any or all of the following:

- This Just In...Newsletter Email (up to one month prior to your event)
- Posters on boards across campus (up to one month prior to your event)
- Digital poster on video screens across campus (up to one month prior to your event)
- Social Media announcement (on or near and before the day of your event)

All events entered into the app and approved will also be featured on the table tents in the Café, Library and 4th floor RAS on the week of the event.

For more information on promoting your events, see the Posting and Promotions Policy at <https://policies.uhsp.edu/>

Contact: Lisa Dollar, Executive Assistant, Campus Life

Phone: 314.446.8021

Email: lisa.dollar@uhsp.edu

Visit: 4th Floor Lobby RAS

Reserving Campus Space

In order to reserve space, you must register your event through the online Event Management System (EMS) located on Campus Web. All Jones Hall classrooms are unlocked and available for use 24 hours a day. During the hours a room is not already reserved, it is available for study space or meetings. To check room availability, log into EMS and click "Browse" in the upper left-hand corner. Here you can browse by date to see what classroom and study space is open. You must reserve spaces in advance according to the below stipulations:

- **Reserve spaces at least 1 week in advance** if you need facilities equipment or AV support.
- You must submit your **Catering Request Form** (located on the Campus [Web](#)) for an event **at least 2 weeks in advance**.
 - Catering Department will reach out to you within 48 hours to go over menu options and details
- **Cancellations or rescheduling** of event should be done **at least 72 hours in advance** directly to the University Events Coordinator.
 - Event cancellations involving catering should be done at least 1 week in advance or you will be charged for any items already ordered.
- Reservations are **not final until confirmed by email**.
 - *Do not use spaces that you have not reserved.*
- Any additional materials needed from facilities (tables, chairs, trash cans, etc.), additional A/V requests, or catering needs should be included in the EMS reservation. If you don't add it to the initial EMS booking, you can always add it later.
 - You must book the space in EMS and wait for the confirmation email before attempting to submit any catering requests.
- Any food or drink brought into any room must be disposed of or cleaned up by whomever reserves the space. Food is not allowed in the Auditorium.
- If the space is altered, it should be set back to its original condition at the end of the reserved time frame. Please **do not move** any furniture that is not on wheels.
- It is prohibited to use glitter, confetti, hazardous materials, live animals, fog/smoke machines, projectile machines (i.e. canons) or open flames in any rentable or communal campus spaces. Waxy, oily, or greasy materials are prohibited on carpeted/fabric surfaces without a drop cloth.

Commented [DL5]: @Miller, Ethan can you provide me a link?

- Any damage done to a room/facility, technology, or the equipment in the space will be billed back to the individual/organization that reserved the room. Misuse or violations of these expectations will result in being banned from use of campus space or equipment. Damage should be reported to the University Events Coordinator immediately.

Contact: Jessie Sauerwein, University Events Coordinator

Phone: 314.446.8135

Email: jessie.sauerwein@uhsp.edu

Visit: Jones 1138

Greek Life

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

Contact: AJ Friedhoff, Director, Student Engagement & Leadership

Phone: 314.446.8001

Email: aj.friedhoff@uhsp.edu

Visit: RAS 427

Intercollegiate Sports

UHSP is a member of the National Association of Intercollegiate Athletics (NAIA) and the American Midwest Conference (AMC).

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

Athletic Staff information can be found at: <https://eutecticsports.com/information/directory>

Contact: Jill Harter, AVP, Athletics

Phone: 314.446.8346

Email: jill.harter@uhsp.edu

Visit: RAS 310

Below is a list of sports and emails for the head coaches:

- Baseball – jared.franklin@uhsp.edu
- Basketball (Men's) – danny.brown@uhsp.edu
- Basketball (Women's) – jeff.reis@uhsp.edu
- Bowling (Men's and Women's) – brandon.cruz@uhsp.edu
- Cheer (Co-Ed) – sean.garland@uhsp.edu
- Cross Country (Men's and Women's) – timothy.cary@uhsp.edu
- Esports (Co-Ed) – fernando.paiva@uhsp.edu
- Golf (Men's and Women's) – sean.curtis@uhsp.edu
- Lacrosse (Women's) – ashley.reid@uhsp.edu
- Rugby (Men's) – peter.lang@uhsp.edu
- Soccer (Men's) – daniel.hogan@uhsp.edu

- Soccer (Women's) – jack.jamieson@uhsp.edu
- Softball – michelle.patrico@uhsp.edu
- Track & Field (Men's and Women's) – maurice.lewis@uhsp.edu
- Volleyball (Women's) – katie.payne@uhsp.edu
- Volleyball (Men's) – chris.frankenfield@uhsp.edu
- Wrestling (Men's and Women's) – marcus.cobbs@uhsp.edu

Student Organizations

Student Organizations are a great way to stay active on campus, form networks and relationships, and broaden your overall University experience. They serve a valuable educational function, offering UHSP students the opportunity to join together around social, cultural, political, professional, and special interest issues and to adopt leadership roles through programs and activities. Club and organization opportunities for leadership and involvement contribute to the total educational experience of students while promoting student development and enriching the campus community. Student Organizations are expected to abide by all rules and policies as stated by the Student Organization Handbook, which can be found on in the Student Organizations Team. Membership in any organization will give you access to this team. Additionally, a copy can be found in Campus Web under the student resources tab.

The current student organizations as of August 2023 are:

Organization	Acronym	Org. Email (if applicable)	Main Contact	Contact Email
Student Government Association	SGA	sga@uhsp.edu	Clara Macheras	clara.macheras@uhsp.edu
Campus Activities Board	CAB	cab@uhsp.edu	Morgan Pawyza	morgan.pawyza@uhsp.edu
SPA Professional Organizations				
Student Pharmacists Association	SPA	spa@uhsp.edu	Ava Ynez	ava.ynez@uhsp.edu
American College of Clinical Pharmacy	SCCP	StudentChapterofClinicalPharmacy@uhsp.edu	Connor Lynch	william.lynch@uhsp.edu
American Pharmacists Association-Academy of Student Pharmacists	APhA-ASP	apha-asp@uhsp.edu	Ashley McKechnan	ashley.mckechnan@uhsp.edu
American Society of Consultant Pharmacists	ASCP	ascp@uhsp.edu	Cindy Ruzi	cindy.ruzi@uhsp.edu
American Society of Health System Pharmacists	ASHP - SSHP	ashp@uhsp.edu	Makenzie Schierding	makenzie.schierding@uhsp.edu
Illinois Pharmacists Association	IPHA	jpha@uhsp.edu	Darlene Zediker	darlene.zediker@uhsp.edu
Industry Pharmacy Organization	IPhO	jpho@uhsp.edu	Ajla Gogic	ajla.gogic@uhsp.edu
Missouri Pharmacy Association	MPA	mpa@uhsp.edu	Mylene Bernante	mylene.bernante@uhsp.edu
National Community Pharmacists Association	NCPA	ncpa@uhsp.edu	Faith Oliver	faith.oliver@uhsp.edu
Student National Pharmaceutical Association	SNPhA	snpha@uhsp.edu	Alisa Begovic	alisa.begovic@uhsp.edu
Other Professional Student Organizations				
Academy of Manage Care Pharmacy	AMCP	amcp@uhsp.edu	Darius Dorsey	darius.dorsey@uhsp.edu
Health Professional Student Leadership Council	HPSLC	cipe@wustl.edu	Heather Hageman	hagemanh@wustl.edu

National Community Oncology Dispensing Association	NCODA	ncoda@uhsp.edu	Zach Brasel	zachary.brasel@uhsp.edu
Pediatric Pharmacy Association	PPAG	ppag@uhsp.edu	Sydney Cheek	sydney.cheek@uhsp.edu
Pharmaceutical Cosmetics Club	PCC	pcclub@uhsp.edu	Faith Oliver	faith.oliver@uhsp.edu
Phi Lambda Sigma-Alpha Theta Chapter	PLS	pls@uhsp.edu	Ashley McKeckan	ashley.mckeckan@uhsp.edu
Rho Chi Honors Society-Beta Kappa Chapter	Rho Chi	rhochi@uhsp.edu	Dani Underwood	daniella.underwood@uhsp.edu
Greek Life				
Alpha Zeta Omega	AZO	azo@uhsp.edu	Zachary Myers	zachary.myers@uhsp.edu
Greek Council	IFC	Greek.Council@uhsp.edu	Skyler Barker	skyler.barker@uhsp.edu
Kappa Epsilon	KE	ke@uhsp.edu	Shayla Pham	shayla.pham@uhsp.edu
Kappa Psi	KY	kappapsi@uhsp.edu	Alassane Ba	alassane.ba@uhsp.edu
Lambda Chi Alpha	LXA	lxa@uhsp.edu	Angel Aguirre	angel.aguirre@uhsp.edu
Lambda Kappa Sigma	LKS	lks@uhsp.edu	Jasmine Hunt	jasmine.hunt@uhsp.edu
Cultural and Interest-Based Organizations				
Asian American Association	AAA	asianamericanassociation@uhsp.edu	Michelle Lin	michelle.lin@uhsp.edu
Black Student Alliance	BSA	bsa@uhsp.edu	Aba Amoo-otoo	aba.amoo-otoo@uhsp.edu
Cru	Cru	cru@uhsp.edu	Ty Medlock	ty.medlock@uhsp.edu
eSPORTS	eSports	esports@uhsp.edu	August Camarato	august.camarato@uhsp.edu
Euts in the Lab	EITL	eitl@uhsp.edu	Colten Duvall	colten.duvall@uhsp.edu
Fellowship of Christian Athletes	FCA		Daisy Eaton	daisy.eaton@uhsp.edu
Future Alumni Council	FAC	saa@uhsp.edu		
Gaming, Entertainment, Anime, Recreation & Sports	GEARS	gears@uhsp.edu	August Camarato	august.camarato@uhsp.edu
Gender/Sexuality Alliance	GSA	gsa@uhsp.edu	Isaac Gallinero	isaac.gallinero@uhsp.edu
Indian Student Association	ISA	uhspisa@gmail.com		
Muslim Student Association	MSA	msa@uhsp.edu	Anna Sukhera	anna.sukhera@uhsp.edu
Outdoor Adventures/Rock Climbing	RCC	rockclimbing@uhsp.edu	Grace Beyer	grace.beyer@uhsp.edu
Pay it Forward	PIF	payitforward@uhsp.edu	Mariah Javier	mariah.javier@uhsp.edu
Pharmakon	Pharmakon	pharmakon@uhsp.edu	Grant Woodard	harry.woodard@uhsp.edu
PharmD/MBA	PharMBA	pharmba@uhsp.edu	Holly Johnston	holly.johnston@uhsp.edu
Pre-Nursing Student Association	PNSA	pnsa@uhsp.edu	Carlos Tyse	leroy.tyse@uhsp.edu
Pre-Pharmacy Association	prepharm	prepharm@uhsp.edu	Hadji Aymen	hadji.aymen@uhsp.edu
Random Acts of Kindness	RAK	rak@uhsp.edu	Lannah Prysi Anna Lueckenotte	lannah.prysi@uhsp.edu anna.lueckenotte@uhsp.edu
Special Cinema: Reel Education Every Night	SCREEN	screen@uhsp.edu	Elijah Fisher	elijah.fisher@uhsp.edu
Student Athlete Advisory Council	SAAC	saac@uhsp.edu	Cole Cwiklowski	cole.cwiklowski@uhsp.edu
UHSP Pre-Med Club	PMC	premed@uhsp.edu	Lilly Combs	lilly.combs@uhsp.edu

Contact: Campus Life

Email: campuslife@uhsp.edu

Facilities

ATM

There is a US Bank ATM in RAS fourth floor lobby near the vending machines. Submit a maintenance request in [Issuetrak \(https://uhsp.issuetrak.com/\)](https://uhsp.issuetrak.com/) for any problems with the machine.

Contact: Kristine Bryant, Administrative Services Manager
Phone: 314.446.8399
Email: kristine.bryant@uhsp.edu
Visit: Jones 1135

Business Office

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

Hours of Operation: Tuesday and Wednesday 9 am – 3 pm

eCampus Online Bookstore

The UHSP Bookstore is now online-only through eCampus. The easiest way to locate textbooks is to go to Campus Web -> Student Academics -> eCampus Bookstore and choose the appropriate semester. Only textbooks for the student's registered courses are displayed. eCampus offers free 2-day shipping to campus, free ground shipping on orders over \$35 to off-campus addresses, and \$5 2-day shipping to off-campus addresses. Orders shipped to campus will be available for pickup from the Student Receiving Window located in the South Residence Hall. Rental returns and buy backs ship for free with a free shipping label. Boxed and labelled eCampus items may be dropped off at the Student Receiving Window for shipping.

Contact: uhsp.ecampus.com
Phone: 859-209-6958

Ice and Vending Machines

An ice machine is located on the fourth floor of RAS. Snack and soda vending machines are available on the first floor of the ARB, the first and fifth floors of Jones Hall, the first floor of the South Res Hall, and the fourth and sixth floors of RAS. If you encounter problems with the vending machines, including loss of money, submit a maintenance request in [Issuetrak \(https://uhsp.issuetrak.com/\)](https://uhsp.issuetrak.com/).

Contact: Kristine Bryant, Administrative Services Manager
Phone: 314.446.8399
Email: kristine.bryant@uhsp.edu
Visit: Jones 1135

Library Services

The library is located at the center of campus in the Academic and Research Building. The two-story space provides students with the resources they need to collaborate and study.

Comfortable furniture, group study rooms, plenty of plugs, floor-to-ceiling windows, and 24-hour card access make the library an ideal space to study, research and relax.

In addition to flexible furniture and workspaces, the library features 10 study rooms with flat screen monitors and white board walls that allow for uninterrupted work.

Along with on-campus resources and educational materials, the library provides online access to a wide variety of resources such as eBooks, databases and journals, as well as a selection of DVDs and books for leisure. More information can be found at <https://www.uhsp.edu/academics/library/>.

Library Service Desk Hours of Operation:

<i>Monday – Thursday</i>	<i>8 am – 12 am</i>
<i>Friday</i>	<i>8 am – 8 pm</i>
<i>Saturday</i>	<i>10 am – 8 pm</i>
<i>Sunday</i>	<i>12 pm – 12 am</i>

Holiday and University Break Hours are posted at: uhsp.libguides.com/help/libraryhours

Access

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

Food and Drink

No food or drink is allowed in the stacks (book) areas of the Library.

Study Spaces

The library offers the following spaces for student study:

- 1st floor:** Group and individual study space;
- 2nd floor:** Quiet individual study space, with the exception of the study rooms;
- Collection Space** (the areas with the bookshelves):
 - Lower Level: Multiple individual carrels for quiet study;
 - Mezzanine: 4 individual carrels for quiet study.

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

Study Rooms

There are 9 rooms that can be reserved using "Library Study Rooms" on the MyApps Portal. They are bookable for use when the Library Service Desk is open. Students can make a reservation using the app and check out a key from the Library Services Desk. Use is limited to 1 three-hour reservation per day.

Noise

The Lower Level, Mezzanine, and Second Floor of the Library are designated as **Quiet Study Areas**. The entire First Floor and the Study Rooms on the Second Floor are designated as

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

Lost and Found

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

Packages

All incoming student packages should be addressed like this:

First and Last Name
University of Health Sciences & Pharmacy
4573 Nash Way
St. Louis, MO 63110

Incoming packages are received and entered into a delivery database. Students receive an email from bookstore@uhsp.edu when a package is ready for pickup at the Student Receiving Window located in the South Residence Hall. A package is considered received only when an email notification from UHSP has been sent. Delivery notifications from senders such as Amazon are not proof that a package has been delivered to UHSP.

UHSP Merchandise & Apparel

UHSP Merchandise and Apparel is available through the official Online Store at <https://shopuhsp.merchorders.com/>. Orders may be shipped to campus or any address, but shipping costs may apply. Samples of merchandise and apparel are on display next to the Student Receiving Window in the South Residence Hall.

Student Receiving Window Hours:

<i>Monday – Friday</i>	<i>11 am – 7 pm</i>
<i>Saturday</i>	<i>11 am – 3 pm</i>

Contact: bookstore@uhsp.edu

Parking

The Office of Parking, Transportation, and Access Services, within the Division of University Services, is responsible for the administration and enforcement of parking regulations at UHSP. All persons, including visitors, operating a motor vehicle on campus are responsible for reading and adhering to the regulations that may be found at [https://campusweb.uhsp.edu/ICS/Student_Svs_and_Res_\(new\)/](https://campusweb.uhsp.edu/ICS/Student_Svs_and_Res_(new)/).

Contact: **Melissa Licavoli**, Parking and Access Services
Phone: 314.446.8319

Email: melissa.licavoli@uhsp.edu

Visit: Jones 1135

Marketing Resources

The Office of Marketing and Communications is responsible for all external communication and marketing on behalf of the University. Their team designs, writes and produces the University's promotional and advertising materials, videos, photography, and also manages the University's external website. They coordinate the production of University stationery and business cards for faculty, staff and students. Marketing provides a number of branded self-service templates for easy project delivery at [Campus Web](#). For more information, please visit the marketing website at [https://campusweb.uhsp.edu/ICS/Employee_Resources_\(new\)/Marketing_Resources.jnz](https://campusweb.uhsp.edu/ICS/Employee_Resources_(new)/Marketing_Resources.jnz) or contact the marketing team at marketing@uhsp.edu.

Logos and Marks

The University logo and secondary marks are trademarked assets owned by the University. Use of University marks or logos requires adherence to the graphic standards, and any projects utilizing University marks must be submitted to Marketing for approval. Proofs should be submitted to marketing@uhsp.edu for approval before orders are placed.

UHSP graphic standards are available at [Campus Web](#). For specific questions about using the University logo, email marketing@uhsp.edu.

Student Business Cards

Marketing and Communications coordinates the production of student business cards. To order cards, access the Student Business Card Request form at: <https://forms.office.com/r/yr8JmVVkUs>. Expenses for requested business cards will be added to your student account.

University Email Signatures and Student Title Formatting

A standard email signature ensures consistent application of the University's visual identity in electronic correspondence. One return line should be between the title and address block. The URL should be used for any social media accounts instead of social media logos. University signatures can be created at <https://secure.uhsp.edu/emailSignature/emailsignature.html>.

Contact: marketing@uhsp.edu

Public Safety and Emergency Management

University of Health Sciences & Pharmacy Office of Public Safety has over 150 security cameras located around campus that monitors the campus 24 hours a day, 365 days a year.

*Contact **Public Safety** at: **314.446.SAFE (7233)***

Contact: Ja-Maal Davis, Director of Public Safety

Phone: 314.446.8382

Email: jamaal.davis@uhsp.edu

Visit: Jones 1136

Campus Security Reporting

To meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), UHSP publishes an annual campus security and fire report that contains important information regarding its policies and procedures for reporting crimes and fires to University officials, security and fire safety practices, crime prevention and fire safety training, timely warnings, missing student notification procedures, maintaining a daily crime log, and reporting statistics for certain crimes and fires that occur on property owned or controlled by the University. **Clery Report** can be found at <https://www.uhsp.edu/why-uhsp/campus-safety/clery-act-reporting/> and the most up to date information can be found at the **Academic Catalog** <https://www.uhsp.edu/academics/academic-catalog/>. All community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to UHSP Public Safety in a timely manner at SAFE (ext.7233) or, for outside the University call 314-446-SAFE (7233).

Compliance & Ethics

The University has implemented comprehensive strategies and systems to maintain a culture of compliance and ethics. All members of the campus community share responsibility for compliance efforts by ensuring they model the University's value of integrity and are trained on policies that affect them. If you have reason to believe that violations of the University's policy or improper conduct have occurred, you should file a report through any of the following mechanisms:

- Supervisor: Students are encouraged to report their concerns regarding student life matters to the manager for the particular area or persons designated under existing policies and procedures.
- Using the Ethics and Compliance Hotline website: The University has established a hotline administered by an outside vendor to allow members of the University community to file confidential reports of allegations of improper conduct anonymously or by name. Students can submit an online report at <https://www.lighthouse-services.com/StandardCustomURL/LHILandingPage.asp>.
- Using the Ethics and Compliance Hotline phone: 866.770.0009 for English callers in the US and Canada or 800.216.128 for Spanish-speaking callers in North America.

- By email: Email reports should be submitted to reports@lighthouse-services.com. You must include the company name with report.

Emergency Notification System

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

Contact: Carlin Harp, Business Continuity and Emergency Preparedness Manager

Phone: 314.446.8133

Email: carlin.harp@uhsp.edu

Visit: Jones 1137

Fire Drills and Evacuation

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

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

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

Identification Cards (IDs)

All students, faculty, and staff must have their picture identification card in their possession when on campus. Campus Safety is a shared responsibility so if you see something, say something!

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

Contact: Melissa Licavoli, Parking and Access Services

Phone: 314.446.8319

Email: melissa.licavoli@uhsp.edu

Visit: Jones 1135

ID Card Access

ARB (including library), Jones Hall, RAS (including cafeteria) and South Residence Hall has open access Monday through Friday 8 am to 5 pm. On weekends, holidays and break periods building access is restricted to card access only. Access to the private areas of the Residence Halls is limited to residents of the building 24 hours a day.

The pedestrian gate between the South Residence Hall and Jones Hall has open access Monday through Friday 7 am to 5 pm and requires card access from 5 pm to 7 am Monday through Friday. On the weekends, holidays and break periods gate access is restricted to card access only.

Inclement Weather

Inclement weather conditions or other unforeseen circumstances may necessitate a delay in the start of classes, changing to online instruction and/or work, or closing certain programs or events at the University. Whether to remain open, go on a snow schedule, change to online instruction/work, or close the University is often a difficult decision that is made after thorough consideration regarding the safety of faculty, staff, and students, as well as clinical and patient care services. It is not possible for University officials to know the weather and road conditions throughout the St. Louis region, so students, faculty, staff, and contracted employees are urged to use their best judgement in determining whether travel to the University is prudent.

Snow Schedule

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

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

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

In instances when the University remains open or on a delayed snow schedule, and an individual student determines it is unsafe to travel to the University because of road or weather conditions, that student must notify their Dean's office prior to class to receive an excused absence for that day's class or classes. For more information, please see the Inclement Weather Policy on the UHSP Policy Library webpage (<https://policies.uhsp.edu/>).

Severe Weather

The UHSP Emergency Notification System also monitors the National Weather Service, and will automatically deliver an alert message when a TORNADO WARNING is issued for the UHSP campus. If a tornado warning is issued, Public Safety will deploy officers to each campus building to assist occupants in relocating to the designated severe weather locations.

In the event of a TORNADO WARNING;

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

Solicitors

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

Weapons

The **Campus Weapons Policy** can be found at: <https://policies.uhsp.edu/>

Information Technology

Audio/Visual and Multimedia Resources

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

Contact: Technical Support Center
On-campus: **ext.5555**
Off-campus: **314.367.8700 ext. 5555**

Email Services

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

Contact: Technical Support Center
On-campus: **ext.5555**
Off-campus: **314.367.8700 ext. 5555**

File Sharing

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

Internet Services

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

Conditions of Use and Computing Ethics

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

Notebook Computers

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

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

Each student will:

- Sign an acceptable use policy and a responsibility agreement upon receipt of the computer.
- Be responsible for all policies and procedures as described in the acceptable use policy, responsibility agreement and the University of Health Sciences & Pharmacy notebook guide.
- Use the computer ethically and legally to enhance their educational experience.
- Comply with all applicable copyright and licensing laws and regulations when gathering or sharing information using this computer.
- Adhere to the software license agreements for all applications installed on the computer.
- Not disassemble or open the computer to access the internal components for any reason. Only University of Health Science & Pharmacy or Lenovo Notebook technicians are authorized to do so. Failure to comply could void the computer warranty.

- Promptly inform the University of Health Sciences & Pharmacy in the case of theft, follow all applicable reporting procedures and take responsibility for any replacement costs.
- Promptly bring the computer to the shop if damaged and pay for any incurred cost.
- Limit upgrades and additions to external peripherals only and not upgrade or replace any internal components.
- Back up data regularly as outlined in the training materials and understand that the University is not responsible for any loss of data.

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

Printing, Copying, and Scanning

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

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

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

Contact: Technical Support Center
 On-campus: **ext.5555**
 Off-campus: **314.367.8700 ext. 5555**

Server Storage

Students are designated storage space in MS OneDrive.

Technical Support Center

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

Technical Support Center Hours

Monday through Thursday: 8 am to 4:30 pm in person, to 5 pm by phone

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

- **On-campus telephone:** ext. 5555
- **Off-campus telephone:** 314.367.8700 ext. 5555
- **Email:** helpdesk@uhsp.edu
- **Walk in:** Jones Hall, 1st Floor