



WAYNE STATE
Eugene Applebaum
College of Pharmacy
and Health Sciences

2024-2025 Student Handbook

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WAYNE STATE
Eugene Applebaum
College of Pharmacy
and Health Sciences

July 10, 2024

Dear students,

Welcome to the Eugene Applebaum College of Pharmacy and Health Sciences! We are here to help facilitate your education and training, whether it be in the classroom, laboratory, or clinic. Your educational journey will be enhanced by our internationally known faculty and dedicated staff. At WSU Applebaum, you will not only be provided with an outstanding education but will also be challenged to grow intellectually, to break down barriers, and to exceed expectations. This includes a commitment from you to hold yourself accountable and to commit to your own professional development.

Your WSU Applebaum family is committed to understanding the views, beliefs, and cultures of others. We hold diversity, equity, inclusion, and accessibility as core values of the health care experience. While we value our individuality, we also recognize that we share common bonds. My Wayne State story began 30 years ago when I first walked into the university's laboratories and classrooms as a newly married, first-year graduate student. I knew I was taking the initial steps in my own professional journey, but I had no idea where they would lead me. Since graduating in 1999, my journey has taken me around the country and has been highlighted by many achievements. Yet one of my proudest was to be able to come back home to metro Detroit and pay it forward to my alma mater as Dean of WSU Applebaum.

I faced challenges along the way, as I'm sure you will as well. However, I had faith that the training I received at Wayne State gave me the tools to overcome them. As such, I encourage you to challenge yourself and always look for opportunities to learn. Be vocal, put your passion behind causes, respect others, and get involved in activities outside of your primary studies. Work hard but take the time to meet others. I still text and call fellow students I met on that first day 30 years ago.

Our college has so much to offer beyond outstanding instruction and research. Our Office of Student Affairs team is one of the best at Wayne State. Do not hesitate to call on them to help you achieve your academic, professional, and personal goals. Get involved with student organizations. Spend time on main campus and take advantage of everything the university has to offer. Get out there and explore the vibrant city of Detroit.

Finally, do not be a stranger. I am never too busy to listen to your concerns, hear about your achievements, or just say hi. I hope you will share your accomplishments with us and let us celebrate them as a family would, with pride and happiness.

Sincerely,
Brian S. Cummings, Ph.D.
Dean

Mission Statement and College Information

Mission: WSU Applebaum's mission is to advance the health and well-being of society through the preparation of highly skilled health care practitioners and, through research, to discover, evaluate, and implement improved models of practice and treatments in health sciences and pharmacy.

Vision: EACPHS will be internationally known for its interprofessional approach to training students, performing groundbreaking research, engaging in our community and patient care in ways that positively impact the health, safety, and well-being of the world.

Values: The faculty, staff, and students will embrace a core set of values to achieve our mission. These values ensure that the vision of EACPHS is obtained with a culture of respect, appreciation of diversity, accessibility, compassion, caring, advocacy, integrity, and evidence-based decision making centered around a commitment to excellence and desire to be responsive to the needs of our communities. These values include:

- **Collaboration:** We work in interprofessional teams to achieve greater outcomes than achieved by working in silos. We consistently seek input but remain mindful of the need for timely action.
- **Integrity:** We are accountable for our words and deeds. We support our commitments, while using foresight to ensure fairness and growth.
- **Innovation:** We listen to new ideas. We embrace change. We are not afraid to take on new challenges. We establish and promote opportunities to exchange innovative approaches. We embrace growth, recognizing the limited success and inaction of the past.
- **Patient-Centered Care:** We put the patient first. We train the future generation of care providers in the ethical, compassionate, and respectful treatment of patients considering their diverse preferences, needs, values, and cultural beliefs.
- **Knowledge:** We strive to acquire and disseminate knowledge to future professionals and scientists. We use this knowledge to advance patient care and fuel the paradigm shifting discoveries that advance health care.
- **Excellence:** We set the highest standards for ourselves and highest expectations for our students. We engage in continuous assessment and feedback to propel improvement.
- **Diversity, inclusion, equity, and accessibility:** We care about all people and understand that their unique experiences, talents, and perspectives make us a stronger college. We advocate to increase the diversity of our faculty, staff, and students, and we work to ensure equity and accessibility to all.
- **Leadership:** We encourage and reward leadership tempered by respect, empathy, and compassion. We train the next generation of leaders. We create pathways for students, staff, and faculty to develop into leaders. We encourage engagement of leaders with students, staff, and faculty in open forums.

Goals: EACPHS is committed to retention and growth of a diverse population of high-quality faculty, students, and staff to facilitate patient care, research and scholarship that addresses real-world challenges and opportunities. EACPHS will build on past success and commit to enhancing community engagement and service, to grow diversity, to engage alumni and stakeholders, and to establish a culture of focused strategic decision making grounded in fiscal responsibility and entrepreneurialism.

College Strategic Plan is available at the following website:

<https://applebaum.wayne.edu/about/strategic-plan>

Location of the College

The Eugene Applebaum College of Pharmacy and Health Sciences is located on the northeast corner of Mack Avenue and John R on the Detroit Medical Center campus. It is in the heart of the principal metropolitan area of Michigan, near the Detroit Medical Center, the Wayne State University School of Medicine and Shiffman Medical Library. This location provides notable clinical and research settings in which students may participate as part of their professional development.

The Mortuary Science Building houses the Department of Fundamental and Applied Sciences at 5439 Woodward Avenue.

Shapero Pharmuseum houses antique pharmacy items and is located on the first floor of EACPHS. Students and faculty can arrange tours of the museum by contacting the Office of the Dean at 313-577-1574.

Department Directories

<u>Dean's Office Directory</u>	<u>Room No.</u>	<u>Phone Number</u>
Dean Brian Cummings, PharmD	2625 EACPHS	313-577-3980
Associate Dean for Pharmacy Susan Davis, PharmD	2629 EACPHS	313-577-8741
Associate Dean for Health Sciences Sara Maher, PT, PhD, DScPT, OMPT	2627 EACPHS	313-577-1432
Assistant Dean, Student Affairs Paul Beasley, MBA	1600 EACPHS	313-577-1716
Senior Business Affairs Officer Sonya Bell	2600 EACPHS	313-577-1578
Executive Assistant to the Dean Karen Tarnas	2600 EACPHS	313-577-1574
Alumni Relations Officer Shannon Herron-Plaza	1130 EACPHS	
Director, Development Jon Goldstein	2602 EACPHS	313-577-5409
Associate Director, Marketing & Communication Rebecca Kavanagh	1130.1 EACPHS	313-577-1496
Editorial Specialist	1130.2 EACPHS	
<u>Directory of Academic Program Chairs and Directors</u>	<u>Location</u>	<u>Phone Number</u>
Pharmaceutical Sciences Department Steven Firestine, PhD, Chair http://cphs.wayne.edu/sciences/index.php	3134 EACPHS	313-577-0455
Pharmaceutical Sciences Graduate Programs https://cphs.wayne.edu/sciences/index.php Steven Firestine, PhD Interim Graduate Program Director	3134 EACPHS	313-577-0455
Pharmacy Practice Department Lynette Moser, Chair http://cphs.wayne.edu/practice/pharmd.php	2190 EACPHS	313-577-0826
Applied Health Sciences Department Mark Evely, JD, PhD, Chair	Mort Sci Bldg	313-577-1202

Applied Health Sciences Program https://applebaum.wayne.edu/bsahs Rachael German, PhD Program Director	Mort Sci Bldg	313-577-2050
Medical Laboratory Science Program https://cphs.wayne.edu/medical-laboratory-science/ Karen Apolloni, MSA, MT (ASCP) Program Director	Mort Sci Bldg	313-577-2014
Mortuary Science Program http://mortsci.wayne.edu/ Mark Evely, PhD, JD Program Director	Mort Sci Bldg	313-577-2050
Pathologists' Assistant Program https://cphs.wayne.edu/pathologists-assistant/ Veralucia Mendes-Kramer, PhD Program Director	Mort Sci Bldg	313-577-2050
Health Care Sciences Department Diane Adamo, PhD, MS, OTR Chair, Health Care Sciences	22314 EACPHS	313-577-5625
Nurse Anesthesia Program https://cphs.wayne.edu/nurse-anesthesia/ Mary Walczyk, DNP, CRNA Program Director	4601 EACPHS	313-577-7689
Occupational Therapy Program http://www.cphs.wayne.edu/ot/ Doreen Head, PhD Program Director	2 nd floor	313-577-1435
Physical Therapy Program http://pt.cphs.wayne.edu/ Kristina Reid, PhD Interim Program Director	2314 EACPHS	248-252-6311
Physician Assistant Studies Program http://www.pa.cphs.wayne.edu/ Mary Jo Pilat, PhD, MS, PA-C, CCRP Program Director	2 nd floor	313-577-3707
Radiation Therapy Technology http://www.cphs.wayne.edu/rtt/ Jeannetta Greer, MS Program Director	5134 EACPHS	313-577-5710

Radiologic Technology
<http://www.cphs.wayne.edu/rt/>
Katie Woycehoski, MA
Program Director

4601 EACPHS

313-916-1348

Student Affairs Staff	Location	Phone Number
Paul Beasley, MBA Assistant Dean	1600 EACPHS	313-577-1716
Jessica Cheriez Student Success Coach	1600 EACPHS	313-577-1220
Moira Fracassa, MA, MLIS Academic Services Officer IV	1600 EACPHS	313-577-1716
Jozyane Hayek, MPA Academic Services Officer III Pharmacy	1600 EACPHS	313-577-4928
Robert Hellar, MEd Academic Services Officer II	1600 EACPHS	313-577-1716
Tiffany Lloyd Secretary IV	1600 EACPHS	313-577-1719
Ryan Mitchell, MS Academic Advisor BS Applied Health Sciences	328.3 Mort Sci Bldg	313-577-6332
Makayla Payne Secretary III	1600 EACPHS	313-577-1716
Jessica Pfeiffer, MA Academic Services Officer III	1600 EACPHS	313-577-1716
Shauna Reevers, MA Academic Services Officer II	1600 EACPHS	313-577-1716
Heather Sandlin, MA Academic Services Officer IV Health Sciences	1600 EACPHS	313-577-5523
Eric Upshaw Program Specialist	1600 EACPHS	313-577-1716

A directory of all WSU students, staff and faculty can be found at: <https://wayne.edu/directory/>

Curriculum Information

Academic Recognition

Dean's List of the College recognizes full time undergraduate students taking **at least 12 or more semester credits** in spring/summer combined and the fall and winter semesters. The Dean's List is publicly posted. Those eligible for inclusion on the Dean's List of Honor Students must meet these criteria:

- **Undergraduate** students taking at least 12 credits in the semester and achieve ≥ 3.7 GPA.
- **Graduation with Distinction** <https://bog.wayne.edu/code/2-43-61>

Academic Support - Tutors are available for high-risk courses and are arranged in collaboration with the teaching faculty.

Background Screening

The Eugene Applebaum College of Pharmacy and Health Sciences requires background screening for programs as part of the admission process prior to starting clinical rotations and annually thereafter.

Please see this page and program representatives for details:

<https://applebaum.wayne.edu/students/background-screening-policy>

Classroom Recommendations for Students in All Programs

- **Attendance** - Please verify attendance requirements by reading, understanding, and following the attendance procedures in each course syllabus. The procedures may vary from faculty to faculty and course to course in the classroom, with guest speakers, and during examinations.
- **Professional Decorum** is consistent high quality professionalism in all classes, laboratories, site visitations, and professional clerkships and internships as befits those students preparing to enter one or more aspects of the profession.
- **Student Dress Code** - Please verify dress program code requirements by reading, understanding, and following the dress requirements in each course syllabus. The requirements may vary from faculty to faculty and course to course.
 - **Laboratory attire** may require a 3/4 length, long-sleeve, laboratory coat with nametag identifying the academic program and the student's name. Hospital scrubs may be appropriate in some settings.
 - **Patient care visitations** may require students to be professionally dressed but without suits or high heels. Hospital scrub suits may be appropriate in some settings.
 - **Clinical experience** may require a 3/4 length, long-sleeve, laboratory coat with nametag identifying the academic program and the student's name. Hospital scrub suits may be appropriate in some settings.
- **Fieldwork¹ Experience** may require knowledge and documentation of :

¹ Fieldwork is used as a general term that describes the designations used in our degree and certificate programs: practicum, field placement, externships, clinical rotations, clerkships, and others.

Universal Precautions For Prevention Of Transmission of Human Immunodeficiency Virus,
Hepatitis B Virus Other Blood Borne Pathogens in Health-Care Settings:
<https://www.cdc.gov/mmwr/preview/mmwrhtml/00000039.htm>

Professional Student Organizations Information and Guidelines

WSU Dean of Students Office is located at 351 Student Center Building 313-577-1010 and the Web site is <http://doso.wayne.edu/>.

WSU Student Senate is a non-discriminatory non-partisan representative body of students. Their primary objectives are to identify progressive methods, which can be utilized by all students to encourage leadership, uphold student achievement, enhance campus-community life through quality programming, and act as a liaison between students and the Administration.

To find out who the EACPHS representative is to the WSU Student Council, contact the EACPHS Office of Student Affairs at 313-577-1716. For information about the Student Council, call 313-577-3416 or go to <https://studentsenate.wayne.edu/>

Establish a New Student Organization by following the steps found on this webpage: <https://doso.wayne.edu/org-services/start>

EACPHS Office of Student Affairs is located at 1600 EACPHS on the 1st floor. 313-577-1716 or cphsinfo@wayne.edu

EACPHS Deans' Student Activities Council (DSAC) is composed of representatives of the Student Associations in the college and class officers for each class of each program within the college. DSAC meets on the third Wednesday of the month from September to May from 11:30 am to 1:15 pm in 1600 EACPHS. The representatives of the college meet regularly for discussion, policies, procedures, and social, professional and community activities.

Student Association Fund Raising Guidelines

Successful fund raising is an activity integral to most colleges and organizations. Fund raising not only provides financial support for the activities of college organizations, it also provides valuable experience for students as they develop leadership and organizational skills.

These guidelines for fund raising pertain to all college student organizations. The procedure will ensure that funds raised are spent for their intended purpose, that acceptable accounting procedures are practiced, that fund raising activity does not conflict with the college development program, and that priorities and equity in opportunity are maintained among groups.

Presently, more than 20 student groups in our college are competing for financial resources. WSU Student Council through the Student Activity Fee provides various funds. With so many groups involved in fundraising activities, a college policy is necessary to avoid competition and unnecessary duplication of fundraising events.

The Office of Student Affairs directs the coordination and registration of fundraising activities. The following guidelines are recommended to insure consistency among the different departments:

- Student Organizations must be officially recognized as a WSU Student Organization in order to participate in any fundraising activities.
- Fundraising activities must be registered with the Office of Student Affairs at least two weeks in advance of the event by completing an event proposal form. Events will be

registered on a first come, first served basis, after all required arrangements are complete. The event proposal form is available on-line at <https://forms.wayne.edu/57c71065d6539>.

- Activities should be planned with consideration to College Calendar to avoid conflicts with College sponsored events.
- Locations and space must be approved through the Office of Student Affairs.
- Contracts entered into with off-campus agencies by student associations of the college are not honored without the signature of the faculty advisor or the Assistant Dean of Student Affairs.
- Fundraising activities must be within the bounds of good taste. Discretionary authority rests with the Office of Student Affairs.
- Raffles or games must meet WSU and State of Michigan regulations.

Official Policies and Procedures

1. College Policy No. 89.01 FINAL COURSE GRADE APPEALS

The following is the policy for Final Course Grade Appeals in the Eugene Applebaum College of Pharmacy and Health Sciences. At the beginning of each term, the instructor is to inform students in writing of the criteria used in arriving at grades for the class including the relative importance of prepared papers, quizzes and examinations, class participation and attendance. Where student performance in other practical and structured activities is relevant in evaluating professional competency, criteria used in such evaluations should be stated. Written materials should be graded in a timely manner and such materials, together with comments and an explanation of grading criteria, are to be made available to students. Students should be encouraged to discuss any class related problems with the instructor.

Instructors are expected to evaluate student work according to sound academic standards. Equal expectations should be required of all students in a class (although more work is expected from graduate students than from undergraduates) and grades should be assigned without departing from announced procedures.

It is the instructor's prerogative to assign grades in accordance with his or her academic and professional judgment and the student assumes the burden of proof in the appeals process.

Grounds for appeals are: (a) the application of non-academic criteria in the grading process, as listed in the university's non-discrimination and affirmative action statute: race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, veteran status; (b) sexual harassment; or (c) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

Students cannot appeal the results of an objective written or computerized examination, other than to have the score verified. Review and discussion of individual examination questions will follow individual course policies.

Final grade appeals and dismissal appeals that fail to cite one or more of the above criteria will be automatically rejected and will not be considered on the merits. Dismissal for failure to cite appeal criteria does not extend the deadline for filing an amended appeal.

This final course grade change policy does not apply to allegations of academic misbehavior.

Academic misbehavior matters are addressed by Section 10.1 of the ***WSU Student Code of***

Conduct link: <https://doso.wayne.edu/pdf/student-code-of-conduct.pdf>

Definition: *Instructor* - Instructor applies to full-time, fractional-time, part-time faculty as well as Graduate Teaching Assistants, Adjuncts, and Academic Staff with teaching duties.

FINAL COURSE GRADE APPEALS POLICY AND PROCEDURE

Informal Final Course Grade Review

1. **Prior** to an appeal of a course final grade all issues must first be directed to the instructor of the course for consideration of resolution.
2. **The initial** request of a grade review should be made directly to the instructor in an informal discussion during office hours or by a requested scheduled appointment.

College Policy No. 89.04 ACADEMIC DISHONESTY (Formerly Policy #04 Approved 9/1/1989)

In response to the need for a policy that describes the fair and uniform application of those provisions of the *University Student Due Process Statutes* that deal with “grade reduction,” the Chairs of the respective Faculties of the College have agreed that the following policies will prevail. It is requested that faculty announce the appropriate policy statement in their course syllabi effective with the fall semester of 1989:

Faculty of Allied Health Professions (including IHS Courses)

“In any instance of academic dishonesty occurring in this course as defined in Section 3.0 of the *University Student Due Process Statute*, the provisions of 10 of the Statute will be implemented as follows: The grade for the course will be reduced to a “D” or to an “E” if the grade status would otherwise have been a “D”. In addition, charges MAY be filed, as provided for in Section 10.2 of the Statute, which may lead to further sanctions up to and including expulsion from the College or University.”

Faculty of Pharmacy

“In any instance of academic dishonesty occurring in this course as defined in Section 3.0 of the *University Student Due Process Statute*, the provisions of 10.1 of the Statute will be implemented as follows: The grade for the course will be reduced to an “E”. In addition, charges MAY be filed, as provided for in Section 10.2 of the Statute, which may lead to further sanctions up to and including expulsion from the College or University.”

Faculty Office Hours

Office hours will be established by each faculty member. The number of hours, the frequency, and the weekly scheduling should reflect the nature of the instructor’s involvement, the number of associated credit hours, the enrollment, the course level, and the difficulty of course content.

A schedule of office hours and office telephone numbers will be included in the syllabus or all courses together with information on how to arrange an appointment (e.g., directly with the instructor, through the departmental office).

Bulletin Boards

The College provides bulletin boards in the Eugene Applebaum College of Pharmacy and Health Sciences and Mortuary Science buildings for the purpose of posting publicity material for the College community. All postings must meet be approved by Office of Student Affairs staff and will be discarded after two weeks.

Publicity material must include the name and office phone number of the sponsoring organization and the date of posting. If alcohol will be served at the publicized event, the material must read, “in accordance with the state law, no one under the age of 21 will be sold or served alcoholic beverages.” It is illegal to advertise events such as raffles, contests, casino nights, drawings, etc, without the proper state license.

The College prohibits posting of publicity material on walls, doors and windows, and inside the elevators. College custodians are required to immediately remove all illegally posted material.

A form to request use of one of the glass display cases on the lower level of Applebaum is on the College Web page: <https://cphs.wayne.edu/students/resources.php>

Posting areas, cork bulletin boards, and areas enclosed in glass specifically assigned to an organization or academic department are the responsibility of that group or department for posting approval and maintenance.

Drug and Alcohol Abuse on Campus

Wayne State University is committed to providing a drug-free environment for its faculty, staff, and students. The unlawful possession, use, distribution, dispensation, sale or manufacture of drugs or alcohol is prohibited on University premises, at University activities and at University worksites.

Any student or employee who is convicted of a criminal drug offense occurring at the workplace or is convicted of the unlawful possession, use, distribution, dispensation, sale or manufacture of drugs or alcohol on University premises or at any University activity, shall be subject to discipline consistent with applicable University policies and contracts and may be required to participate in an appropriate drug or alcohol treatment program as a condition of further employment or enrollment.

The University encourages employees and students who may have problems with the use of illicit drugs, or with the abuse of alcohol, to seek professional advice and treatment. The Board of Governors encourages the administration to explore additional ways to ensure that members of the University community are aware of the dangers inherent in the abuse of drugs and alcohol, and to assist those who suffer from alcohol or drug abuse in obtaining access to necessary rehabilitation and treatment.

All faculty, staff, and students must abide by the terms of this policy as a condition of employment or enrollment at the University. Any faculty or staff who is directly engaged in the performance of a federal grant or contract, and who is convicted of a criminal drug-related offense that occurred at the workplace, must notify his or her supervisor within five days of the conviction.

WSU Sexual Harassment Policy: <https://policies.wayne.edu/appm/3-0-4-sexual-harassment>

Online Resources

- Academics: E-mail, Canvas, Registration, DegreeWorks
<https://academica.aws.wayne.edu/>
- Academic Calendar
<https://wayne.edu/registrar/registration/calendar/>
- Academic Senate
<http://academicsenate.wayne.edu/>
- Academic Success Center and Tutoring
<http://success.wayne.edu/>
- Alumni Association
<http://www.alumni.wayne.edu/>
- Athletics
<https://wsuathletics.com>
- Bulletins

- <http://bulletins.wayne.edu/>
- Campus Life
<https://wayne.edu/campus>
- Campus Maps
<http://campusmap.wayne.edu/>
- Career Services
<https://careerservices.wayne.edu/>
- Cashier's Office
<https://wayne.edu/bursar/cashier>
- Class Schedule
<http://www.classschedule.wayne.edu>
- Computing and Information Technology Help
<https://computing.wayne.edu/>
- Dean of Students
<http://www.doso.wayne.edu/>
- Dining On Campus
<https://wayne.campusdish.com/>
- Directory Release Information
<https://wayne.edu/registrar/forms/>
- Financial Aid
<http://www.financialaid.wayne.edu/>
- Graduate School
<http://www.gradschool.wayne.edu/>
- Housing and Residential Life
<http://housing.wayne.edu/>
- International Students and Scholars
<http://www.oiss.wayne.edu/>
- Library System
<http://library.wayne.edu/index.php>
- Military & Veterans Academic Excellence
<http://omvae.wayne.edu/>
- Ombuds Services
<http://wayne.edu/ombuds/>
- OneCard
<https://onecard.wayne.edu/>
- Parking & Transportation Services
<http://parking.wayne.edu/>
- Police Department
<https://police.wayne.edu/>
- Recreation and Fitness Center
<http://www.rfc.wayne.edu/>
- Registration
<http://reg.wayne.edu/students/registration.php>
- Safety Tips from the WSU Police Department
<https://police.wayne.edu/safety/tips>
- Student Center
<http://studentcenter.wayne.edu/>
- Student Disability Services

- <https://studentdisability.wayne.edu/>
- Student Organizations
<https://doso.wayne.edu/org-services>
- *South End* Student Newspaper
<https://www.thesouthend.wayne.edu/>
- Student Senate
<https://studentsenate.wayne.edu/>
- Transcript Request Form (and other forms)
<https://wayne.edu/registrar/forms/>
- Study Abroad
<http://studyabroad.wayne.edu/>
- Tuition and Fee Information
<http://reg.wayne.edu/students/tuition.php>
- University Policies
<https://wayne.edu/policies/>

General Information – In Alphabetical Order

Building Access

	Monday- Friday	Saturday- Sunday
Mortuary Science Building 5439 Woodward	<ul style="list-style-type: none"> WSU OneCard coded access required 6:00 AM- 9:00 PM. 	<ul style="list-style-type: none"> Student access permitted <u>only</u> with a supervising faculty present.
Eugene Applebaum Pharmacy Building 259 Mack	<ul style="list-style-type: none"> Brady Street doors open 6:30 AM- 6:30 PM. EACPHS students allowed access 6:30 AM- 10:00 PM Note: Those students with an authorized access ID are permitted in their work area. 	

Authorized Building and Room Access:

- All WSU personnel and students should have their OneCard available for identification on-site.
- Entry to the building and areas secured with access control devices is restricted to an employee or authorized student whose identification card has been encoded by Public Safety.
 - Campus Police codes OneCards to permit access to exterior doors on university buildings after the employee or authorized student has completed the an access request form, available via departmental Administrative Assistant or Secretary.
 - The completed authorization form must be turned into the department. It will be submitted for approval to the EACPHS Business Affairs Office.
 - After Business Office approval, the form must be delivered to Public Safety (6050 Cass) for card coding. A return to Public Safety is required to complete the process and obtain your unique card code.
- Guests of EACPHS faculty, staff, and students after 5:00 PM Monday- Friday, and at all times on Saturday and Sunday, must complete the log at the Security Desk. The guests are the responsibility of the authorized EACPHS associated individual.
- After hour sweeps will be conducted by WSU police.
- Buildings are video monitored

Change of Address - Be sure to notify WSU if you change your address. You can officially change it through your Academics account – www.academica.wayne.edu. **Please update your emergency contact information in Academics as well. The department will access this information if an urgent situation arises.**

Computer Access in our Learning Resource Centers (LRC's) can be found in the Mortuary Science building on the 4th floor and in EACPHS in room 600 with 48 computers (24 PC and 24 MAC). They are open from 7:30 am to 5:00 pm on Monday through Thursday; 7:30 am to 4:30 pm on Friday.

- **Printing** is available for a fee deducted from your OneCard.
- **Computing** - Support for computing questions can be found through the Computing & Information Technology (C&IT) department – <https://tech.wayne.edu/> or 313-577-4357.
- **Academica** is a tool to access services at Wayne State University. Think of it as a one-stop shop. Once you log into WSU Academics, you are able to use calendars, access your OneCard account, go to Webmail or Canvas without log in on those sites, and much more. Go to www.academica.wayne.edu to log on.
- **Email** You must activate your WSU email account as important information from both the college and the university will be disseminated through this account. More information about your email can be found at <https://tech.wayne.edu/> You may access your WSU email by logging on to <https://academica.aws.wayne.edu/> or www.webmail.wayne.edu.
- **Canvas** is a web-based course management system that Wayne State uses to make courses and course materials available online and to improve overall communications between students and faculty. Additional information about Canvas is at <https://canvas.wayne.edu>.
- **WSU People Search** is a directory listing for every WSU student and employee: <https://wayne.edu/directory/>. To remove yourself from the WSU directory, submit the on-line form here: <https://wayne.edu/registrar/forms>

Counseling and Psychological Services (CAPS) provides free and confidential mental health assessment to make treatment recommendations, such as counseling, case management, and referrals to currently-registered Wayne State students. CAPS also offers workshops, consultation, and outreach to the Wayne State community. The center is staffed with licensed professional counselors, psychologists, social workers, a psychiatrist, and graduate-level clinical trainees, and is fully accredited by the International Association of Counseling Services. You may visit the CAPS website for resource links, <https://caps.wayne.edu/> or call the department at 313-577-3398 for an appointment. Our CAPS liaison Patti Dixon holds regular office hours in EACPHS and can be reached at 313-577-3243.

Drop and Add Course Requests after deadlines require special requests.
<https://wayne.edu/registrar/forms>

Emergency Closure Procedure

- Wayne State University will close when severe weather conditions compromise the safety of its students, faculty and staff, both at the university and in-transit to or from the university.
- Closure will be publicized through the WSU Homepage, on-line, and via text and email for those registered for the Broadcast Messaging Service.
- Closure of the building, whole or partial, that is not the University as a whole will be authorized and communicated by the Dean.

Emergency Phone Numbers

Available During Work Hours (8:30 AM- 5:00 PM)	Available 24 Hours
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<ul style="list-style-type: none"> • WSU Office of Environmental Health and Safety: 313-577-1200 • WSU Facilities Planning and Management: 313-577-4315 	<ul style="list-style-type: none"> • WSU Police: 313-577-2222
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Financial Aid is located in The Welcome Center on main campus, but many of the answers to your questions can be found at their website: www.financialaid.wayne.edu. The online application for federal student aid is at <https://studentaid.gov/>. The EACPHS financial aid liaison can be reached by calling 313-577-3201 or e-mailing finaideacphs@wayne.edu. Financial Aid representatives are also available in the lobby of the Welcome Center Monday through Thursday, 8:30 am to 6:00 pm, and Friday, 8:30 am to 5:00 pm. To ensure confidentiality of student financial information, picture identification is required.

International Students with questions about requirements and documentation can contact Office of International Students and Scholars (OISS) in The Welcome Center; 313-577-3422.
<https://oip.wayne.edu/oiss>

- Due to the high cost of health care in the United States, WSU and federal regulations require that all Exchange Visitors, International Students, and their dependents have insurance coverage for sickness and illness during their entire program period. Health insurance allows you to focus on academic success, not unexpected health care expenses.
- F-1 Canadian students living in Canada and commuting to the U.S. daily for classes can opt out of the university's IHIP by providing proof of coverage through the Ontario Health Insurance Plan (OHIP). While not required, you can purchase the WSU plan as a supplement to your Ontario Health Insurance Plan (OHIP) if desired. The Ontario Ministry of Health strongly recommends that commuting Canadians purchase supplementary insurance because of limited benefits that OHIP provides to foreign healthcare providers. If you want to opt out of the university's IHIP, you must complete the [Commuting Canadian Health Insurance Waiver form](#).

Lost and Found boxes are located in EACPHS rooms 1600, 2600 and in the LRC. The Mortuary Science lost and found is in room 326.

Nursing Mothers may access a mother's room on the first floor, Room 1114, by stopping by the Dean's Office to be provided with OneCard swipe access.

OneCard The OneCard is your key to services on-campus. As a multipurpose identification card, it provides students, faculty, staff, alumni and recognized affiliates access to campus services. A OneCard offers safety, convenience and flexibility. Cardholders can add money to their account, turning their OneCard into a campus-wide debit card. The card can be used for parking, door access, printing services, on-campus food and bookstore purchases as well as off-campus Grubhub purchases.

Parking - Students have the option of paying for a full semester of unlimited parking or paying a daily charge. The WSU Applebaum parking structure is managed by a third-party parking management company on contract to WSU. Mortuary Science parking lots are managed by the WSU Parking Office. <https://parking.wayne.edu/> **Special needs/disability** parking is available in the Applebaum structure and on Brady Street with special permission from the Dean's Office.

Police Department of Wayne State University - **Call 7-2222 on campus telephones or 313-577-2222 for immediate response if injury or illness occurs; do not call 911 because the response is not as fast as**

WSU. The WSU Police Department is committed to creating a safe and secure environment for the Warrior community. They provide the campus and Midtown neighborhood with police service 24 hours a day, 365 days a year. Officers are highly trained and fully licensed by the Michigan Commission on Law Enforcement Standards and are sworn peace officers under state law. Each officer is also commissioned as a Detroit police officer with full police authority within the city of Detroit, and has at least a bachelor's degree.

Printing/Copying is available in the Learning Resources Center for a small fee.

Quiet Meditation and Prayer Room - A private room located in the northeast corner of the Office of Student Affairs, suite 1600 EACPHS. Available 8:30a.m. - 4:45 p.m. M-F. A link to reserve time in the room is on the [Student Resources Page](#).

SAFEWALK Program - Wayne State prides itself on creating a campus environment where most people feel safe and secure. However, we also urge members of our community to exercise caution when walking across campus, particularly if you are alone after dark. Our Safewalk program allows you to navigate campus under the protection of the WSUPD. Simply call 313-577-2222 and officers will either monitor you by camera until you reach your destination or escort you personally across campus.

Smoking Policy – Wayne State University is Smoke Free. See details in the University Policy manual at <http://policies.wayne.edu/administrative/00-3-smoke-free-and-tobacco-free-campus.php>

Student Convocations

Some classes elect to have convocation at the time their program is completed. Such events should be planned in consultation with the faculty class advisor, your program director or other designated persons.

Check the college calendar through the college information officer to ensure the date of your event is not in conflict with other college events. Set the date for the event at least six months prior and make invitations to faculty, the dean or others six months prior to insure they are available. Check with the Dean's administrative assistant regarding the Dean's availability.

As part of the ceremony, certificates may be distributed, but CANNOT have wording that references the Board of Governors, use the official watermark of the university or college, nor make reference to completion of graduation requirements, graduation or any wording that implies completion of the program. Official notification of such is allowed by law to come only from the Registrar's Office of the University.

Student Disability Services (SDS) serves as a resource for the Wayne State University community to ensure academic access and inclusion for students, supporting a view of disability guided by social, cultural and political forces. We work to create an inclusive academic environment by promoting universal design throughout the university. SDS provides academic accommodations, resources and training in assistive technology to foster self-advocacy and success for students with disabilities. We share information to foster understanding of disability throughout the university community.

<https://studentdisability.wayne.edu/>

Student Scholarships

- **WSU Scholarships** www.scholarships.wayne.edu

- **Private scholarships** are administered for individual academic departments in the college. Deadlines for application vary with the department.

Student Success Coach

Jessica Cheriez is available to meet with students to provide individual learning skills and techniques to aid students in succeeding academically. She can be reached at: jessica.cheriez@wayne.edu or 313.577.1220

Study Areas – The LRC has a quiet study area and group study rooms available to reserve. Study rooms can be reserved online using the EMS Scheduling System: www.ems.wayne.edu. A program or department may offer additional study rooms to students. Please check with the program or department secretary for additional space available for study. Do not use Staff Lounges as Study Areas.

Telephones - Cell phones do not typically get a good signal in the EACPHS classrooms on the first floor due to steel construction of the building. WSU **blue light** emergency telephone can be found near the entrance doors on Mack Avenue and on Brady Street across from Detroit Medical Center Rehabilitation Institute.

Transcripts - Unofficial transcripts can be printed from your Academica account. You may also request WSU official transcripts from your Academica account.

Withdrawal Policy - Beginning the fifth week of classes, students are no longer allowed to drop classes but must submit a withdrawal request. It is the student's responsibility to request the withdrawal and to be aware of the consequences of withdrawing. The withdrawal period for full-term classes ends at the end of the tenth week of the term. Please see the Registrar's Web site for information and policies related to dropping or withdrawing from classes: <https://wayne.edu/registrar/withdrawing-from-a-course/>