



WAYNE STATE
Eugene Applebaum
College of Pharmacy
and Health Sciences

2018-2019 Student Handbook

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WAYNE STATE
Eugene Applebaum
College of Pharmacy
and Health Sciences

August 7, 2018

Dear Students:

Welcome to the College!

The Eugene Applebaum College of Health Sciences is comprised of 11 different programs, all with excellent national reputations. You are fortunate to benefit from highly skilled scientists, educators and clinicians and academic staff whose guidance is second to none. All are dedicated to supporting you through your education and training and they will provide you with the knowledge and professional skills you need to succeed. I encourage you to take every opportunity to learn in the classroom, the clinic, and the community while you are here. Ask questions and challenge yourselves, and us! Ideas and curiosity and passion are what change the world for the better, and you are a part of that. I sincerely hope that the knowledge and skills you absorb as a student during your time in this College and the personal relationships you forge with your classmates will give you a lasting foundation for your future careers.

Be bold, work hard, and enjoy your experiences at this College.

We warmly welcome you!

Sincerely,
Catherine Lysack, PhD
Interim Dean

Mission Statement and College Information

Our mission is to advance the health and well being of society through the preparation of highly skilled health care practitioners, and through research to discover, evaluate, and implement new knowledge to improve models of practice and methods of treatment in pharmacy and allied health sciences from the urban to global levels.

We are a coalition of researchers, educators and practitioners from many professions who accomplish our mission by:

- Preparing students to become practitioners who function effectively and efficiently in a rapidly changing, culturally diverse, multidisciplinary health care environment;
- Conducting basic, clinical and applied research directed toward the improvement of health care practice and methods of treatment;
- Developing researchers and scientists to create new knowledge and understanding which will enhance health care treatment and practice;
- Developing and maintaining collaborative relationships with healthcare providers, industry and other organizations which enrich student learning, support current research, and improve health care access, treatment and practice;
- Disseminating new knowledge and understanding to practitioners which will enhance healthcare treatment, health promotion and methods of practice;
- Disseminating knowledge to promote health within the community;
- Educating practitioners to enhance health care treatment, health promotion and methods of practice; and
- Influencing public policy to improve public health and welfare.

OUR WORK IS GUIDED BY:

Our belief that the effective delivery of health care requires:

- a patient/client centered approach;
- a focus on health promotion and wellness;
- a multidisciplinary team approach; and
- the integration of basic, clinical and applied research and teaching.

Our belief that our graduates must:

- excel in the arts and science of their profession;
- operate as part of a multidisciplinary team;
- practice in a multicultural environment;
- evaluate and apply new research findings to their practice; and

- observe ethical standards and demonstrate professional behaviors while practicing in a complex and challenging environment.

Our belief that as an academic institution, we must provide a supportive learning environment characterized by:

- excellence in teaching by faculty who are active in their professions and leading scholars in their fields;
- the development of the social and professional skills necessary for student success in their fields;
- support services committed to ensuring the academic success of our students; and
- a physical environment conducive for active learning, providing access to diverse learning resources, and opportunities for social interaction.

College Strategic Plan is available at the following website: <http://cphs.wayne.edu/about/strategic-plan.php>

Location of the College

The Eugene Applebaum College of Pharmacy and Health Sciences is located on the north east corner of Mack Avenue and John R on the Detroit Medical Center campus. It is in the heart of the principal metropolitan area of Michigan, near the Detroit Medical Center, the Wayne State University School of Medicine and Shiffman Medical Library. This location provides notable clinical and research settings in which students may participate as part of their professional development.

The Mortuary Science Building houses the Department of Fundamental and Applied Sciences at 5439 Woodward Avenue.

Shapero Pharmuseum houses antique pharmacy items and is located on the first floor of EACPHS. Students and faculty can arrange tours of the museum by contacting the Office of the Dean at 313-577-1574.

Department Directories

Dean's Office Directory	Room No.	Phone Number
Interim Dean Catherine Lysack, PhD	2625 EACPHS	313-577-3980
Associate Dean for Pharmacy Richard Lucarotti, PharmD	2629 EACPHS	313-577-8741
Associate Dean for Health Sciences Peter Frade, PhD	2627 EACPHS	313-577-2050
Assistant Dean, Student Affairs Mary K. Clark, PhD	1600 EACPHS	313-577-1716
Senior Director, Business Affairs tbd	2600 EACPHS	313-577-1578
Director, Philanthropy and Alumni Affairs Denise Thomas	2600 EACPHS	313-577-1095
Assistant to the Dean Marissa Rossman	2600 EACPHS	313-577-1574
Director, Business Affairs Daisy Wright	2602 EACPHS	313-577-5409
Alumni Relations Officer	1130 EACPHS	313-993-6624
Associate Director, Marketing & Communication Michelle Strunge	1130.1 EACPHS	313-577-1496

Directory of Academic Program Chairs and Directors

	Location	Phone Number
Pharmaceutical Sciences Department George Corcoran, PhD, ATS, Chair http://cphs.wayne.edu/sciences/index.php	3615 EACPHS	313-577-1737
Pharmacy Practice Department Lynette Moser, Interim Chair http://cphs.wayne.edu/practice/pharmd.php	2190 EACPHS	313-577-0826
Applied Health Sciences Department Mark Evely, JD, Interim Chair	Mort Sci Bldg	313-577-1202
Clinical Laboratory Science Program http://www.cphs.wayne.edu/cls/ Karen Apolloni, MSA, MT (ASCP) Program Director	Mort Sci Bldg	313-577-2014

Mortuary Science Program http://mortsci.wayne.edu/ Mark Evely, JD Program Director	Mort Sci Bldg	313-577-2050
Pathologists' Assistant Program http://www.mortsci.wayne.edu/apa.php Veralucia Mendes-Kramer Program Director	Mort Sci Bldg	313-577-2050
Health Care Sciences Department		
Sara Maher, PT, DScT, OMPT, Chair http://cphs.wayne.edu/hcs/	2252 EACPHS	313-577-1432
Nurse Anesthesia Program http://www.cphs.wayne.edu/anesth/ Prudentia Worth, PhD, CRNA Program Director	2 nd floor	313-577-1368
Occupational Therapy Program http://www.cphs.wayne.edu/ot/ Doreen Head, PhD Program Director	2 nd floor	313-577-1435
Physical Therapy Program http://pt.cphs.wayne.edu/ Kristina Reid, PhD Interim Program Director	2314 EACPHS	248-252-6311
Physician Assistant Studies Program http://www.pa.cphs.wayne.edu/ Mary Jo Pilat, PhD, MS, PA-C, CCRP Interim Program Director	2 nd floor	313-577-3707
Radiation Therapy Technology http://www.cphs.wayne.edu/rtt/ Jeanetta Greer Program Director	5134 EACPHS	313-577-5710
Radiologic Technology http://www.cphs.wayne.edu/rt/ Sarah Borland, M.Ed., RT(R) Program Director	4118 EACPHS	313-916-1348

Student Affairs Staff	Location	Phone Number
Mary K. Clark, Ph.D. Assistant Dean	1600 EACPHS	313-577-1716
Faye Brown Secretary	1600 EACPHS	313-577-1716
Sonya Scott Secretary	1600 EACPHS	313-577-1719
Moira Fracassa, MA, MLIS Academic Services Officer IV	1600 EACPHS	313-577-1716
Jozyane Hayek, MPA Academic Services Officer II Pharmacy	2610 EACPHS	313-577-4928
Robert Hellar, MEd Academic Services Officer I	1600 EACPHS	313-577-1716
Jessica Pfeiffer, MA Academic Services Officer II	1600 EACPHS	313-577-1716
Shauna Reeves, MA Academic Services Officer II	1600 EACPHS	313-577-1716
Heather Sandlin, MA Academic Services Officer III Health Sciences	2612 EACPHS	313-577-5523
Eric Upshaw Senior Program Records Clerk	1600 EACPHS	313-577-1716

A directory of all WSU students, staff and faculty can be found at: <https://wayne.edu/directory/>

Curriculum Information

Academic Recognition and Awards

- **Dean's List** of the College recognizes full time undergraduate students taking **at least 12 or more semester credits** in spring/summer combined and the fall and winter semesters. The Dean's List is publicly posted. Those eligible for inclusion on the Dean's List of Honor Students must meet these criteria:
 - **Undergraduate** students taking at last 12 credits in the semester and achieve ≥ 3.7 GPA.
 - **Graduation with Distinction and Honor** http://www.bog.wayne.edu/code/2_43_61.php

Academic Support - Tutors are available for high-risk courses and are arranged in collaboration with the teaching faculty, peer students, and the Office of Student Affairs. Contact the Office of Student Affairs for more information. 313-577-1716

Classroom Recommendations for Students in All Programs

- **Attendance** - Please verify attendance requirements by reading, understanding, and following the attendance procedures in each course syllabus. The procedures may vary from faculty to faculty and course to course in the classroom, with guest speakers, and during examinations.
- **Professional Decorum** is consistent high quality professionalism in all classes, laboratories, site visitations, and professional clerkships and internships as befits those students preparing to enter one or more aspects of the profession.
- **Student Dress Code** - Please verify dress program code requirements by reading, understanding, and following the dress requirements in each course syllabus. The requirements may vary from faculty to faculty and course to course.
 - **Laboratory attire** may require a 3/4 length, long-sleeve, laboratory coat with nametag identifying the academic program and the student's name. Hospital scrub suits may be appropriate in some settings.
 - **Patient care visitations** may require students to be professionally dressed but without suits or high heels. Hospital scrub suits may be appropriate in some settings.
 - **Clinical experience** may require a 3/4 length, long-sleeve, laboratory coat with nametag identifying the academic program and the student's name. Hospital scrub suits may be appropriate in some settings.
- **Fieldwork¹ Experience** may require knowledge and documentation of one or more of the following items:

Universal Precautions For Prevention Of Transmission Of HIV And Other Blood Borne Infections
http://www.cdc.gov/ncidod/dhqp/bp_universal_precautions.html

¹ Fieldwork is used as a general term that describes the designations used in our 23 degree and certificate programs: practicum, field placement, externships, clinical rotations, clerkships, and others.

CDC. Recommendations for prevention of HIV transmission in health-care settings. MMWR 1987;36 (suppl no. 2S). <http://www.cdc.gov/mmwr/preview/mmwrhtml/00023587.htm>

CDC. Recommendations for prevention of HIV transmission in health-care settings. MMWR 1987;36 (suppl no. 2S). CDC. Update: Universal precautions for prevention of transmission of human immunodeficiency virus, hepatitis B virus, and other bloodborne pathogens in health-care settings MMWR 1988;37:377-388. <http://www.cdc.gov/mmwr/preview/mmwrhtml/00000039.htm>

CDC. Guidelines for prevention of transmission of human immunodeficiency virus and hepatitis B virus to health-care and public-safety workers. MMWR 1989;38 (S-6):1-36. <http://www.cdc.gov/mmwr/preview/mmwrhtml/00001450.htm>

- **Universal Precautions**, as defined by Center for Disease Control (CDC) <http://www.cdc.gov/>, are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV and other blood borne pathogens.

A fact sheet is available at: http://www.cdc.gov/ncidod/dhqp/bp_universal_precautions.html

Professional Student Organizations Information and Guidelines

WSU Dean of Students Office is located at 351 Student Center Building 313-577-1010 and the Web site is <http://doso.wayne.edu/>.

WSU Student Council is a non-discriminatory non-partisan representative body of students. Their primary objectives are to identify progressive methods, which can be utilized by all students to encourage leadership, uphold student achievement, enhance campus-community life through quality programming, and act as a liaison between students and the Administration.

To find out who the EACPHS representative is to the WSU Student Council, contact the EACPHS Office of Student Affairs at 313-577-1716. For information about the Student Council, call 313-577-3416 or go to www.studentcouncil.wayne.edu/

Establish a New Student Organization by following the steps found on this webpage: <https://doso.wayne.edu/org-services/start>.

EACPHS Office of Student Affairs is located at 1600 EACPHS on the 1st floor. 313-577-1716 or cphsinfo@wayne.edu

EACPHS Storage Space for Student Organizations is located in Suite 1600 Student Affairs. The space is available to all student organizations that are housed in the college and recognized by the University. Access to the space is available only between 8:30 a.m. and 5:00 p.m.

EACPHS Deans' Student Activities Council (DSAC) is composed of representatives of the Student Associations in the college and class officers for each class of each program within the college. DSAC meets on the third Wednesday of the month from September to May from 11:30 am to 1:15 pm in 1600 EACPHS. The representatives of the college meet regularly for discussion, policies, procedures, and social, professional and community activities.

Student Association Fund Raising Guidelines

Successful fund raising is an activity integral to most colleges and organizations. Fund raising not only provides financial support for the activities of college organizations, it also provides valuable experience for students as they develop leadership and organizational skills.

These guidelines for fund raising pertain to all college student organizations. The procedure will ensure that funds raised are spent for their intended purpose, that acceptable accounting procedures are practiced, that fund raising activity does not conflict with the college development program, and that priorities and equity in opportunity are maintained among groups.

Presently, more than 20 student groups in our college are competing for financial resources. WSU Student Council through the Student Activity Fee provides various funds. With so many groups involved in fund raising activities, a college policy is necessary to avoid competition and unnecessary duplication of fund raising events.

The Office of Student Affairs directs the coordination and registration of fund raising activities. The following guidelines are recommended to insure consistency among the different departments:

- Student Organizations must be officially recognized as a WSU Student Organization in order to participate in any fundraising activities.
- Fundraising activities must be registered with the Office of Student Affairs at least two weeks in advance of the event by completing an event proposal form. Events will be registered on a first come, first served basis, after all required arrangements are complete. The event proposal form is available on-line at <https://forms.wayne.edu/57c71065d6539>.
- Activities should be planned with consideration to College Calendar to avoid conflicts with College sponsored events.
- Locations and space must be approved through the Office of Student Affairs.
- Contracts entered into with off-campus agencies by student associations of the college are not honored without the signature of the faculty advisor or the Assistant Dean of Student Affairs.
- Fundraising activities must be within the bounds of good taste. Discretionary authority rests with the Office of Student Affairs.
- Raffles or games must meet WSU and State of Michigan regulations.

Official Policies and Procedures

College Policy No. 89.01 FINAL COURSE GRADE APPEALS

Approved 4/30/2013, Correction 3/26/15, UPDATED August 14, 2015, Adopted September 16, 2015

Modifications April 26, 2016, **Approved September 28, 2016**, Provost Office addendum September 13, 2017, Provost Office update July 12, 2018.

THIS VERSION REPLACES AND SUPERSEDES ALL PRIOR VERSIONS OF FINAL COURSE GRADE APPEALS POLICY. This policy is effective immediately for final course grades received for Fall 2016 and all terms going forward.

The following is the policy implemented for Final Course Grade Appeals in the Eugene Applebaum College of Pharmacy and Health Sciences. At the beginning of each term, the instructor is to inform students in writing of the criteria used in arriving at grades for the class including the relative importance of prepared papers, quizzes and examinations, class participation and attendance. Where student performance in other practical and structured activities is relevant in evaluating professional competency, criteria used in such evaluations should be stated. Written materials should be graded in a timely manner and such materials, together with comments and an explanation of grading criteria, are to be made available to students. Students should be encouraged to discuss any class related problems with the instructor.

Instructors are expected to evaluate student work according to sound academic standards. Equal expectations should be required of all students in a class (although more work is expected from graduate students than from undergraduates) and grades should be assigned without departing from announced procedures.

It is the instructor's prerogative to assign grades in accordance with his or her academic and professional judgment and the student assumes the burden of proof in the appeals process. Grounds for appeals are: (1) he application of non-academic criteria in the grading process, as listed in the university's non-discrimination/affirmative action statute: race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status; (2) sexual harassment or discrimination; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

This final course grade change policy does not apply to allegations of academic misbehavior. Academic misbehavior matters are addressed by Section 10.1 of the *WSU Student Code of Conduct* link: <https://doso.wayne.edu/pdf/student-code-of-conduct.pdf>

Definition: Instructor- Instructor applies to full-time, fractional-time, part-time faculty as well as Graduate Teaching Assistants, Adjuncts, and Academic Staff with teaching duties.

All final course grade appeals are to be made in accordance with the College Policy on Final Course Grade Appeals. Please watch this site (<https://cphs.wayne.edu/students/resources.php>) for updates to the Final Grade Appeal Policy.

College Policy No. 89.04 ACADEMIC DISHONESTY (Formerly Policy #04 Approved 9/1/1989)

In response to the need for a policy that describes the fair and uniform application of those provisions of the *University Student Due Process Statutes* that deal with "grade reduction," the Chairs of the respective Faculties of the College have agreed that the following policies will prevail. It is requested that faculty announce the appropriate policy statement in their course syllabi effective with the fall semester of 1989:

Faculty of Allied Health Professions (including IHS Courses)

“In any instance of academic dishonesty occurring in this course as defined in Section 3.0 of the *University Student Due Process Statute*, the provisions of 10 of the Statute will be implemented as follows: The grade for the course will be reduced to a “D” or to an “E” if the grade status would otherwise have been a “D”. In addition, charges MAY be filed, as provided for in Section 10.2 of the Statute, which may lead to further sanctions up to and including expulsion from the College or University.”

Faculty of Pharmacy

“In any instance of academic dishonesty occurring in this course as defined in Section 3.0 of the university *Student Due Process Statute*, the provisions of 10.1 of the Statute will be implemented as follows: The grade for the course will be reduced to an “E”. In addition, charges MAY be filed, as provided for in Section 10.2 of the Statute, which may lead to further sanctions up to and including expulsion from the College or University.”

College Policy 91.01 FACULTY OFFICE HOURS (Formerly Policy #06 approved 9/11/1991)

The purpose of this policy is to provide uniform guidelines and stated expectations for the establishment, posting, and maintenance of office hours for faculty who, because of their instructional activities, must be available to students. The minimum expectations are:

Office hours will be established by each faculty member. The number of hours, the frequency, and the weekly scheduling should reflect the nature of the instructor’s involvement, the number of associated credit hours, the enrollment, the course level, and the difficulty of course content.

A schedule of office hours and office telephone numbers will be included in the syllabus or all courses together with information on how to arrange an appointment (e.g., directly with the instructor, through the departmental office).

When a course is team-taught, the course coordinator is responsible for maintaining and posting the schedule of office hours of respective team members.

Adjunct, volunteer, cooperating, and part-time faculty [members] are encouraged to schedule “a time for students” either before or after a lecture with time allocation course and request dependent. Adjunct, volunteer, cooperating, and part-time faculty [members] are encouraged to publish off-site office hours (with address and phone number as appropriate) for the duration of lecture responsibility.

Where applicable, office hours will be posted on the respective office door (or post copy of that portion of the information found in the syllabus).

A copy of the faculty member’s schedule will be reviewed by the chairperson and retained for reference in the departmental office.

College Policy No. 91.02 BULLETIN BOARDS
(Formerly College Policy #07 approved 9/11/1991)

Background

The College provides bulletin boards in Eugene Applebaum College of Pharmacy and Health Sciences and Mortuary Science building for the purpose of posting publicity material for the College community. This policy specifies that materials posted in Official Posting Areas become the property of Eugene Applebaum College of Pharmacy and Health Sciences. All postings must meet the following requirements and will be discarded after posting expiration.

Publicity material must include the name and office phone number of the sponsoring organization and the date of posting.

The size of the publicity material is limited to 8.5 by 11 inches. Odd sizes are posted according to space availability.

If alcohol will be served at the publicized event, the material must read, “in accordance with the state law, no one under the age of 21 will be sold or served alcoholic beverages.”

The College prohibits positing of publicity material on walls, doors and windows, and inside the elevators. College custodians are required to immediately remove all illegally posted material.

The procedure for posting requires that an appropriate office staff be responsible for approval and for monitoring the placement of publicity materials. Publicity materials are posted for a maximum period of two weeks. The master list of all assigned bulletin boards and approval offices is available in the Office of Student Affairs.

Additional posting time must be requested from the appropriate approval office and is granted according to space available. Each event is allotted one 8.5 inch by 11-inch flyer per bulletin board. Exceptions are made if space is available.

It is illegal to advertise events such as raffles, contests, casino nights, drawings, etc, without the proper state license.

Open Posting Areas are not subject to the same restrictions as Official Posting Areas. Notices of a personal nature and advertisements may be posted in Open Posting Areas.

Definitions:

Official Posting Areas: Posting areas that are enclosed in glass, located throughout EACPHS and are not specifically assigned to any organization or Department.

Open Posting Areas: Posting areas that are not enclosed in glass and are generally found in hallways and the cafeteria.

Organization or College Department Posting Area: Posting areas, cork bulletin boards, and areas enclosed in glass that are specifically assigned to an organization or academic department. That organization or College department is specifically responsible for posting approval and maintenance or the postings in that area.

References: WSU APPM policy 1.3.1.1 Purchase of Alcoholic Beverages and 10.8 (02-89)

WSU DRUG and ALCOHOL FREE WORKPLACE POLICY

Wayne State University is committed to providing a drug free environment for its faculty, staff, and students. The Board of Governors has made this commitment a formal policy of the University. All faculty, staff and students must abide by the terms of the Board policy as a condition of employment or enrollment at the University. The unlawful possession, use, distribution, sale or manufacture of drugs or alcohol is prohibited on University premises, at University activities, and at University work sites.

Pursuant to that policy, the unlawful possession, use, distribution, dispensation, sale or manufacture of any illicit drugs, and the unlawful possession, use or distribution of alcohol on University property, or at any University work site, or as part of any University activity, is prohibited. Any employee or student employee who is convicted of a criminal drug offense occurring at the workplace is subject to appropriate employee discipline in accordance with established University policies and collective bargaining agreements, and may be required to participate satisfactorily in a drug abuse or rehabilitation program as a condition of further employment or enrollment.

Any student or employee who, while on University premises or at any University activity, engages in the unlawful possession, sale, manufacture, distribution, or use of drugs or alcohol shall be subject to appropriate sanctions, in accordance with established University policies and collective bargaining agreements, and in conformity with local, state and federal law, up to and including expulsion or termination. A student or employee who is found to have violated this policy may be required to participate in a drug or alcohol treatment program as a condition of further employment or enrollment.

Individuals who seek assistance with such problems may obtain additional information on a confidential basis by telephone the substance Abuse Hotline, at 313.577.1010. Access to the Hotline is **anonymous**. The Substance Abuse Hotline provides a recorded message and no record is kept of the caller. Student may also seek referral assistance by contacting University counseling Services 577.3398.

WSU SEXUAL HARRASSMENT POLICY 94-2

<http://www.deo.wayne.edu/Files/statute/sexual.htm> *

Online Student Services and General Information

Helpful WSU Links

- Academica
<https://academica.aws.wayne.edu/>
- Academic Calendar
<http://sdcl.wayne.edu/RegistrarWeb/Calendars/academic>
- Academic Senate
<http://academicssenate.wayne.edu/>
- Academic Success Center and Tutoring
<http://success.wayne.edu/>
- Alumni Association

- <http://www.alumni.wayne.edu/>
- Athletics
<http://wsuathletics.ocsn.com/>
- Campus Life
<http://wayne.edu/culture/>
- Campus Maps
<http://campusmap.wayne.edu/>
- Canvas
<https://canvas.wayne.edu/>
- Career Planning and Placement
<http://careerservices.wayne.edu/>
- Cashier's Office
<http://fisops.wayne.edu/bursar/cashier/>
- Class Schedule
<http://www.classschedule.wayne.edu>
- Dean of Students
<http://www.doso.wayne.edu/>
- Dining, on campus
<http://housing.wayne.edu/dining/index.php>
- Directory Release Information
<http://reg.wayne.edu/pdf-forms/release.pdf>
- Drop and Add Courses
<http://reg.wayne.edu/students/registration.php>
- Educational Accessibility Service
<http://www.eas.wayne.edu/>
- E-mail
<http://webmail.wayne.edu>
- Eugene Applebaum College of Pharmacy and Health Sciences
www.cphs.wayne.edu
- Gay, Lesbian, Bisexual, Transgender and Allies Student Union
<http://doso.wayne.edu/student-organizations/glbta-student-union>
- Graduate Bulletin
<http://bulletins.wayne.edu/>
- Graduate School
<http://www.gradschool.wayne.edu/>
- Housing and Residential Living
<http://housing.wayne.edu/>
- International Students and Scholars
<http://www.oiss.wayne.edu/>
- Library system
<http://library.wayne.edu/index.php>
- Military & Veterans Affairs, Office of
<http://omvae.wayne.edu/>
- Office of International Students and Scholars
<http://oiss.wayne.edu/>
- Office of Student Affairs, Eugene Applebaum College of Pharmacy and Health Sciences
<http://www.cphs.wayne.edu/student-contact.php>
- Office of Student Financial Aid, Scholarships

- <http://www.financialaid.wayne.edu/>
- Ombudsperson
<http://wayne.edu/ombuds/>
- OneCard
<http://www.busop.wayne.edu/onecard.htm>
- Parking & Transportation Services
<http://parking.wayne.edu/>
- Police Department
<http://www.police.wayne.edu/homepage.html>
- Recreation and Fitness Center
<http://www.rfc.wayne.edu/>
- Safety Tips from the WSU Police Department
<http://police.wayne.edu/tips.php>
- Student Center
<http://studentcenter.wayne.edu/>
- *South End* Student Newspaper
<http://www.southend.wayne.edu/>
- Student Council
<http://www.studentcouncil.wayne.edu/>
- Transcript Request Form (and other forms)
<http://sdcl.wayne.edu/RegistrarWeb/Forms/Resources/tranreq.pdf>
- Study Abroad
<http://studyabroad.wayne.edu/>
- Computing and Information Technology Help
<https://computing.wayne.edu/>
- Tuition and Fee Schedule
<http://reg.wayne.edu/students/tuition.php>
- Undergraduate Bulletin
<http://bulletins.wayne.edu/>
- University Policies
<https://wayne.edu/policies/>
- Wayne State University Home Page
<http://www.wayne.edu>

General Information – In Alphabetical Order

Building Hours

- Mortuary Science –6:00 a.m to 9:00 pm Monday through Friday. WSU One Card coded for swipe access required.
- Eugene Applebaum College of Pharmacy and Health Sciences
 - 6:30 am to 6:30 pm – Brady Street doors are open
 - 6:30 am to 10:00 pm Monday through Thursday – students allowed in the building
 - 6:30 am to 5:00 pm Friday – students allowed in the building
 - no student access without faculty on Saturday and Sunday
- Buildings are video monitored

Change of Address - Be sure to notify WSU if you change your address. You can officially change it through your Academics account – www.academica.wayne.edu. **Please update your emergency contact information in Academics as well. The department will access this information if an urgent situation arises.**

Computer Access in our Learning Resource Centers (LRC's) can be found in the Mortuary Science building on the 4th floor. The EACPHS LRC is located in room 600 with 48 computers (24 PC and 24 MAC) It is open from 7:30 am to 5:00 pm on Monday through Thursday; 7:30 am to 4:30 pm on Friday.

- **Printing** is available for 10 cents per page that will be deducted from your One Card account.
- **Computing** - Support for computing questions can be found through the Computing & Information Technology (C&IT) department – <http://computing.wayne.edu/> or 313-577-8874. The following links may be helpful in gathering information on what C & IT has to offer:
 - **Academics** is a tool to access services at Wayne State University. Think of it as a one-stop shop. Once you log into WSU Academics, you are able to use calendars, access your OneCard account, go to WebMail or Blackboard without log in on those sites, and much more. Go to www.academica.wayne.edu to log on.
 - **Email** You must activate your WSU email account as important information from both the college and the university will be disseminated through this account. More information about your email can be found at <http://computing.wayne.edu/email/index.php>. You may access your WSU email by logging on to www.academica.wayne.edu or www.webmail.wayne.edu. . If you prefer, you may forward your WSU email to another account – instructions on how to do this are at the following website: <http://computing.wayne.edu/email/forwarding.php>.
 - **Canvas** is a web-based course management system that Wayne State uses to make courses and course materials available online and to improve overall communications between students and faculty. Additional information about Canvas is at <https://canvas.wayne.edu>.
 - **WSU People Search** is a directory listing for every WSU student and employee, so people can contact you via e-mail. Student listings only show name, e-mail address, college, and major. You can view your WSU On-Line Directory listing or search for someone else at WSU Website <http://www.ucomm.wayne.edu/~fsd/index.html>. To remove yourself from the WSU directory, print the form found at the following link, and drop it off at the Office of the Registrar: <http://sdcl.wayne.edu/RegistrarWeb/Forms/Resources/release.pdf>

Counseling and Psychological Services (CAPS) understands that adjusting to a new environment is difficult. At times you may feel overwhelmed, lonely and confused. You may feel that things are not going as you hoped they would. You may find that you want someone to talk to. You may visit the CAPS website for resource links, <http://www.caps.wayne.edu/home.htm>, or call the department at 313-577-3398 for an appointment. Our CAPS liaison Patti Dixon holds regular office hours in EACPHS and can be reached at 313-577-3243.

Drop and Add Course Requests after deadlines require submission of this form:
<http://reg.wayne.edu/students/forms.php>

Educational Accessibility Services (EAS) is responsible for providing reasonable accommodations for those persons with disabilities on campus. The staff is committed to a philosophy that allows for the full

integration and participation of a student with a disability in campus life. Students are offered: consultation prior to WSU enrollment, priority registration, note-taker services, study rooms with adaptive equipment, alternative testing arrangements, scribes, interpreters, and information on community resources. Check the website for more information <http://www.eas.wayne.edu/>.

Financial Aid is located in The Welcome Center on main campus, but many of the answers to your questions can be found at their website: www.financialaid.wayne.edu. The online application for federal student aid is at <http://www.fafsa.ed.gov/>. Our EACPHS financial aid liaison is Ryan Thomas and he can be reached directly by calling 313-577-3201 or e-mailing finaideacphs@wayne.edu. Ryan will be available in the Office of Student Affairs Mondays and Wednesdays, 11:30-1:30 and 2:00-4:30. Financial Aid representatives are also available in the lobby of the Welcome Center Monday through Thursday, 8:30 am to 6:00 pm, and Friday, 8:30 am to 5:00 pm. To ensure confidentiality of student financial information, picture identification is required.

International Students can verify any immigration questions by contacting Office of International Students and Scholars (OISS) in The Welcome Center; 313-577-3422; Fax: 313-577-2962. The Office of Student Affairs can facilitate some questions in 1600 EACPHS. www.oiss.wayne.edu

- WSU requires all International Students to have insurance coverage in effect for sickness or accident during their program period. It is a Federal regulation that all Exchange Visitors including their dependents have health insurance during their period of stay in the United States. The WSU International Health Insurance Program is located in the OISS office. The Health Insurance Advocate located within the Office of International Students and Scholars is responsible for processing all International Health Insurance enrollment applications.
- Canadian students who live in Canada and commute to the U.S. have the option to either waive out of the WSU international health insurance program (IHIP), or purchase the WSU international health insurance as a supplement to their OHIP coverage. The Ontario Ministry of Health strongly recommends commuting Canadians purchase supplementary insurance due to limited benefits OHIP provides to foreign health care providers. Commuting Canadians opting to “waive” out of the WSU international health insurance program must bring their OHIP card to OISS and complete the **Commuting Canadian Health Insurance Waiver** form. Please make a copy of their OHIP card, or temporary OHIP coverage form. If the student cannot present proof of OHIP coverage, we cannot release the hold. **Please be sure to view expiration (where applicable) on OHIP card.**

Lost and Found is in EACPHS 2600 on the 2nd floor in the Business Office of the Dean’s Suite. 313-577-1576. The Mortuary Science lost and found is in room 326.

Nursing Mothers may contact the Office of Student Affairs to schedule a private room if you are breastfeeding and need some privacy at the college. 313-577-1716

One Card is a multi-purpose identification and debit card all in one. It is a convenient, easy-to-use card designed to provide students, faculty, and staff with access to a wide variety of campus services. The WSU OneCard offers a "cashless" environment to its cardholders by debiting funds from their account. The card can be used for parking, door access, copying and printing services, as well as food and bookstore purchases. The OneCard office is located on the 2nd floor of The Welcome Center on main campus and the hours are M W F 8:30 am to 5:00 pm and T Th 8:30 am to 6:00 pm. You can add funds to the OneCard in the Commons.

Parking - The Applebaum parking structure is managed by Midtown Parking Company on contract to WSU. Your OneCard is required for entrance and exit. Students have the option of paying for a full semester of unlimited parking or paying a daily charge. Mortuary Science parking lots are managed by the WSU Parking Office, not the college. All WSU campus parking lots and structures require the OneCard for access to each structure. <http://parking.wayne.edu/students.php>

- In addition to the **Handicapped parking** available in the parking structure, limited handicapped parking is available with permission from the Dean's Office on Brady Street.

Photocopy locations

- Mortuary Science – 4th floor
- 600 EACPHS in the Learning Resource Center (LRC) uses OneCard as payment

Police Department of Wayne State University - **Call 7-2222 on campus telephones or 313-577-2222 for immediate response if injury or illness occurs; do not call 911 - because *the response is not as fast as WSU*.** The Wayne State University Police perform the same services as the police in the community where you live. The Department is comprised of Police Officers who are commissioned by the City of Detroit and have full Police authority. They patrol the Wayne State University area 24 hours a day, seven days a week. A group of civilian cadets also patrols the area on foot, keeping radio contact with the Officers. All Officers have at least a Bachelor's Degree and about half of the force are WSU graduates.

Quiet Meditation and Prayer Room - A private room located in the northeast corner of the Office of Student Affairs, suite 1600 EACPHS. Available 8:30a.m. - 4:45 p.m. M-F.

Restaurants in the Detroit area can be found at this link:
<http://mapquest.digitalcity.com/detroit/dining/search.dci>

Restrooms

- EACPHS – M/F on each floor; two for females on Commons Level
- Mortuary Science - 1st, 3rd, and 4th floors

SAFEWALK Program - This program is available any day or time you feel apprehensive about walking anywhere. Please call WSUPD at 313-577-2224 and an officer or cadet in a patrol vehicle will be assigned to watch you walk from one point to another. Teams of uniformed cadets with radios handle inner campus SAFEWALK assignments on foot.

Smoking Areas – The EACPHS & Mortuary Science Buildings are non-smoking buildings. See the Smoke Free Policy in the University Policy manual at <http://policies.wayne.edu/administrative/00-3-smoke-free-and-tobacco-free-campus.php>

Student Convocations

Some classes elect to have convocation at the time their program is completed. Such events should be planned in consultation with the faculty class advisor, your program director or other designated persons.

Check the college calendar through the college information officer to ensure the date of your event is not in conflict with other college events. Set the date for the event at least six months prior and make invitations to faculty, the dean or others six months prior to insure they are available. Check with the Dean's administrative assistant regarding the Dean's availability.

As part of the ceremony, certificates may be distributed, but CANNOT have wording that references the Board of Governors, use the official watermark of the university or college, nor make reference to completion of graduation requirements, graduation or any wording that implies completion of the program. Official notification of such is allowed by law to come only from the Registrar's Office of the University.

Student Scholarships

- **WSU Scholarships** www.scholarships.wayne.edu
- **Private scholarships** are administered for individual academic departments in the college. Deadlines for application vary with the department. Dr. Mary Clark in Student Affairs is the college administrator for short-term emergency loans. 313-577-1716

Study Areas – The LRC has a quiet study area and group study rooms available to reserve. Study rooms can be reserved online at www.astra.wayne.edu. A program or department may offer additional study rooms to students. Please check with the program or department secretary for additional space available for study. Do not use Staff Lounges as Study Areas.

Telephones - Cell telephones do not typically get a good signal in the EACPHS classrooms on the first floor due to steel construction of the building. WSU *blue light* emergency telephone can be found near the entrance doors on Mack Avenue and on Brady Street across from Detroit Medical Center Rehabilitation Institute.

Transcripts - Unofficial transcripts can be printed from your Academics account. You may also request WSU official transcripts from your Academics account.

Withdrawal Policy - Beginning the fifth week of classes, students are no longer allowed to drop classes but must submit a withdrawal request. It is the student's responsibility to request the withdrawal and to be aware of the consequences of withdrawing. The withdrawal period for full-term classes ends at the end of the tenth week of the term. Please see the Registrar's office Web site for information and policies related to dropping or withdrawing from classes:
<http://reg.wayne.edu/students/information.php#dropping>.