

CLASS OF 2009
MEDICAL STUDENT HANDBOOK



OFFICE FOR STUDENT AFFAIRS
2005-2006

Class of 2009 Medical Student Handbook

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The Office for Student Affairs has published this handbook to inform first-year medical students of policies, procedures, and services specific to students at Chicago Medical School (CMS). (For policies pertaining universally to all RFUMS students, please see the Student Policies Handbook.) In order to ensure a quality educational experience, students should become familiar with the contents of this handbook and be able to use it as a resource. If you have questions or concerns regarding any material contained in this handbook, please contact the CMS Office for Student Affairs. Please note that policies and other information in this handbook are subject to change over time as appropriate.

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Senior Associate Dean for
Student Affairs and Medical Education

Roy Golden, MEd
Assistant Dean for Student Affairs

Sherrie Wheeler
Coordinator for Special Programs

Lynda Zalewski
Coordinator for ERAS and
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Jean Marques
Administrative Assistant

EQUAL OPPORTUNITY STATEMENT

It is the policy of Rosalind Franklin University of Medicine and Science not to discriminate on the basis of race, sex, sexual orientation, color, creed, religion, national origin, disability or age in admissions or employment or in any programs or activities. It is the University's intent to comply with applicable statutes and regulations, including Title IX of the 1972 Education Amendments and Section 504 of the Rehabilitation Act of 1973. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 both prohibit discrimination against individuals with disabilities by mandating a provision of reasonable accommodations to make programs and activities accessible to qualified disabled individuals. There are natural and legal limitations to what services can be provided. It is the University's goal to assist students in developing their potential in light of what is feasible and reasonable under the law. Inquiries may be directed to the Affirmative Action Office, 3333 Green Bay Road, North Chicago, IL 60064, (847) 578-3262.

Student Services

The CMS Office for Student Affairs

The CMS Office for Student Affairs (OSA) serves in a variety of capacities:

- **Academic advising**
- **Academic scheduling**
- **Administrative functions**
- **Career planning**
- **Counseling**
- **Information resource**
- **Policy interpretation**

Our overall goal is to provide you, the student, with essential services and resources that will help you prosper academically, professionally, and personally during your time at CMS -- and beyond. From New Student Orientation through Commencement, we're here to help you succeed every step of the way. Please stop by and get to know our helpful, friendly staff -- you'll be glad you did. We're here to make a difference for you!

For additional details about our services and resources, please visit our web site at www.rosalindfranklin.edu/osa.

STUDENT AFFAIRS

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Jean Marques, Administrative Assistant
(847) 578-3295/jean.marques@rosalindfranklin.edu

University Bookstore

Text books, school supplies, apparel, and postage stamps may be purchased at the University Bookstore, which is located on the first floor of the Health Sciences Building. The manager of the Bookstore is Steve Yezo. Hours of operation are Monday - Friday, 8:30 a.m. - 5:00 p.m. The Bookstore phone number is (847) 578-3407.

Business Office

Business Office Services

The University Business Office located in Room L.300, is open from 8:30 a.m. to 4:30 p.m. The cashier is open between 9:00 a.m. and 3:00 p.m. for the following services:

- Purchase discounted movie theatre tickets:
 - Marcus Theatres: \$5.50*
 - Cineplex/Sony/Loews Theatres: \$5.50*
- Obtain notary public services at no charge*

* Prices subject to change

Stamp Machine, and Automatic Teller Machine

- A stamp machine is located next to the copy card dispenser. Only books of 20 stamps are available. The machine takes \$5 and \$1 bills only and gives change.
- An automatic teller machine is located in the same area and is also available on a 24-hour basis. This machine does not accept deposits.

Careers in Medicine: An Overview of Programs and Resources

Careers in Medicine (Ci M) is an AAMC-sponsored, web-based presentation that we at CMS incorporate into our four-year career planning program (see below.) Please visit their website at www.aamc.org/students/cim/about.htm. You will be required to use the Student Access Code (11STU110) the first time you enter. After the initial registration, users will no longer need the school-provided Access Code. On subsequent visits, users will enter the site with an ID and password that they create when they register. On this website, you will be introduced to Personal Career Assessment, Career Exploration, Decision Making, and Implementation.

CMS FOUR-YEAR CAREER PLANNING PROGRAM

M1 Year

Orientation

Small group discussions with fourth-year medical students to discuss opportunities for exploring career choices while in medical school.

Community Outreach Programs

ASAP (Adolescent Substance Abuse Prevention): teach local area junior high school students about the effects of drug use on various organs.

CMS CARES (Community AIDS Resources and Education Service): teach AIDS awareness to junior and senior high school students with physician advisors.

CMS Healthcare Project: a student-run clinic serving an indigent patient population.

Clinical Exposure Program

Physician/Student Mentor Program which pairs a first-year medical student with a primary care physician in surrounding communities. Program is for one unit of credit and involves weekly visits in physicians' offices as well as a final paper.

Career Specialty Panel

Selected CMS alumni are invited to spend an evening with first- and second-year students discussing specifics of the specialty in which they practice and the projected future of that particular specialty.

Financial Aid

Counseling on debt management in the context of considered specialties.

Resources

Summer Opportunities: summer research fellowships, internships, and additional training opportunity information is maintained in the CMS OSA.

Careers in Medicine web site: a collection of exercises and information geared toward self-discovery and selecting a medical specialty.

M2 Year

Specialty Interest Groups

All receive support from Student Council and are recognized student organizations. Officers coordinate meeting schedules, plan programs, and provide feedback to the OSA. Membership is open to all medical students.

- Emergency Medicine Interest Group (EMED)
- Family Medicine Interest Group
- Geriatric/ Gerontology Interest Group
- Internal Medicine Interest Group
- Neurology Interest Group (SIGN)
- Pediatric Interest Group
- Rehabilitation Medicine Interest Group
- Surgery Interest Group

Special Programs

The Bayer Institute program on “Improving Physician/Patient Communication” is implemented in the first-, second-, and third-year curriculums.

Preceptors

M2 students continue to work with Clinical Exposure Preceptor, if time and interest allow.

Transition to the Clerkships

A program for M2 students to advise and assist them with plans for moving into third-year clerkships. Upperclass students participate as facilitators in this half-day program.

Resources

Transition to the Clerkships Handbook.

M3 Year

Career Workshops

Winter	Career Day I	Overview of specialty choice process
Spring	Career Day II	M4's discuss the residency search process
Summer	Career Day III	Planning the senior year: NRMP and applying for residency

Winter Specialty Decision-Making Program (from Careers in Medicine)

Winter Faculty/Student Advisor Program

Resources

Career Planning Handbook: details and guidelines for scheduling senior year, applying for residency programs, and participating in the NRMP.

M4 Year

Residency Interview Workshops

Interviewing workshops provide information about the dos and don'ts for successful interviewing.

Individual M4 Appointments

Interviews with CMS OSA personnel provide one-on-one counseling and assistance with senior year schedules and career decisions.

ERAS Workshops

Explanation/demonstration of how to use the Electronic Residency Application Service (ERAS).

Exit Interview with Financial Aid

Counseling on debt management in the context of chosen specialty.

Resources

"A Guide to Successful Interviewing" (CMS OSA).

Elective Evaluation Files: student evaluations of senior clinical experiences in extramural and intramural rotations maintained in the Curriculum Office.

Senior Survey: results of in-depth survey from the previous M4 class maintained in CMS OSA.

Range of scores for USMLE Step 1 and Step 2 of former graduates (past 3 years) and the specific residencies they entered.

Addresses of Specialty Societies.

List of CMS alumni presently on U.S. medical school faculties.

Office of Educational Affairs

Under the direction of Gordon L. Pullen, Ph.D., Assistant Professor of Physiology and Biophysics and Medicine, and Assistant Dean for Educational Affairs, the OEA provides academic support through review programs and personal academic assistance to students. Karen DiMario, MS, offers academic support for the various programs provided by the Office of Educational Affairs. Ms. Tamera Kavouras is Administrative Assistant for the Office of Educational Affairs.

Academic support programs include recognized **review programs for the United States Medical Licensure Examination (USMLE) Step 1 & 2**. Dr. Pullen directs these successful review programs, offered in collaboration with staff from the University of Wisconsin School of Medicine. Attendance in these programs includes medical students from across the country, in addition to CMS and Wisconsin. Karen DiMario is the Assistant Director for these review courses.

Gordon L. Pullen, Ph.D., Assistant Dean, Educational Affairs 8603
Tamera Kavouras, Administrative Assistant, Educational Affairs 8604

Office of Financial Aid (<http://66.99.255.20/osa/financialaid>)

The Office of Financial Aid is responsible for securing loans for students to help with educational and living expenses while enrolled in school. The student is ultimately responsible for obtaining funds, but the Office of Financial Aid will help along the way. Look for signs of deadlines and information availability around the school or in the Office of Financial Aid. It is important that you turn in the requested documentation on time to ensure timely receipt of financial aid funds.

Availability of some financial aid is based on the student's credit. It is the responsibility of the student to make sure s/he is credit-worthy before coming to school. If the student doubts his/her credit worthiness, s/he should make an appointment with the Office of Financial Aid even before acceptance if possible. The student should bring his/her credit report to this appointment for analysis.

Financial aid is more than just obtaining loans. The office staff is adept in budget management and planning. Ask them if you need help balancing your budget. Remember, the financial aid budget allows approximately \$1600/month for living expenses; budget accordingly.

The Financial Aid Office is located in HSB L.680 and the staff is available from 8:30 a.m. to 4:30 p.m. Maryann DeCaire is the Director of Financial Aid, Stephanie Hall is the Assistant Director, Cindy Frieson is a Financial Aid Counselor/Work Study Coordinator, and Jessica St. Peter is a Financial Aid Coordinator. They can be reached at (847) 578-3217 if you have any questions while you are away from school.

Institute for Health Sciences Education

The Institute for Health Sciences Education, part of the RFUMS Interprofessional Centers for Excellence, is currently comprised of:

- The Center for Excellence in Clinical Education
- The Center for Excellence in Educational Technology

The Center for Excellence in Clinical Education includes the Introduction to Clinical Medicine (ICM) courses and the Education and Evaluation Center (EEC).

The **Introduction to Clinical Medicine** course extends over the first two years of the CMS curriculum. Its staff includes:

- Kurt Kurowski, MD, ICM1 Course Director
- Lori Broutman, MD and Lecia Apantaku, MD, ICM2 Course Directors
- Paula Taylor, Administrative Assistant
- Debbie Fitzgerald, Secretary

The **Education and Evaluation Center** is a state-of-the-art facility for observed and standardized clinical performance. Its staff includes:

- Barbara Eulenberg, Associate Director
- Jim Carlson, MS, PA-C, Assistant Director
- Steve Fedoruk, Standardized Patient Coordinator
- Glenn Villaluz, AV Technical Specialist

The **Center for Excellence in Educational Technology** administers and offers training in Desire2Learn, the University's learning management system. The Center also offers guidance and training in the use of digital media. Its staff includes:

- Marc Abel, PhD, Director
- Ron Herbig, MA, Educational Media Technologist
- Hanna Taylor, Administrative Assistant

Learning Resource Center (LRC)

Boxer University Library

The RFUMS Boxer University Library Collection consists of 119,000 volumes and subscriptions to approximately 2000 biomedical journals in both electronic and print format as well as a leisure reading collection of popular magazines and area newspapers. Some titles that may help acquaint you with the Chicagoland area are:

- **Newspapers**

Chicago Tribune (daily)

Chicago Sun Times (daily)

Crain's Chicago Business (weekly)

The Reader (weekly featuring entertainment & housing for Chicago)

Lake Forester (weekly listing of housing for the northern suburbs)

- **Magazines**

Chicago (monthly of events, entertainment, and places to eat in Chicago vicinity)

North Shore (monthly events in Chicago's northern suburbs)

Chicago Medicine (semi-monthly journal of the Chicago Medical Society and the Cook County Medical Society)

The most current issues of these titles are available for your use in the Library, which is open 103 hours each week, with extended hours during exam times.

With the use of barcodes, assigned when you apply for your RFUMS picture I.D., your I.D. also functions as your library card.

LRC Academic Computing Area

There are 175 computers available for student use, 159 are located at the Learning Resource Center lower level. Lower level LRC services include Graphic Design, Photography and Duplications. There is also a 24-hour computer lab adjacent to the Library on the main floor.

Academic Classrooms and Group Study Rooms

Classrooms and group study rooms are located on the lower level of the Library. There are also various rooms in the main building available for quiet/group study. Please keep rooms neat and clean, do not rearrange furniture or equipment, and be considerate of others. Study groups have priority in designated rooms but, if no groups are using them, those rooms can be used by individuals for quiet study. Kathy Linderholm in the Library can assist you with additional information or room availability. Official room reservations will only be done for review groups and tutoring sessions that are sponsored by the Curriculum Office or given by faculty instructors.

Office for Medical Curriculum

The Office for Medical Curriculum designs, schedules, and evaluates the CMS curriculum. Working with the Educational Affairs Committee of faculty and students, this office implements the CMS curriculum by scheduling classes, gathering student and faculty evaluations, and analyzing student performance against national standards. The office also organizes student-run evening review sessions and coordinates private tutoring services for the basic science courses. The Curriculum Office places major value on the coordination and integration of all the curricular elements. John M. Tomkowiak, MD is Associate Dean for Medical Curriculum. Ms. Sally Venus is Administrative Assistant for the Curriculum Office

In addition, the Curriculum Office directly manages several interdisciplinary courses in the CMS curriculum. Ms. Sally Venus serves as Administrative Assistant for each of the following:

- **Epidemiology:** Steven Whitman, Ph.D., Director, Institute for Urban Health, Sinai Health System, is the course director for this M1 course.
- **Medical Ethics:** This course is coordinated by the Curriculum Office.
- A sophomore elective, **Medical Spanish**, is managed by the Curriculum Office on behalf of its course director. Ms. Venus also assists with coordination of all other sophomore electives with faculty and students.
- **First Year Clinical Exposure** is a mentoring program for M1 students coordinated by the Curriculum Office.

John M. Tomkowiak, MD, Associate Dean, Medical Curriculum 8731
Sally Venus, Administrative Assistant, Curriculum 3215

Registrar's Office

The Registrar's Office keeps complete academic records of each student while attending Rosalind Franklin University of Medicine and Science. Records are kept permanently and are held in confidence in compliance with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). The Buckley Amendment states that no information can be disclosed to

individuals without the consent of the student, with the exception of those acting in the student's educational interest. These individuals include personnel in the offices of the Registrar, Comptroller, Financial Aid, Admissions, Student Affairs, Educational Affairs, and academic personnel, within limits. The Amendment also allows students access to their files with the following exceptions as outlined by the Act: financial information submitted by their parents, confidential letters and recommendations associated with admissions, or education records containing information about more than one student. A copy of University policy pertaining to such matters can be found in the Student Policies Handbook and will be distributed to each student at the time of initial registration.

In addition to maintaining academic records, the Registrar's Office facilitates the following:

- quarterly registration of all students
- certification of student enrollment (re: loans, scholarships, Veteran's Benefits*, insurance agencies, etc.)
- verification of students' credentials for state licensure applications
- issuance of official student transcripts
- authorization/validation of immigration forms**

* Ms. Holly Pratt is the certifying official for Veteran's Benefits. Students qualifying for VA Benefits may contact Ms. Pratt at (847) 578-3228.

** Ms. Maryann DeCaire is the Foreign Student Advisor. Students who have questions regarding immigration may contact Ms. DeCaire at (847) 578-3204.

The Registrar's Office is located in room L.666 in the Health Sciences Building. Ms. Holly Pratt (Registrar), Ms. Wendy Polinski (Registration Officer), and Ms. Denise Hernandez (Registration Officer) will be happy to assist you. The phone number of this office is (847) 578-3228.

Office of Student Development

Rebecca L. Durkin, Executive Director
(847)578-8354
HSB G.670

Students are welcome at any time to seek out the support or assistance of the staff members of the Office of Student Development. As a new office, Student Development continues to seek better ways of supporting students in a successful, balanced and meaningful educational experience.

Mission

The Office of Student Development supports the academic success of all RFUMS students by fostering their professional, mental, physical, and social development and by enhancing the quality of campus life. We provide programs and services to augment students' ability to learn and develop life skills necessary to become productive and caring members of our global society.

Programmatic Objectives

Support the central goal of student academic success and professional development through organizational planning, program development and enhancement of services

- Encourage and promote self-responsibility, leadership and community engagement among students

- Provide opportunities for student growth, development and discovery via appropriate collaborations and partnerships
- Create and support an environment that values diversity and promotes inclusiveness
- Increase knowledge, access and utilization of programs and services to students via intentional and systematic assessment

Specific Services and Responsibilities

- General ombudsperson and advocate for all students
- Student organization administration
- Multicultural services and programs
- Disabled student services/accommodations
- Wellness program development
- Student activities administration
- Residential programs development
- Health and Wellness service coordination
- Central student policy development
- Fitness Center and Game Room management
- Student Activities Center management

Office of Student Housing (*www.rosalindfranklin.edu/housing*)

The RFUMS experience is more than books, classrooms, and laboratories. It is an opportunity to become involved in the campus community, to meet new friends, to network with those who have similar aspirations, and to learn beyond the limits of what a classroom lecture can teach.

The objective of the Office of Student Housing is to support students in their efforts at RFUMS. We understand that becoming a medical professional challenges an individual on many levels and we utilize that understanding to better meet the needs of our students. Likewise, in a community focused on learning, our students are able to put forth their best efforts toward their professional and personal development.

The Office of Student Housing is located in room L.310 and the staff is available from 8:30 a.m. to 4:30 p.m. Lori Wiegel is the Manager of Student Housing and Hilary Pulsipher is the Housing Assistant. They can be contacted at (847) 578-8350/campus.housing@rosalindfranklin.edu.

Policies and Procedures

The policies and procedures in this section apply specifically and exclusively to Chicago Medical School students. For information on policies that apply universally to all RFUMS students, please see the current *Student Policies Handbook*.

Ethical Standards

All students at Chicago Medical School are expected to exhibit professional, responsible and ethical behavior.

All students should, therefore, possess the highest degree of personal integrity and be able to reason about ethical issues in their professional life. Students are expected to treat patients, patient's families, peers, faculty, staff, members of the healthcare team and all persons with respect, compassion, and sincerity, irrespective of race, color, creed, ethnic origin, religion, disability, gender, sexual orientation, or socio-economic class, and to maintain strict confidentiality. Students are expected to be honest and trustworthy, to respect the property of others, and to follow the code of professional ethics appropriate to the practice of medicine.

Any departures from these standards may result in disciplinary action. Students who exhibit egregious or habitual behavior that is inconsistent with this standard, with the CMS competencies, with University policy or with the law will be considered for dismissal.

Procedures for Consideration of Violations of Ethical and Professional Standards

Allegations of ethical or professional misconduct by a student shall be referred to the Student Evaluation, Promotion, and Awards Committee (SEPAC).

A student under suspicion of ethical or professional misconduct shall be afforded due notice and process in the investigation, deliberation, and decision about such allegations and potential penalties. The recommendations of SEPAC shall be transmitted by the Committee Chair to the Dean of the Medical School. The student shall also be afforded the right to appeal any negative outcomes to the Dean of Chicago Medical School.

Requirements for Starting M3 Clerkships

As a prerequisite for participating in third-year core rotations, students must:

- Satisfactorily complete all basic sciences courses
- Sit for USMLE Step 1 prior to starting clinical clerkships or MedCore (will need to verify scheduled test date)

(Note: Students must pass USMLE Step 1 to be permitted to continue with clinical clerkships)

Students will secure hospital sites for these core rotations via a student-run lottery. They must be prepared to serve in clinical clerkships in any of CMS's affiliated hospitals, which may include an out-of-state location (Connecticut.)

Proficiency Examination Policy

Students have an option of taking proficiency examinations. All students who take and successfully complete a proficiency examination will have "Passed by Proficiency Examination" noted on their transcript in place of a letter grade. The Proficiency Examination Policy stipulated by the respective departments for the various basic science courses is as follows:

FIRST YEAR COURSES

ANATOMY

Student has transcript credit of a medical school* course of equivalent content in Clinical Anatomy with a grade of "B". Such students are then required to successfully participate as teaching assistants in the course in the Fall.

BIOCHEMISTRY

Students must pass the comprehensive proficiency exam with a score of 75% or more. Subjects covered are: chemistry and metabolism of amino acids, carbohydrates and lipids, enzyme chemistry, kinetics and regulation, electron transport and oxidative phosphorylation, mechanisms of hormone action and metabolic regulation.

EMBRYOLOGY

A student who has transcript credit for an equivalent medical school* course in Embryology with a grade of B or better, must pass a proficiency exam with a score of 80% or better. Subjects covered should be as follows: fertilization, implantation, early layer development, placentation, organ system development.

EPIDEMIOLOGY

Credit for the course is granted for possession of the MPH degree. Otherwise, no proficiency is allowed nor tested for.

GENETICS

Students must pass the comprehensive proficiency exam with a passing score of 75%. Subjects covered on the exam are chromosomal genetics, Mendelian pedigrees and calculation of risk factors, gene linkage and mapping, genetic heterogeneity, disease associations, polygenic inheritance, methods of prenatal diagnosis, use of restriction fragment length polymorphisms and genetic counseling, sex chromosomes and sex determination, and genetics in cancer.

HISTOLOGY

Student has transcript credit of a medical school* course of equivalent content in Histology with a grade of "B". Such students are then required to successfully participate as teaching assistants in the course in the Fall.

MOLECULAR CELL BIOLOGY (MCB)

Students must pass a written proficiency exam in MCB with a minimum score of 75% to pass the exam. Officially notify Dr. Walters at least two weeks prior to the day of the exam of commitment to take the exam. Subjects covered include: cell adhesion, transport, nuclear structure, protein chemistry, DNA, RNA, protein synthesis, regulation of gene expression, plasma membrane, cell organization and organelles, cytoskeleton, mitosis, growth regulation, connective tissue components, epithelial cells, and muscle cells.

NEUROSCIENCE

Student will be excused from taking the course if he/she has transcript evidence of having passed a medical school* Neuroscience course of equivalent subject content with a grade of "B".

PHYSIOLOGY

Student will be excused from taking the course if he/she has transcript evidence of having passed a medical school* Physiology course of equivalent subject content with a grade of "B" or passed our proficiency exam in Physiology with a minimum grade of 75%.

SECOND YEAR COURSES

CLINICAL NEUROSCIENCE

Students will be required to take an essay exam consisting of six questions. Topics which may be covered include: 1) functional zones of cerebral cortex; 2) hemisphere dominance and interhemispheric connection; 3) development of the central nervous system; 4) organization of the cerebral cortex for perception, language, complex thought, complex movement and other functions; 5) abnormalities associated with cerebral cortical dysfunction; 6) assessment of central nervous system structure and functioning (history, physical exam, behavioral neurologic component of the physical exam, mental status component of the physical exam, laboratory testing); 7) neuropathology: etiology, histopathology, gross pathology, signs, symptoms, course, laboratory findings, epidemiology and treatment of diseases of the nervous system; 8) psychopathology: psychiatric diagnostic classification; symptoms, signs, laboratory tests, epidemiology, etiology and treatment of psychiatric illness; 9) personality and its development; and, 10) learning and behavior modification.

FOUNDATIONS OF MEDICAL PHARMACOLOGY

Student will be required to pass a departmental proficiency exam with a grade of 80% or present transcript evidence of having passed a medical school* course of equivalent subject content with a grade of "B".

MICROBIOLOGY AND IMMUNOLOGY

A student may be excused from Medical Microbiology and Immunology (MIC 600, 601 and 602) by: 1) having transcript credit for an equivalent course from an LCME approved medical school and having passed at a level acceptable to this department, **AND** 2) passing the departmental comprehensive proficiency examination with a grade of 80 percent or more. The proficiency examination is offered in July of each year.

PATHOLOGY

Student has transcript credit for a medical school* Pathology course of equivalent content with a grade of "C" or passed the written proficiency exam. A student passing the proficiency exam will be required to take a 4-week full-time clerkship or equivalent training in the practical aspects of Pathology.

PREVENTIVE MEDICINE

Credit for the course is granted for possession of the MPH degree. Otherwise, no proficiency is allowed nor tested for.

*Refers to an LCME approved medical school.

In case of proficiency based on transcript evidence, each department reserves the right to determine whether the extramural course is equivalent to its course. Students interested in obtaining credit for a course on the basis of transcript evidence should contact the appropriate department chair for approval of course being submitted for credit.

2005 Proficiency Examination Schedule

	<u>9:00 a.m.-12:00 noon</u>	<u>1:00-4:00 p.m.</u>
Monday, July 25	MCB	Embryology
Tuesday, July 26	Pathology Genetics	
Wednesday, July 27	Pharmacology	

Thursday, July 28	Physiology (Winter) Microbiology	Physiology (Spring)
Friday, July 29	Biochemistry	Clinical Neuroscience

Student **MUST** notify the appropriate Department Chair or Course Director two weeks in advance if they plan to take one of the above exams, as well as to get information as to site and content of the exam.

Anatomy	Dr. Bruce Manion	847-578-8405
Biochemistry	Dr. Ronald Kaplan	847-578-3220
Clinical Neuroscience	Dr. Nutan Vaidya	847-578-8715
Embryology	Dr. Joseph DiMario	847-578-3211
Epidemiology	Curriculum Office	847-578-3215
Genetics	Dr. Kenneth Neet	847-578-3220
Histology	Dr. Chris Brandon	847-578-3211
Microbiology & Immunology	Dr. Alice Gilman-Sachs	847-578-3230
Molecular Cell Biology	Dr. Eric Walters	847-578-3220
Neuroscience	Dr. Lise Eliot	847-578-3416
Pathology	Dr. Arthur Schneider	847-578-3261
Foundations of Medical Pharmacology	Dr. Gary Oltmans	847-578-8676
Physiology	Dr. Charles McCormack	847-578-3280
Preventive Medicine	Dr. David Rudy	847-578-3338

For more information, please contact Sally Venus in the Curriculum Office at 847-578-3215 or at Sally.Venus@rosalindfranklin.edu.

Technical Standards

It is the intent of Rosalind Franklin University of Medicine and Science to comply with applicable law concerning students with disabilities, including Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. These acts prohibit discrimination against individuals with disabilities by mandating the provision of reasonable accommodations to make programs and activities accessible to otherwise qualified individuals.

These statutes recognize that there may be technical standards of behavior which must be met in the pursuit of a given profession or training. The Chicago Medical School has determined a set of Technical Standards of behavior that it considers necessary for the candidate for the MD degree. These Technical Standards are listed below. Inquiries about the Medical School policies on disabilities should be directed to the Americans with Disabilities Act (ADA) Coordinator in the Office for Student Affairs.

A candidate for the MD degree must possess abilities and skills which include those that are observational, communicational, motor, intellectual-conceptual (integrative and quantitative), and behavioral and social. The use of a trained intermediary is not acceptable in many clinical situations in that it implies that a candidate's judgment must be mediated by someone else's power of selection and observation.

I. Observation:

The candidate must be able to acquire a defined level of required information as presented through demonstrations and experiences in the basic sciences, including but not limited to information conveyed through physiologic and pharmacological demonstrations in animals, microbiological cultures and microscopic images of microorganisms and tissues in normal and pathologic states. Furthermore, a candidate must be able to:

- observe a patient accurately, at a distance, and close at hand, with or without standard medical instrumentation, to acquire information from written documents, and to visualize information as presented in images from paper, films, slides or video.
- interpret x-ray and other graphic images, and digital or analog representations of physiologic phenomenon (such as EKGs) with or without the use of assistive devices.

Such observation and information acquisition necessitates the functional use of visual, auditory and somatic sensation while being enhanced by the functional use of other sensory modalities. In any case where a candidate's ability to observe or acquire information through these sensory modalities is compromised, the candidate must demonstrate alternate means and/or abilities to acquire and demonstrate the essential information conveyed in this fashion. If the alternatives are acceptable, it is expected that obtaining and using such alternate means and/or abilities shall be the responsibility of the student. Costs of necessary accommodations should be reasonable and will be properly borne by the University when not the responsibility of the student or otherwise funded.

II. Communication:

A candidate must be able to speak, to hear and to observe patients by sight in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients and their families. Communication includes speech and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

III. Motor:

It is required that a candidate possess the motor skills necessary to directly perform palpation, percussion, auscultation and other diagnostic and therapeutic maneuvers, basic laboratory tests and diagnostic and therapeutic procedures. The candidate must be able to execute motor movements reasonably required to provide general and emergency medical care such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, application of pressure to control bleeding, suturing of wounds and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision.

IV. Intellectual-Conceptual (Integrative and Quantitative) Abilities:

The candidate must be able to measure, calculate, reason, analyze, integrate and synthesize. In addition, the candidate must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem solving, the critical skill demanded of physicians, requires all of these intellectual abilities. The candidate must be able to perform these problem-solving skills in a timely fashion.

V. Behavioral and Social Attributes:

The candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. The candidate must be able to tolerate physically taxing workloads and to function effectively under stress. He/she must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational process.

Tuition for Students on Altered Academic Schedules

Students enrolled after the fourth year in medical school will be billed at the rate of **\$1500 per each of three (3) billing periods (or portion thereof) during the year** (equivalent to \$4500 for an entire year.) This billing rate is subject to change in future years.

Universal Precautions Policy

All students enrolled at Rosalind Franklin University of Medicine and Science who are involved in clinical rotations must complete their school's program on universal precautions. The purpose of this program is to ensure that you have been informed of the appropriate handling of blood, tissues and body fluids during your training. Appropriate review of universal precautions will be provided by clinical departments during the orientation at each clinical site. As part of your professional development, you will be responsible for incorporating these precautions into your routine practice while in patient care situations and for being certain that you understand what is available at each hospital as you rotate from one clerkship to another.

In the event you have contact with blood, unfixed tissue¹, or body fluids, these are the steps you should take:

1. Remove soiled clothing and administer immediate first aid at the worksite (wash skin/flush eyes 10-15 min./etc.). Remove contact lenses if eyes are exposed.
2. Notify resident, site coordinator and/or attending physician.
3. Obtain name, medical record number and location of patient source.
4. Report, in person, immediately to the designated location at the hospital site where you are rotating for follow up treatment (i.e. Employee Health Service, Infectious Disease Service and/or the Emergency Department).

5. DO NOT DELAY -- GET ASSISTANCE IMMEDIATELY

(Anti-viral prophylaxis, if elected, for HIV+ exposures should be initiated within 2 hours of exposure if possible.) If you are not successful seeking immediate assistance, page your supervisor (e.g., resident, attending, clerkship director) **as soon as possible. DO NOT WAIT!**

DO NOT IGNORE AN EXPOSURE!!

Follow up procedures:

1. Notify the Associate Dean for Student Affairs (847) 578-3406 within 24 hours of the exposure. Confidentiality of this information will be maintained.
2. Continue treatment and counseling at the site for an appropriate amount of time. Follow up with lab studies and assistance for any further treatment.
3. Report any medical costs not covered by your health insurance² as shown on your Explanation of Benefits to the RFUMS Business Office at (847) 578-3252. If you are covered by the Destiny insurance policy offered by the University, expenses that are not covered by the plan will be paid by the University. If you elect an insurance plan other than the Destiny insurance plan offered by the University, you will only be reimbursed for non-covered expenses at the lesser of: 1) the actual amount due under your plan, or 2) the amount that would have remained under the Destiny insurance plan offered by the University.
4. The Associate Dean for Student Affairs will follow up with you periodically to provide counseling and assistance as needed.

¹ Except brain tissue, which can carry slow viruses even after fixation; special precautions have been taken during the teaching of Medical Neuroscience.

² All RFUMS students are required to carry health insurance; a student not in compliance with this policy will not receive financial assistance in the event of an occupational exposure to blood or body fluids.

This policy is developed in accordance with CDC (Center for Disease Control) Guidelines.

Listed below are telephone numbers for the primary departments responsible for handling such emergencies at each major teaching hospital affiliated with RFUMS. If you are rotating in a clinic or hospital not listed below, contact your immediate supervisor for assistance and then follow the guidelines stated above.

Christ Hospital

7 am to 4 pm – Report to Occupational Health

(708) 346-4235

After 4 pm – Report to ER

(708) 346-5360

Elgin Mental Health Hospital

24 hours a day – Report to First Aid Clinic (Medical Building, 1st Floor)

(847) 742-1040 Ext. 2842

Highland Park Hospital

8 am to 4 pm – Report to Health Works Office
(847) 480-2685
After 4 pm and holidays – Report to ER
(847) 480-3751

Hines VA Hospital

Quickly fill out incident report and then:
8 am - 4 pm – Report to Employee Health
(708) 343-7200 Ext. 2186
After 4 pm – Report to ER
(708) 343-7200 Ext. 2187

Illinois Masonic Medical Center

Report to ER 24 hours a day
(773) 296-7087

John H. Stroger, Jr. Hospital of Cook County

8 am to 4 pm – Report to Employee Health, Patricia Kallaher, M.D.
(312) 633-7893
After 4 pm – Report to ER
(312) 633-6157

Lutheran General Hospital

7 am to 4:30 pm – Report to Employee Health
If occurrence is not during office hours, DRAW A RED-TOP tube of blood from the source and send to lab with health risk label. Report to Employee Health during the next full business day.
If patient is known AIDS carrier or known high risk, then go to ER immediately.

Mount Sinai Hospital Medical Center

Quickly fill out employee accident/injury report and then:
Report to ER
(773) 257-6438
After initial evaluation call Dawn Laurin from Employee Health within 24 hours, even on weekends or off-hours.
(773) 257-6916

North Chicago VA Hospital

Report to Employee Health, Raeline Roberts
(847) 688-1900 Ext. 84215
After 4 pm report to Acute Evaluation Unit
(847) 688-1900 Ext. 85505

Norwalk Hospital

Report to Employee Health during the following hours:
7:30 am - 3:00 pm Monday, Wednesday and Friday
7:30 am - 4:30 pm Tuesday and Thursday
Report to the Emergency Department at all other times than listed above, including holidays and weekends
Main Switchboard (203) 852-2000

Ravenswood Hospital

Report to ER
(773) 878-4300 Ext. 1280

St. Anthony Hospital

Report to ER
(773) 484-4080

St. Therese Hospital

24 hours a day – Report to ER
(847) 360-2470

Swedish Covenant Hospital

Immediately report the incident to preceptor/supervisor, then:
7:30 am to 4:30 pm – Report to Employee Health Services
(773) 989-1606

ALSO
Report incident to Infection Control
(773) 989-1612
After 4:30 pm – Report to ER

USMLE Requirements

- All CMS students are required to pass Step 1 and and Step 2 Clinical Knowledge and take Step 2 Clinical Skills of USMLE (United States Medical Licensure Examination) to graduate.
- Students must attempt Step 1 before beginning junior clinical clerkships. Students may begin junior activity after attempting the exam. A student who fails the examination may complete the clerkship in which he/she was enrolled at the time of notification of failure, but must withdraw from further clinical activity until he/she retaken Step 1. Students who fail Step 1 on a second attempt will not be allowed to enroll in any clerkship until they have passed the examination.
- A student who does not pass the Step 2 Clinical Knowledge examination prior to graduation may remain a student of Chicago Medical School, paying applicable tuition and receiving appropriate benefits, such as student health insurance, subject to approval by the Student Evaluation, Promotions, and Awards Committee. A student who does not complete Step 2 requirements by one year from original/scheduled date of graduation will be recommended for dismissal.
- Students who are unsuccessful on three attempts on USMLE Step 1 or Step 2 CK will be considered for dismissal.

Student Health

CMS Disability Insurance Policy

All medical students must be covered by the school's disability insurance policy. This policy is provided by Unum Provident Corporation and serviced by our local insurance brokers, RX Financial Resources, Inc. Your policy has been specifically designed for the Consortium of Illinois Medical Schools and provides excellent coverage against disabilities caused by illness or injury. Your personal policy, which you own, is provided with substantial premium discounts. Several of the main benefits are:

Monthly Disability Benefit	1st and 2nd years -- \$1,500 3rd and 4th years -- \$2,000
Elimination Period (days)	180
Benefit Period	Age 65
Guaranteed Issue	No medical or financial questions are asked.
Guaranteed Renewable	Your policy cannot be changed or modified by the insurance company.
Substantial Premium Discounts	Discounted premiums that continue after graduation and as long as you own your policy.
Portability	You can continue your policy through residency and throughout your medical career.
Professional Definition of Disability	Your policy pays benefits due to illness or injury.
Options Available	Upon graduation you can tailor your policy to meet your needs and add several additional benefits.

The cost of this coverage is the responsibility of each student.

Once students are enrolled, their personal policy will be mailed to them along with a summary of benefits. Should students have questions, they can contact RX Financial Resources, Inc.

The Clinics at Rosalind Franklin University/ Rosalind Franklin Center for Women's Health

Hours of operation are 9:00 a.m. to 6:00 p.m. Monday through Friday and 9:00 a.m. to 1:00 p.m. Saturday. Each physician group or specialty has different days or hours. Radiology, laboratory services, and mammography are available on site.

Call for more information or to schedule appointments at 847-473-4357 for The Clinics at Rosalind Franklin University or 847-578-3233 for Rosalind Franklin Center for Women's Health.

Cardiology

Dr. David Campbell

Endocrinology

Dr. Charles Barsano
Dr. Frederick Ellyin
Dr. Sant P. Singh

Family Practice

Dr. Max Goldschmidt
Dr. Manfred Man
Dr. David Rudy

Gynecology

Dr. Josef Blankstein
Dr. Joanne Kwak-Kim
Dr. Theresa Kepic

Infectious Disease

Dr. Preston Cannady

Internal Medicine

Dr. Preston Cannady
Dr. Jennifer Ota

Neurology

Dr. Nabih Ramadan

Neuropsychology

Denise Fiducia, PhD

Nutrition

Virginia Hammarlund, PhD

Ophthalmology

Dr. Joseph Kiernan

Physical Therapy

Dr. Dale Schuit

Podiatry

Dr. Robert Zombolo
Dr. Karona Mason

Psychiatry

Dr. David Garfield
Dr. Philip Lebovitz
Dr. Nutan Atre-Vaidya
Dr. P.S.B. Sarma
Dr. Michael Schrift

Psychology

Dr. John Burns
Dr. John Calamari

Reproductive Medicine

Dr. Joanne Kwak-Kim

Rheumatology

Dr. Eric Gall
Dr. Lori Siegel

Surgery

Dr. Lecia Apantaku (breast)
Dr. Michael Zdon

Urology

Dr. Raymond Firfer

Student Leadership

Student Council

<http://www.rosalindfranklin.edu/students/SCouncil/>

As student body President and on behalf of the rest of the Executive Council members, I would like to extend a warm welcome to you from the Rosalind Franklin University of Medicine and Science. There has been a lot of change on our campus the past year and it is an exciting time to be a part of this university. We are looking forward to a new year and would like you to be a part of it with us. I would now like to let you know how our student government works and how we interact with the Administration.

The RFUMS Student Council is the central student organization, which unites all other student groups into a single cohesive unit, serving students from all schools and colleges within the University, acting to promote positive change for those students it represents. The council is composed of a five-member Executive Council, elected officials from each of the four classes of the Chicago Medical School and the Dr. William M. Scholl College of Podiatric Medicine, student representatives from the School of Graduate and Postdoctoral Studies, representatives from the various programs within the College of Health Professions, representatives of the many student organizations, ranging from social clubs to professional organizations, and individual students such as yourself.

The Student Council meets monthly throughout the year with the purpose of serving the needs of the students and providing an opportunity for *you* to get involved with school activities. The opportunities are limitless and exist, in part, because of the sponsorship and guidance of the Student Council.

During Orientation, you will meet Council members and be given more information concerning the various student organizations and committees. Also, our annual Activities Fair, held at the beginning of each academic year, will give you the first look at what our campus has to offer. It will provide you the opportunity to talk to returning students as well as other representatives of the student body and ask them questions. In addition to a wide variety of organizations being represented, the Fair also serves as an avenue to seek advice before your academic year gets into full swing. Class elections, which will determine your student representatives in Student Council, will be held at the end of August, prior to the September Student Council meeting.

The Student Council has a strong voice on our campus. The monthly meetings give students the opportunity to express student concerns, access funding for student activities, and learn more about school events. Anyone is welcome to attend, become a member, and vote on topics relevant to our institution. Student leaders meet regularly with the Deans, faculty, and administration, and the administration is extremely receptive to what we have to say, going to great lengths to offer their help and advice. The Student Council will offer a chance to get involved with groups of students that truly enjoy being part of the campus experience at Rosalind Franklin University of Medicine and Science.

Welcome to RFUMS and we look forward to meeting you!

Maud Morshedi

Executive Council President

CMS Class Officers: 2005-06

CMS Class of 2006

President: Sherwin Mina

Vice President: Arthur Smolensky

Class Reps: David Chesak, Rikk Lynn, Phil Starshak, Amber Stevenson

CMS Class of 2007

President: Josh Handbury

Vice President: Chandra Manuelpillai

Class Reps: Katie Furman, Monali Patel, Lindsey Reder, Natalie Sweiss

CMS Class of 2008

President: Marcus Kret

Vice President: Mary Ella Kenefake

Class Reps: Emily Bubbers, Maanasa Muralidhar, Kalindi Parikh, Hal Weitzbuch

Student Council

President: Maud Morshedi

Vice President: Devon Newman

Treasurer: Shilpa Joshi

Secretary: Nessa Meshkaty

Parliamentarian: Meera Tejura

Student Organizations & Committees

Listed below are the various student organizations geared toward medical students and RFUMS committees with student representation, all of which eagerly welcome new members. Be sure to attend the Activities Fair in mid-August to learn more about all of the different organizations, clubs, and committees here at RFUMS.

Medical Student Organizations at RFUMS

- AMA (American Medical Association)
- AMSA (American Medical Student Association)
- AMWA (American Medical Women's Association)
- APAMSA (Asian-Pacific American Medical Student Association)
- CMA (Christian Medical Association)
- EMED (Emergency Medicine Interest Group)
- FMIG (Family Medicine Interest Group)
- Geriatric/ Gerontology Interest Group
- IMIG (Internal Medicine Interest Group)
- International Health Interest Group
- Medical Issues Forum
- Medical Students for Choice
- Medical Students for Life
- Military Medicine Interest Group
- Pediatrics Interest Group
- Rehabilitation Medicine Interest Group
- SAMA (South Asian Medical Association)
- SIGN (Student Interest Group in Neurology)
- SNMA (Student National Medical Association)

Social and Service Organizations at RFUMS

- ALAS (Art & Literature Appreciation Society)
- ASAP (Adolescent Substance Abuse Prevention)
- CMS CARES (CMS Community AIDS Resources and Educational Services)
- CMS Health Care Project
- Epicurean Club
- Hillel
- LGBTPM (Lesbian, Gay, Bisexual, and Transgendered People in Medicine)
- MEMSA (Middle Eastern Medical Student Association)
- Outdoor Club
- SOL (Salud Ofrecida A Latinos)
- Student Family Organization
- Student Sight Savers Project (SSSP)

Committees at RFUMS

University:

- Animal Care and Quarters Committee
- Biohazards Committee
- Board of Trustees
- Computer Committee
- Financial Aid
- Institutional Review Board for Protection of Human Rights Subjects Committee
- Library Committee
- Radiation Safety Committee
- Recombinant DNA Advisory Committee
- Student Academic Achievement Assessment Committee
- University Research Committee

Medical School:

- American Association of Medical Colleges Organization of Student Representatives (AAMC OSR)
- Educational Affairs
- Faculty-Student Forum
- Student Admissions
- SEPAC (Student Evaluation, Promotion, and Awards Committee)

Appendix

Important Phone Numbers

Main Offices:

RFUMS (Main Switchboard) (847) 578-3000

Extensions (578 prefix)

Dean of Chicago Medical School

Dr. Arthur Ross III, Dean 3300
Terriane Reynolds, MPH, Director of Operations 3309
Julie Serdar, Executive Secretary 3301

Office for Student Affairs

Dr. Cathy Lazarus, Senior Associate Dean for Student Affairs
& Medical Education 3406
Roy Golden, MEd, Assistant Dean 3264
Sherrie Wheeler, Coordinator for Special Programs 3296
Lynda Zalewski, Coordinator for ERAS and Senior Electives 8605
Jean Marques, Administrative Assistant 3295

Office for Medical Curriculum

Dr. John Tomkowiak, Associate Dean 8731
Sally Venus, Administrative Assistant 3215

Office of Educational Affairs

Dr. Gordon Pullen, Assistant Dean, Educational Affairs 8603
Karen DiMario, MS, Academic Programs Specialist 8556
Tamera Kavouras, Administrative Assistant, Educational Affairs 8604

College of Health Professions

Dr. Wendy Rheault, Dean 3304
Brenda Barrientos, Executive Secretary 3402

Scholl College of Podiatric Medicine

Dr. Terence Albright, Dean 8401
Jennifer Gross, Executive Secretary 8402

School of Graduate & Postdoctoral Studies

Dr. Michael Sarras III, Vice President for Research & Dean 3251
Teri Franklin, Executive Secretary 3251

Registrar's/Financial Aid Office

Maryann DeCaire, Director of Admissions & Records and
Financial Aid 3204
Holly Pratt, Registrar 3228
Denise Hernandez, Registration Officer 3229
Wendy Polinski, Registration Officer 3229
Stephanie Hall, MA, Assistant Director, Financial Aid 8779
Cindy Frieson, Financial Aid Counselor/Work Study Coordinator 3217
Jennifer Sanders, Financial Aid Coordinator 8810

Student Housing

Lori Wiegel, Manager 8350
Hilary Pulsipher, Housing Assistant 8350

Office of Student Development

Rebecca Durkin, MS, Executive Director 8351

Immunizations

Annette Boban, PAC, Student Immunization Coordinator 8502

Basic and Clinical Science Departments:

Anesthesiology (773) 257-6850
Biochemistry and Molecular Biology 3220
Cell Biology and Anatomy 3210
Cellular & Molecular Pharmacology 3270
Family Medicine 3338
Medicine 3291
Microbiology & Immunology 3230
Neurology 3333
Neuroscience 3429
Obstetrics/Gynecology (312) 633-8638
Ophthalmology (312) 633-6383
Pathology 3260
Pediatrics (312) 733-1454
Physiology and Biophysics 3280
Psychiatry and Behavioral Sciences 3330
Psychology 3305
Radiology 3345
Rehabilitation Medicine 3745
Surgery (773) 257-6464

Others:

Audiovisual Services 3631
Bookstore 3407
Business Office 3203
Cafeteria (Food for Thought) 3237
Campus Security 3232/3288
Information Technology 3212
Learning Resource Center 3242
Student Mental Health Center (847) 473-4357
The Clinics at RFUMS (847) 473-4357
University Counseling Center 8735

POPULAR ON-CAMPUS LOCATIONS

(see building floor plans on following pages)

MAIN BUILDING

First Floor

	<u>Room #</u>
CMS Dean's Office	1.102
Faculty Lounge	1.120
Private Dining Room	1.121
Student Affairs	1.151
Board Room	1.165
Cafeteria	1.175
Four Seasons Room ... Inside Cafeteria	
President's Office	1.225
Alumni Affairs(LRC)	1.270
Room Reservations (LRC)	1.277
Audiovisual Services	1.310
Medical Curriculum/ Educational Affairs	1.330

Lower Level

	<u>Room #</u>
Men's Locker Room	L.110
Women's Locker Room	L.112
Information Technology	L.181
Business Office	L.301
Student Housing	L.310
Mailroom	L.341
West Pod	L.360
Rhoades Auditorium	L.361
East Pod	L.362
Campus Security	L.369
Operations & Maintenance	L.378
Computer Lab (LRC)	L.506
Classroom A (LRC)	L.510
Classroom B (LRC)	L.511
Classroom C (LRC)	L.512

HEALTH SCIENCES BUILDING

University Counseling Center ...	2.683E
Student Union	L level
Game Room	L.654
Admissions & Records	L.656
Registrar	L.666
Financial Aid	L.680
Student Mailboxes	L.704
Bookstore	L.706
EEC (Educ. & Eval. Ctr.)	G.669
Student Development	G.670
Exercise Room	G.718