



THE UNIVERSITY OF ARIZONA

College of Medicine

Phoenix

Student Handbook
2024-2025
for
The Classes of 2025, 2026, 2027, and 2028

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>

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://lcme.org/publications/#Standards>
- List of Accredited Institutions: <https://lcme.org/directory/>

University Academic Calendars

<https://phoenixmed.arizona.edu/md-curriculum/academic-calendars>

University of Arizona Holiday Schedule

https://hr.arizona.edu/sites/default/files/University_of_Arizona_Holiday_Schedule.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 24/7:	602-827-2368
HSEB Front Desk (M-F, 7a-7p):	602-827-4350
PBC Emergency Managements Team:	602-827-2045
<u>Police, Fire, Medical Emergency</u>	Dial 911
<u>Suicide and Crisis Lifeline</u>	Call or Text 988

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 secure campus, students must not allow anyone to enter who is not properly credentialed. Doors should not be propped open as this threatens 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 increases the risk of a security breach.

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.

COVID-19 Response

<https://covid19.arizona.edu/>

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.

<https://phoenixmed.arizona.edu/wellness/ume>

Acceptable Use of Computers and Networks

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

Criminal Background Checks

<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-MBA Program

MD-MPH Program

MD-PHD Program

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

Disability Accommodations Within Curriculum Policy

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

Disability Resource Center

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

Expected Professional Attributes

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

Technical Standards Policy

<https://phoenixmed.arizona.edu/policy/essential-qualifications-and-technical-standards-policy>

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.

Financial Aid Office Contact

[Financial Aid Request Form](#)

Learning Environment Office

<https://phoenixmed.arizona.edu/leo>

The Learning Environment Office (LEO) provides guidance, support, and information to students on professionalism issues. LEO supports students in the development of strong, positive professional practices with peers, faculty, patients, and the broader community through effective communication and conflict management.

- Learning environment concerns may be reported directly to the course director, student affairs dean/or designee, or LEO.
- The Learning Environment Feedback Form is an additional online mechanism for students to report any concerns, including supervision, across the four-year curriculum. This mechanism ensures confidentiality within LEO.

Library- Arizona Health Sciences Library - Phoenix

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

Policies

Please go to the following link to view all policies:

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

Attendance and Absence Policies

- Years 1 and 2 Attendance and Absence Policy:
<https://phoenixmed.arizona.edu/policy/years-1-and-2-attendance-and-absence-policy>
- Years 3 and 4 Attendance and Absence Policy:
<https://phoenixmed.arizona.edu/policy/attendance-and-absence-years-3-and-4-policy>
- Examination Absence Year 1-4 Policy:
<https://phoenixmed.arizona.edu/policy/examination-absence-years-1-4>

Policies on Grades, Progression, and Graduation

- Competency Assessment Policy:
<https://phoenixmed.arizona.edu/policy/competency-assessment-policy>
- Pre-Clerkships:
<http://phoenixmed.arizona.edu/policy/enrollment-sequencing-and-grading-pre-clerkships-policy>
- Grading and Progression for Clerkships and Selectives Policy:
<https://phoenixmed.arizona.edu/policy/grading-and-progression-clerkships-and-selectives-policy>
- Grading and Progression for Electives Policy:
<https://phoenixmed.arizona.edu/policy/grading-and-progression-electives-policy>
- Graduation Requirements:
<http://phoenixmed.arizona.edu/policy/graduation-requirements-policy>

Leave of Absence Policy

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

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

Social Media Policy

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

Student Email Policy

<https://registrar.arizona.edu/records-enrollment/personal-information/student-email-address>

Student Immunization Policy

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

Student Exposure to Potentially Infectious Agents and/or Hazardous Materials Policy

<https://phoenixmed.arizona.edu/policy/student-exposure-potentially-infectious-agents-andor-hazardous-materials-policy>

Contact for Occupational Exposures

Shari Carbajal, Sr. Director of Student Affairs

scarbajal1@arizona.edu or 602-827-2339

Student Mistreatment & Discrimination Policies

- Reporting Mistreatment or Harassment Policy:
<https://phoenixmed.arizona.edu/policy/reporting-mistreatment-or-harassment-medical-students-policy>
- Anti-Harassment and Nondiscrimination Policy:
<http://phoenixmed.arizona.edu/policy/anti-harassment-and-nondiscrimination-policy>

Procedures for Student Progress, Academic Integrity, and Managing Grade Appeals

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

- Honor Code Policies and Committee Procedures and Process for Dismissal:
<http://phoenixmed.arizona.edu/policy/honor-code-policy>
- Student Code of Conduct:
<http://phoenixmed.arizona.edu/policy/student-code-conduct>
- Dismissal and Removal from the Academic Environment Policy:
<https://phoenixmed.arizona.edu/policy/dismissal-removal-academic-environment-policy>
- Student Progress Committee Procedures and Process for Dismissal Policy:
<https://phoenixmed.arizona.edu/policy/student-progress-committee-procedures-process>
- Student Appeals Committee Procedures and Policy:
<https://phoenixmed.arizona.edu/policy/student-appeals-committee-procedures-policy>

Registrar, Student Records, and Credentialing

Registrar and Student Records Contact Information

Danielle Halbert, Registrar

(602) 827-2208; dezamora@arizona.edu

Tacha Lyons, Assistant Registrar

(602) 827-3020; tylyons@arizona.edu

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

Credentialing Contact Information

Michael Behlke, Credentialing Coordinator

PBC-Credentialing@arizona.edu

<https://phoenixmed.arizona.edu/credentialing>

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 currently. You may need to show ID at the time of your enrollment.

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

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 contact the Office of Student Affairs for a locker assignment.

CatCard

The CatCard is the official University of Arizona identification card. The card features a digitized photo, digitized signature, Contactless SmartChip, and magnetic stripe. 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>
<http://phoenixmed.arizona.edu/policy/clinical-site-placement-and-transportation-policy>

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

Life-Work Support for Students

Life and Work Connections offers limited support services for student parents/guardians and caregivers for adults or elders. Services include childcare subsidies for students, sick and back-up childcare, and adult/elder care consultations.

Please go to: <https://lifework.arizona.edu/for-students>
or call: 520-621-2493

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 are 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, 3rd Floor Reception area

Student Health and Well-being

Mandatory Health Insurance

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

Student and Resident Wellness: Student Healthcare Providers

<https://phoenixmed.arizona.edu/wellness/student-healthcare-providers>

Mental Health Services for Students

[Mental Health Appointment Sign-Up](#)

Emergency and After Hours Medical and Mental Health

<https://health.arizona.edu/emergency-after-hours>

For emergency situations call 911

For suicide and crisis situations call or text 988

Urgent or Emergent Care

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

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.