



THE UNIVERSITY OF ARIZONA

College of Medicine

Phoenix

**Student Handbook**  
**2018-2019**  
for  
**The Classes of 2019, 2020, 2021 and 2022**

**This publication contains the most current information available at the date of publication. It is neither a contract nor an offer to enter into a contract. The University of Arizona reserves the right to modify, deviate from or make exceptions to the provisions of this handbook at any time and to make such deviation or exception applicable to any student without regard to date of application, admission or enrollment. Every student is responsible for the knowledge of the regulations and information contained in this handbook as well as for changes or addenda to this handbook that have been distributed to the students.**

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## Mission and Diversity Statements

<http://phoenixmed.arizona.edu/about-us/mission-statement>

## Important Contacts

National Board of Medical Examiners

<http://www.nbme.org/>

United States Medical Licensing Examination

<http://www.usmle.org/>

- USMLE Step 1 Content Overview:  
<http://www.usmle.org/step-1/>
- USMLE Step 2 Content Overview:  
CK: <http://www.usmle.org/step-2-ck/#overview>  
CS: <http://www.usmle.org/step-2-cs/>

Electronic Residency Application Service

<https://www.aamc.org/services/eras/>

National Residency Matching Program

<http://www.nrmp.org/>

Association of American Medical Colleges

<https://www.aamc.org/>

Liaison Committee on Medical Education

<http://www.lcme.org/>

- Accreditation Standards: <http://www.lcme.org/standard.htm>
- List of Accredited Institutions: <http://www.lcme.org/directry.htm>

## University Academic Calendars

<http://phoenixmed.arizona.edu/students/curriculum/academic-calendar>

## University of Arizona Holiday Schedule

[https://hr.arizona.edu/sites/default/.../Holidays 2015-2020-rev5.pdf](https://hr.arizona.edu/sites/default/.../Holidays%202015-2020-rev5.pdf)

## Campus Safety

The University of Arizona College of Medicine-Phoenix is a closed campus. Students, Faculty and Staff are required to wear their PBC card visibly at all times while on campus. PBC cards are required to gain entry into the building and are programmed to allow entry only during specified hours.

<http://phoenixmed.arizona.edu/campus/security>

### Important Numbers:

Campus Security:	<b>602-827-2368</b>
Front Desk:	<b>602-827-4350</b>
Emergency campus number:	<b>602-827-2222</b>
Police, Fire, Medical Emergency	<b><u>Dial 911</u></b>

### Hours of Operation:

Students are allowed in the Health Sciences Education Building only when a security guard is present. Students will be required to leave the buildings when the security guard is making his/her final walk through the buildings. If students fail to leave the building they will be considered to be trespassing and will face disciplinary action.

Students are allowed on campus after the above listed hours if they are in the company of a U of A faculty who has extended hours privileges.

As a locked campus students are not to allow anyone to enter who is not properly credentialed. Doors should not be propped open as this breaches the security of the campus. Please do not use the handicapped button to open the doors if you are not handicapped as it leaves the doors open for a longer period of time, which invites security breaches.

**Blue Emergency Phones** are at the following campus locations:

East Side Building 2  
West Side of Building 2  
North of Building 2

### **Visitors**

All visitors to campus are required to check in at the building reception station. Visitors may be asked to wear a visitor badge while on campus.

### **Honor Code Policies and Procedures**

<http://phoenixmed.arizona.edu/policy/honor-code-policy>

### **Student Mistreatment & Discrimination Policies**

<http://phoenixmed.arizona.edu/policy/mistreatment-medical-students-policy>

<http://phoenixmed.arizona.edu/policy/anti-harassment-and-nondiscrimination-policy>

### **Computer and Network Access Agreement (IS-701)**

<http://policy.arizona.edu/information-technology/acceptable-use-computers-and-networks>

### **Social Media Guidelines**

<http://phoenixmed.arizona.edu/policy/social-media-policy>

## **Alcohol & Substance Use/Abuse**

<http://phoenixmed.arizona.edu/policy/alcohol-policy>

### **Support Systems and Resources**

If you are experiencing problems with alcohol and/or other drugs, there are campus and community resources available to assist you.

<http://phoenixmed.arizona.edu/current-students/student-health-services/student-health-services-counseling-services>

## **Criminal Background Checks**

### **Criminal Convictions, Fingerprinting, and Background Check**

<http://phoenixmed.arizona.edu/admission-requirements/additional/background-check>

## **Dress Code**

<http://phoenixmed.arizona.edu/policy/dress-code-policy>

## **Degrees Offered**

### **Dual Degree Programs**

**MD-MPH Program**

**MD-MBA Program**

**MD-PHD Program**

Visit the [Dual Degree Web site](#) for more information.



## **Expected Professional Attributes**

<http://phoenixmed.arizona.edu/introduction-professionalism>

## **Essential Qualifications (Technical Standards) for Admission to the College of Medicine - Phoenix**

<http://phoenixmed.arizona.edu/policy/essential-qualifications-policy>

## **Disabilities and Accommodations**

<http://phoenixmed.arizona.edu/policy/disability-resource-policy>

### **DISABILITY RESOURCE CENTER**

<http://drc.arizona.edu/students/>

## **Policy on Grades, Progression, and Graduation**

Please go to the following link to view the most current and up-to-date policies on grading, progression and graduation:

<http://phoenixmed.arizona.edu/policies/students>

## **Student Progress Committee Policies and Procedures**

Please go to the following link to view the most current and up-to-date policies regarding the Student Progress Committee:

<http://phoenixmed.arizona.edu/policy/student-progress-policy>

## **Student Email Policy**

<http://registrar.arizona.edu/personal-information/guidelines-use-official-student-email-addresses>

## **Leave of Absence Policy**

For questions or issues regarding need for a Leave of Absence, please make an appointment with the Associate Dean with Student Affairs.

<http://phoenixmed.arizona.edu/policy/leave-absence-policy>

## **Attendance Policies**

<http://phoenixmed.arizona.edu/policies/students>

## **Student Services**

### **Mandatory Health Insurance**

<http://phoenixmed.arizona.edu/policy/health-insurance-policy>

**Using the ABOR student health policy students can access the following sites to obtain primary care:**

<http://phoenixmed.arizona.edu/student-health-services-health-care-services>

**For emergency situations call 911**

**Students may obtain urgent or emergent care at the following locations:**

Banner – University Medical Center Phoenix  
1111 E. McDowell  
Phoenix  
602-839-2000

St. Joseph’s Hospital and Medical Center  
350 W. Thomas  
Phoenix  
602-285-3000

St. Luke’s Behavioral Hospital  
1800 E. Van Buren  
Phoenix, AZ  
602-251-8535

Urgent Care Plus  
1002 E. McDowell  
Phoenix  
602-256-2273

**Students with private health insurance should contact their insurance provider for a list of physician names and hospital facilities that can be used under the terms of their contract. Please note that the ASU nurse facility accepts a variety of insurance plans.**

### **Counseling Services**

<http://phoenixmed.arizona.edu/current-students/student-health-services/student-health-services-counseling-services>

**Emergencies after office hours: EMPACT Crisis Hotline 480.921.1006**

### **Student Occupational Exposure to Potentially Infectious Agents and/or Hazardous Materials Policy and Procedure**

<http://phoenixmed.arizona.edu/policy/student-exposure-blood-and-body-fluids-policy>

### **Student Immunization**

<http://phoenixmed.arizona.edu/policy/immunization-and-health-screening-policy>

### **Arizona Health Sciences Library - Phoenix**

<http://phoenixmed.arizona.edu/library>

## **Cost and Financial Aid**

### **Cost of Attendance**

<http://phoenixmed.arizona.edu/financial-aid/cost-attendance>

### **Refund Policies**

<http://phoenixmed.arizona.edu/policy/tuition-refund-policy>

### **Financial Aid Information Sheet**

<http://phoenixmed.arizona.edu/financial-aid/loans>

### **Applying for Financial Aid**

<http://phoenixmed.arizona.edu/financial-aid/applying>

### **Changes to Your Financial Aid File**

Your financial aid file may be adjusted on a case-by-case basis. Adjustments may be made if your projected expenses exceed your standard cost of attendance, you experience a loss of income, or have unexpected expenses during the academic year. To find out if your situation qualifies for an adjustment, please contact the Financial Aid Office.

## **Registrar and Student Records**

### **Registrar Contact Information**

Wendy Finch, Registrar  
(602) 827-2208; [wfinch1@email.arizona.edu](mailto:wfinch1@email.arizona.edu)

<http://phoenixmed.arizona.edu/current-students/registrar>

## **Student Life**

### **Student Government**

<http://www.uacomps.org/>

### **Student Clubs/Groups**

<http://www.uacomps.org/orgs/med-focused>

### **Student Lounges and Study Areas**

Student lounges, library, clinical skills area, and conference rooms are all available to students during campus operating hours. These areas are shared with students from various health sciences programs. Please help keep these spaces clean and free of clutter/trash.

Due to the nature of these areas for studying purposes, please keep noise to a minimum and respect the students and university staff members working around you.

### **Student Recreation/Gym Membership**

Gym membership is now your choice and not a part of the tuition at this time. You may need to show ID at the time of your enrollment.

1. [EoS Fitness Downtown Phoenix](#)
2. [YMCA Lincoln Center](#)
3. [Mountainside Fitness at Chase Field](#)
4. [Orangetheory Fitness Downtown Phoenix](#)

### **Room Scheduling**

You may schedule a room by visiting or contacting the Office of Student Affairs to determine conference room availability and to make a reservation.

### **Lockers**

Student lockers are provided to all College of Medicine students free of charge. To obtain a locker, students must complete a Locker Contract with the Facilities Office agreeing to the terms and conditions of locker use.

## **CatCard**

The CatCard is the official University of Arizona identification card. The card features a digitized photo, digitized signature, Contactless SmartChip, and magnetic stripe. It is up to you to decide how you want to use your card. When you apply for your CatCard, you will need to provide us with your student or employee identification number to verify your status at The University of Arizona. This information is needed because only students, faculty, staff, and some affiliates of the University of Arizona are eligible to receive a CatCard. This number will not appear on the face of your CatCard, but it will be encoded electronically on your card, to be used for necessary University of Arizona internal purposes only. The number will not be provided to outside entities without your prior consent.

For more information regarding your University of Arizona CatCard, please visit <http://catcard.arizona.edu>.

## **Parking**

<http://phoenixmed.arizona.edu/campus/campus-parking-information>

## **Public Transportation**

- [Valley Metro - Public Transportation](#)

Valley Metro is the public transportation service for the Phoenix Metropolitan Area, including bus routes and the light rail service. For more information regarding Valley Metro, please visit: <http://www.valleymetro.org/>

## **Student Subsidy Program for Qualified Childcare Expenses**

UA Childcare Choice Student Subsidy Program for Qualified Childcare Expenses - through Life & Work Connections and in collaboration with campus partners - helps UA students to defray costs and customize the setting of qualifying, coursework-related childcare occurring in Arizona. Approved, student form submittals allow individuals to receive awards through applicable student accounts, for such childcare expenses already incurred.

Please go to: <https://lifework.arizona.edu/cc/childcare-choice-student>  
or call: 520-621-4365

## **Recycling**

The University of Arizona is committed to recycling at the College of Medicine – Phoenix campus. Please pay attention to signs posted to understand what materials are appropriate

for recycling in the **blue recycling bins** on-campus and dispose of them properly. We also have a compost program. Bins and instructions on compostable items are provided in Buildings 1, 2, and 3, and the Health Sciences Education Building.

Recyclable materials:

- Blue recycling bins located around campus for all paper, plastic and aluminum.
- Blue recycling bins label plastic bags only located around campus.
- Battery bucket located in building one's work room – third floor
- Desk top printers ink cartages - Building 1, 3<sup>rd</sup> Floor Reception area