



Preparing people to lead extraordinary lives

STRITCH SCHOOL OF MEDICINE

STUDENT HANDBOOK

2018-2019

NOTICE OF NON-DISCRIMINATORY POLICY

Loyola University Chicago admits students without regard to their race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law to all the rights, privileges, programs, and other activities generally accorded or made available to students at the school. Loyola University Chicago does not discriminate on the basis of Loyola University Chicago 67 race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. If you have questions about this policy or believe you have been discriminated against because of your race, religion, color, sex, age, sexual orientation, national or ethnic origin, disability, or any other characteristic protected by applicable law, please contact the EthicsLine reporting hotline at (855) 603-6988 or submit a report online at www.luc.edu/ethicsline. Questions regarding Title IX may also be referred to Loyola University Chicago's Title IX coordinator, Thomas M. Kelly, Senior Vice President for Administrative Services, Lewis Towers, Suite 1500, who can be reached at (312) 915-6400 or tkelly4@luc.edu, or to the Department of Education's Office for Civil Rights. Title IX questions related to the Stritch School of Medicine can be directed to James G. Mendez, Associate Dean for Student Affairs, Office of Student Affairs, 2160 South First Avenue, Building 120, Room 220, HSD Campus, who can be reached at (708) 216-8140 or jamendez@luc.edu. Questions regarding Section 504 questions of the Rehabilitation Act of 1973 related to the Stritch School of Medicine can be directed to Josh Hopps, Director, Academic Center for Excellence and Accessibility, 2160 South First Avenue, Building 120, Room 255, HSD Campus, who can be reached at (708) 216-8166 or jhopps@luc.edu, or the Department of Education's Office for Civil Rights.

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MISSION STATEMENT

Loyola University Chicago Stritch School of Medicine (SSOM) is committed to scholarship and the education of medical professionals and biomedical scientists. Our school, including its faculty, trainees, and staff are called to go beyond facts, experimentation, and treatment of disease to prepare people to lead extraordinary lives and treat the human spirit in an environment that encourages innovation, embraces diversity, respects life, and values human dignity.

A MESSAGE FROM THE DEAN

Dear Students,

Welcome to the Loyola University Chicago Stritch School of Medicine.

For more than 100 years, our graduates have been caring for others, and changing the face of medicine, in extraordinary ways. You will soon join the thousands of Stritch physician innovators who improve practice, outcomes, and equity through advances in science and technology while retaining the most powerful tools in the clinical arsenal—the ability to listen carefully and to respect the patient’s experiences.

Our students are trained in the Catholic, Jesuit tradition that honors the dignity of all humans. We are proud of our community of students, faculty, and staff who are committed to faith, social justice, and the effectiveness of our relationship with the world around us. I encourage you to take advantage of the many opportunities to personalize your educational experience through service programs such as the Ignatian Service Immersion trips and academic programs in research, public health, global health, and/or bioethics.

It is my honor to be your dean. I look forward to the experiences we will share and I wish you all the best as you continue on your journey to becoming a physician.

Sincerely,

Steven A. N. Goldstein, MD, PhD, FAAP
Dean and Chief Diversity Officer

MEDICAL CENTER CONTACT INFORMATION

SSOM ADMINISTRATIVE UNITS

Admissions
708.216.3229

Alumni Relations
708.216.6576

Bursar
708.216.3228

Educational Affairs
708.216.8192

Financial Aid
708.216.3227

Registration and Records
708.216.3222

Student Affairs
708.216.3220

COURSE DIRECTORS

First Year

Molecular Cell Biology & Genetics... 67989
Structure of Human Body..... 68779
Function of Human Body..... 67989
Host Defense..... 68779
Behavioral Med & Development..... 68083
Patient Centered Medicine1..... 68219

Second Year

Mechanism of Human Disease..... 68781
Pharmacology & Therapeutics..... 68083
Patient Centered Medicine2..... 68286

CLERKSHIP DIRECTORS

Family Medicine..... 62109
Medicine..... 64813
Neurology..... 68083
OB/Gyn..... 65319
Patient Centered Medicine3..... 72004
Pediatrics..... 65319
Psychiatry..... 62109
Sub I/Wards & ICU..... 64813
Surgery..... 72004

SSOM SERVICES

Academic Center for Excellence and
Accessibility (ACE)
708.216.8166

Educational Technologies
708.216.5992

Campus Safety
On-Campus Emergency House Phone: 911
Non-Emergency 708.216.9077

Center for Health & Fitness
708.327.BFIT

Center for Community and Global Health
708.216.6318

Computer Aided Learning Laboratory (CALL
Lab)
708.216.5207

Dining Services Stritch
708.216.8677

Information Commons (Libraries)
Health Sciences Campus
708.216.9192
Lake Shore Campus
773.508.2632
Water Tower Campus
312.915.6622

Parking Services
708.216.9092

Security Escort Service
708.216.9077

Student Activities Center
708.216.5549

Student Health Service (SHS)
708.216.3400

University Ministry
708.216.3245

ACADEMIC DEPARTMENT CONTACTS

MEDICAL SCHOOL

Anesthesiology
708.216.4015

Family Medicine
708.216.1116

Medicine
708.216.6497

Neurological Surgery
708.216.8920

Neurology
708.216.2438

Obstetrics & Gynecology
708.216.5423

Ophthalmology
708.216.8643

Orthopedic Surgery & Rehabilitation
708.216.4570

Otolaryngology
708.216.8526

Pathology
708.216.8106

Pediatrics
708.327.9128

Preventive Medicine & Epidemiology
708.327.9018

Psychiatry & Behavioral Neurosciences
708.216.3276

Radiology
708.216.3779

Radiation Oncology
708.216.2575

Surgery
708.327.2700

Thoracic & CV Surgery
708.327.2276

Urology
708.216.5100

GRADUATE SCHOOL

Administrative Secretaries
Judith Hartwig
708.216.3531
Margarita Quesada
708-216-3532

Bioethics and Health Policy
708.216.9219

Cell and Molecular Physiology
708.216.1017

Integrated Cell Biology
708.216.3353

Integrated Program in Biomedical Sciences
708.216.3353

MD/PhD
708.216.3650

Microbiology & Immunology
708.216.3385

Molecular Biology
708.216.3650

Neuroscience
708.216.3361

Pharmacology and Experimental Therapeutics
708.216.5773

Preventive Medicine & Epidemiology in Clinical
Research Methods
708.327.9224

STRITCH SCHOOL OF MEDICINE OFFICES

ACADEMIC CENTER FOR EXCELLENCE AND ACCESSIBILITY

Joshua Hopps, PhD – Assistant Dean Academic Success and Academic Center for Excellence and Accessibility

Vera Schalansky, JD – Academic Support Advisor

Tina Calcagno – Medical Education Coordinator

The Academic Center for Excellence (ACE) is an academic support service. The mission of ACE is to enhance the academic performance of all students in the Stritch School of Medicine by providing evidence-based advising and support for coursework, USMLE preparation, and clerkships through individual and group services.

Evidence Based Academic Support

Advanced Study Strategies	Peer Tutoring
Career Advising	Test Taking Strategies
CVs and Personal Statements	Text Lending Library
Developing Study Plans	Time Management
Individual Advising	USMLE Prep: Steps 1,2 (and 3)
Memory Techniques	Workshops and Assessments
Organizational Tools	Writing Center

ADMISSIONS

Sunny Nakae, MSW, PhD – Assistant Dean for Admissions, Recruitment and Student Life

Darrell Nabers, MS – Director of Admissions

The work of the Office of Medical School Admissions is an on-going process, even after your acceptance. Student participation is vital to our overall success at Stritch. We have several opportunities for students to get involved with the admissions process and look forward to your participation.

Admissions Committee

Our Admissions Committee is broken up into four branches: the Recruitment and Outreach Committee, Review Committee, Interview Committee, and Selection Committee. These four committees are led by nine faculty who comprise the Executive Admissions Committee. We have student involvement at every level, and we encourage interested first year medical students to join our Recruitment and Outreach Committee. Those interested in other committees have the option to apply as early as the second semester of their first year, provided that they are in good academic standing and have been involved with the admissions process.

Recruitment and Outreach Committee

The Recruitment and Outreach Committee (ROC) supports in-person and online recruitment initiatives such as: hosting tables at fairs/venues, teaching workshops, hosting web chats/discussions, providing review of materials, and providing service to prospective students as they learn about and prepare for medical school. ROC members serve as ambassadors for SSOM during school visit trips and outreach programs such as PULSE, ASPIRE, and HPREP as needed. Activities are carried out year-round, locally, regionally and nationally. This committee focuses on formative feedback to applicants in preparation and application phases. ROC members assist with re-applicant advising every spring. Members of the ROC also eat lunch with interviewing candidates, provide tours for interviewees or visiting candidates, and may follow up with accepted candidates later in the process. ROC members may also serve as hosts for interviewing candidates.

Tour Guide Program

The Loyola SSOM Tour Guide program is extremely popular with our students. As part of the recruitment and outreach committee, our tour guides take candidates through the medical school and hospital while promoting the mission and values of Loyola University Chicago Stritch School of Medicine. This program provides an opportunity for visiting and interviewing candidates to connect with a current student about life at Stritch. First time tour guides are given a Tour Highlights information packet to help guide them through the school and hospital. We will be seeking out tour guides for a variety of reasons ranging from interviews to campus visits. If your availability allows, you may sign up to give tours through the admissions office.

Student Host Program

The Student Host Program is another aspect of the Recruitment and Outreach Committee where applicants invited to interview are given the opportunity to stay overnight with current medical students the night before their interviews. The candidates are usually from out of state or Illinois residents who do not have housing in the Chicago area. The Host Program allows applicants to discuss information and gain personal insights from their hosts regarding their experiences with medical education here at Loyola-Stritch.

Students are asked to sign up for hosting within the first few weeks of the fall semester and will be utilized from August through March. If a student agrees to host an applicant on a particular evening, the student will receive a meal ticket for hosting. Any assistance you can provide to the applicants is greatly appreciated, but hosts are not required to provide transportation or meals to guests.

If you have any questions please feel free to contact the Office of Admissions at ssom-admissions@luc.edu.

ADVANCEMENT AND ALUMNI RELATIONS

Ryan Finnely – Director of Alumni Relations, HSD

Cassandra Smith – Assistant Director, HSD Alumni Relations & External Engagement

The Stritch Office of Advancement & Alumni Relations sponsors activities to engage alumni in the activities of the school and to benefit students across class years. It is our goal to nurture the lifelong relationships of Stritch alumni locally, nationally, and internationally. Our office also directly supports students, education, and research by raising funds for endowed scholarships, professorships, lectureships, and research funds.

The Office strives to build relationships with future alumni through participation in the White Coat Ceremony, Alumni to Student Knowledge (ASK) Nights, Alumni Dinners, and Disorientation Dinner.

Stritch students are involved in Advancement and Alumni Relations activities by attending any of the alumni and student events throughout the year. Additionally, the M4 Class Board includes an elected Alumni Relations Liaison position(s) that work directly with the Office of Advancement and Alumni Relations to encourage student attendance at alumni events and also support the M4 Senior Class Fundraising Campaign.

On the day students graduate from the Stritch School of Medicine, they join a network, part of the more than 6,500 members of the Stritch School of Medicine alumni community.

You can reach the Office of Advancement & Alumni Relations at (708) 216-8531 or StritchAlumni@luc.edu.

OFFICE OF THE BURSAR

Laura Zaucha – Assistant Bursar

The Office of the Bursar is committed to excellence and strives to offer efficient and courteous service to students and their families, faculty, staff, and other Loyola partners. In serving others, we align our work with the Jesuit mission and vision of the University, focusing on “personal integrity, ethical behavior, and an appropriate balance between justice and fairness.”

The Office of the Bursar is responsible for the billing of tuition and fees, collecting payments, processing refunds, and enrolling students in Loyola’s Student Health Insurance plan. The office is located in SSOM Room 204, 2160 S. First Avenue in Maywood, IL 60153.

Questions? Email us at bursar@luc.edu or call 708.216.3228.

Website: LUC.edu/bursar

LOCUS

LOCUS is Loyola’s online connection to University services. All financial functions are located in LOCUS under Campus Finances.

Website: LUC.edu/LOCUS

Electronic Bills

Electronic Bills (e-bills) are generated around the 15th of each month and are snapshots of your account at the time they are sent. An email notification will be sent to your official campus (@luc.edu) email address and to those granted access when your e-bill has been generated.

<u>Term</u>	<u>Level</u>	<u>e-Bill Generated</u>	<u>Tuition Due</u>
Fall	M3 & M4	June 15th	July 5th
Fall	M1 & M2	July 15th	August 5th
Spring	M1-M4	December 15th	January 5th

To review a summary of your account activity online, please refer to your Account Summary in LOCUS.

The Office of the Bursar maintains the right to assess a late payment fee of 1.5% to any past due balances on a student's account

Website: LUC.edu/bursar/billing

LOCUS>CAMPUS FINANCES>VIEW E-BILL(S)

Payment Methods

For your convenience, Loyola University Chicago offers the following ways to pay your tuition:

1. Cash, check or money order
 - In person: Bursar’s office – SSOM Room 204
 - By Mail: Loyola University Chicago, 3953 Solutions Center, Chicago, IL 60677-3009
2. E-Check (Electronic Check or ACH)
 - Online in LOCUS drawn from a checking or savings account (no fee)
3. Credit Card
 - Online in LOCUS: American Express, Discover, MasterCard or Visa
 - 2.85% non-refundable service fee (\$3.00 minimum) added to the amount paid
4. Wire Transfers

Website: LUC.edu/bursar/payment_options

LOCUS>CAMPUS FINANCES>MAKE A PAYMENT

Direct Deposit Refunds

Loyola University Chicago Stritch School of Medicine highly recommends the direct deposit method for all student refunds. If you have received financial aid funds in excess of the charges on your LOCUS account, you may qualify for a refund. Complete your direct deposit profile in LOCUS with a valid checking or savings account, and your refund will be deposited into your bank account within two banking days after the refund is generated in LOCUS. You only have to set up your direct deposit profile once, but you can update it at any time if your account information changes.

Website: LUC.edu/bursar/refunds

LOCUS>CAMPUS FINANCES>REFUND DIRECT DEPOSIT PROFILE

Parent/Guest Access

If a parent, grandparent or another person will be helping you manage your Loyola finances, you can grant them access to your financial account in LOCUS. During setup you may select the areas your parent or guest will be able to access and those they cannot. You decide!

Website: LUC.edu/bursar/parent_access

LOCUS>CAMPUS FINANCES>VIEW PARENT/GUEST

Student Health Insurance

Your LOCUS account will automatically be billed for the annual premium for Loyola's Student Health Insurance. You must take one of the following actions before the deadline date:

- Opt out: Provide proof of alternate coverage by submitting a waiver in LOCUS
- Fast Track: Confirms that you want to be enrolled in Loyola's health plan.

Note: Students must be actively enrolled for at least the first 45 days after the date for which coverage is purchased. The Insurance Company maintains its right to investigate student status and attendance records to verify that the policy eligibility requirements have been met. If the Insurance Company discovers the eligibility requirements have not been met, its only obligation is to refund the premium. Otherwise, refunds of premiums are allowed only upon entry into the armed forces.

Website: LUC.edu/bursar/insurance

LOCUS>CAMPUS FINANCES>STUDENT HEALTH INSURANCE

1098-T

The 1098-T form reports the amount of education expenses billed to you by Loyola University over the course of the previous calendar year that may qualify for a tax deduction or tax credit. Its purpose is to help you and/or your tax professional determine if you are eligible for the American Opportunity Credit or the Lifetime Learning Credit on your income taxes.

Website: LUC.edu/bursar/1098t

LOCUS>CAMPUS FINANCES>VIEW 1098T

Student Disability Insurance

All Loyola medical students have been covered by this mandatory plan since 1995. Disability insurance is a necessity for all medical students as a source of income to pay living expenses, loan repayment, etc., in the event of disability.

The Stritch School of Medicine disability program has been specifically designed for the Consortium of Illinois Medical Schools. Unum Corporation underwrites the policy and Rx Financial Resources, Inc. will provide service to you.

Once enrolled in the Unum insurance policy, students will receive an individual policy outlining coverage and a “service packet” containing more detailed information.

Note: In the event of an approved leave of absence/withdrawal from the Stritch School of Medicine, unearned premiums will be refunded to the student, based on the date of withdrawal. *Students have the option of paying the premium for the Disability Insurance directly to Rx Financial Resources. Students are encouraged to maintain continuous coverage. Interruptions in coverage may cause a student to see a change in their plan upon resuming coverage of the mandatory insurance.*

Questions: please call Rx Financial Resources, Inc. at 630-279-7900 or 800-545-5695.

Website: LUC.edu/bursar/medicalstudentdisabilityinsurance/

Tuition and Fees

It is the responsibility of each student to keep their financial account (LOCUS) in good standing. By enrolling at the Stritch School of Medicine, the student acknowledges that he or she is responsible for paying all tuition and fees associated with the coursework for the MD degree. Failure to pay tuition and fees may result in suspension of the student's registration for the current semester. Any work done during this period will not be awarded credit until all financial obligations are satisfactorily resolved.

Mandatory Fees Include:

- **Disability Insurance:**
A necessary source of income to pay living expenses, loan repayments, etc. in the event of a disability.

- **Activity Fee:**
Used to support student activities throughout the year and managed by the Medical Student Union, Student Affairs and the Dean's Office.

- **Student Health Service Fee:**
Primary care medical services for students of the Medical Center are provided within the Student Health Service (SHS) facility by a physician and a registered nurse. Services at Student Health are covered by a mandatory fee per term assessed to all full-time students at the Medical Center.
- **Computer Lab Fee:**
Mandatory fee required for the use of the computer lab and computer based services.
- **Medical Equipment Fee:**
Diagnostic set, Blood pressure cuffs, Stethoscope, etc.
- **Fitness Center Fee:**
Fitness center membership to Loyola Center for Health & Fitness.

For a complete list of Tuition and fees, please visit: LUC.edu/bursar/tuition.

Withdrawal Policy

Complete withdrawal before the beginning of the session start date will result in no financial responsibility.

Students who completely withdraw from all classes after the session start date will have their tuition adjusted according to the withdrawal schedule. All fees are non-refundable; the student will retain the amenities, services, and privileges allowed through the Stritch service fees structure through the end of the semester.

Adjustments and refunds of tuition are authorized only after the Associate Dean for Student Affairs has officially approved a withdrawal from the Medical School. All graduating students and students who withdraw or transfer must have their accounts paid in full. An encumbrance is placed upon the student's records until the account is cleared of all indebtedness.

TIME OF WITHDRAWAL	CREDIT
First week of term	90%
Second week of term	80%
Third week of term	60%
Fourth week of term	40%
Fifth week of term	20%
Sixth week of term, or later	0%

The Federal Department of Education has established the "Return of Title IV Funds" regulation (34 CFR 668.22), which must be calculated prior to using the Stritch refund policy. For a detailed description of the "Return of Title IV Funds," refer to www.ed.gov. The Bursar will return unearned Title IV funds to outstanding Title IV loans:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Federal Perkins Loans

Leave of Absence Policy

The Withdrawal Refund Schedule also applies to an approved leave of absence. The Associate Dean for Student Affairs has to officially approve any withdrawal or leave of absence from SSOM. Student Affairs Officials at Stritch School of Medicine reserve the right to recommend other options to students based on their particular situation. During an approved leave of absence, students may have the option of paying the premiums for Disability Insurance and Hospitalization Insurance directly to the vendor. Students who return from leave before the beginning of the next school year are required to provide proof of coverage for the Disability Insurance and Hospitalization Insurance.

A student who at the beginning of a semester is on an approved leave of absence and has not yet paid the Stritch fees has the option of paying these fees to benefit from their services or to waive these services. The student fees cannot be paid individually.

Website: LUC.edu/bursar/withdrawal_policy

Tuition Payment Exemption Policy

Medical students at Loyola University Stritch School of Medicine (SSOM) who progress through the medical school curriculum in the usual manner stipulated in the SSOM Academic Policy Manual will pay at least four years of tuition billed twice annually by semester. If a student is required to attend Stritch Medical School more than four years due to “allowable events” and not due to academic failure, the student may submit a petition to the Associate Dean of Student Affairs requesting to be exempted from paying additional tuition that would amount to more than eight (8) semesters of tuition charges. The petition must be submitted at least two months prior to the tuition and fees deadline of the first semester of tuition adjustment requested. All graduating students and students who withdraw or begin a leave of absence must have their accounts paid in full. Students with outstanding balances will have an encumbrance placed upon their records until the account is cleared of all indebtedness.

Petitions for tuition exemption must be approved by the Associate Dean of Student Affairs and the SSOM Dean in order for the student’s medical school tuition to be considered “paid in full.”

“Allowable Events” are defined as follows:

1. An approved educational leave of absence for standardized exam study or to complete an approved outside program of study, relevant to their MD degree.
2. An approved medical or personal leave of absence.

No tuition exemption can occur without formal written approval by the Associate Dean of Student Affairs. Also, the Associate Dean of Student Affairs has to officially approve any withdrawal or leave of absence from SSOM.

For SSOM students who have received a tuition refund based on the Tuition Policy outlined above, the student will have the next tuition charge prorated (if applicable) upon his/her return to school to complete a full semester of tuition paid (100% tuition charge).

OFFICE OF DIVERSITY AND INCLUSION

Crystal Cash, MD - Associate Dean for Diversity & Inclusion

Freager Williams, MD - Assistant Dean for Diversity & Inclusion

The Office of Diversity and Inclusion works to:

- Increase recruitment and retention of underrepresented faculty, students and residents
- Establish and sustain professional networking forums and leadership development opportunities for faculty and residents
- Advocate for and support the interests of student affinity groups, not limited to but including students of color, LGBT students, veterans and students with disabilities
- Promote integration of cultural competency and health disparities in the education and professional development of students and faculty
- Collect, analyze, report diversity progress and provide recommendations on initiatives to the Dean and Chief Diversity Officer

OFFICE OF EDUCATIONAL AFFAIRS

Amy Blair, MD – Assistant Dean for Clinical Transformation and Director, Center for Community and Global Health

Mary Boyle, MD – Assistant Dean for Clinical Formation

Neil Clipstone PhD – Associate Dean of Biomedical and Translational Science

Scott Graziano, MD – Assistant Dean for Clinical Development

Joshua Hopps, PhD – Director, Academic Center for Excellence and Accessibility

Theresa Kristopaitis, MD – Assistant Dean for Curriculum Integration

Keith Muccino, SJ, MD – Associate Dean for Clinical Performance

Trent Reed, DO – Assistant Dean and Director for Simulation Education

The Office of Educational Affairs is an administrative area responsible for curriculum development, implementation, management, review and associated support services (educational technology incorporation in the curriculum, cadaveric anatomy, simulation and clinical performance laboratories). Medical education coordinators participate in the management and administration of courses and clerkships.

FINANCIAL AID

Tammy Patterson, MBA, MPA – Associate Director

Lupe Zarco, MA – Assistant Director

The Office of Financial Aid, located in Room 210, provides guidance and counseling to medical students seeking financial assistance. The office administers financial aid to students through a variety of funding

sources. If you have any financial concerns, please stop by the office, email, call 708-216-3227, or refer to the Financial Aid website at <http://ssom.luc.edu/finaid/>.

OFFICE OF MEDICAL EDUCATION

Gregory Gruener, MD, MBA, MHPE – Vice Dean for Education, Ralph P. Leischner, Jr., MD Professor of Medical Education

Neil Clipstone, PhD - Associate Dean for Biomedical and Translational Science

Theresa Kristopaitis, MD – Associate Dean for Curriculum Integration

Keith Muccino, SJ, MD – Associate Dean for Clinical Performance

Amy Blair, MD - Assistant Dean for Clinical Transformation and Director for Center for Community and Global Health

Mary Boyle, MD - Assistant Dean for Clinical Formation

Scott Graziano, MD - Assistant Dean for Clinical Development

Joshua Hopps, PhD - Assistant Dean Academic Success and Director Academic Center For Excellence and Accessibility

Trent Reed, DO - Assistant Dean for Clinical Simulation

The Office of Medical Education is an administrative area with responsibility for oversight of the Office of Educational Affairs and the medical student educational program. In participation with the Ralph P. Leischner, Jr. Department of Medical Education (DOME), this office participates in support of faculty scholarship and professional development within medical education.

REGISTRATION AND RECORDS

Mary Van Houten, MBA – Director (Registrar)

Julie Steinecker – Assistant Director (Assistant Registrar)

Rosemary Calcagno – Registration Specialist

The Office of Registration and Records (ORR), located in Room 220, handles the following services:

- Registration and enrollment
- Grade processing and verification
- USMLE registration and liaison with NBME
- Transcripts
- Student scheduling
- Academic calendar
- Class rosters
- Clerkship tracking and lottery process
- Graduation approval
- Graduation preparation
- Letters of good standing
- Degree certification
- Licensure applications
- Commencement ceremony

- Pagers

If you need more information or assistance with any of the above, call 708-216-3222 or visit the ORR website located at ssom.luc.edu/regrec.

STUDENT AFFAIRS

James Mendez, PhD – Associate Dean of Student Affairs

Beth Sonntag, MAdEd – Assistant Dean of Student Affairs

Viviana Martinez, MEd – Assistant Director, Student Affairs

The Office of Student Affairs provides leadership in the development of services and programs that enrich student life, extend and enhance the academic experience, and contribute to an environment that encourages personal growth and development. The associate dean, assistant deans, administrators, and staff manage all departments within student affairs and act as a liaison with other administrative offices and the faculty. The Office of Student Affairs also is a central source of information about university policies and procedures that affect students and about co-curricular services and programs.

As you progress through your studies, you may need advising to resolve an academic issue, a recommendation for a summer research program, or direction in planning your schedule. Student Affairs deans are available to meet with you regarding any issues or problems that arise during your enrollment at Stritch.

The Office of Student Affairs, located in Room 220, is open from 8:30 am to 5:00 pm, Monday through Friday. Stop by to schedule an appointment or call 708-216-3220.

STUDENT LIFE

Sunny Nakae, PhD – Assistant Dean for Admissions, Recruitment and Student Life

Alia Poulos, MA – Student Life Coordinator

Kiantra Thornton, MA – Student Life Coordinator

Student Life at Stritch provides a vibrant array of programming, co-curricular activities and support services delivered in an inclusive community. Our Medical Student Union (MSU) leads the way working closely with Student Life to plan and execute activities and traditions such as St. Luke's festivities, Powder Puff, and Friendsgiving. Among the MSU groups you will find engaged student leaders across many identities, interests, and affinities. The Student Wellness Advisory Group (SWAG) also operates under Student Life. SWAG provides leadership for comprehensive wellness programming at Stritch that includes monthly speakers, monthly group meetings, wellness incentives, SWAG Fairy, SWAGfest and much more. In our tradition of caring for the whole person, SWAG is at the forefront of helping students develop skills and awareness for self-care, balance, fitness, and stress management.

Our goal is to provide resources and avenues for students to thrive at Stritch. From conference planning, special events, and student group events to guest speakers, community partnerships and service learning, Student Life is there to facilitate success every step of the way.

STRITCH SCHOOL OF MEDICINE SERVICES

BICYCLES ON CAMPUS

Bicycle racks have been provided for use around campus. You must provide your own lock. Bikes may not be brought into the any building on campus, including the student communities.

CENTER FOR COMMUNITY AND GLOBAL HEALTH

Amy Blair, MD – Director

Brian Medernach, MD – Assistant Director /Director of the Graduate Medical Education Certificate Program in Community and Global Health

Theresa Nguyen, MD – Assistant Director

Amy Luke, PhD –Director of Community and Global Health Research

Lucia Garcia, MEd – Assistant Director of Education

Tina Calcagno – Medical Education Coordinator

The Center for Community and Global Health (CCGH) at Loyola supports a service-learning framework for future health care providers who aspire to improve the health of underserved communities locally, nationally, and globally. The CCGH strives to prepare students in the Jesuit tradition of advocacy, solidarity, and a passion for social justice.

Global health refers to health and health disparities across borders and is not limited to international settings. The Center for Community and Global Health supports programs for medical students who seek advanced education and training in health disparities at the local and international levels. These programs include:

- **Global Health Honors Program**: This program is aimed at students who seek to include global health in their professional career. It is a four-year curriculum that includes a seminar series in core topics, inter-disciplinary lectures and clinical cases in global health. There is a heavy emphasis on field-work experience, which can be done with local underserved populations or internationally. The Honors Program culminates in a scholarly research project that is supervised by a faculty mentor. Grants are awarded to Global Health Honors students through the *Global Field Experience* grant program to reduce travel and project costs associated with field-work.
- **Global Health Scholars Program**: This fellowship program is for students between their third and fourth year of medical school who plan a career in global health and wish to pursue rigorous independent scholarship. Students are supported with a stipend and spend one year as coordinators at a clinic in an impoverished country after their third year and are mentored in a scholarly project.
- **Local and International Underserved Electives**: Electives in an international setting or in domestic underserved population settings are managed through the CCGH. These opportunities are available to all students in their fourth year, as well as select third year electives.

- Peer-led Medical Spanish Program: This program was founded by students and continues to be led by students. The CCGH advises the student leadership team and oversees the teaching and student elective component of this program.
- Peer-led Medical Polish Program: This program was founded by students and continues to be led by students. The CCGH advises the student leadership team and oversees the teaching and student elective component of this program.
- Ghana Exchange Program: The CCGH provides an international exchange program with students at Kwame Nkrumah University of Science and Technology (KNUST) in Kumasi, Ghana.

COMMUNITIES AND MAILBOXES

The Stritch School of Medicine designed the John and Herta Cuneo Medical Building with quality of student life in mind. Students, faculty and staff who participated in the planning of this school building strongly advanced the idea that students should have a social “home base” at the school and a place to intermingle with all levels of students to better share the medical school experience across the four years.

The Student Communities were designed with this in mind. There are three communities: Curie (Room 230), de Porres (Room 240) and Osler (Room 260). These communities are located along the perimeter of the Atrium, the “Town Square” of the building. Each community has one third of the student body randomly assigned to it from each of the four classes. Student mailboxes and wardrobe lockers are located in the communities along with a bulletin board area. There is a casual seating area adjacent to the mailboxes. The back of the communities includes a study/reading area for individual or group studying and individual faculty mentor offices.

Community Guidelines:

- Dispose of leftover food, drink, and their containers in the receptacles provided.
- Furniture should remain in the communities and not be moved into the Atrium or other student areas.
- Communities are accessible 24 hours a day for study; however, no overnight sleeping is permitted.
- Note that mailboxes are not lockable and therefore not totally secure.
- Community lockers are not for anatomy garb and limited anatomy lockers are available for this clothing.
- Respect the rights of those wishing a quiet space in the study room of the Community.
- Recycle and arrange for a community representative to empty the container.
- Books, notebooks, papers, book bags, gym bags, backpacks and other personal belongings should be placed in the open cabinet shelves within the Community, or locked up in your personal locker or Sit-Down Lab cabinet. They should not be left out on the tables, floor or windowsills.
- Bicycles, plants, exercise equipment, personal refrigerators, microwaves and hot plates are not allowed in the Communities.
- Police the bulletin board in your Community. Dispose of outdated or inappropriate postings.

- Common study space cannot be claimed as one's own.
- Students and student organizations are not allowed to store any items in the common student areas.
- Students who wish to switch to a different locker must first seek the permission of Student Life. Any locker discovered to have someone else's lock and/or belongings in and on it will be opened and the contents discarded. No reimbursement for the lock or the items within will be forthcoming.
- The school or university is not responsible for any items lost or stolen from the mailboxes, lockers or public spaces.

Medical Student Mailbox

U.S. mail and intercampus mail are placed in the student mailboxes daily. The faculty and administration of the medical school utilize these mailboxes (along with email) as the secondary mode of contacting students (email is primary) instead of through the more costly U.S. Post Office. Important announcements regarding class or exam assignments, deadlines, etc., are frequently announced via the mailboxes. Therefore, it is imperative that you check your mailbox daily.

The mailboxes are not lockable and therefore are not totally secure. If you plan to receive U.S. mail in care of your mailbox, such mail must include your mailbox number as part of the address. Failure to include your medical school mailbox number will cause delays in receiving your mail. Your address should read as follows:

John Doe, CURIE COMMUNITY, MB 015
 Stritch School of Medicine
 Building 120, Dock 8
 2160 S. First Ave
 Maywood, IL 60153

Please note: The mailbox number is located on the left side of the mailbox. A directory is posted in each Community. ***The school or university is not responsible for any items lost or stolen from the mailboxes.***

Outgoing stamped U.S. letter mail may be dropped in the U.S. postal mailbox located in the corridor at the northeast entrance of the medical school. Packages cannot be handled and should be taken to your local post office.

COMPUTER AIDED LEARNING LABORATORY (CALL)

Amy Hoyt, MEd – Manager

The CALL (Room 254) is the main student computer lab, offering 31 computer stations (Mac and Windows), and is available 24/7 for student use. Black/white and color printing/copying (including wireless printing) is available for a nominal fee (\$0.06-0.10/page). Reloadable print/copy cards are available for purchase in the CALL.

Additionally, there are eight Sit-Down Labs available on the third and fourth floors (four on each floor). Each of these labs offers 22 computers available for student use when the rooms are not occupied for curricular activities. Wireless connectivity is available throughout the school as well as over 1000 data connections, including one for every two seats in the two large lecture halls; a limited supply of Ethernet cables is available from the CALL in 254.

Course materials (including audio and video recordings of lectures) and student-specific course information are accessible on and off campus through the LUMEN and myLUMEN web pages.

Each Stritch student will receive a unique login ID that provides access to online materials, applications and email. Email is the preferred method of communication between administration and students. Specific policies regarding the appropriate use of university email and technology can be viewed at <http://www.luc.edu/its/policies.shtml>.

During the academic year, staff is available to assist students in the CALL between 8:30-5:00PM or via email: CallLab@luc.edu.

COUNSELING SERVICES

Students in the Stritch School of Medicine who are experiencing difficulties, be they related to school or personal issues, can receive supportive counseling and/or resources through Student Counseling Services. The Health Sciences Division of Loyola University Chicago has partnered with Perspectives, an independent behavioral health organization that provides work/life, wellness and counseling services to many organizations locally and nationally, to provide Student Counseling Services for all Stritch School of Medicine students. Perspectives counselors are licensed experienced professionals who can help with a wide range of issues or problems.

Perspectives for Students is a resource to help with “issues of everyday living.” Just about any concern imaginable can be addressed, ranging from simple to complex. Some of the issues covered:

- Anxiety
- Depression
- Relationship Difficulties
- Family and Parenting Problem
- Stress
- Alcohol, Drug or Other Addictions
- Grief and Loss
- Child/Elder Care
- Change and Transition

The HSD Student Counseling Program is free, confidential, not on EPIC and provides:

- An onsite counseling office in Room 180 SSOM, staffed by licensed masters-level clinicians for assessment and counseling, with referral to additional resources (including the school sponsored psychiatrist) where necessary and follow-up.

- Accessing assistance is easy. Simply call at any time at **1-800-456-6327** to speak with a counselor or schedule an appointment. For online resources, simply go to SAPlogin.perspectivesltd.com and enter LUC500 for your User ID and “perspectives” (without quotes) for the password.
- Please be advised, any student seeking counseling services should start with Perspectives. If the student needs to be seen by a psychiatrist, the Perspectives therapists will make the referral.

This person has no grading privileges/responsibilities at Stritch, and all interactions with the student are strictly confidential.

Perspectives has multiple offices throughout the Chicago. However, every attempt will be made to schedule all in-person assessments in the onsite office.

- Unlimited 24/7 toll-free access to Perspectives Call Center counselors to access information, resources and crisis support. To access supportive services or speak to a counselor 24/7, students should call the Perspectives Call Center at (800) 456-6327.
- Access to *Perspectives Online*, an interactive website providing access to articles, self-guided wellness assessments, calculators, child/elder/pet care provider databases, skill building courses, expert audio clips and information in the following areas: Emotional Well-Being, Work/Life, Legal/Financial, Wellness and the Workplace.

Please contact Student Affairs at 708-216-3220 if you have any questions.

DINING SERVICES

Joanna Gromow – HSD Catering Manager, Account manager

Nallely Valero – Executive Chef

The Kitchen at SSOM is operated by HandCut Foods and is located on the first floor of the medical school. It is open Monday through Friday from 7:00 am until 2:00 pm. Dining stations include the following:

Breakfast

Yogurt & Oatmeal Bar	7:00 am - 10:15 am
Action Station Breakfast	7:30 am - 10:15 am

Lunch

Action Station Lunch	11:00 am – 2:00 pm
Flatbread Station	11:00 am – 2:00 pm
Street Food Station	11:00 am – 2:00 pm
Deli Counter Station	11:00 am – 2:00 pm
Salad & Soup Bar	11:00 am – 2:00 pm

Breakfast and Lunch

Grab ‘N Go	7:00am – 2:00 pm
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Additional dining choices on the Health Sciences Campus include:

- HandCut Café in the Nursing School (1st floor)
- HandCut Café in the Cancer Center Lobby (1st floor)
- LUMC Cafeteria
- Fitness Center Café
- Einstein Bagel (Outpatient Center 1st floor)
- Jazzman Café (Hospital Tower 1st floor)

EDUCATIONAL TECHNOLOGIES

Sue Crowell – Manager

The HSD Educational Technologies Office is located in the Cuneo Center (SSOM), Room 184. Our primary responsibility is to provide audio-visual (AV) equipment and technical expertise to faculty, staff, and students in the delivery of medical education.

We are responsible for maintaining and supporting AV equipment and computers in all CTRE, Cuneo and MNSON lecture halls, classrooms, seminar, and conference rooms. We assist with high fidelity simulations, print posters and support video conferencing throughout the Loyola University Chicago Health Sciences Division campus. On request we will consult and make recommendations regarding AV equipment for purchase/use within a specific department.

In summer 2018 we upgraded our Camtasia Video Studio with Green Screen capabilities. This studio provides faculty, staff, and students with a resource for recording lectures, classes, and other presentations for later playback via Internet, CD, or DVD. We also have the capability to record via Camtasia or Panopto so you can record your lecture while you're giving it!

Classroom AV

All HSD classrooms are equipped with a computer projector/screen or large flat panel. Larger classrooms may have integrated program/speaker audio and/or Crestron control system.

Standard software: MS Office, Adobe Connect, Windows Media Player, Internet Explorer, Firefox, VLC, Panopto and Power DVD.

Additional Services

- Poster Printing
- Event Streaming
- Equipment loans: laptops, video recorders, portable sound/speaker systems, video conferencing kits etc.

For additional information regarding services offered by Educational Technologies, please visit http://www.stitch.luc.edu/tech_support/content/educational-technologies.

EMAIL

Students can access email through www.outlook.luc.edu. Password issues should be reported to CALL staff (room 256). All other email concerns should be directed to the LUC IT Help Desk at 773-508-4487.

Additional email information is available on the LUC IT web site:
<https://www.luc.edu/its/email.shtml>.

EMERGENCY BROADCAST SYSTEM

The Stritch School of Medicine Emergency Broadcast Alert (SSOM EBA) system is designed to be used in emergency situations that have a significant threat to personal safety on the Health Sciences Division campus. In the event of an emergency, a brief text message will be sent to your registered cell phone number containing important instructions for you to follow to stay safe. Subsequent messages may provide further updates, directions to relevant sources of information and an indication that the emergency is over.

To ensure that you have access to SSOM EBA, please check that your cell phone number is registered and up-to-date by logging into the Emergency Broadcast Alert system at:
<https://portal.luhs.org/template/dean/luhs/lebs/frames.cfm>.

LOYOLA CENTER FOR FITNESS

Joe Berg – Center Director

Loyola Center for Fitness is a beautiful, open, state-of-the-art fitness club adjacent to the SSOM with endless amenities and services to fit your needs and the only certified Medical Fitness Association (MFA) facility in the area.

With your fitness club membership, you have access to over 70 weekly group exercise classes as well as the most up to date fitness equipment, 25-yard lap pool, warm water therapy pool, indoor running track and much more. Our educated, experienced and professional staff will guide you through a complimentary health assessment, and provide you with a plan to assist you in reaching your goals. We believe that Loyola Center for Fitness is unique in its commitment to meeting each member's needs. We want you to be successful in reaching your health and fitness goals.

The Center Hours are:

Monday – Friday: 5:00 AM – 10:00 PM

Saturday – Sunday: 7:00 AM – 5:00 PM (May – August)

Saturday – Sunday: 7:00 AM – 7:00 PM (September – April)

Go to www.loyolafitness.org for details on services and the schedule of classes and events.

Center for Fitness Scrub Policy

In accordance with Loyola University Medical Center policy, “misty green” scrubs are not allowed in the Center nor may any person change into or out of them within the Center.

HEALTH SCIENCES LIBRARY

Gail Hendler, MLS – Director and Associate Provost

Information Commons

- Marcella Niehoff School of Nursing, 1st floor
- 24/7 access
- Card swipe after 7pm weekdays and Saturdays and Sundays
- [Staffed](#) hours:
Monday – Thursday, 8:30am – 7:00pm
Friday, 8:30am – 5pm
- 4 group study rooms and Quiet Study room available
- Wireless printing and self-service scan, and print and copy available
- Charge your laptop or phone at our charging stations

Librarian Assistance

- Research and reference service to support course work, patient care and research
- [Interlibrary loan](#): request articles and books from an international network of libraries. Articles delivered online within 24 hours at no cost to you.
- Curated subject/topic [research guides](#) to the library's licensed resources. [Medical Student Research Guide](#) links to required readings and pre-clinical and clinical resources.
- Scholarly publishing support
- Consults delivered via chat, [Zoom](#), email, telephone or in the library

Library Resources

- Electronic collection includes point-of-care tools, article and index databases, journals, books and exam preparation
- [Required reading](#) for courses
- Access resources with your UVID/password
- Anatomical models collection available to borrow for up to three hours
- [Discover](#) - Loyola research output and scholarship. Identify experts on the health sciences campus and read their work
- Citation management software (RefWorks and Mendeley)
- Laptops, Mac Books, iPads and peripherals available to borrow for up to three hours
- Print leisure reading collection includes literary fiction, non-fiction and best sellers. Borrow for up to three weeks.

Library Events

- [Humanities Forum](#) – Distinguished speakers explore how the humanities impact and transform medicine
- [Consult with Miso](#), the library's Dog in Residence Thursdays from noon – 1:00 PM at the library service desk
- Pawsitive Pet Therapy Troupe visits two Fridays monthly from noon - .12:45 PM

Just for Fun

- Need a break? Check-out an item from our games collection – Catan, Scrabble, Operation, modelling clay, adult coloring books, chess and more!

- Sports equipment available to borrow for up to three hours: soccer balls and collapsible net, yoga balls, Frisbees and more

Contact

- Call us: 708-216-9192
- Email us: hs1@luc.edu
- Library Directory: http://library.luhs.org/hslibrary/about_us/staff_directory.htm
- Library Website: <http://library.luhs.org/hslibrary/index.htm>

PAGERS

Students are required to carry pagers in the third and fourth years of medical school. They are issued by the Office of Registration & Records and are charged an annual leasing fee of \$75. Pager fees are charged to your account through the Bursar in the fall term.

If any issues arise with your pager, please contact Rosemary Calcagno in Registration & Records for assistance in resolving those issues. If you should lose or break any of the pager components, the fees are as follows:

CUE device (pager):	\$50.00
Charger Cord:	\$ 2.00
Charger Cube:	\$ 5.00
Holster:	\$ 3.00

All pagers must be returned to the Office of Registration & Records prior to picking up your cap and gown for graduation. If a pager is not returned or returned damaged, there will be a charge of \$50.00 to be paid directly to our Bursar. Receipt of payment is required to pick up your cap and gown.

PARKING

Prior to the start of each academic year, Stritch students are given the opportunity to purchase a parking key card that allows access to designated parking garages. Parking is not billed so you must go to the Parking Office to pay. You can prepay for the upcoming academic year in June, if you wish, to avoid the rush at the beginning of the academic year. The parking fee for all students is currently \$260 per year and is subject to change. Due to the great demand for on-campus parking, the key card entitles students to access the garage but does not guarantee a parking space.

- M1 and M2 Students – South parking garage
- M3 and M4 Students – North parking garage

The South parking garage is open to everyone on weekends and holidays observed by the Medical Center.

Parking key cards may be purchased at any time of year from the Parking Office in room 1606 just inside the front entrance to the Mulcahy Building. The Parking Office is open weekdays from 7:45 am until 4:45 pm. You must present a valid Loyola ID with the make, year, color, and license plate number of the vehicle for which you are purchasing parking.

Students and staff are expected to follow all parking rules and regulations and are prohibited from parking in the patient and visitor lots.

Parking Office Phone – 708-216-9092

SAFETY AND SECURITY

Security services are available to students on the Health Sciences Campus 24 hours per day, 7 days per week.

Emergency Assistance – dial 911 (on any Medical Center house phone)

General Security Assistance – dial 69077 (on any Medical Center house phone)

- dial 708-216-9077 (from a cell phone or outside phone)

Emergency telephones are also located throughout the campus, in each elevator, in parking lots, and parking garages. To use an emergency telephone, simply open the box and/or press the button to be directly connected to the Security and Safety Dispatcher. The button you press automatically provides the dispatcher with your location.

Campus Shuttle Bus – Students are encouraged to use the free shuttle bus on campus. Shuttle bus service is available around the HSC from 6:00 am to 6:00 pm, Monday through Friday excluding holidays. The shuttle bus stops at the various buildings and bus stops on campus.

Security Escort Service – Dial 69077 (708-216-9077) to request a security escort to and from their vehicle after 6:00 pm and on weekends and holiday or whenever the Campus Shuttle Bus is not operating.

Blue Line Shuttle Bus service – Free Weekdays, 6:00 am – 6:00 pm pick up locations: Southside Forest Park CTA Blue Line Station and on campus across from CTRE (last pick up from campus at 5:40 pm)

Motorist Assistance – Dial Security at 69077 or use an emergency telephone in the parking garage to obtain assistance for a dead battery. Security can also provide phone numbers for additional assistance including flat tires, locked keys and vehicle towing.

LUHS Photo ID – Must be worn in a visible manner at all times while on campus. Your Loyola photo ID is needed to gain access to all Medical Center buildings and entrances, Stritch School of Medicine (SSOM), Marcella Niehoff School of Nursing (MNSON), and to use the HSD Library. The ID is obtained at the Parking/ID Office located in the Mulcahy Building, room 1606 just inside the front door. The office is open weekdays from 7:45 am until 4:45 pm.

Suspicious Persons or Activity – Please assist Security by reporting any suspicious persons or activity on or near the HSC as soon as possible by calling 69077 or 708-216-9077.

Preventing Theft – Avoid leaving personal valuables, e.g., purses, backpacks, electronic devices, etc. unattended and/or within sight inside a vehicle. Use a locker to secure your valuables.

Laboratory Safety – Dial 66738 to obtain assistance from the Office of Research Services' Director of Research Safety regarding laboratory safety and the handling of chemicals and other hazardous substances Monday through Friday from 8:30 am until 5:00 pm.

STUDENT ACTIVITY CENTER

The Student Activity Center is located in Room 275 and consists of two separate areas. The southern room has a large flat-screen TV, lounge furniture, foosball table, and table tennis tables. It also has a take-a-book, leave-a-book book case, and board games.

The northern room offers students a multi-purpose area for dining, meetings, and other events approved by Student Affairs. The room consists of 30 chairs, 8 tables (three of which has access to data/power jacks by the windows), four industrial microwaves, and two restaurant quality refrigerators to store student lunches. The refrigerators are emptied and cleaned every other Friday evening and the Fridays before breaks and vacations. Any items in the refrigerators when cleaned are disposed of. There is also a sink, icemaker and vending machines in this area.

Students are expected to maintain a respectful appreciation of the Center and to demonstrate such by keeping it clean and organized (do not move the furniture) and to refrain from intentionally damaging school property.

STUDENT HEALTH SERVICE (SHS)

Tiffany Libby, APRN, CEN, FNP-C – Director of Student Health Services

The Employee and Student Health Clinic is located at the south end of the medical center campus on the **third floor of the Loyola Outpatient Center**. All appointments require prior registration by calling **1-888-LUHS-888** (or extension 6-8563)

Hours

Monday through Friday: 7:30 AM – 4 PM

Closed 12 PM – 1 PM for lunch.

Immediate Care Services

Students who require **emergent** medical services **after Student Health hours** or on the weekend can be seen at:

Loyola Center for Health at River Forest Immediate Care, 7617 W. North Ave. (708) 771-1300 or

Loyola Center for Health at Burr Ridge Immediate Care, 6800 N Frontage Rd (708) 327-1064

Weekdays open until 8 p.m.; Weekends and Holidays, 8 a.m. to 3 p.m. (closed Christmas day)

(Note: This is not covered under the student health fee).

Emergency Services

Students who require emergency services should go to Loyola University Health System Emergency Department or the closest ER in an emergency (**Note:** This is not covered under the student health fee).

Student Health Services Provided in Student Health

Services provided under the Student Health fee include:

- Illness, injury, needle sticks, chemical/biological/other exposures
- Release from or return to school evaluations
- TB testing
- Mandatory fit testing
- Mandatory influenza immunization
- Complete forms for away rotations
- Well Woman Check
- Rapid Strep testing
- Urinalysis

Primary Care and Specialist Visits

- Students need to secure a primary care physician and use their personal health insurance for their on-going medical treatments, including prescription refills, follow-up for illness and injury care, and medical management of health conditions.
- Appointments for primary care and specialist visits can be made by calling 1-888-LUHS-888.
- **Note:** This is not covered under the student health fee

STUDENT ORGANIZATIONS

See Student Leadership Guide.

<http://ssom.luc.edu/media/stritchschoolofmedicine/loyolamsu/documents/StudentLeadershipGuide.pdf>

The most up-to-date list of student organizations can be found on the MSU website:

<http://ssom.luc.edu/loyolamsu/>

American Medical Association

APAMSA

ATC Clinic Health Coaching

Bioethics Interest Group

Business in Medicine

Cardiovascular Interest Group (CVIG)

Catholic Medical Association Student Section

Chicago Jesuit Academy

Christian Medical & Dental Association

Community Health Clinic

Dermatology Interest Group

Emergency Medicine Interest Group

Evolutionary Medicine

Family Medicine Interest Group

Healing Notes

History of Medicine Interest Group

Hospital Medicine Interest Group

Housing Forward

Integrative Medicine Interest Group

Internal Medicine Interest Group

Interventional Radiology Interest Group

Latino Medical Student Association

LMSA National Immigration Caucus

LMSA Regional Immigration Caucus
LUC Mentors
Medical Polish Elective
Medical Spanish and ATC Clinic Program
Mental Illness and Neurological Disease (MIND) Interest Group
Neonatology Interest Group
New Life Volunteer Society (NLVS) Loyola Chapter Board
Nutrition in Medicine
Oncology Interest Group
Ophthalmology Interest Group
Orthopedic Surgery Interest Group
Otolaryngology (ENT) Interest Group
Patient Safety and Quality Care Interest Group
Pediatric Interest Group (PIG)
Physicians for Human Rights
Polish American Medical Student Society (PAMSS)
Radiology Interest Group

SCIPEC - Student Committee on InterProfessional Education and Collaboration
SIGNN (Student Interest Group in Neurology and Neurosurgery)
Society for Women's Health
South Asian Medical Student Association (SAMSA)
Sport Medicine Interest Group
SSOM Hillel
Stritch Pride
Student National Medical Association
Student Wellness Advisory Group
Students for a National Health Plan - Loyola Chapter
Surgical Interest Group (SIG)
The Radiation Oncology and Nuclear Diagnostics
Ultrasound Interest Group
Urology Interest Group
Vascular Surgery Interest Group
Wilderness Medicine Interest Group
Women in Medicine

UNIVERSITY MINISTRY

Virginia McCarthy, MDiv – Director

University Ministry serves students, faculty and staff of diverse backgrounds and religious traditions by affirming their quest for personal development, the practice of faith, and spiritual growth in various ways. This is accomplished through the presence and programming of University Ministry Chaplains in the areas of hospitality, community building, faith development, community service, and values education.

University Ministry provides a space for students to socialize and relax in the general lounge area of the office, with snacks and refreshments, and with staff members present for conversation, support, and counsel in a safe place. We strive to be a community of welcome and engagement regardless of one's religious tradition or belief in God. Office space is utilized by staff and students to meet privately or to plan and organize events. Students are helped to reflect on their daily experiences and are offered opportunities to develop their spiritual life through regular liturgies on Sundays, and for special events such as Mass of the Holy Spirit, Family Mass, St. Luke's Day and Baccalaureate Mass. Ministry also provides prayer breaks and retreats to students and offers one-on-one spiritual direction and small faith sharing group opportunities to assist students on their personal journeys of life.

University Ministry hosts community building events such as a series of dinners early in the school year that welcome each first year medical student to Stritch and provide everyone the opportunity to meet faculty and administration in an easy social setting. Events held by University Ministry extend the offer of hospitality and community at Stritch to the spouses and families of medical students.

We understand the profession of medicine as an act of service and seek opportunities to foster this way of being in the world. We offer local, national and International Service Immersions opportunities, Hunger Week initiatives, Thanksgiving baskets and Christmas giving drives, and trips to local shelters and soup kitchens that serve within the Chicagoland area and beyond.

University Ministry understands moral formation and professional formation as an integrated project in a person's life. We attend to this with the support of the Stritch community through programming that considers questions of meaning and purpose, ethics, justice, virtue and faith. Our programming offers a privileged place to the Jesuit tradition of higher education and the tenets of Ignatian spirituality. Our Chaplain/Mentor program for first year medical students, Advent and Lenten retreats, lecture series and discussion groups, in addition to others, are at the service of these goals.

We encourage and support students and student groups of various religious traditions, including the Hillel Jewish student organization, the Muslim Medical Student Association, the Christian Medical and Dental Association, and ecumenical and interfaith prayer services. Stritch is an academic community that takes questions and the practice of faith seriously regardless of one's tradition. In learning about one another, we know that we better come to know ourselves and our beliefs.

The offices of University Ministry are located in the Stritch School of Medicine (rooms 270 and 250). All are welcome in the ministry offices at any time.

You can also reach University Ministry by email at HSDMinistry@luc.edu, on Facebook at LUMC Ministry, Twitter @LUMCMinistry or by phone (708) 216-3245.

Virginia McCarthy, MDiv, Director	vmccarthy@luc.edu
Ann Hillman, MA, Chaplain	ahillman@luc.edu
David DeMarco, SJ, MD, Chaplain	david.demarco@lumc.edu
Lauren Hackman-Bros, MDiv, Chaplain	lhackman@luc.edu
Mark Henninger, SJ, MD, Chaplain	mahenninger@luc.edu

Mass Schedules

Hospital Daily Mass - Paul V. Galvin Memorial Chapel: Sunday, Tuesday, Thursday at 12:00 noon
Student Mass, SSOM - The Gathering Room (Room 250): First Wednesday of each month at 12:00 noon

WIRELESS NETWORKS

LUC is a secure wireless network providing access to campus resources for all users with valid UVIDs and passwords. Only 802.1X-capable devices will work on LUC. Use this network for all official University business when you are on a campus wireless connection. Windows Vista and later, Mac OS 10.4+, and

recent versions of Linux/Unix should all work on this network. Most mobile devices with WiFi will also work.

802.1x is an authentication framework for wireless network access. It enables Loyola's networks to automatically identify endpoint devices and place them into an appropriate network and security context. 802.1x authentication enables wireless encryption and is the recommended method for connecting to campus wireless networks.

When searching for available networks, choose "LUC". Note: your device will need to be registered via Loyola NetReg. Visit <http://www.luc.edu/its/helpdesk/studentssupport/netreg/> for more info if you have not completed registration.

Device Specific Instructions

Below are some helpful hints for accessing the wireless network.

- [Android Wireless](#)
- [iPhone Wireless](#)
- [Mac Wireless](#)
- [Windows 7 Wireless](#)
- [Windows 10 Wireless](#)
- [Wireless Locations](#)
- [Wireless FAQs](#)

POLICIES, PROCEDURES, AND STANDARDS

PROFESSIONAL BEHAVIOR – *Expectations for Medical Students*

Stritch School of Medicine students are expected to grow in the knowledge, skills, attitudes, and behaviors expected of individuals who are training to become physicians. Our mission requires respecting all individuals, creating and maintaining a positive learning environment, and consciously adhering to model standards of behavior and interactions that are consistent with our institution's Catholic and Jesuit heritage.

Our students are expected to be of high moral character, to conduct themselves in a professional manner, and to behave as socially responsible citizens in keeping with the professional norms of medicine. Students also are expected to maintain high ethical standards and practice academic honesty in all of their educational endeavors. These actions are echoed in our competencies – eight areas of performance and behavior that students must successfully meet in order to be eligible for promotion and graduation. Competencies are assessed in all courses and are components of the evaluation process. See the Academic Policy Manual for a listing of these eight competencies and for a detailed description of each go to:

<http://www.stritch.luc.edu/lumen/meded/softchalkhdht/ssomcompetencies/index.html> .

To maintain a learning environment where individuals are encouraged and expected to perform to high standards, certain behaviors are considered unprofessional and unacceptable. For example:

- accepting assistance from or giving assistance to another student during an exam or in the preparation of any graded material
- plagiarism
- inappropriate access to, misuse of, or theft of information or records
- sabotaging another student's laboratory experiment
- misusing another person's signature
- falsifying academic grades or clinical evaluations, research data and/or results
- physical and verbal intimidation, bullying, or harassment
- lying, cheating, and fabricating information
- harassment (both sexual and non-sexual), patterns of sexual innuendo, obscenity, and defamation
- discriminatory actions based on race, gender, ethnicity, sexual orientation, and religion or other status protected by law

The following statements are expectations for all students at the Stritch School of Medicine.

Professionalism is considered in determining satisfactory academic progress. Failure to meet these expectations is grounds for consideration of dismissal. These guidelines are not exhaustive, but represent the kind of conduct and professional behavior that is mandatory in the educational and clinical environment.

- To conduct oneself in a manner that is appropriate for the learning and patient care environments with suitable dress and grooming.
- To practice academic honesty in all examinations, course, clerkship, and elective assignments.
- To be punctual and reliable in meeting obligations for courses and clerkships, including timeliness on rounds, lectures, and small-group experiences; meeting on-call requirements; seeking permission

for any required days off; and providing proper notification for absence due to illness or true personal emergency.

- To tell the truth at all times, but especially concerning patient care matters, such as correctly reporting history, physical, laboratory, and other examination findings. Responding to a question with “I don’t know” when that is the truth, is always the best answer.
- To behave in a collegial way that enhances the ability of others to learn or care for patients. Verbal or physical abuse of other students, employees, faculty, and healthcare professionals; sexual harassment; a pattern of offensive comments; and other improper and disruptive behaviors are unprofessional and unacceptable.
- To use the highest standards of professional, ethical, and moral conduct and conscientiously care for patients under all circumstances associated with their illnesses.
- To relate in a proper and professional manner to patient families, especially under the always emotional and often tragic circumstances of a patient’s illness.
- To refrain from any action or conduct that may be considered unprofessional or unethical or embarrass or detract in any manner from the reputation of our school, faculty, and students.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that provides for the protection and privacy of personal health information. The Privacy Rule and the Security Rule of this law affect health care providers, including students enrolled in clinical education activities. The Privacy Rule of the HIPAA defines protected health information as:

“...information, including demographic data, that relates to the individual’s past, present, or future physical or mental health or condition; the provision of health care to the individual; or the past, present, or future payment for the provision of health care to the individual; and, that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual.”

<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html?language=en>

All Stritch students must follow the HIPAA Privacy Rules and Guidelines when participating in clinical educational activities. Compliance with these rules and guidelines includes, but is not limited to, maintaining confidentiality of paper and electronic health records and protected health information.

All students are required to complete HIPAA training. In addition to program-specific training, all students are required to complete any additional training mandated by the clinical facility where their clinical education is occurring.

When a concern is raised that a student has violated the confidentiality and privacy of patient information, the concern is addressed through the formal disciplinary process of the Stritch School of Medicine.

ACADEMIC HONESTY

All allegations of academic dishonesty must be documented and submitted to the Associate Dean for Student Affairs within a reasonable period of time after the alleged incident. The Associate Dean for Student Affairs will:

- notify the student(s) in writing of the allegation and documentation,
- request a written response, and
- inform the student(s) of the review process and appeal procedures to be followed.

Upon receipt of all pertinent materials, the Associate Dean for Student Affairs notifies the Vice Dean for Medical Education, relevant Course/Clerkship/Elective Director(s), and relevant teaching department(s) of the allegations and provides all the submitted information. The Vice Dean for Medical Education or designate determines if there appears to be sufficient substance to the allegations to proceed with a hearing.

In the event of a hearing, the Vice Dean for Medical Education or designate will:

- select senior faculty members not involved in the case to be part of an ad hoc committee composed of three to seven members;
- chair and convene the committee within 30 working days of receipt of the written allegations and student(s) response;
- notify the student(s) of the date/time of the hearing as the student(s) has the right to be present and accompanied by a peer or faculty member if the student(s) so desires (no legal counsel, photography, audiotaping, or videotaping is permitted); and
- invite other faculty and staff to serve ex-officio on the committee, and student witnesses to participate in the hearing as necessary.

The decision and recommendations of the ad hoc committee are presented to the Dean for approval. The student(s) is promptly notified in writing by the Dean or designate of the outcome of the hearing and the Dean's decision.

The student(s) has the right of an appeal of the decision to the Student Appeal Board within 30 days of the Dean's notification. A student who is dissatisfied with the action of the Student Appeal Board may submit a petition for a single appeal to Loyola University Chicago through the Provost of the Health Sciences Division within 30 days of the Student Appeal Board's recommendation. All decisions of the Dean and the Provost are documented in the student's official academic file. In the event allegations are dismissed, no actions are recorded in a student's official academic file.

STUDENT WELLNESS

As future physicians, medical students have a responsibility to maintain their own health, which includes preventing or addressing acute or chronic disease, including mental illness, disabilities, and occupational stress. When a student's wellness is compromised so then is the safety and effectiveness of the medical care she or he provides. "When failing physical or mental health reaches the point of interfering with a physician's ability to engage safely in professional activities, the physician is said to be impaired." (From Opinion 9.0305 – Physician Health and Wellness in the *AMA Code of Medical Ethics*.)

If a student's health is compromised, she or he needs to take measures to address the problem by seeking appropriate help and engaging in an honest self-assessment of one's own ability to continue in education or clinical training. The medical profession that the student is now joining has an obligation to ensure that its physicians, as well as all learners, are able to provide safe and effective care for others and to avoid unreasonably disrupting the normal education processes and orderly operation of Stritch. This obligation is fulfilled by promoting health and wellness among all members of the health care team, including one's self. At times, an intervention may be needed when the wellness of a colleague appears to have become compromised.

Students will not participate in patient care or school related activities when physical, mental, or emotional lack of fitness could interfere with the quality of that care or disrupt the school community. It is a student's own responsibility that if such a situation occurs to notify her or his clerkship (or elective) director or the Assistant Dean of the third or fourth year so that the student can leave those clinical responsibilities and an appropriate but confidential intervention can occur. The misuse of any potentially addictive, abusive, or illicit drugs is strictly forbidden, regardless of year of training, and is incompatible with safe clinical performance. If such a problem is identified, the student will be removed from clinical (or curricular) activities and an appropriate, confidential referral made to help her or him to address and effectively manage this illness. Finally, students must not use alcohol or other drugs when they are expected to be participating in patient care, patient settings or curricular related activities.

SSOM's goal is to ensure that students are engaged in a process that maintains their wellness, and when necessary, helps students to effectively address any situations when they are demonstrating behavior that creates a direct threat to the safety or health of others or unreasonably disrupts the normal education processes and orderly operation of Stritch. SSOM also has an obligation to ensure provider wellness to those individuals whose care SSOM graduates will provide in their future profession as physicians. When a student's health is impaired, SSOM will limit or stop her or his education until she or he can safely return and assume expected educational responsibilities.

PARENT SUPPORT POLICY

This policy is a supplement to Loyola University Chicago's Student Pregnancy and Parenting Policy. Should any items contradict, this policy shall be primary. This policy offers medical students who are or who become parents while enrolled at the Stritch School of Medicine various options for requesting planned absences from school and accommodations for pregnancy and parenting related responsibilities. The policy applies to all full time, registered medical students.

Parents are defined as having full time custody of a biological child, adopted child, step child, or foster child. In some instances it may apply to parents with part time custody.

Planned absences should be requested as soon as possible, with at least a 30-day notice. In the instance of an anticipated future absence whose date is only approximate (i.e., due date) students should notify Student Affairs of the impending event immediately. Student Affairs will develop a plan to include contingencies for when the birth/adoption occurs that will adapt for the unknown timing.

Medical students in years 1 and 2 may request permission to be excused from mandatory sessions. The student must communicate the need for a planned absence at least 30 days in advance with Student

Affairs. The student must make up all required work as determined by the course directors and/or deans.

Medical students in years 3 and 4 may request an accommodation in their schedule to take parental absence. The planned absence must be requested at least 30 days in advance and coordinated with Student Affairs. Planned absences may vary in length from 1 day to 6 months. Clerkships may allow up to 3 days of excused absence time during a clerkship, provided there are no other absences. Clerkships have the right to limit or extend excused absences based on individual student learning objectives and performance. Absences beyond 6 months may require a formal leave of absence. Students are expected to be in communication with Student Affairs to coordinate their impending absences.

If the birth or adoption happens during a clerkship, the student may take an immediate planned absence with the understanding that if completion requirements are not met credit will not be given.

In all cases specific provisions of the planned absence will vary based on the student's situation and the student's requests. Stritch will make every possible effort to accommodate a requested absence, but there may be circumstances where an absence may incur delays in educational progress that are unavoidable. Students will be advised of the ramifications of their planned absence requests, including the impact on financial aid. Students taking planned absences may be asked to sign an acknowledgment of the terms of the absence. Students taking formal leave (more than 6 months) will follow the protocol for a leave of absence. Please refer to the Academic Policy Manual for further details on leaves.

During parental absences, the student may continue to use university facilities including the fitness center. The student will continue to have access to libraries and all online resources per usual enrollment. Student Affairs will advise the student of financial aid, tuition and fees, and health insurance ramifications of their planned absence.

Students who need to be absent to care for a sick child should notify the Office of Student Affairs immediately. Students are required to make up any coursework or time lost at the discretion of the course or clerkship director. Students urgently needing to care for a sick child may be accommodated for attendance using alternate means (video conferencing, for example), if approved by a dean and/or course director. Students may not take parental absence on exam days unless circumstances are incredibly extenuating. If a student needs to take a parental absence on an exam day for an emergency, they must make every effort to notify Student Affairs prior to the start of the exam.

Students are allowed excused absences to care for a sick child. These absences must be coordinated with Student Affairs. Absences taken to care for a sick child count toward total missed clerkship/instruction time and are subject to attendance guidelines. Student Affairs reserves the right to ask for a doctor's note documenting the child's illness. Missed time without notice, even with appropriate reason, may result in professionalism concerns.

Any student needing additional time to care for a sick child should contact Student Affairs immediately so that appropriate accommodations can be made with minimal disruption to educational progress.

Students who are lactating may request an accommodation for adequate break time as M3 and M4 students (and as applicable during M1 and M2). Request for accommodations should be made to Student Affairs at least 30 days in advance. Lactation time must be planned in advance in order to limit

disruption to educational objectives for the student. In general, accommodations should be similar to breaks given during an 8-hour workday, i.e., around 60 minutes total for every 8 hours. Students may request additional secure storage space for lactation equipment if necessary. Students have a right to utilize clean, private space with adequate electricity, sanitation and lighting for lactation at their clerkship or education site. Bathrooms are not acceptable as a provision for lactation. If proper lactation accommodations are not being met, students should notify Student Affairs immediately. If students take lactation time without appropriate notification and arrangements with their current supervisor it may result in professionalism concerns.

Students requesting additional break time for lactation during exams should notify ACE.

As a general rule students may not bring children to classes, clerkships, small groups, or academic co-curricular activities (such as lectures or conferences). Children are permitted at social events where allowed by the venue and must be supervised at all times. Students are expected to exercise their judgment in determining if a school social event is appropriate for children.

For M3 and M4 students who are parents as defined in this policy needing **accommodations for clerkship scheduling** should receive a lottery assignment and go through the scheduling process per usual. Accommodations/alterations will be handled on a case by case basis by Student Affairs. Students may be asked to provide documentation for their request as appropriate.

The School of Medicine complies with the Federal Pregnancy Discrimination Act (PL95-555) which has as its basic principle that **pregnancy and related conditions** must be treated the same as any other disability or medical condition. The school accepts the responsibility for alterations in the academic program, if necessary, to protect the health of the pregnant student and their fetus. Academic standards will not be altered and if course work, either pre-clinical or clinical, is missed because of any disability, arrangements will be made to permit the student to make up the deficiency to the satisfaction of the faculty.

Exposures to any hazardous materials or compounds are no different than those of other professionals working full time in the hospital or school environment, so a normal pregnancy in a healthy medical student would require no alteration of the academic program. If the medical student has another health problem or a complicated pregnancy, alteration of the academic program would be individualized based on the student's physician's recommendations. The pregnant medical student will be permitted class or clerkship release time for regular supervision by their physician, provided relevant supervisors and deans are notified in advance per the aforementioned absence policies.

The responsibilities of the pregnant medical student include the following:

- 1) Seeking medical care as early in pregnancy as possible and meeting all recommended appointments.
- 2) Taking appropriate precautions:
 - a) In radiology areas, wearing protective shielding
 - b) In clerkships, avoiding contact with identified patients who have cytomegalovirus, varicella-zoster and herpes simplex infections. The student should know their rubella immune status as required for matriculation in the School of Medicine.

3) Reporting pregnancy and confirming that they are receiving medical care to the Office of Student Affairs.

4) Arranging leave time in accordance with this policy with the Office of Student Affairs, which will notify department(s).

5) Notifying the Office of Student Affairs of date of return to school duties. If this is less than or greater than six weeks postpartum, documentation of approval from the student's physician may be required.

STUDENT MISTREATMENT AND HARASSMENT

Loyola University Chicago is committed to maintaining an environment that respects the dignity of all individuals. Accordingly, the Stritch School of Medicine does not tolerate mistreatment by or of its students, faculty, and staff. Loyola's Student Code of Conduct and their policies and procedures were updated August 2017. Please refer to <http://www.luc.edu/osccr/resources/communitystandards/> for the most current and detailed explanation of student conduct, conflict resolution, and Title IX policies.

If you've experienced sexual assault, dating, domestic violence, or stalking and don't know what to do, consult the LUC **Community Coalition on Gender-based Violence** website at:

<https://www.luc.edu/coalition/>.

SOCIAL MEDIA GUIDELINES FOR SSOM STUDENTS

Social media sites, platforms, tools, activities and networks (collectively, "Social Media") facilitate widespread, even global, Internet communication and interaction among users. Stritch School of Medicine ("SSOM") students at Loyola University of Chicago ("LUC") may use Social Media to, among other things, build networks of like-minded people, stay connected and share knowledge and information. SSOM encourages proper use of Social Media and keeping ethical and professional responsibilities at the forefront in connection with Social Media use. To that end, and because a student's actions reflect upon SSOM and each SSOM student, it is necessary for SSOM students to follow the guidelines and practices set forth below.

- **Always use good judgment, accuracy and honesty in your Social Media communications.** Make sure that you have all the facts before you post. It's better to verify information with a source first than have to post a correction or retraction later. Double-check all Social Media use for accuracy, spelling and grammar. Errors, omissions or inappropriate language or behavior reflect poorly on you, LUC and SSOM and may constitute breaches of SSOM's Academic Policy Manual and other SSOM or LUC policies. Be honest about yourself and your identity, but do not provide personal information that others could use against you or allow identity thieves or criminals to take advantage of you.
- **Be respectful of others and the information you are providing.** Your comments and online behavior can be interpreted as being representative of LUC, SSOM or your classmates in general. Uphold the mission and values of LUC and SSOM in your Social Media use. Among other things, do not use vulgar language or display language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation, disability or any other status protected by law.

- **Do not reveal anyone’s private information.** This includes tagging photos with an individual’s name without his/her approval. *Students are absolutely prohibited from using Social Media to convey a patient’s photo or any patient information or conveying private or academic information of another student.*
- **Always think before you “write.”** Consider the use, value and impact of any Social Media activity. Incomplete thoughts can be taken out of context. Direct others to a blog or site where there is more detail and information, where appropriate.
- **Encourage feedback,** including two-way communication and hyperlinking, as a way to allow others to contribute content and build community.
- **Separate your opinions from facts.** Your observations, experiences and opinions are important, but separate opinions from facts, including by, where appropriate, citing and linking sources.
- **Do not present yourself as an SSOM or LUC representative when presenting your own views.** If you want to express your views, make it clear that such views are yours alone and are not representative of SSOM or LUC and that you are not communicating on anyone’s behalf.
- **Follow all applicable local and federal laws, including copyright laws.** Laws relating to confidentiality, libel/slander, privacy and disclosure can be implicated by Social Media and must be adhered to. Social Media must not be used to promote activities that are illegal or violate the rights of others. You also must show proper respect for the laws governing copyright and fair use of copyrighted material owned by others. For additional information on copyright law, refer to the United States Copyright Office web site at <http://www.copyright.gov/> or http://library.luhs.org/hslibrary/resources_for/copyright.htm.
- **Follow all applicable SSOM and LUC policies.** When using Social Media, SSOM students must comply with all applicable LUC policies and standards, including, among others, SSOM’s Academic Policy Manual and LUC’s Acceptable Use Policy for Electronic University Resources, Online Harassment Policy, Sexual Harassment Policy and Proper Use of Tech Resources.
- **Comply with the terms of service and use of any Social Media.** Social Media providers change these terms regularly, and it is important to remain current with such terms.

In addition to the guidelines and practices set forth above, an SSOM student’s responsibilities as a healthcare professional-in-training must follow standards that may be stricter than the standards for the general Social Media user community. Specifically and to the extent applicable, SSOM expects students to be familiar with, commit to and follow the Social Media use policy developed by the American Medical Association, the current version of which is attached as **Exhibit A** to this Social Media Policy. *Effective July 1, 2013*

Exhibit A

American Medical Association—Professionalism in the Use of Social Media Opinion 9.124 - Professionalism in the Use of Social Media

The Internet has created the ability for medical students and physicians to communicate and share information quickly and to reach millions of people easily. Participating in social networking and other similar Internet opportunities can support physicians’ personal expression, enable individual physicians to have a professional presence online, foster collegiality and camaraderie within the profession, provide opportunity to widely disseminate public health messages and other health communication. Social networks, blogs, and other forms of communication online also create new challenges to the patient-physician relationship. Physicians should weigh a number of considerations when maintaining a presence online:

- (a) When using the Internet for social networking, physicians should use privacy settings to safeguard personal information and content to the extent possible, but should realize that privacy settings are not absolute and that once on the Internet, content is likely there permanently. Thus, physicians should routinely monitor their own Internet presence to ensure that the personal and professional information on their own sites and, to the extent possible, content posted about them by others, is accurate and appropriate.
- (b) If they interact with patients on the Internet, physicians must maintain appropriate boundaries of the patient-physician relationship in accordance with professional ethical guidelines just, as they would in any other context.
- (c) To maintain appropriate professional boundaries physicians should consider separating personal and professional content online.
- (d) When physicians see content posted by colleagues that appears unprofessional they have a responsibility to bring that content to the attention of the individual, so that he or she can remove it and/or take other appropriate actions. If the behavior significantly violates professional norms and the individual does not take appropriate action to resolve the situation, the physician should report the matter to appropriate authorities.
- (e) Physicians must recognize that actions online and content posted may negatively affect their reputations among patients and colleagues, may have consequences for their medical careers (particularly for physicians-in-training and medical students), and can undermine public trust in the medical profession.

STUDENT FREE EXPRESSION: DEMONSTRATION AND FIXED EXHIBIT POLICY

As an institution committed to social justice and higher education in the Jesuit tradition, Loyola University Chicago recognizes the importance of its role as a marketplace of ideas, where freedom of inquiry and open exchange of conflicting viewpoints is supported and encouraged. Such discourse is essential for the University to uphold the Jesuit mission of “service of faith and promotion of justice.” Accordingly, all Loyola students have the right to freedom of speech, expression, and assembly, including but not limited to timely demonstrations in response to current events. Students are free to express their views individually or in organized groups, on any topic, on all Chicago campuses, subject only to rules necessary to preserve the equal rights of others and the other functions of the University. For the purposes of this policy, the term “demonstration” will refer broadly to the organized display of these rights.

Free expression may also take the form of fixed exhibits, such as ribbons or banners tied to trees or lamp posts; temporary walls or other erected structures; or flags, crosses, signs, or other items planted in the ground. Demonstrations and fixed exhibits – regardless of the content or viewpoints expressed – are permitted on Loyola’s Lake Shore and Water Tower campuses so long as they are orderly, lawful, and congruent with the standards below and all other policies within the Community Standards.

1. Demonstrations

The right of students to demonstrate on campus may not interfere with the rights of others to engage in and benefit from the educational programs and services of the University. Accordingly, demonstrations are subject to the following standards regarding the time, place, and manner in which they occur:

a. Time

Demonstrations must occur within the hours of normal operations for the facility or space in which they occur (if applicable). Buildings will not be kept open beyond regular hours to accommodate demonstrations. Demonstrations are prohibited during final exams.

b. Place

Demonstrations may not take place indoors with the exception of the Damen Student Center (LSC) and the Terry Student Center (WTC), or in any space that has been concurrently reserved by other members of the University community or guests. Demonstrations may not impede the free flow of pedestrian or vehicular traffic, block thoroughfares, or obstruct campus building entry or exit points.

c. Manner

As a Jesuit institution, the manner in which Loyola students engage in civil discourse – regardless of content or viewpoints being expressed – is held to a high standard. Just as students are encouraged to engage in critical thought and social action, so are they expected to do so in a civil manner that honors the inherent dignity of all people, even those who may disagree. Therefore, demonstrations may not take place in a manner that endangers the University community, violates the law, defames a specific individual, constitutes a genuine threat or harassment, unjustifiably invades the rights of others, or interrupts the functioning of the University. Additionally, demonstrations may not utilize amplified sound in a manner that substantially interferes with classes or other events in progress. Amplified sound may not be used inside any building at any time. The use of sidewalk chalk is strictly prohibited. Additionally, demonstrators may not claim to speak for or otherwise represent the position of the University, unless officially sanctioned by the Assistant Dean of Student Life.

d. Notifications

Individual students or recognized student organizations intending to organize a demonstration are encouraged to notify the Assistant Dean of Student Life two (2) business days before the demonstration. Upon receiving notification, a representative of the Assistant Dean of Student Life will offer to meet with organizers to provide appropriate support and resources to mitigate risk and protect participants' rights. Notifications received fewer than two (2) days before the demonstration may be reviewed subject to staff availability; however, support and resources may be limited. This meeting is not an attempt by the University to censor or otherwise limit content or viewpoint, but rather to advise organizers regarding applicable standards for time, place, and manner.

2. Fixed Exhibits

Fixed exhibits, due to their unique nature, must be coordinated with the Assistant Dean of Student Life in consultation with other stakeholders (Campus Reservations, Campus Safety, Facilities, etc.). Individual students or recognized student organizations wishing to sponsor a fixed exhibit must submit a request to the Assistant Dean of Student Life at least two (2) business days before installation. Following receipt of this request, the sponsoring party must meet with a member of the Assistant Dean of Student Life to discuss expectations, rights, responsibilities, and logistical considerations (time, place, and manner), which must be mutually understood and accepted. Requests will be considered without regard to content or viewpoint. Prior to the installation of the fixed exhibit, sponsoring parties will receive written notification of the agreed upon parameters from the Assistant Dean of Student Life, which will have the effect of policy. Fixed exhibits may only remain displayed for five (5) or fewer consecutive business days and may not be displayed during University holidays. The sponsoring party is responsible for any damage to university property resulting from the exhibit.

3. Accountability

Demonstrations and fixed exhibits that appear to violate this or other policies of the Community Standards may be interrupted or stopped at the direction of the Assistant Dean of Student Life or designee. Upon report of any possible violation of these or other policies of the Community Standards that takes place as part of a demonstration or fixed exhibit, participants, organizers, or sponsors may be subject to the student conduct process.

ALCOHOL AND OTHER DRUGS

The following standards apply to the entire University community (students, faculty, staff, and on-campus guests) in making determinations about alcohol and other drugs:

- Possession, consumption, and distribution of alcohol at any University campus or facility shall be in accordance with applicable local, state, federal laws, and applicable University policies; for international campuses, laws of the host country apply. Any possession, consumption, or use of alcohol or other drugs in violation of the aforementioned laws or University policy is prohibited (see Appendix C below).
- All members of the University community, including staff, faculty, students, and visitors, shall be responsible for behaving in a manner that is not disruptive and does not endanger themselves or others (see Appendix B below).
- Whenever persons under 21 years of age can reasonably be expected to attend a University event or any event on the University premises, appropriate precautions shall be taken to restrict distribution and consumption of alcohol to individuals of legal drinking age.

The following guidelines must be followed for all marketing practices involving alcohol and other drugs messaging at Loyola University Chicago:

- The marketing of illegal substances is not permitted
- Advertisements that encourage excessive or unhealthy consumption of alcohol or other drugs will not be permitted
- Departments and organizations may not accept or create advertising that:
 - Encourage alcohol or other drugs as a solution to problems or necessary for stress relief or for social gatherings
 - Depicts images suggesting alcoholic beverages, such as a martini glass, umbrellas in drinks, beer bottles or kegs
 - Contains the price of alcohol, such as “\$2.50 well drinks” or “dollar shots”
 - Includes such phrases as “all you can drink,” “drink specials” or “unlimited drinks”
 - Violates local, state, or federal laws, or supplemental University policies
- Acceptable alcohol advertisements must carry a disclaimer promoting responsible and sensible drinking practices. Advertisements from liquor stores or establishments where alcohol is served must contain a proof of age policy.

All students enrolled at Loyola are expected to follow local, state, and federal laws concerning alcohol and other drugs. All recognized student organizations are subject to regulations concerning alcohol when hosting sponsored events on or off-campus. All events on University property must comply with the LUC AOD Policy, all other applicable University policies, and all applicable laws.

In keeping with its promise of preparing people to lead extraordinary lives, the University offers resources for students and staff/faculty that may seek or require assistance with alcohol or other drug problems. Faculty, staff, and students are encouraged to attend seminars and information sessions on the health risks of alcohol and other drug abuse available to the University community. These programs are designed to educate students, staff, and faculty on substance use, its health risks, and identifying signs of overuse and abuse.

For additional resources:

- Alcoholics Anonymous (www.AA.org)
- Narcotics Anonymous (www.NA.org)
- Go Ask Alice! (www.GoAskAlice.columbia.edu/)
- College Drinking Changing the Culture (www.CollegeDrinkingPrevention.gov/)

DRESS CODE, APPEARANCE, AND SCRUB ATTIRE

Students are expected to be in compliance with the following appearance and uniforms standards of the Stritch School of Medicine, which are in accord with the uniform policy of Loyola University Medical Center. *Students assigned to clinical sites other than LUMC are responsible for learning and following the clinical site's policies and procedures concerning scrub attire.*

General Dress Standards

Preclinical

- During the preclinical years, students are expected to dress appropriately in the academic, business, and clinical areas on campus.
- Shirt and shoes are required in educational, administrative, and clinical buildings and on the property that is adjacent to them. Gym clothes (except inside the Fitness Center), low cut tops, short shorts, and bathing suits are not suitable inside or outside of campus buildings.
- Closed toe shoes are required in laboratory areas for safety.

Clinical

- Students are expected to maintain a professional appearance in the clinical settings. Clothing should be business-like; necklines and hemlines should be conservative.
- Students should wear clean, pressed, well-fitting personal attire; undergarments should be worn.
- **Daily** hygiene must include clean body, teeth, and clothes; heavily scented fragrances should be avoided. Deodorant/antiperspirant is recommended.
- Hair should be clean, well-groomed and tied back when engaging in patient care activities or operating machinery.
- Well-groomed beards, sideburns, mustaches are allowed, but may not interfere with personal protective face gear. Extreme cosmetic/make-up applications should be avoided.
- Nails should be well-manicured and polish color, if worn, should be conservative. Nail length should not interfere with clinical activities and safety of patients or staff.
- Body piercing, tattoos, and jewelry should be discreet; jewelry is not permitted in operating rooms.
- Shoes should be clean and in good condition; closed toe shoes are recommended for safety.
- T-shirts, cropped tops, very short skirts, spaghetti strap tops, flip flops, jeans, shorts, sweat shirts, and sweat pants are not acceptable.

Identification Badges

Students must wear a Loyola photo ID badge along with the Stritch student nametag on the vest pocket of their white coat. ID badges issued at other clinical teaching sites should be worn in addition to the Loyola ID when at the other clinical site.

White Coat

Students should wear a clean, pressed, **short** white coat in clinical areas. Coats should be plain, white, with no embroidery above the vest pocket and an official LUMC patch may be sewn on the sleeve. A **long** white coat **must** be worn in lieu of a short coat at LUMC whenever green or blue scrub attire also is worn (*see Scrub Attire section*).

Scrub Attire

- Students should arrive at the medical center campus in appropriate street clothing. Scrubs are not to be worn going in to or out of clinical areas, or between clinical areas and other campus buildings.
- Scrubs can be worn where performance of procedures is a major component of the patient care activities (i.e. operating rooms, trauma bay/emergency room, burn center, and surgical intensive care). Green, blue, and other colors of scrub attire must be restricted to the designated areas specified by the medical center. Students are expected to change from scrub attire as soon as possible when it is no longer necessary to wear such garb as a uniform.
- Scrub attire provided by the medical center is their property and must be returned immediately after use.
- After use, scrubs are not to be worn if they have bodily fluids on them. Scrubs should be changed **immediately** if they become contaminated.
- Scrubs worn outside of procedure areas are to be covered with a long lab coat that must remain buttoned at all times. Do not sit in the cafeteria or other areas with an unbuttoned lab coat if wearing scrubs.
- Surgical hats, booties, or masks are not to be worn outside of the operating or procedure rooms.

RELATED POLICIES

Loyola University Chicago, Stritch School of Medicine, and clinical sites used for training have approved and published policies and procedures that must be followed to avoid a change in the student's academic status, withholding of grades, denial of course registration, being asked to leave an instructional or clinical area, removal from campus, or withdrawal of the normal rights and privileges of a student.

Some important non-academic policies are not included or described in detail in this manual. Relevant policies are published by the source department and listed below. A link, if available, to the primary document or departmental website is included.

- Medical students are required to adhere to the policies that govern access to and release of [Protected Health Information](#) (PHI); and use of electronic medical records.
- Medical students should familiarize themselves with the [Bloodborne Pathogens Exposure Control Plan](#) and understand what to do in case of exposure.
- Computer use in the university and medical school is subject to [Information Technology Services Policies & Guidelines](#), including access and use, access and acceptable use, email, ownership and use of data, and peer-to-peer file sharing. Students are expected to abide by these policies when using university, medical school, and computer resources of any kind.
- Loyola's [Copyright Resources](#) includes information on duplication of copyrighted media, copyright information as applied to library reserves, and so forth. Students are expected to abide by these policies when using university, medical school, and clinical training resources of any kind.
- Students are subject to the policies published by the [Bursar's Office](#).
- Click here for a list of [Stritch School of Medicine Administrators](#).