THE UNIVERSITY OF ARIZONA
College of Medicine
Phoenix

Student Handbook
2026-2027

for

The Classes of 2027, 2028, 2029, and 2030

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 Badge/CatCard visibly at all times while on campus. PBC Badge/CatCard are required to gain entry into the building and are programmed to allow entry only during specified hours.

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

Basic Safety Information
https://drive.google.com/file/d/1JcZU7PKLFW3f2q_L-Y0Thp5NxRopRwLR/view?usp=sharing

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**
Police, Fire, Medical Emergency	**Dial 911**
Suicide and Crisis Lifeline	**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-and-drug-screening-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

http://phoenixmed.arizona.edu/policy/criminal-background-check-policy

Dress Code
http://phoenixmed.arizona.edu/policy/dress-code-policy

Dual Degrees Programs

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/

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

Financial Aid and Satisfactory Academic Progress Policy
https://phoenixmed.arizona.edu/policy/financial-aid-and-satisfactory-academic-progress-policy

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 Coursework and Examination Absence Policy: https://phoenixmed.arizona.edu/policy/years-1-and-2-coursework-and-examination-absence-policy
- Years 3 and 4 Coursework and Examination Absence Policy: https://phoenixmed.arizona.edu/policy/years-3-and-4-coursework-and-examination-absence-policy
- Examination Day: https://phoenixmed.arizona.edu/policy/examination-day-policy

Policies on Grades, Progression, and Graduation

- Competency Assessment Policy: https://phoenixmed.arizona.edu/policy/competency-assessment policy
- Enrollment, Progression and Grading for Pre-Clerkship (Foundational) Years: 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

Policies on Professionalism

- Expected Professional Attributes http://phoenixmed.arizona.edu/introduction-professionalism
- Professionalism Assessment Policy https://phoenixmed.arizona.edu/policy/professionalism-assessment-policy
- Educational Program Objectives Policy https://phoenixmed.arizona.edu/policy/educational-program-objectives-policy

Leave of Absence Policy
For questions or issues regarding the need for a Leave of Absence, please make an appointment with your House Advisor.
http://phoenixmed.arizona.edu/policy/leave-absence-policy

Leave of Absence and Withdrawal from Medical School Policy
https://phoenixmed.arizona.edu/policy/leave-absence-and-withdrawal-medical-school-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
Tacha Lyons, Assistant Registrar
tylyons@arizona.edu; Office 602-827-3020; After Hours: Cell 623-570-4182

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

Student Record Review Policy
https://phoenixmed.arizona.edu/policy/student-record-review-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
- Technical Standards Policy https://phoenixmed.arizona.edu/policy/essential-qualifications-and-technical-standards-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
MBehlke@arizona.edu

Jennalee Wilson, Credentialing Support Coordinator
jmwilson7@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 at PBC-StudentAffairs@arizona.edu 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 at PBC-StudentAffairs@arizona.edu for a locker assignment.

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

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.

Since a physical form of identification is required on campus and at clinical sites, COM-P students are expected to select the physical version when applying for their CatCard, even if a digital version is made available.

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/

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 emergency 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.