

The University of Mississippi Medical Center  
**From the Vice Chancellor**



Dear student,

This Student Policy Manual provides information on policies, procedures, rights, responsibilities, regulations, and guidelines for students at the University of Mississippi Medical Center. It also includes a wealth of information on services and resources available to students on and off campus.

The policy manual is distributed in electronic form at all general orientation sessions and is available in the Office of Student Affairs in the Pankratz Building, room N145. Should you have questions, please contact Dr. Jerry Clark, assistant vice chancellor for student affairs; Dr. Helen Turner, associate vice chancellor for academic affairs; Dr. Rob Rockhold, assistant vice chancellor of academic affairs; or Dr. Jasmine Taylor, associate vice chancellor for multicultural affairs.

You are in the most challenging and exciting years of your educational career. Good luck and remember, we're all here to assist you in achieving your career goals.

Sincerely,

A handwritten signature in black ink that reads "Daniel W. Jones, MD". The signature is written in a cursive, flowing style.

Daniel W. Jones, MD  
Vice Chancellor for Health Affairs,  
Dean of the School of Medicine and  
Herbert G. Langford Professor of Medicine

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## **MISSION, PHILOSOPHY AND HISTORY**

Statement of Purpose of the University of Mississippi Medical Center:

The University of Mississippi Medical Center in Jackson is the health sciences campus of the University of Mississippi. Whereas the parent campus was chartered in 1844, the beginnings of the Medical Center go back to 1903 when a special act of the Board of Trustees created the School of Medicine. Except for the 1909-1910 sessions when clinical training was provided at the Charity Hospital in Vicksburg, the School of Medicine operated continuously as a two-year program on the Oxford campus for more than half a century.

The 1950 Mississippi Legislature enlarged and strengthened health professions education in Mississippi by enacting bills to establish and construct the Medical Center in Jackson as part of the University of Mississippi. The School of Medicine and graduate program enrolled students in 1955; the School of Nursing moved from the parent campus to Jackson in 1956; the School of Health Related Professions was established in 1971; and the School of Dentistry admitted its first class in 1975. The graduate program became independent of the Oxford campus in 2001, with the establishment of The School of Graduate Studies in the Health Sciences at the University of Mississippi Medical Center in Jackson by the Board of Trustees of State Institutions of Higher Learning.

The Medical Center functions as a separately funded, semi-autonomous unit responsible to the chancellor of the University and, through him, to the constitutional Board of Trustees, which governs all eight state institutions of higher learning. All final authority for the operation of the institutions under its control lies within this Board.

The University of Mississippi Medical Center unites the interrelated activities of education in the health sciences and accepts responsibility for teaching, research, service and leadership in this field. Its programs embrace training for physicians, dentists, nurses, and related members of the health team, graduate medical education; graduate dental education; graduate study in the health sciences, and the delivery of health care in the teaching hospitals and clinics. The Medical Center offers equal opportunity in all its programs and services regardless of race, creed, sex, color, religion, marital status, sexual orientation, age, national origin, disability or veteran status.

The parent campus, the University of Mississippi, has five areas of focus in its current Statement of Purpose. One of these is health. "The University will continue to provide the professional education of those who deliver and administer human health services and those who perform research aimed at improving the effectiveness, quality, and availability of health care."

Within this framework, the Medical Center's principal and continuing purpose is to accomplish the inter-related goals of health professional education for Mississippi: to teach in a superior manner the art and science of health care to a diverse student body of exceptional promise and talent; to provide high quality treatment for all patients using the disciplines and specialties of modern health care; to lead the way to discoveries which will raise the health level of Mississippians and, indeed, all mankind; to foster dedication to life-long learning; to respond to community needs through continuing education and outreach programs that extend beyond the campus; and to recruit and retain a diverse faculty the caliber necessary to meet these goals. The Medical Center fosters and protects an intellectual, emotional and challenging learning environment conducive to educational excellence in the health sciences, productive scientific investigation and exemplary patient care and moves toward the ultimate goals of improved health and well-being for the citizens of Mississippi, the region, the nation and the world.

Mississippi's population is culturally diverse. Most Mississippians trace their ancestral roots to the British Isles, the continent of Europe or the continent of Africa. The state also has many citizens of American Indian, Asian or Pacific Islander and Hispanic descent. In policy and practice, the institution encourages and

actively recruits applicants from all segments of the state's population. The Medical Center is committed to maintaining an educational environment that fosters respect for and sensitivity to individual differences; promotes personal and professional development; and gives all students the opportunity to succeed, regardless of ethnicity, gender or socioeconomic status.

Medical Center graduates are expected to possess and to demonstrate the skills and knowledge necessary to practice their disciplines as competent health professionals. The Medical Center regularly uses appropriate external and internal measurement tools to assess the institution's effectiveness in training health professionals for Mississippi and to evaluate its programs for patient care, research, continuing education and outreach.

The expeditious growth of the Medical Center into a major academic health sciences center reflects the deep commitment of the State of Mississippi, the Board of Trustees of State Institutions of Higher Learning and the administration and faculty of the University of Mississippi Medical Center to the continuing fulfillment of this statement of purpose.

### **ACADEMIC COUNSELING**

Free, confidential assistance through the Office of Academic Counseling Services is available to all students, residents and fellows enrolled on the UMMC campus. These services can be initiated by either self or faculty referral. The mission of the Academic Counseling Service is to maximize academic success by providing direct and referral assistance with a wide range of relevant issues. This effort is achieved by enhancing students' knowledge and application of the strategies, styles and techniques of effective study and learning and by aiding in identification of impediments to academic success. Workshops, seminars and group meetings focusing on academic success also are provided. In addition to these services, academic peer tutoring is available through the Office of Academic Counseling Services. Tutoring is offered both to individuals and small groups by qualified second and third year professional school students. To take advantage of any of these services, students or faculty can contact Dr. James C. Brown, Director, at 601-815-4236 or [jbrown2@acadaff.umsmed.edu](mailto:jbrown2@acadaff.umsmed.edu) to schedule an appointment or to obtain additional information (See also Division of Multicultural Affairs).

### **ACCESS TO STUDENTS EDUCATIONAL RECORDS**

The Family Education Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a federal law that governs access to the student's education records. This law grants students guaranteed access to their educational records; such access includes the right to inspect and review educational records, the right to obtain copies of the records (a copying fee may be charged), and the right to challenge or supplement information on file in order to prevent flawed interpretation. Certain records (i.e., medical records) are not deemed to be educational records and are therefore not accessible to students. Additionally, the Buckley Amendment prohibits the disclosure of "personally identifiable information" to third parties without the prior written consent of the student. Exceptions may be made for University officials and others with legitimate educational interests. The University may disclose "directory information" unless the student notifies the University to the contrary. Directory information is defined as a student's name, address, telephone number, e-mail address, date and place of birth, major field of study, student activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student. A copy of the Act is on file in the Office of Student Records and Registrar.

### **BOOKSTORE**

The bookstore, located on the ground floor of the Norman C. Nelson Student Union building, serves all Medical Center students. It is open Monday through Friday from 7:45 a.m. until 4:30 p.m. Textbooks for all courses, a variety of reference and review books, medical instruments, related school and office supplies,

insignia items, computer software and gifts are available for purchase. Master Card and Visa are accepted, and a check cashing service is offered, with appropriate student ID. Policies related to return of textbooks and other items should be obtained at the time of purchase. The bookstore can be contacted on campus at 41090, locally at 601-984-1090 or from out-of-town at 1-800-BKSTORE (257-8673). Information can also be obtained online at [www.umcbookstore.com](http://www.umcbookstore.com).

## **CAMPUS POLICE**

State law grants Campus Police the power to enforce all state and federal criminal statutes, and campus police officers are certified in compliance with state law. The Campus Police department works in conjunction with local law enforcement authorities and conducts a number of crime prevention programs to promote safety and security on as well as off campus. All reports of criminal activity are investigated in an appropriate and professional manner. Headquarters for Campus Police is in trailer #14, in front of the Hardy Clinical Sciences Building.

Campus police officers provide 24-hour assistance to students, employees and the public. Individuals may call the Campus Security Office directly by dialing extension 41360 (non-emergency) or the emergency number 47777, or by using one of the red emergency phones located throughout the campus. These phones connect directly with Campus Security without dialing. Calling 911 on your cell phone will not connect you with the UMMC Police. It is suggested that students program the 601-984-7777 emergency number in their cell phone(s).

An Officer will escort a student at night or on weekends to or from destinations on campus or the Memorial Stadium parking lot. Students who wish to be escorted should contact Campus Police at (601)-984-1360 (or extension 4-1360 if calling on campus) or by contacting a campus police officer on duty.

Police officers may request to check a package, purse or briefcase of an employee or student leaving the Medical Center. Signs are posted at entrances to the Medical Center buildings, advising that routine package checks are conducted and that you accept that policy upon entering the building. Employees and students must comply with a police officer's request to check a package.

## **CONFIDENTIALITY**

Under HIPAA guidelines, medical information cannot be released to any person, group, agency, insurer, employer or institution without specific written consent of the patient or legal guardian except as required by law. All patient records and any other information of a private or sensitive nature are considered confidential. Confidential information should not be read or discussed by any student unless pertaining to his or her specific patient care responsibilities. Discussions of confidential information must take place in private settings away from patients or members of the public. Students may not discuss or reveal confidential information to friends, family members or to other individuals who do not have a legitimate need to know. The disclosure of a patient's presence in the Pavilion, clinics, hospitals, or other campus facility might indicate the nature of the illness and jeopardize confidentiality.

The unauthorized disclosure of confidential information by a student can subject the institution to legal liability. Disclosure of confidential information to unauthorized persons, unauthorized access, misuse, theft, destruction, alteration, or sabotage of such information are grounds for immediate disciplinary action, up to and including dismissal from school.

## **CRIMINAL HISTORY BACKGROUND CHECK**

Mississippi Law requires all health care workers, including students, to have completed criminal history background checks. All UMC students will be required to successfully complete a criminal history background check, including fingerprinting. Students will receive information about the UMC process for

completing the criminal history background checks from their respective schools. Be advised that a felony conviction may affect a graduate's eligibility to sit for certification, registration, or licensure examinations. Affected students must contact the appropriate certification, registry, or licensure agency.

### **CULTURAL DIVERSITY**

Mississippi's population is culturally diverse. Most Mississippians trace their ancestral roots to the British Isles, the continent of Europe or the continent of Africa. But the state also has many citizens of Native American, Asian American and Hispanic American descent. In policy and practice, the University of Mississippi health professional schools encourage and actively recruit applicants from all segments of the state's population.

The Medical Center is committed to maintaining an educational environment that fosters respect for and sensitivity to individual differences; promotes personal and professional development; and gives all students the opportunity to succeed, regardless of ethnicity, gender, or socioeconomic status.

### **RELIGIOUS DIVERSITY\***

In order to embrace the religious diversity at the Medical Center, a policy has been instituted to address the observance of religious holidays for individuals of all faiths. It is the intent of the institution to make every effort to reasonably accommodate individuals based on their religious beliefs. Observance of religious holidays in all faiths will be supported except when detrimental to patient care. Conflicts between religious obligations and patient care obligations are handled much as they would be in clinical practice. That is, patient care responsibilities take precedence unless coverage has been previously arranged. In their effort to respect students' religious customs, departments will attempt to adjust schedules to allow the observance of these holidays. Any observance of religious holidays will not be a negative factor in the grading of a student's performance. In the event the conflict is with an essential experience, e.g., board exams, then these essential experiences will take precedence. It is the student's responsibility to inform the appropriate person in the department prior to or at the initial orientation to a clinical rotation of any request for accommodation so that patient care and on-call responsibilities can be met in full. It is also the student's responsibility to obtain coverage so that patient care and on-call coverage are not compromised. In the event that other accommodations can not be made, the student is expected to meet his/her responsibilities by taking call regardless of the schedule conflict. If scheduling conflicts with religious observances occur in regard to daily patient care activities such as ward rounds, writing notes, or monitoring patients, the department may excuse students who have made prior arrangements to cover their responsibilities by performing these duties at another time or by obtaining coverage from other students or house officers. These arrangements must be made in advance and must be satisfactory to the department. Questions and requests for additional information should be directed to either the associate vice chancellor for multicultural affairs, student affairs officers, or the director of pastoral services.

\*Adapted in part from the University of Nebraska Religious Policy Statement.

### **DIVISION OF MULTICULTURAL AFFAIRS**

The Division of Multicultural Affairs has a two-fold mission. First, it is the Division's mission to support the Medical Center's efforts to train a diverse health care workforce for the state of Mississippi. Second, the Division of Multicultural Affairs seeks to support the Medical Center's endeavor to foster an environment that recognizes the benefits of diversity and an inclusive UMC community.

Further, the Division of Multicultural Affairs supports the Medical Center's efforts to maintain an educational environment that fosters respect for and sensitivity to individual differences; promotes personal and professional development; and gives all students the opportunity to succeed, regardless of ethnicity, gender, or socioeconomic status.

The Division of Multicultural Affairs offers the following services for students enrolled at the University of Mississippi Medical Center: academic support program services including tutorial assistance, academic and peer counseling, board preparation, and access to student organizations such as the Student National Medical Association (SNMA), the Student National Dental Association (SNDA), the Hispanic Student Dental Association, and the Multicultural Student Health Care Association (MSHCA). Students are encouraged to join these organizations. The Multicultural Student Health Care Association (MSHCA), in conjunction with the Division of Multicultural Affairs, sponsors various activities related to increasing cultural awareness.

Students interested in learning more about different cultures should consider joining MSHCA.

The Medical Center Division of Multicultural Affairs also provides a health careers pipeline for underrepresented, underserved high school and college students across the state to stimulate interest in pursuing health careers. Pipeline activities include MEDCORP, a four week summer program designed to strengthen a college student's understanding of basic science prerequisites; MCAT/DAT workshops, prematriculation programs, and a high school summer enrichment program. All are designed to increase the pool of underrepresented students prepared to apply for medical school.

The Office of Multicultural Affairs is located in The Office Annex, room WW-102, adjacent to the women's dormitory. For additional information, contact the Division of Multicultural Affairs at 601-984-1340.

### **DRUG AWARENESS PROGRAM**

Pursuant to the Anti-Drug Abuse Act passed in October 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the University Medical Center is committed to maintaining a drug-free work place and to implementing a Drug Awareness Program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. As a student, you are to be aware of the Medical Center's Drug Awareness Program and abide with the Policy concerning substance abuse.

#### **Policy.**

1. You are prohibited from being under the influence of alcohol or illegal drugs while on campus, in other training sites such as affiliated hospitals and clinics, and in extramural settings for elective courses.
2. The possession, transfer, purchase, or sale of illegal drugs is a violation of the law and is strictly prohibited; such actions will be reported to law enforcement officials and to licensing agencies when appropriate.
3. The use, sale, or possession of an illegal drug in your capacity as a student is cause for your dismissal.
4. Any student who commits an unlawful act on or off the Medical Center or whose conduct discredits the Medical Center in any way will be subject to disciplinary action, up to and including dismissal.
5. No alcoholic beverage may be brought or consumed on the Medical Center premises.
6. Prescription drugs may be brought and used by you on the Medical Center premises only in the manner, combination, and quantity prescribed, as long as your ability to perform as a student is not affected.
7. Any student whose off-duty abuse of alcohol, illegal drugs, or improper use of prescription drugs interferes in any way with his or her performance as a student will be referred to Student Health Services for evaluation and/or may be subject to dismissal depending on the circumstance.
8. Note: Be advised that a felony conviction can affect a graduate's eligibility to sit for certification, registration, or licensure examinations. Affected students should contact the appropriate certification, registry, or licensure agency or organization.

**Counseling and Rehabilitation.** The Medical Center maintains an Employee/Student Assistance Program that is administered by Employee and Student Health. Any student who uses alcohol or illegal drugs, who misuses prescription drugs, or who may be dependent on or addicted to alcohol or drugs is encouraged to seek confidential counseling and assistance from the director of Employee and Student Health. When recommended

by the director of Employee and Student Health, the student may be granted a leave of absence in order to undergo treatment in an approved program.

**Legal Sanctions Under Local, State and Federal Law.** The use, sale, purchase, transfer, theft, or possession of an illegal drug is a violation of the law for which considerable legal sanctions may be imposed. A violation involving Schedule I or II drugs (e.g. opioids, marijuana, cocaine or amphetamine) can result, upon conviction, in your imprisonment for up to 30 years and being fined up to \$1,000,000. A violation involving Schedule III or IV drugs (e.g., barbiturates or diazepam) may result in your imprisonment for up to 20 years and being fined up to \$250,000. A violation involving Schedule V drugs (e.g., relatively small amounts or low concentrations of codeine, ethylmorphine or opium) may, upon conviction, result in your imprisonment for up to 10 years and being fined up to \$50,000. Detailed lists of drugs controlled under Federal and/or State Law are included as part of the University Medical Center's Drug Awareness Program and are available to students from department chairs, the Office of the Associate Dean, or the director of Employee and Student Health.

**Additional Information and Questions.** Copies of the University Medical Center's Drug Awareness Program for students are available in the Office of the Associate Dean. Should there be any questions regarding the Medical Center's Drug Awareness Program, students should feel free to contact the director of Employee and Student Health, the department chair, or the Office of the Associate Dean for further information.

## **EMERGENCY PROCEDURES**

**Fire.** In the event of a fire in any building the R.A.C.E. procedures should be followed.

- R. REMOVE and RESCUE everyone from the area of danger, whether it is patient, visitor, fellow employee, or yourself.
- A. ALERT everyone in the area to the problem in a calm manner, do not shout "FIRE," and do not cause panic. Make sure the alarm is transmitted at this time by pulling a manual fire alarm pull station, and by calling your local fire reporting number. Give your name, location of fire, and the type of fire.
- C. CONFINE the fire to the place where it starts. This can be done by simply closing the door to the room involved. Close all other doors in the area to provide added protection for persons in those rooms, or to keep the toxic smoke and fire gases from spreading.
- E. EXTINGUISH or attempt to extinguish the fire if you can do so without placing yourself in unnecessary danger. You should know the location and proper use of the nearest fire extinguisher in your area.

Upon activation of the fire alarm, personnel should close the window to the office or room, turn the lights on, check the hallway for smoke or fire, close the door leading into the hallway, and then exit the building as quickly and safely as possible. Personnel on the elevators should exit the elevators at the nearest elevator stop and proceed out of the building by the nearest exit. If any of these exits are blocked personnel should use the nearest available exit.

During any fire event, the central fire alarm system will activate. In the event that the central fire system does not activate, and indeed, even if the central fire system does activate, a fire emergency should be reported by dialing telephone 4-6666. Calls from cell phones should be made to 601-984-6666. Fires should also be reported by using the fire pull boxes located in exit corridors near your exits.

In classrooms or laboratories it is the responsibility of the faculty member to assure that all students have been vacated from the classroom or laboratory prior to being vacated by the faculty member. Primary and secondary fire marshals on each floor must ensure that all persons have vacated the area.

If the fire is small and can be contained, a fire extinguisher may be used to attempt to extinguish the fire. An example of such a fire would be a burning wastebasket. However, no one should ever endanger himself or herself in attempting to put out a fire. The first responsibility of the personnel (faculty, staff and students) in all buildings other than hospital buildings in the event of a fire is to report and evacuate.

Once personnel have left the building, everyone will proceed to a designated location to wait for instructions from the dean, his designee, or emergency personnel

**Tornadoes or Severe Weather.** In the event of tornadoes or other severe weather that require protective action, all personnel should be directed to proceed to the interior hallways and away from windows as quickly as possible. Notification will be made once the severe weather conditions have cleared.

**Emergency Room.** Students have access to emergency services offered by The University of Mississippi Medical Center. The emergency room of the University Hospital is staffed 24 hours a day, seven days a week. Students will be charged for visits to the emergency room.

### **EQUAL OPPORTUNITY STATEMENT**

The University Medical Center adheres to the principle of equal educational and employment opportunity without regard to race, sex, color, religion, marital status, age, national origin, disability, or veterans status. This policy extends to all programs and activities supported by the Medical Center. Under the provisions of Title IX of the Educational Amendments of 1972, the University Medical Center does not discriminate on the basis of sex in its educational programs or activities with respect to admissions or employment.

### **HARASSMENT POLICY**

All harassment is of serious concern and is strictly prohibited. It is the policy of the University Medical Center to maintain a workplace and an educational environment free from any type of harassment, including – but not limited to - sexual, ethnic, or racial harassment, creation of a hostile work or educational environment, racial slurs, or the demand of sexual favors for work- or student-related benefits.

**Sexual Harassment** is defined as: unwelcome sexual advances; job or educational advancement or lack thereof based on sexual favors or lack of such favors; nonconsensual touching or sexual jokes; requests for sexual favors; verbal or physical conduct of a sexually harassing nature or an act of physical aggression creating a hostile work or educational environment; non-verbal conduct, such as a display of sexually suggestive objects or pictures or obscene gestures; or failure to cease any such act upon request of any other person.

Any supervisor, employee, faculty member, or student who engages in such conduct is subject to discipline, up to and including immediate termination or dismissal. This policy applies equally to men and women.

Any complaint by a student against a UMC employee, faculty member, visitor, patient, vendor, contractor, or any other person on campus (other than another student - see below) of sexual harassment must be reported immediately through the Dean or Associate Dean to the Director of Human Resources or the Assistant Director for Equal Employment Opportunity. All complaints must be in writing and will be investigated by Campus Police.

**Peer Sexual Harassment.** Under Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations, no individual may be discriminated against on the basis of sex in education programs receiving Federal financial assistance. Peer sexual harassment (student-to-student) is a form of prohibited sex discrimination when the harassing conduct creates a hostile environment. Thus, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a

student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment.

A student who believes that harassment is occurring should report the incident(s) to the appropriate departmental chair, the associate dean, or the dean. If the student discusses possible incident(s) of harassment with a faculty member, the faculty member will refer the student to the appropriate departmental chair, the associate dean, or the dean. The associate dean, with the assistance of the appropriate Medical Center officials, will investigate the incident(s) including (a) statements by witnesses to the alleged incident(s) and (b) evidence about the relative credibility of the allegedly harassed student and the alleged harasser. If the associate dean determines that there is sufficient cause to believe that incident(s) of peer sexual harassment have occurred, he/she will prepare a written report to the dean with recommendations for appropriate steps to be taken to end the harassment according to Federal guidelines. If there is insufficient evidence of the alleged harassment, the associate dean will take steps to ensure that there are no negative consequences to the student or the person believed to have been harassing the student.

### **IDENTIFICATION BADGES**

Medical Center policy requires that students wear their identification badges at all times at all facilities which are operated by the Medical Center. The badge should be worn with the name and photo clearly visible on the front, upper torso affixed to a collar, pocket, lapel or displayed on a short break-away neck strap close to the face. Students who come to school without their identification badge may be subject to disciplinary action up to being asked to leave the campus. Students who lose their ID badge should report the loss immediately to Human Resources, Benefits Department. A new badge will be issued at the student's expense. . The identification badge may be used for check cashing in the bookstore, library checkouts, security identification purposes, a discount in the cafeteria, and access to certain areas of the Medical Center.

### **INFECTIOUS DISEASE/ACQUIRED IMMUNE DEFICIENCY SYNDROME**

Selection of applicants for Medical Center health professional programs is made on a competitive basis, without regard to race, sex, color, religion, marital status, age, national origin, disability or veteran status. Students with AIDS, and those with other manifestations of HIV infection, are deemed to have a handicapping condition as defined in the Vocational Rehabilitation Act of 1973.

Acquired Immune Deficiency Syndrome (AIDS) is a condition that destroys the body's immune (defense) system and allows life-threatening infections to develop. It has no known cure or vaccine for prevention, and an individual can transmit the virus even in the absence of symptoms. Current medical knowledge indicates that transmission is primarily through sexual contact or through the sharing of intravenous drug paraphernalia. According to the Centers for Disease Control, contracting the disease in most situations encountered in an individual's daily activities is not known to occur. Terms associated with AIDS include:

**AIDS-related Complex (ARC)** - a variety of chronic symptoms and physical findings that occur in some persons who are infected with human immunodeficiency virus but do not meet the Centers for Disease Control definition of AIDS.

**HIV** - human immunodeficiency virus (the causative agent of AIDS)

**HIV antibody** - a protein in the body produced in response to exposure to the human immunodeficiency virus.

The Medical Center does not routinely screen students, faculty or staff for antibodies to HIV or ask if they are HIV positive. Students who know they are HIV positive are encouraged to report their health status to the Director of Student/Employee Health Service so they can obtain appropriate medical care, consultation and counseling for their own protection and that of others. The information will remain confidential as a part of the student's medical record.

**The Educational Program.** The school in which the student is enrolled will make every reasonable accommodation to enable a student who is HIV positive to successfully complete the requirements of his/her educational program. The school also will make available career counseling should the student wish to review his/her educational objectives in light of the realities of HIV infection.

HIV infected students may have their educational program modified by their school to limit any potential risk of disease transmission. Restrictions on any clinical assignments and/or off campus clinical rotations or externships will be made on a case-by-case basis.

**Immunizations.** Students who have HIV infection or who are immunodeficient are not exempted from UMC requirements for nonlive virus vaccinations. However, because of potentially serious consequences for HIV infected persons or immunodeficient persons receiving live virus vaccines, HIV infected students or immunodeficient students who are required to receive such immunizations should consult Student/Employee Health or the Hinds County Department of Health for current recommendations.

**Testing and care.** Students who wish to get HIV antibody testing will be referred to the Hinds County Department of Health or Student/Employee Health. Students who become HIV positive during the course of their enrollment can get appropriate and confidential medical care, consultation and counseling through Student/Employee Health.

**Confidentiality.** Under the HIPAA guidelines medical information cannot be released to any person, group, agency, insurer, employer or institution without specific written consent of the patient or legal guardian, except as required by law. Every effort will be made to preserve the confidentiality of the medical records of a student who is HIV positive. Knowledge of a student's HIV status will be limited to those with *an absolute necessity* to know.

**Public Health Reporting Requirements.** The Medical Center complies with all public health reporting requirements of the Mississippi State Department of Public Health and the Centers for Disease Control. Students who are known to be HIV positive are reported to the State Department of Health.

**Universal Precaution.** Since many people with HIV infections are not identified in advance, universal precautions as defined by the Centers for Disease Control and by OSHA guidelines for Medical Center procedures apply for the handling of blood and body fluids of any student, employee or patient. Questions regarding these safety guidelines should be directed to the Director of Student/Employee Health or to the dean of the school in which the student's enrolled.

**Equipment.** Manuals and procedures already in use at the Medical Center cover the precautions that should be taken when handling infectious materials. Certain of these procedures are reemphasized here especially as they pertain to the possible transmission of HIV infection.

All UMC personnel, including students, will use disposable, one-user needles and other equipment if the skin or mucous membranes of patients, employees, or students will be punctured. If disposable equipment is not available, needles or other implements that puncture the skin or mucous membranes

should be steam sterilized by autoclave before re-use. Extreme caution should be exercised when handling sharp objects, particularly in disposal of needles. All used needles should be placed in a puncture-resistant container designated for this purpose. Needles should never be bent or recapped after use. Blood-soiled articles should be placed in puncture-proof bags and labeled prominently before being sent for reprocessing or disposal in accordance with UMC infection control guidelines.

**Teaching Laboratories.** Laboratory courses requiring exposure to blood, such as courses in which blood is obtained by finger prick for typing or examination, must use disposable equipment. No lancets or other blood-letting devices should be re-used or shared.

**Behavior Risk.** Medical Center students who are HIV positive and are aware of their condition and engage in behavior that threatens the safety and welfare of other students, patients or UMC personnel, may be subject to disciplinary action.

**Applicability of Other UMC AIDS Policies.** More specific, written guidelines and procedures are the responsibility of the individual schools and may be developed, as needed, by the deans and department heads. All unit policies must comply with these for the institution as a whole.

## **INFORMATION SECURITY POLICIES, STANDARDS, AND PROCEDURES**

The complete and current version of the *Information Security Policies, Standards, And Procedures* is available from the Division of Information Services, the Division of Human Resources, and the Division of Public Information and University Hospital administration. The complete document is also available in the *Faculty and Staff Handbook and Personnel Procedures* and the medical center Intranet Website (<http://www.dis.umsmc.edu>). All students and personnel are responsible for knowledge of and compliance with the complete and current version of the *Information Security Policies, Standards, And Procedures*.

The University Medical Center, through advances in technology, has increased its dependence upon computer systems for storage, processing, and transmission of information. It is the policy of the University Medical Center that information, in all its forms - written, spoken, recorded electronically, or printed - will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All computer equipment must be protected from misuse, unauthorized manipulation, and destruction. Protection measures may be physical and/or software-oriented. All persons using Medical Center computer resources should take precautions against the introduction of computer viruses into individual machines or computer networks.

The policy applies to all clinical information generated in the context of patient care, all student data, and all data related to medical business enterprises and support functions such as accounting, payroll, personnel, purchasing and other activities necessary for the management of the institution. Password security and verification of access are major keys to the success of computer security. Access to applications must be verified at least every 180 days, usually during the months of January and July. The verification notice and the nondisclosure statement must be signed by the user. These computer systems and networks must also require that all users change their passwords at least every 180 days and verify that the change has taken place. Users are allowed and encouraged by the Medical Center to change their passwords at more frequent intervals than the 180 day mandatory period. Users who do not change their passwords must have their access denied until such time as the password is changed. All covered computer systems and networks must suspend the access of a user when the user has not used the account for 180 days. Passwords must be strictly controlled to prevent their disclosure or misuse.

Additionally, the policy also applies to library information, to research information generated through scholarly inquiry, and to external and user-specific data files related to Medical Center work. For these

systems, where possible, password expiration will be used to enforce an annual change of password. Annual verification of eligibility for students will occur at registration for the fall quarter. The Medical Center nondisclosure statement will be incorporated into the application forms for access to these systems.

Access to confidential information will be granted on a "need to know" basis. Approved access to confidential information does not give a person general license to access the information unless there is a specific and legitimate need to do so.

The disposal of information must ensure the continued protection of confidential information. Sensitive information in hard copy (*i.e.*, paper and microfilm/fiche) must be shredded before disposal or confidentially recycled. Electronic media must be overwritten before being discarded or reused. Information in hard copy format essential to the continued operation of the Medical Center should be backed up.

Disciplinary or corrective action up to and including dismissal may be instituted for, but not limited to, the following:

1. Accessing or soliciting information without the need-to-know.
2. Allowing others, such as family members and friends, to perform activities on the UMC network or any secured system under one's own logon ID.
3. Performing or requesting to perform any activities in a secured system under someone else's logon ID.
4. Attempting to access a secured system without proper authorization.
5. Attempting to obtain proper authorization through fraudulent means.
6. Disclosing or compromising confidential access codes.
7. Discussing confidential information in public areas.
8. Leaving sensitive or confidential information, such as patient charts or secured systems, unattended.
9. Forwarding or distributing sensitive information to any party outside UMC without the prior approval.
10. Making unauthorized changes (electronic or written) on a patient chart, student record or personnel file.
11. Impersonating someone else to obtain a grade, help others obtain a grade, or to provide falsely identified materials.
12. Conducting activities not sanctioned by UMC, such as for profit, fundraising, gain-making, or political activities.
13. Creating or intentionally releasing a computer virus.
14. Copying or transmitting copyrighted material, such as electronic books, journals, graphics, and software, without the permission of the publisher.
15. Making any public representation about UMC without the approval of the Division of Public Affairs, such as advertisements, Internet home pages, electronic bulletin board postings, e-mail, or voice mail.
16. Misrepresenting UMC or perpetrating fraud.

All users have the responsibility to report any discovered or suspected unauthorized access attempts or other improper usage of medical center computers, networks, or other information processing equipment. If you observe, or have reported to you, a security or abuse problem with any Medical Center computer or network facility, including violations of the policy, report the situation to at least one of the following: the network administrator, the Information Security Administrator in the Division of Information Services, the Information Systems Auditor in Internal Audit, or other Medical Center official. When there is an indication of a violation of state or federal law, the appropriate agency will be contacted.

If you are contacted by a representative from an external organization conducting an investigation of an alleged violation involving information resources, immediately inform the Office of Dean of the School of Health Professions who, in turn, will contact the Associate Vice Chancellor for Health Affairs and refer the requesting agency to the office of the Associate Vice Chancellor for Health Affairs. That office will provide guidance and coordination regarding the appropriate actions to be taken.

### **Virtual Legality:** Your Rights and Responsibilities in Cyberspace

The Internet is a powerful and revolutionary tool for communication. It is powerful in its ability to reach a global audience and revolutionary in its accessibility to those who formerly were only at the receiving end of mass communications. The Internet also has an equally powerful and revolutionary potential for misuse. Such misuse is particularly prevalent on college and university campuses, where free *access* to computing resources is often mistakenly thought to be the equivalent of free *speech*, and where free speech rights, in turn, are often mistakenly thought to include the right to do whatever is technically possible. The rights of academic freedom and freedom of expression *do* apply to the use of university computing resources. So, too, however, do the responsibilities and limitations associated with those rights. Thus, legitimate use of university computing resources does *not* extend to whatever is technically possible. In addition, while some restrictions are built into the university's computer operating systems and networks, those restrictions are not the only restrictions on what is permissible. Users of university computing resources must abide by *all* applicable restrictions, *whether or not* they are built into the operating system or network and *whether or not* they can be circumvented by technical means. Moreover, it is not the responsibility of the university to prevent computer users from exceeding those restrictions; rather, it is the computer user's responsibility to know and comply with them. When you're pulled over to the side of the Information Superhighway, "I'm sorry officer - I didn't realize I was over the speed limit" is *not* a valid defense.

So just what *are* the applicable restrictions? The same laws and policies that apply in every other context. "Cyberspace" is not a separate legal jurisdiction, and it is not exempt from the normal requirements of legal and ethical behavior within the university community. A good rule of thumb is that conduct that would be illegal or a violation of university policy in the "offline" world will still be illegal or a violation of university policy when it occurs online. Remember, too, that the online world is not limited to the University Medical Center, to the State of Mississippi, or even to the United States. Computer users who engage in electronic communications with persons in other states or countries or on other systems or networks are subject to the laws of those other states and countries and the rules and policies of those other systems and networks.

It is impossible to list and describe every law and policy that applies to the use of university computing resources and the Internet - since, by and large, they all do - but the following are some of the ones that most frequently cause problems:

**Copyright.** Copyright law generally gives authors, artists, composers, and other such creators the *exclusive* right to copy, distribute, modify, and display their works or to authorize other people to do so. Moreover, their works are protected by copyright law from the very moment that they are created *regardless* of whether they are registered with the Copyright Office and *regardless* of whether they are marked with a copyright notice or symbol (©). That means that virtually every e-mail message, Usenet posting, web page, or other computer work you have ever created - or seen - is copyrighted. That also means that, if you are not the copyright owner of a particular e-mail message, Usenet posting, web page, or other computer work, you *may not* copy, distribute, modify, or display it *unless*: its copyright owner has given you permission to do so; *or* it's in the "public domain"; *or* doing so would constitute "fair use"; *or* you have an "implied license" to do so. If none of these exceptions apply, your use of the work constitutes copyright infringement, and you could be liable for as much as \$100,000 in damages for *each* use.

**Libel.** Libel is “publication” of a false statement of fact that harms another person’s reputation. For example, saying that “John beat up his roommate” or “Mary is a thief” if it isn’t true. If a statement doesn’t harm the other person’s reputation - for example, “Joe got an ‘A’ on the test”, it’s not libel even if it’s false. In addition, a statement of pure opinion cannot be libelous; for example, “I don’t like John”. But you can’t turn a statement of fact into an opinion simply by adding, “I think” or “in my opinion” to it. However, if you honestly believed that what you said was true, you *might* not be liable if it later turns out that you were wrong.

A libel is “published” whenever it is communicated to a third person. In other words, if you say “Mary is a thief” to anyone other than Mary, you have “published” that libel. That means that almost anything you post or send on the Internet, except an e-mail that you send only to the person about whom you are talking, is “published” for purposes of libel law. A person who has been libeled can sue for whatever damages are caused by the publication of the libel. Since a libel on the Internet could potentially reach millions of people, the damages could be quite large. A good rule of thumb to follow: If you would be upset if someone else made the same statement about you, think carefully before you send or post that statement to the Internet because it might be libelous.

**Invasion of Privacy.** There are a number of different laws that protect the “right to privacy” in a number of different ways. For example, under the Electronic Communications Privacy Act (a federal statute), it generally is a *crime* to intercept someone else’s private e-mail message or to look into someone else’s private computer account without appropriate authorization. The fact that you may have the technical ability to do so, or that the other person may not have properly safeguarded his or her account, does not mean that you have authorization. If you don’t know for sure whether you have authorization, you probably don’t. Invasion of privacy, like libel, is also a “tort,” which means that you can also be sued for monetary damages. In addition to the sorts of things prohibited by the Electronic Communications Privacy Act, it can be an invasion of privacy to disclose intensely personal information about another person that the person has chosen not to make public and that the public has no legitimate need or reason to know: for example, the fact that someone has AIDS, if he or she has not revealed that information publicly. Unlike libel, a statement can be an invasion of privacy even if it is true.

**Obscenity, Child Pornography and “Indecency.”** Under both state and federal law, it is a *crime* to publish, sell, distribute, display, or, in some cases, merely to possess obscene materials or child pornography. These laws also apply equally to the Internet, and a number of people have been prosecuted and convicted for violating them in that context.

The line between what is obscene and what is not is hard to draw with any precision - as one Supreme Court justice said, “I could never succeed in intelligibly” defining obscenity, “but I know it when I see it.” The term basically means hard-core pornography that has no literary, artistic, political, or other socially redeeming value. One reason that it is so hard to define obscenity is that it depends in part on local community standards; what is considered obscene in one community may not be considered obscene in another. That makes it particularly difficult to determine whether materials on the Internet are obscene, since such materials are, in a sense, everywhere, and it is therefore not enough that the materials are legal wherever you are. In one case, the operators of a bulletin board service in California posted materials that were not considered obscene there, but were convicted of violating the obscenity statutes in Tennessee when the materials were downloaded.

Child pornography is the visual depiction of minors engaged in sexually explicit activity. Unlike obscenity, child pornography is illegal *regardless* of whether it has any literary, artistic, political, or other socially redeeming value.

Sexually oriented materials that do not constitute either obscenity or child pornography *generally* are legal. Still, it is illegal in most cases to provide such materials to minors, and displaying or sending such materials to people who do not wish to see them may be a violation of the university's Sexual Harassment Policy.

**“Hacking”, “Cracking” and Similar Activities.** Under the federal Computer Fraud and Abuse Act, and under a variety of similar other state and federal statutes, it can also be a crime to access or use a computer without authorization, to alter data in a computer without authorization, to transmit computer viruses and “worms” over computer networks, to conduct “e-mail bombing” and to engage in other such activities. Engaging in such activities can also make you liable for monetary damages to any person who is harmed by your activities. Again, the fact that you may have the technical ability to do any of these things, or that another computer owner may not have properly safeguarded his or her computer, does not mean that you have authorization. If you don't know for sure whether you have authorization, you probably don't.

**University Policies.** Use of university computing resources is also subject to a variety of university policies, including the university's Sexual Harassment Policy. In addition, the following prohibitions apply specifically to the use of university computing resources:

- University computer accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the university even family and friends. Users are responsible for all use of their accounts.
- Users must limit their use of university computing resources so as not to consume an unreasonable amount of those resources or to interfere with the activity of other users.
- University computing resources are intended for university-related use and therefore may not be used for personal, commercial or business purposes or for other personal gain. Personal use of university computing resources for *other* purposes will generally be permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other university responsibilities, and is otherwise in compliance with university policies.
- Users of university computing resources may not state or imply that they are speaking on behalf of the university and may not use university trademarks and logos in connection with their use of those resources without specific authorization to do so.

For Further Information. If you have questions about the legality of your use of university computing resources, it's best to ask before proceeding. You should also refer to the preceding *Information Security Policies, Standards, and Procedures* section in this handbook and to specific rules and regulations posted in the various computer laboratories.

*(Adapted from a paper by Steven J. McDonald, Associate Legal Counsel, The Ohio State University. Used by permission.)*

## **LEARNING RESOURCE CENTER**

### **Departments of Biomedical Illustration Services and Audio-Visual Services**

The responsibility of the Departments of Biomedical Illustration Services (BIS) and Audio-Visual Services (AV) is to help improve student learning in the health sciences. BIS accomplishes this mission by offering products and services designed to facilitate teacher-learner interaction. In addition, the Department provides support for facilitating the two other components of the University of Mississippi Medical Center's (UMC) mission: research and patient services.

**The Department of Biomedical Illustration Services** provides various art production services for publication, presentation, and exhibition. Innumerable photographic services are available from the biomedical photography and computer graphics areas. These include film processing, slide making, passport/application photos, computerized presentations with PowerPoint, video screen grabs, scans, computer and custom illustrations and graphs, computer generated slides, media production, photographic retouching, photo compositing, CD-R recording, and many others. These services are available for use by students for class related projects with proper authorization from the particular professional school or department. Rates for these various services are available from the Biomedical Illustration Services or by calling extension 4-1215. All facilities are housed on the second floor of the Verner S. Holmes Learning Resources Center.

**The Department of Audio-Visual Services** provides services for video and audio recording, duplicating, and production with editing services, all types of classroom support with various types of equipment which can be checked out for use, and distance learning via satellite and down link mediums. These services are available for use by students for class related projects with proper authorization from the particular professional school or department. Rates of these various services are available from the Audio-Visual Services Department or by calling extension 4-1220. All facilities are housed on the second floor of the Verner S. Holmes Learning Resources Center.

Both departments are located on the 2<sup>nd</sup> floor of the Learning Resources Center and can be reached by calling:

**Biomedical Illustration Services**

Photography: 984-1215

Illustration: 984-1212 or 984-1214

Exhibits: 984-1211

**Audio-Visual Services**

Requests and production service: 984-1220

**ROWLAND MEDICAL LIBRARY**

The Rowland Medical Library is operated by the Department of Academic Information Services and is located on the second floor of the Verner S. Holmes Learning Resource Center. The Rowland Medical Library provides resources and services to students officially enrolled in UMC programs, to faculty and to employees directly involved in health education, research, and patient care. All other individuals who need access to the library collection may use the materials, but may not check-out materials. **All users must present a valid UMC ID in order to check out library materials!**

Library standard academic hours are Monday through Thursday, 7:00 AM until 12:00 midnight; Friday, 7:00 AM until 9:00 PM; Saturday, 8:00 AM until 7:00 PM; and Sunday, 12:00 noon until 12:00 midnight. After 8:00 p.m., a UMC ID must be presented to enter the library. A UMC badge is required for entrance Monday through Thursday and Sunday after 8:00 p.m. and on Fridays after 7:00 p.m. The library is closed on designated UMC holidays.

Circulating books are arranged according to the National Library of Medicine (NLM) classification system. Current journal issues are arranged alphabetically by title on the first floor. All bound volumes are shelved alphabetically in the second floor stack area. There is a leisure reading book collection as well as a few popular magazine titles such as *Newsweek*, *Consumer Reports*, and *Sports Illustrated*, and local and national newspapers located in the Information Atrium near the front entrance. The humanities collection is located on

the first floor in the northern corner near U118. Reference, reserve, archives, audiovisuals, indexes, abstracts, and unbound materials including journals do not circulate. Videotapes may be checked out for two days. RoMeO is the acronym derived from the system name Rowland Medical Online, which specifically designates the UMC version of the Sirsi/Dynex Horizon integrated library system and the systems and digital sources available on the library's web site ([www.library.umc.edu](http://www.library.umc.edu)). Other services available in the library are interlibrary loan, reference, and online literature searches. Materials that are not owned by this library may be borrowed from other libraries through interlibrary loan. Requests should be submitted in advance and there may be a charge for this material. Reference assistance is available, but when a computer search is requested, there may be a charge. Databases are available through the library homepage. Students interested in using this technology should contact the reference librarian. There is no charge for searches unless the library staff does the search.

**Fines.** The library charges a fine for overdue materials that circulate. Users are billed to replace materials checked out which are lost. The policies for circulating materials are below:

<u>Material Type</u>	<u>Loan Period</u>	<u>Renewal</u>	<u>Fines</u>
Books	3 weeks	1 for 1 week	\$0.50/day per item
Leisure reading	3 weeks	None	\$0.50/day per item
Bound journals	3 days	1 for 3 days	\$0.50/day per item
Videotapes	2 days	2 days	\$1.00/day per item
Reserve	2 hours	If no hold	\$1.00/hour per item
Reserve	Overnight	None	\$1.00/hour per item
ILL borrowed	As notified	By lender	\$1.00/day per item

Check-out limits:

1. Overall limit of 20 items per person.
2. Three reserve books or three reserve articles per person.

Overnight reserves:

1. Check-out: Two hours before library closes.
2. Due: One hour after library opens the following day.

Overdue items:

1. Only three notices are sent within a two week period.
2. Fines continue to accrue after the third and final notice.  
Fines are negotiable if item is declared lost or returned within four days after the date of the first overdue notice.

Graduating students should clear with the library prior to graduation.

Library Fines:

1. Cumulated fines of \$75.00 and over result in suspension of circulation privileges until paid. Fines continue to accrue to a maximum of \$75.00 until paid.
2. Lost/replaced items are billed for the price of the item plus a \$20.00 processing fee and any applicable fines.
3. Unpaid fees: **Registration will not be renewed for students having unpaid library fees.**

In order to keep students, faculty and staff informed on the new technologies and services offered by the library, the library uses RSS feeds and the news tab available from its home page. Copies of the *SOURCE* are available in the library. Library tours and orientations are another source of information on library services and new technologies.

For your convenience, photocopy machines are located on the first and second floor of the library. Copies are \$0.10 per page. A limited amount of change is available at the circulation desk. You should contact the librarian at the circulation desk for reserve reading materials assigned by the instructor.

## **MENTAL HEALTH SERVICES**

The University Medical Center contracts with St. Dominic Hospital for crisis intervention and counseling for students. Students can contact St. Dominic Hospital by calling 1-866-366-1510 (toll free) or 601-200-3110 at any time. Students are to identify themselves as students of UMC and that help is needed. There is no up-front charge to the student. The university pays for the initial visit, and if referral is indicated, St. Dominic personnel make the necessary arrangements. Insurance will then be filed, with the student responsible for any unpaid balance. In cases of extreme financial difficulties, alternate payment plans can be considered. Services provided through St. Dominic Hospital are confidential, and the university will receive no follow-up unless the counselor discloses illegal activities (drugs, etc.). Such activities will be reported to the appropriate authorities. Dissatisfaction with the services rendered by St. Dominic Hospital should be reported to the Dean's Office of your particular school or to the Director of Employee-Student Health. A portion of the cost of treatment for nervous or mental disorders, alcohol or drug abuse is covered under the University Medical Center Student Group health insurance plan. Students enrolled in the plan should consult their Summary Plan Booklet (SPB) or contact the provider to find out what their benefits will pay for. Summary Plan Booklets are available in the Student Accounting Office. Students enrolled in other health insurance plans should contact their provider for details about their plan benefits.

## **PARKING SERVICES**

**Motor Vehicles.** Free parking is available at the Mississippi Memorial Stadium across North State Street, west of the Medical Center. All automobiles parked on campus must have a University Medical Center parking decal. **Students park in the Mississippi Memorial Stadium parking lot across from the campus on North State Street.** There is no charge. Arrangements for long-term handicapped parking are made on an individual basis through UMC Parking. Short-term handicapped parking arrangements are made through Employee Student Health. Parking rules and regulations must be strictly obeyed campus wide. Violators will be ticketed or towed at the owner's expense, and the dean of the School of the appropriate school will be notified. Any student who violates UMC parking policies is subject to disciplinary action.

**Shuttle Bus.** Free shuttle buses run regularly from the Mississippi Memorial Stadium parking lot to all buildings on campus and to the Jackson Medical Mall. These shuttle bus routes take approximately 15 minutes. From 6:00 PM until midnight, a UMC van shuttles employees, visitors and students from the front of the University Hospital to the Mississippi Memorial Stadium parking lot. Students who must go to the Mississippi Memorial Stadium parking lot after midnight can call Campus Police at 601-984-1360 to arrange an escort and transportation.

UMC's shuttle service provides daily transportation for patients, visitors and employees serving: UMC's main campus from 5:30 a.m. to midnight Monday through Friday and the Jackson Medical Mall from 8:00 a.m. to 6:00 p.m. Monday through Friday. No service is provided on weekends and Medical Center holidays.

**The Main Campus (5:30 a.m. to 12 Midnight).** Shuttle bus service is round trip (approximately every fifteen (15) to twenty (20) minutes) between the stadium parking lot, overflow parking lot and the main campus. The approximate times may change due to such conditions as traffic, weather, and construction. Shuttle service follows a circular route that includes stops within the stadium parking lot, near hospital buildings and several other stops on campus. The number of buses in service is determined by average

daily passenger traffic, with the highest number of buses in use during peak passenger times. One of the five buses is wheelchair accessible.

Below is the number of buses in service within the scheduled time periods listed:

- 5:30 a.m. to 6:00 a.m. – 1 Bus
- 6:00 a.m. to 7:00 a.m. – 5 Buses
- 7:00 a.m. to 8:00 a.m. – 6 Buses (includes service to Dental School beginning at 7:00 a.m.)
- 8:00 a.m. to 9:00 a.m. – 5 Buses (includes service to Dental School ending at 9:00 a.m.)
- 9:00 a.m. to 9:30 a.m. – 4 Buses
- 9:30 a.m. to 2:30 p.m. – 3 Buses
- 2:30 p.m. to 3:30 p.m. – 4 Buses
- 3:30 p.m. to 5:30 p.m. – 5 Buses (includes service to Dental School beginning at 5:00 p.m.)
- 5:30 p.m. to 6:00 p.m. – 3 Buses (includes service to Dental School ending at 6:00 p.m.)
- 6:00 p.m. to 12:00 Midnight – 1 Bus
- 12:00 Midnight to 5:30 a.m. – No Buses

**The Jackson Medical Mall (8:00 a.m. to 6:00 p.m.).** Shuttle bus service is round trip (approximately one (1) hour) between the main campus and the Medical Mall. Travel time between the Medical Center campus and Jackson Medical Mall is approximately thirty (30) minutes. Under perfect conditions (good weather, no traffic), the shuttle will make the one-way trip in less than half an hour. During peak travel periods or inclement weather, the trip may take longer. The scheduled times are approximate; please allow two to three minutes variance. Stops at the Medical Towers Building are based on telephone requests (ext. 4-1405). This bus is wheelchair accessible.

Service from the main campus to the Medical Mall is on the hour, beginning at 8:00 a.m. and ending with the last stop at 6:00 p.m. on the main campus. The route begins at stop #8, followed by the Pavilion, #13, #14, #19 and the Blake Clinic en route to the Medical Mall.

Service from the Medical Mall is on the half hour, beginning at 8:30 a.m. and ending with the last stop at 5:30 p.m. before returning to the main campus. At times, arrival at the Medical Mall will be early (approximately twenty-five minutes after the hour); but the shuttle will wait to 25 minutes until the hour before leaving the Medical Mall.

For questions or suggestions, phone 4-1405 or e-mail at Physical Facilities - Shuttle/Transportation.

**Evening Student Parking.** Parking is available for all students in Lot #3 (between the Learning Resource Center and the Student Union) and in Lot #21 (across from the Learning Resource Center) from 5:00 p.m. until 7:00 a.m. without charge, Monday through Friday. Parking is available for students in Lot #21 all day Saturday and Sunday without charge. Parking is also available in Lot #12 (behind the SHRP building) after 3:30 p.m. Monday through Friday and on weekends for evening students.

**Bicycles.** Bicycles provide a handy way of getting around campus. When parked on campus, a bicycle should be locked to prevent theft. Bicycle racks are available in areas adjacent to the School of Health Related Professions building, Student Union building and Guyton building.

**No Parking Areas.** Parking areas immediately surrounding the student residences are reserved for residents of these buildings. Cars may not be parked where the curbing is painted yellow, blue or red, on sidewalks, at sidewalk-street intersections, across parking lines, on lawns, or other restricted areas. No double parking is permitted. Parking is also not permitted in any of the private or patient parking spaces located at offices or

apartment buildings adjacent to the Medical Center campus. The areas adjacent to the SHRP building are for short-term loading/unloading only.

**Violations.** Campus police will issue tickets for such offenses as illegal parking, reckless driving, speeding, failure to report accidents, and to observe traffic signs. Tickets are sent to the Hinds County Justice Court for adjudication. Cars parked in yellow, blue or red tow-away zones, double parked, or illegally parked in pay or gated lots will be towed away. The owner must pay the towing charge to reclaim the vehicle.

## **PLACES TO EAT**

There are several food service centers, as well as vending machines, in various buildings on campus. Each offers its own fare, atmosphere and amenities.

**The Commons.** The major food service area for students is “The Commons” food court located in the Norman C. Nelson Student Union Building. There is both inside and outside seating. Hours of operation are Monday through Friday from 7:00 a.m.-2:00 p.m.

**Cafeterias.** The hospital cafeteria is located on the first floor of the main hospital complex near the patient elevators. The hospital cafeteria offers three meals a day for students, employees and visitors. It is open 24 hours a day, seven days a week. Breakfast is served from 6:00 a.m. to 10:00 a.m.; lunch, 11:00 a.m. to 2:00 p.m.; and dinner, 4:30 p.m. to 7:00 p.m. seven days a week. Short-order items may be purchased at any time during the day. In addition, a specialty line is available for lunch, Monday through Friday, from 11:00 a.m. to 1:30 p.m.. The staff dining room is open for lunch from 11:00 a.m. to 1:30 p.m., Monday through Friday. Students receive a discount on all items with student I.D. The Methodist Rehabilitation Center lunch hours are 11:00 a.m. to 2:00 p.m. Monday through Sunday.

**The Wiser Hospital Dining Room.** The Wiser Hospital dining room on the first floor of the Wiser Hospital is open for breakfast, lunch and a limited dinner menu. Hours are 7:00 a.m. to 6:00 p.m., Monday through Friday, and 7:00 a.m. through 1:30 p.m. on Saturday. The dining room is closed on Sunday. Students with I.D. as such receive a 20 percent discount on meals.

**Addie McBryde.** The Addie McBryde Center for the Blind is open from 6:00 a.m. to 1:30 p.m. Monday through Friday.

**Fast Foods.** A McDonald's restaurant is located on the first floor of University Hospital near the Methodist Rehabilitation Center.. It is open from 6:00 a.m. to 11:00 p.m.

## **STUDENT FINANCIAL AID ELIGIBILITY POLICIES**

UMC subscribes to the principle that the amount of financial aid granted to a student as a rule should be based on financial need. Therefore, all students wanting to receive student financial aid at UMC must do the following:

- Apply for a Personal Identification Number (PIN) online at [www.pin.ed.gov](http://www.pin.ed.gov)
- Complete the FAFSA (Free Application for Federal Student Aid) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). UMC's Federal School Code is 004688.
- Complete Entrance Counseling online at <http://financialaid.umc.edu>

A packet will be sent to each student after the student has been awarded student financial aid.

Each recipient of student financial aid must meet Satisfactory Academic Progress (SAP) requirements in order to maintain his/her eligibility for financial aid. At UMC, SAP requirements correspond with the Academic Regulations and Scholastic Performance Standards as stipulated by each school within UMC as

well as federal guidelines. Therefore, each student must consult the academic/scholastic requirements pertaining to his/her school and the Office of Student Financial Aid to ensure compliance with SAP. SAP will be reviewed at the end of each spring term or when a student withdraws or when a student goes on leave of absence. Students failing to meet SAP will be placed on financial aid suspension beginning with the next term. Students placed on financial aid suspension are ineligible to receive any federal student aid funds as well as some institutional funds. Students who did not maintain SAP may submit an appeal to the Office of Student Financial Aid. A student whose appeal is successful will be placed on financial aid probation and will be allowed to receive federal student aid for one semester. Each successful appeal will include various academic requirements that must be met to be eligible to receive aid beyond the one semester probation. Students denied aid for failure to meet these SAP requirements may reestablish eligibility once they meet the requirements.

Scholarship and state grant programs have differing requirements for continuing eligibility. These criteria are outlined in the terms and conditions that accompany the scholarship and grant awards.

**Student Financial Aid Disbursement Policies.** All eligible students will receive an Award Notification letter, UMC Institutional Financial Aid Application, and additional documents. All applicable documents must be signed and returned to the Office of Student Financial Aid before any financial aid will be processed. In order to assure timely disbursement of aid, a student is encouraged to return immediately his/her signed Award Notification, Institutional Application, and other requested documents.

Student financial aid is divided into the following two categories: UMC aid and non-UMC aid. For all UMC aid, UMC is the funding source. Non-UMC aid is provided by sources outside the University. To ensure all student financial aid is used for educational costs (i.e. tuition, fees, medical insurance, and other charges), all student financial aid must be awarded through the Office of Student Financial Aid and must be disbursed directly to the student's tuition account. It is the student's responsibility to report all outside scholarship and/or awards to the Office of Student Financial Aid. Failure to report any type of aid that the student is or will be receiving is in violation of federal regulations; and the student is subject to a fine not to exceed \$20,000 and/or a prison-term not to exceed five years.

The Office of Student Financial Aid will authorize disbursement of UMC financial aid to a student's tuition account when the following conditions are met:

- UMC approval has been received and
- the student's required enrollment status has been verified and
- it is no earlier than the disbursement date established by the Office of Student Financial Aid and the Office of Student Accounting for that student's program year and school in accordance with Federal and State regulations.

The Office of Student Financial Aid will authorize disbursement of non-UMC financial aid to a student's tuition account when the following conditions are met:

- the funds have been received or official approval from the funding agency has been received and
- the student's required enrollment status has been verified and
- it is no earlier than the disbursement date established by the Office of Student Financial Aid and the Office of Student Accounting for that student's program year and school in accordance with Federal and State regulations.

**Disbursement of Student Aid.** If the disbursed student financial aid is greater than the amount of tuition, fees, and other charges assessed to the student's account for that term, then the Office of Student Accounting will issue the net funds to the student. These funds will be in the form of a check made payable to the student or will be electronically deposited to the student's checking account. To inquire about direct deposit, contact the Office of Student Accounting.

## **STUDENT HEALTH INSURANCE**

Hospitalization insurance is mandatory for students enrolled at the Medical Center. Students may enroll in the group plan offered by the Medical Center, or they must demonstrate coverage under another provider. Students not enrolled in the Medical Center Student Group Health Insurance Plan will be required to sign a waiver card specifying the name of their insurance carrier. Open enrollment for the student group insurance is the first thirty days as a new student, and the month of August. The effective date of the coverage depends on the timing of the application. Special enrollment periods are available in the thirty days following a change in marital status (special rules apply), the birth of a child, involuntary loss of coverage under another plan, or a qualified child support order. Applications and changes should be made in Student Accounting, Room U017 in Learning Resources. Payment is due with the application. Non-payment of assessed premiums does not constitute cancellation. However students can be dropped for non-payment. Coverage will be terminated after a student graduates or otherwise terminates their enrollment as a student at UMC. No retroactive cancellations are permitted. Only limited continuation of coverage is available. Students who need continued coverage after leaving UMC should contact Student Accounting as soon as possible. An optional dental/vision plan is also available. Single and family coverage is available in both the health and the dental/vision plans.

***Please note:*** The student group insurance plan offered by the Medical Center has a 12 month pre-existing condition exclusion period. Students who can provide proof of prior uninterrupted coverage for the 12 months preceding the effective date of the student plan coverage can have that exclusion period waived. If the prior coverage was for less than 12 months, there will be a month of the exclusion period waived for each month of prior coverage.

## **STUDENT HEALTH SERVICES (HEALTH CLINIC)**

The Student Health Service Clinic provides ambulatory medical care and is located on the first floor of the University Hospital North Wing, room N128. The clinic telephone number is 984-1185. Nursing care is available in the clinic Monday through Friday from 7:30 AM until 4:00 PM. A physician is present at scheduled hours. Should the clinic hours be inconvenient, call or go to the clinic to make other arrangements. Special referrals that are indicated (such as gynecological or surgical consultation) will be made upon the recommendation of the student health service physician. The student health service physician and the student will make the selection of a consultant. The Student Health Service does not provide medical care for dependents of students, nor can it reimburse students for treatment received elsewhere. Students who need medical attention when the clinic is not open should contact the University Hospital Emergency Room and follow instructions (A fee may be incurred). Students are responsible for notifying the appropriate instructor or department when they are going to be absent due to illness. Students may not be allowed to participate in laboratory or clinic activities while manifestation of disease exists or symptoms of contagious disease exist. Students must have clearance from Student Health to return to class.

## **STUDENT RECORDS AND REGISTRAR**

This office maintains the official academic records of all matriculated students and provides a wide range of services to those students. The office also works closely with each school in the admissions process of students. The office is located on the first floor of the Verner S. Holmes Learning Resources Center, Room U-013. The mailing address and telephone number are as follows:

Office of Student Records and Registrar  
University of Mississippi Medical Center  
2500 North State Street  
Jackson, Mississippi 39216-4505  
(601) 984-1080

To receive credit for any course, a student must be registered for that course in the Office of Student Records and Registrar. Students should register on the dates specified in the academic calendar for their respective schools. Registration for a course makes the student responsible for attending that class until the course is completed or until, with the appropriate approval, he/she is allowed to withdraw from the course. Withdrawals from a course or from school must be processed through the Office of Student Records and Registrar.

Official transcripts are available from this office at a cost of \$5.00 per transcript. All requests must be made in writing and must bear the signature of the student whose transcript is being requested. Signed transcript requests may also be faxed. All faxed transcript requests must include a Visa or MasterCard account number, expiration date of the card, the 3-digit security code on the back of the card, the name of the card holder as it appears on the card, the billing address of the card holder, and a current telephone number for the student whose transcript is being requested. A transcript request form may be printed from the Registrar's web page, [registrar.umc.edu](http://registrar.umc.edu). Transcripts may be requested by fax, but UMC transcripts will not be faxed because they are printed on security paper that does not allow copying. The signed request and fee must be received by the office before the request can be processed. Transcripts are not available on demand. They are stored electronically and require 24 hours for processing.

Grades are mailed to all students from the Office of Student Records and Registrar at the end of each term. They are mailed to the local address on file for medical, dental, and graduate students, and to the permanent addresses on file for all nursing and SHRP students.

On or before the last day of each month, the office submits electronically a listing of all currently enrolled students to the National Student Loan Clearinghouse, a service used by all loan-servicing agencies to determine a student's eligibility for student loan deferment.

Upon receipt of a student's written request, the office provides letters of enrollment, letters of good standing, enrollment verification for insurance purposes, and verification of degrees earned at the University of Mississippi Medical Center.

On a very limited basis in some schools, student may be allowed to take a course as a special student either for credit or for audit. Special student applications are available from the Office of Student Records and Registrar for this purpose. Special note should be paid to the instructions included with the application, as there are very strict guidelines and requirements.

## **STUDENT UNION**

The Norman C. Nelson Student Union houses a food court, bookstore, conference center, student recreation area, lounge area, fitness center, and office suite for the Associated Student Body (ASB). The ASB suite has cubicles for studying.

The food court has indoor and outdoor seating with hours from 7:00 a.m.-2:00 p.m., Monday through Friday. The fitness center is available for students and residents and includes a basketball court, track, aerobics studio, and complete cardiovascular strength training room. The recreation and lounge areas are also open to students and residents and features two TV lounges, a game area, and locker facilities. Student fitness and recreation areas hours are currently 6:00 a.m.-10:00 p.m. Monday through Thursday; 6:00 a.m.-8:00 p.m. Friday; 8:00 a.m.-5:00 p.m. Saturday, and 1:00 p.m.-5:00 p.m. on Sunday. Students have access to study in the Union 24/7.

## **TOBACCO-FREE CAMPUS**

**Purpose.** To establish and support the uniform prohibition of tobacco use at the University of Mississippi Medical Center and designated sites. The use of tobacco products, specifically smoking is a major cause of preventable disease and death. The Medical Center is committed to promoting prevention and the treatment of diseases, as well as to providing a safe, clean and healthy environment for all persons on this campus. The Medical Center strives to provide an environment that contributes to our mission. Therefore, it is this institution's intent to provide a total tobacco-free environment and to conduct programs designed to assist in adhering to this commitment.

**Policy.** It is the policy of the Medical Center to provide a tobacco-free workplace and environment, prohibiting smoking or use of other tobacco products in these facilities or on its adjacent grounds. Employees are prohibited from using tobacco products on and in all of the Medical Center's designated sites, owned, and leased properties, buildings and university vehicles. Students who use tobacco products on campus will be subject to disciplinary action.

## **WEAPONS POLICY**

Because of the unreasonable and unwarranted risk of injury or death to employees, students, visitors, and patients, and in accordance with sections 45-9-101 and 97-37-17 of the Mississippi Code of 1972, as amended, the Medical Center prohibits the possession of pistols, firearms, or other weapons in any form by any person other than those duly authorized (i.e., Campus Police Officers).