



OREGON  
HEALTH & SCIENCE  
UNIVERSITY

---

School of Medicine

Graduate Studies

Handbook

2008

## SCHOOL OF MEDICINE GRADUATE PROGRAM

*Associate Dean for Graduate Studies: Allison D. Fryer, Ph.D. 503-418-4010*

*Graduate Studies Manager: Jeanne Sutter 503-418-8333*

*Administrative Coordinator for the Office of Graduate Studies: Rita Rand 503-494-6222*

*Administrative Assistant for the Office of Graduate Studies: Brenda Donin 503-494-6222*

*Administrative Coordinator for the Office of Graduate Studies, West Campus: Lorie Gookin 503-748-1137*

### **Office of Graduate Studies**

This office supports several graduate program activities including admissions, registration and degree completion. The office is located in the Dean's Office for the School of Medicine, on the fourth floor of Mackenzie Hall, room 4135. *Phone: 503-494-6222; E-mail: [somgrad@ohsu.edu](mailto:somgrad@ohsu.edu)*

<b>Graduate Program Contact List</b>	<b>Chair</b>	<b>Director</b>	<b>Coordinator</b>
<b>Behavioral Neuroscience</b>	Robert Hitzemann 503-494-7765 <a href="mailto:hitzeman@ohsu.edu">hitzeman@ohsu.edu</a>	Suzanne Mitchell 503-494-1650 <a href="mailto:mitchesu@ohsu.edu">mitchesu@ohsu.edu</a>	Kris Thomason 503-494-7765 <a href="mailto:thomason@ohsu.edu">thomason@ohsu.edu</a>
<b>Neuroscience Graduate Program</b>	Peter Gillespie 503-494-2936 <a href="mailto:gillespp@ohsu.edu">gillespp@ohsu.edu</a>	Peter Gillespie 503-494-2936 <a href="mailto:gillespp@ohsu.edu">gillespp@ohsu.edu</a>	Liz Lawson-Weber 503-494-5478 <a href="mailto:lawsonl@ohsu.edu">lawsonl@ohsu.edu</a>
<b>Program in Molecular &amp; Cellular Biosciences</b>		Cheryl Maslen 503-494-2011 <a href="mailto:maslenc@ohsu.edu">maslenc@ohsu.edu</a>	TBA 503-494-3467 <a href="mailto:pmcb@ohsu.edu">pmcb@ohsu.edu</a>
<b>Biochemistry &amp; Molecular Biology</b>	Peter Rotwein 503-494-0537 <a href="mailto:rotweinp@ohsu.edu">rotweinp@ohsu.edu</a>	David Farrens 503-494-0583 <a href="mailto:farrensd@ohsu.edu">farrensd@ohsu.edu</a>	Jeni Wroblewski 503-494-2541 <a href="mailto:wroblews@ohsu.edu">wroblews@ohsu.edu</a>
<b>Cell &amp; Developmental Biology</b>	Bruce Magun 503-494-7811 <a href="mailto:magunb@ohsu.edu">magunb@ohsu.edu</a>	Richard Maurer 503-494-7566 <a href="mailto:maurerr@ohsu.edu">maurerr@ohsu.edu</a>	Elaine Offield 503-494-5824 <a href="mailto:offielde@ohsu.edu">offielde@ohsu.edu</a>
<b>Molecular &amp; Medical Genetics</b>	Susan Hayflick 503-494-6866 <a href="mailto:hayflick@ohsu.edu">hayflick@ohsu.edu</a>	Susan Olson 503-494-5964 <a href="mailto:olsonsu@ohsu.edu">olsonsu@ohsu.edu</a>	Marisa Crowe 503-494-1771 <a href="mailto:lindea@ohsu.edu">lindea@ohsu.edu</a>
<b>Molecular Microbiology &amp; Immunology</b>	Mary Stenzel-Poore 503-494-2423 <a href="mailto:poorem@ohsu.edu">poorem@ohsu.edu</a>	Eric Barklis 503-494-8098 <a href="mailto:barklise@ohsu.edu">barklise@ohsu.edu</a>	Kathy Shinall 503-494-2433 <a href="mailto:shinallk@ohsu.edu">shinallk@ohsu.edu</a>
<b>Physiology &amp; Pharmacology</b>	David Dawson 503-494-2803 <a href="mailto:dawsonda@ohsu.edu">dawsonda@ohsu.edu</a>	Beth Habecker 503-494-0497 <a href="mailto:habecker@ohsu.edu">habecker@ohsu.edu</a>	Julie Mertens 503-494-6252 <a href="mailto:mertens@ohsu.edu">mertens@ohsu.edu</a>
<b>Clinical Research – Human Investigations Program</b>		Cynthia Morris 503-494-3262 <a href="mailto:morrisc@ohsu.edu">morrisc@ohsu.edu</a>	Karen McCracken 503-494-3095 <a href="mailto:mccracke@ohsu.edu">mccracke@ohsu.edu</a>
<b>Graduate Program in Human Nutrition</b>		Diane Stadler 503-494-0168 <a href="mailto:mccarthm@ohsu.edu">mccarthm@ohsu.edu</a>	Chandra Nautiyal 503-494-7596 <a href="mailto:nautiyal@ohsu.edu">nautiyal@ohsu.edu</a>
<b>Medical Informatics &amp; Clinical Epidemiology</b>	William Hersh 503-494-4563 <a href="mailto:hersh@ohsu.edu">hersh@ohsu.edu</a>	Holly Jimison 503-418-2277 <a href="mailto:jimisonh@ohsu.edu">jimisonh@ohsu.edu</a>	Diane Doctor 503-494-4794 <a href="mailto:doctord@ohsu.edu">doctord@ohsu.edu</a>
<b>Public Health &amp; Preventive Medicine</b>	Thomas Becker 503-494-1175 <a href="mailto:beckert@ohsu.edu">beckert@ohsu.edu</a>	Katherine Riley 503-494-2551 <a href="mailto:rileyk@ohsu.edu">rileyk@ohsu.edu</a>	Tree Triano 503-494-2012 <a href="mailto:trianot@ohsu.edu">trianot@ohsu.edu</a>
<b>Physician Assistant Studies</b>		Ted Ruback 503-494-1411 <a href="mailto:ruback@ohsu.edu">ruback@ohsu.edu</a>	Colleen Schierholtz 503-494-1408 <a href="mailto:schierhc@ohsu.edu">schierhc@ohsu.edu</a>

<b>Graduate Program Contact List - Continued</b>	<b>Chair</b>	<b>Director</b>	<b>Coordinator</b>
Science & Engineering – West Campus	Edward W. Thompson 503-748-1128 <a href="mailto:thompsed@ohsu.edu">thompsed@ohsu.edu</a>		Carol Hendrickson 503-748-1022 <a href="mailto:endricc@ohsu.edu">endricc@ohsu.edu</a>
Biomedical Computer Science	Jan van Santen 503-748-1138 <a href="mailto:vansanten@ohsu.edu">vansanten@ohsu.edu</a>	Peter Heeman 503-690-1121 <a href="mailto:heeman@ohsu.edu">heeman@ohsu.edu</a>	Patricia Dickerson 503-748-1635 <a href="mailto:patd@csee.ohsu.edu">patd@csee.ohsu.edu</a>
Biomedical Engineering	Misha Pavel 503-418-9314 <a href="mailto:pavel@bme.ohsu.edu">pavel@bme.ohsu.edu</a>	William Roberts 503-418-9306 <a href="mailto:roberts@bme.ohsu.edu">roberts@bme.ohsu.edu</a>	William Roberts 503-418-9306 <a href="mailto:robertsw@bme.ohsu.edu">robertsw@bme.ohsu.edu</a>
Environmental & Biomolecular Systems	Bradley Tebo 503-748-1992 <a href="mailto:tebo@ohsu.edu">tebo@ohsu.edu</a>	Paul Tratnyek 503-748-1023 <a href="mailto:tratnyek@bme.ohsu.edu">tratnyek@bme.ohsu.edu</a>	Nancy Christie 503-748-1070 <a href="mailto:christen@ohsu.edu">christen@ohsu.edu</a>
Division of Management	James Huntzicker 503-748-1072 <a href="mailto:huntzicj@ohsu.edu">huntzicj@ohsu.edu</a>	Shelly Charles 503-748-1335 <a href="mailto:charless@ohsu.edu">charless@ohsu.edu</a>	Lauren Ludwig 503-748-7804 <a href="mailto:ludwigl@ohsu.edu">ludwigl@ohsu.edu</a>

### **Graduate Council**

The Graduate Council oversees all graduate programs in the School of Medicine and advises the Dean on all matters related to graduate education. The Associate Dean for Graduate Studies convenes the Council, which includes faculty representatives from all graduate programs and two student representatives selected by the Graduate Student Organization (see listing below). The Council meets monthly from September to June. Meeting minutes are regularly posted on the Graduate Council website at <http://www.ohsu.edu/ohsu/academic/som/graduate/policy.cfm>.

### **Graduate Council Representatives**

<b><u>Program</u></b>	<b><u>Representative</u></b>	<b><u>E-Mail</u></b>	<b><u>Phone</u></b>
Behavioral Neuroscience	Suzanne Mitchell	<a href="mailto:mitchesu@ohsu.edu">mitchesu@ohsu.edu</a>	503-494-1650
Biochemistry & Molecular Biology	David Farrens	<a href="mailto:farrensd@ohsu.edu">farrensd@ohsu.edu</a>	503-494-0583
Biomedical Computer Science	Peter Heeman	<a href="mailto:heeman@cslu.ohsu.edu">heeman@cslu.ohsu.edu</a>	503-748-1381
Biomedical Engineering	William Roberts	<a href="mailto:robertsw@bme.ohsu.edu">robertsw@bme.ohsu.edu</a>	503-418-9306
Cell & Developmental Biology	Philip Copenhaver	<a href="mailto:copenhav@ohsu.edu">copenhav@ohsu.edu</a>	503-494-4646
Clinical Research	Cynthia Morris	<a href="mailto:morrisc@ohsu.edu">morrisc@ohsu.edu</a>	503-494-3262
Environmental & Biomolecular Systems	Paul Tratnyek	<a href="mailto:tratnyek@bme.ohsu.edu">tratnyek@bme.ohsu.edu</a>	503-748-1023
Graduate Program in Human Nutrition	Melanie Gillingham	<a href="mailto:gillingm@ohsu.edu">gillingm@ohsu.edu</a>	503-494-1682
Graduate Student Organization	Dustin Johnsen	<a href="mailto:somgso@ohsu.edu">somgso@ohsu.edu</a>	503-494-5455
Graduate Student Alternate			
M.D.-Ph.D. Program	Peter Rotwein	<a href="mailto:rotweinp@ohsu.edu">rotweinp@ohsu.edu</a>	503-494-2541
Division of Management	Niki Steckler	<a href="mailto:stickler@ohsu.edu">stickler@ohsu.edu</a>	503-748-1356
Medical Informatics & Clinical Epidemiology	Holly Jimison	<a href="mailto:jimisonh@ohsu.edu">jimisonh@ohsu.edu</a>	503-418-2277
Molecular & Medical Genetics	Susan Olson	<a href="mailto:olsonsu@ohsu.edu">olsonsu@ohsu.edu</a>	503-494-5964
Molecular Microbiology & Immunology	David Parker	<a href="mailto:parkerd@ohsu.edu">parkerd@ohsu.edu</a>	503-494-1499
Neuroscience Graduate Program	Sean Molloy	<a href="mailto:molloys@ohsu.edu">molloys@ohsu.edu</a>	503-494-5238
Pathology	David Farrell	<a href="mailto:farrelld@ohsu.edu">farrelld@ohsu.edu</a>	503-494-8602
Physician Assistant Studies	Ted Ruback	<a href="mailto:ruback@ohsu.edu">ruback@ohsu.edu</a>	503-494-1411
Physiology & Pharmacology	Beth Habecker	<a href="mailto:habecker@ohsu.edu">habecker@ohsu.edu</a>	503-494-0497
Program in Molecular & Cellular Biosciences	Allison Fryer	<a href="mailto:fryera@ohsu.edu">fryera@ohsu.edu</a>	503-494-6955
Public Health & Preventive Medicine	Katherine Riley	<a href="mailto:rileyk@ohsu.edu">rileyk@ohsu.edu</a>	503-494-2551

## **By-Laws of the Graduate Council**

Policies and procedures that apply to all graduate programs are described in the By-Laws, including such matters as: grading, standards of academic performance, academic probation, general degree requirements, time limits, oral examination procedures, dismissal/suspension procedures, and student grievance procedures. The document can be found on the Graduate Studies website at <http://www.ohsu.edu/ohsuedu/academic/som/graduate/upload/bylaws.pdf>

## **Guidelines and Regulations for Completion of Master's and Ph.D. Degrees**

The most recent guidelines can be viewed or downloaded at <http://www.ohsu.edu/ohsuedu/academic/som/graduate/upload/Guidelines-2007-2.pdf>

## **Stipend Policy**

The Graduate Council is responsible for recommending the allowable annual stipend range, which must be approved by the Dean each year. The full Stipend Policy is posted on the Graduate Studies website <http://ozone.ohsu.edu/som/faculty/docs/graduatecouncil/SOMGradStudentStipendPolicy010808.pdf>

## **Vacation & Sick Leave Policy**

This policy is posted on the Graduate Studies website <http://ozone.ohsu.edu/som/faculty/docs/graduatecouncil/studentleavepolicy.pdf>

## **Professional Conduct Policy**

The Graduate Council has established a policy that outlines expectations for professional behavior of graduate students in the School of Medicine. These guidelines were developed to enhance the students' training, maximizing the benefits to their profession and society, and to minimize actions that do not benefit the greater good and only selfishly serve the individual. The policy describes several examples of meritorious student behavior. It also defines unacceptable conduct and the procedures for addressing allegations of unacceptable conduct by students. The policy can be found on the Graduate Studies website at <http://ozone.ohsu.edu/som/faculty/docs/graduatecouncil/profconductpolicy.pdf>.

## **Individual Program Policies and Procedures**

In addition to the policies and procedures established by the Graduate Council, each graduate program has specific requirements, regulations and procedures. Information about specific program requirements should be obtained from the faculty director or administrative coordinator for the student's program.

## **Student Awards**

The Graduate Studies Program gives four awards each year that recognize outstanding accomplishments by graduate students. The **Outstanding Paper Award** recognizes a paper authored or co-authored by graduate student. The award is presented at the annual Student Research Forum. The **Outstanding Dissertation Award** recognizes an outstanding Ph.D. dissertation and is awarded at the School of Medicine Hooding Ceremony. The **Outstanding Thesis Award** recognizes an outstanding Master's thesis and is awarded at the School of Medicine Hooding Ceremony. Finally, the **Alliance Award** is given to an enrolled Ph.D. student in recognition of academic accomplishment and leadership qualities as well as current and potential contributions to the community and society. This award is given at the Spring Luncheon sponsored by the School of Medicine Alliance.

## **General Stipend Information for SOM Ph.D. Graduate Students**

### **Monthly Payments**

Graduate students eligible for stipends will receive a single monthly payment from the OHSU Accounts Payable (AP) office equal to 1/12 of their total annual payment. AP will issue the checks for these payments about 5 business days before the end of every calendar month. These checks will be mailed to the student's home address. However, a student may request direct deposit to the student's bank account. Questions regarding stipends should be directed to the student's program coordinator, questions regarding stipend checks should be directed to Jeff Deboo in Accounts Payable at [debooj@ohsu.edu](mailto:debooj@ohsu.edu), phone 503-494-2152.

The form for requesting direct deposit (Direct Deposit Enrollment Form For GRA Support or Stipend Payments) can be downloaded from <http://www.ohsu.edu/ohsuedu/academic/som/graduate/upload/NetDirectDeposit.doc> or from the Graduate Studies website <http://www.ohsu.edu/ohsuedu/academic/som/graduate/forms.cfm>.

### Stipend Payment Dates for 2008-2009

Direct deposits will be available and paper checks will be mailed on these dates:

25 July 2008	23 January 2009
22 August 2008	20 February 2009
23 September 2008	24 March 2009
24 October 2008	24 April 2009
21 November 2008	22 May 2009
23 December 2008	23 June 2009

### Tax Reporting and Tax Liability

Please note that the information in this section is *informational* only. It should not be construed as tax or legal advice.

OHSU does not issue W-2 or 1099 forms for payments made to students through Accounts Payable. Even though OHSU is not required to report these payments to the IRS, students may still be liable for paying taxes on this income. Furthermore, students who expect to have a tax liability may be required to make estimated tax payments to the IRS on a quarterly basis. Students who are uncertain about their tax liability or the need to make such payments should consult relevant IRS publications or a qualified tax advisor.

Students should note that, according to *IRS Publication 970*, the only types of scholarship or fellowship payments that might be considered tax-free are those made for payment of tuition, fees, books, supplies or equipment. Payments made to cover living expenses such as room and board are considered taxable. *IRS Publication 970* can be downloaded in PDF format from the IRS website at <http://www.irs.gov/pub/irs-pdf/p970.pdf>.

Accounts Payable will contact foreign national GRAs to determine whether they can request a tax treaty exemption from back-up withholding. If not, OHSU will do back-up withholding and issue a Form 1042 at year's end.

### Address Changes

Students should change their address in ISIS as well as notifying their program coordinator, the Graduate Studies office at [somgrad@ohsu.edu](mailto:somgrad@ohsu.edu) and Jeff Deboo in Accounts Payable at [debooj@ohsu.edu](mailto:debooj@ohsu.edu).

### Mandatory Institutional Training for Graduate Students

OHSU and the School of Medicine require that all graduate students complete several different types of training as soon as possible after matriculation. Failure to complete this training in a timely manner may be considered grounds for disciplinary action under the Professional Conduct Policy.

Institutional Training Record		
Description	Mandatory	Date Completed
Responsible Conduct of Research	Yes	
HIPAA Privacy Education	Yes	
A Higher Standard: OHSU Respect at the University	Yes	
Research Laboratory Safety Training	Yes	
Radiation Safety Training	Yes, if you work with radioactive materials	
Dept. of Comparative Medicine Animal Handling Classes	Yes, if you work with animals	

### **Responsible Conduct of Research (RCR) Training**

In compliance with federal regulation and OHSU institutional policy, all investigators, research staff, and other relevant personnel (those reasonably involved in the design and/or conduct of human, animal, applied and/or basic science research) must complete OHSU's Responsible Conduct of Research (RCR) education. No activity resulting in data collection can be initiated or any human subjects enrolled until all key personnel have completed the required RCR modules.

<http://www.ohsu.edu/research/rda/rcr.shtml>

### **HIPAA Training**

As part of the HIPAA privacy standards, OHSU is required to educate all members of its workforce on how HIPAA will affect their role here. Our workforce includes all employees, students, faculty, staff, and volunteers, and may also include certain visitors. HIPAA training must be completed before computer access or physical access to areas containing protected health information (PHI) is granted or within 30 days of beginning duties at OHSU, whichever is sooner. Those who fail to meet this requirement are subject to corrective action, up to and including termination of their relationship with OHSU.

<http://www.ohsu.edu/cc/ed/bb/>

### **A Higher Standard: OHSU Respect at the University**

Everyone at OHSU, including employees, students, faculty, and volunteers, is required to complete the Respect at the University education. Federal and state courts have ruled that employers are compelled to train their workforce on the prohibitions of discrimination and harassment in the workplace.

Furthermore, pursuant to OHSU policies, discrimination based on certain categories is strictly prohibited. This course is one of several mechanisms used to disseminate OHSU's expectations in order to prevent prohibited discrimination and harassment at the university. As OHSU's Code of Conduct expresses, respectful behavior is an expectation of all <http://www.ohsu.edu/cc/ed/bb/>

### **Research Laboratory Safety Training**

Information on completing a computerized lab safety-training module will be provided as part of CONJ 650.

### **Radiation Safety Training**

Radiation safety training is required for radioactive material handlers within 60 days of initial use of radioactive material. View training options and dates at this URL:

[http://ozone.ohsu.edu/ehrs/mh/pages/rad/rad\\_train.shtml](http://ozone.ohsu.edu/ehrs/mh/pages/rad/rad_train.shtml)

### **Animal Handling Classes**

OHSU recognizes the vital role of animals in biomedical research. The Department of Comparative Medicine serves scientists and assures animal well-being. Our veterinarians, technicians and support personnel are dedicated to the humane and ethical use of laboratory animals. Register on-line for the next available animal handling classes at the following URL:

<http://www.ohsu.edu/research/rda/cm/calendar/calendar.php>

## **OHSU Student Activities, Services and Facilities**

### **Bookstore**

Phone: 503-494-7708 Fax: 503-494-4202

Email: [books@ohsu.edu](mailto:books@ohsu.edu)

<http://www.ohsu.edu/ohsubookstore/>

The OHSU Bookstores is owned and operated by OHSU to provide staff, faculty, students, patients and the OHSU community with medical, dental, nursing, and allied health books, software, materials

and equipment and is located on the second floor of the OHSU Student Center (aka the Fitness & Sports Center). Open: Monday through Friday, 7:30 am to 5:30 pm.

### **Student Center**

Phone: 503-494-8295

<http://www.ohsu.edu/academic/acad/recreation/>

The OHSU Student Center (aka the Fitness & Sports Center) is located on Campus Drive near parking structure two and across the street from the Doernbecher Children's Hospital.

### **March Wellness Center**

Phone: 503-418-6272

<http://www.marchwellness.com>

The March Wellness Center is located on the Waterfront Campus and is accessible via the Tram. The center offers a wide variety of fitness classes, equipment, and programs for OHSU students and fitness center members. Memberships are available to faculty, staff, students and community members. For more information, please see the Wellness website listed above. Full-time OHSU students must present their student ID card with a current term sticker before being admitted to the building. The Wellness Center is part of the Graduate Students incidental fee.

### **Campus Tours - Discover OHSU**

Phone: 503-494-5267

<http://seo.ohsu.edu/files/Discover.pdf>

Discover OHSU! Solicits and coordinates educational visits to OHSU facilities and primarily to its campus on Marquam Hill. Approximately 3,500 participants visit annually, with the majority being high school seniors and juniors enrolled in science, health science or health careers programs in high schools and colleges throughout Oregon and Southwest Washington. These tours are conducted by members of the Assistance League of Portland and by members of the community. In addition to tours on Marquam Hill we now offer tours of OHSU's West Campus.

### **Cashiers Office**

Phone: 503-494-8243

<http://ozone.ohsu.edu/financial/cashiers/index.shtml>

Located in Baird Hall 301 - Monday - Friday 8:00 am - 3:45 pm

Summary of Services

- Disburse student financial aid and process all payments to student accounts.
- Receive and record revenues from various departments including bookstores, cafeterias, various patient areas, parking and research services.
- Distribute disbursement checks from Accounts Payable, adjustment checks from Payroll, and checks from the Foundation.
- Oversee direct deposit of student financial aid refunds.

### **Information Technology Student Resources**

<http://www.ohsu.edu/xd/about/services/technology/itg/training/index.cfm> The Information Technology Training site offers a wide selection of classes, resources and support for OHSU students.

### **Network Services - Information Technology Group (ITG)**

Phone: 503-494-2222

ITG is responsible for the operation of computer systems, networks and supported applications on campus. The ITG Help Desk offers support in connecting to and using OHSU information services, Monday - Friday from 6 a.m. to 6 p.m.

### **Registrar and Financial Aid Office**

If you need financial assistance to attend OHSU, please visit the Financial Aid Office, Mackenzie Hall, and room 1120. Federal aid applications are available beginning in December and should be received

by the federal processor by March 1 to qualify for priority processing. Late applications are accepted, but funding may be exhausted in some programs. Additional information can be found in your school catalog and the OHSU publication, Student Financial Aid Explained, available in the Financial Aid Office. The Registrar's Office services include registration for courses, grade reports and official transcripts. It is particularly important that students register for courses by the term deadlines listed in the academic calendar. The Registrar and Financial Aids office also receives requests for financial aids and deferral of student loans. It should be noted that many actions that affect student status are initiated at the program level before being officially recorded by the Registrar. These actions include change of grade, advancement to candidacy, request for oral exam and leave of absence. Graduate Studies Coordinators within each department can assist students with these procedures and other requests.

### **Financial Aid**

Phone: 503-494-7800

Email: [finaid@ohsu.edu](mailto:finaid@ohsu.edu)

<http://www.ohsu.edu/finaid>

Monday-Friday 7:30am-4:00pm

Mackenzie Hall Room 1120

### **Registrar's Office**

Phone: 503-494-7800

Email: [regohsu@ohsu.edu](mailto:regohsu@ohsu.edu)

<http://www.ohsu.edu/registrar>

Monday-Friday 7:30am-4:00pm

Mackenzie Hall Room 1120

### **OHSU Food Services**

<http://www.ohsu.edu/food/index.htm>

### **The MacHall Café**

Located on the first floor of Mackenzie Hall this café is open from 7:00 am until 3:00 pm, Monday-Friday. The café serves freshly prepared sandwiches, burrito bar, grill items and a daily Exhibition station.

### **MacHall Espresso**

Is located outside the MacHall Café and offers coffee, espresso, soft drinks, pastries and limited salads from 7:00 am until 3:00 pm, Monday-Friday

### **BICC Coffee Cart**

Hours: 7:30 am – 1:30 pm

Located on the street level of the BICC and offering coffee, espresso, soft drinks, and pastries, with fresh pre-made sandwiches, salads and soup for lunch.

### **Marquam Café in BRB – Closed until further notice**

### **Marquam Cafe OHSU**

Located on the third floor of OHSU Hospital, the OHSU cafe is open 24 hours a day, seven days a week, including holidays and weekends.

Hot food offerings include:

breakfast from 6 to 10:30am,

hot food line from 11 am to 8 pm

grill service is available from 11 am to 2:30 pm & 3 pm to 11 pm

Additional items always available include: juices, fruit, snacks, homemade soups, chili and pizza.

### **Marquam Cafe Plaza**

Located on the ninth floor of the Hatfield Research Building, this bistro-style restaurant is open from 6:30 am to 2 pm

Monday-Friday serving, made-to-order bentos, fresh sushi, broiled hamburgers and chicken burgers, in addition to a full-service deli and espresso bar.

### **Marquam Buffalo Cafe**

Located on the Second floor of the CDRC Building, this Bistro-Cafe is open from 7:00 am to 4 pm Monday-Friday serving, Home-Style Meals (11 am-3 pm), Fresh Salads & Sandwiches, Home Made Soups & Chile, in addition to a Full Service Espresso Bar.

### **Marquam Cafe Sam Jackson Hall**

This espresso cafe is located on the first floor of OHSU's Sam Jackson Hall and is open from **6:30am to 4 pm**. Monday-Friday, specializing in providing quick meal solutions, such freshly prepared salads, sandwiches and pizza, in addition to a full-service espresso bar.

### **Marquam Skybridge Espresso**

This espresso bar is located on the ninth floor of OHSU Hospital, past the main lobby and gift shop at the entrance to the Skybridge leading to the Portland Veterans Affairs Hospital. This full-service espresso bar is open from 6:30 am to **5 pm** Monday – Friday, serving espresso, fresh-baked pastries, muffins, bagels and snacks.

### **Marquam Cafe Multnomah Pavilion**

This cafe is located on the first floor of Multnomah Pavilion. Open Monday – Friday 6:30 am to **1:30 pm**. The Multnomah Cafeteria offers freshly prepared breakfast and espresso from 6:30 am to 9 am. At 11 am a variety of lunch items are available, including prepared sandwiches, soup, grilled items, and a hot food line serving home-style dinners.

### **Marquam Cafe 20/20**

This cafe is located on the first floor of the Casey Eye Institute, and is open for breakfast from 7:30 am to 9:30 am and for lunch from 11 am to **4 pm**. This convenience cafe serves snacks, beverages, sandwiches and salads.

### **It's All Good**

This natural Foods Store is located on the 9th floor of OHSU Hospital next to the gift shop. Open from 8am to 8pm Monday through Friday serving all natural and organic meals, snacks and beverages.

### **It's All Good @ Casey Eye**

This natural Foods Store and Coffee Shop is open 6:30am to 4pm Monday through Friday and is located on the Lobby level of the Casey Eye Institute and features all natural and organic meals, snacks and beverages as well as Espresso Drinks.

### **Impressions Cafe**

This cafe is located in the School of Dentistry 2nd floor lounge. Open 7am to 1:30pm Monday through Friday, this cafe feature Deli Sandwiches, Pizza and a variety of snacks as well as a full service Espresso Bar.

### **Marquam Summit Espresso**

Located in the 9th Floor corridor of Kohler Pavilion and OHSU Hospital this espresso cafe is open from 6am to 8pm Monday through Friday, Saturday 8am to 6pm and Sunday 8am to 2pm. This espresso cafe features wraps, salads, and a variety of snacks and beverages in addition to being a full service Espresso Bar.

### **School of Nursing Espresso**

The School of Nursing Location is on the 1st floor in the mail Lobby area. Open from 7:30am to 1:30am Monday through Friday, this location is closed during the Summer and will re-open September 18th. This location offers the full line of Kobos Coffee & Espresso Drinks. In addition there are Pepsi products including Lipton Tea and Dole Juices. Food offerings include Soup, Salads, Sandwiches, Fruit Parfaits, Pastries, chips cookies, and Fresh whole fruit.

## **Medical Photography & The Digital Zone**

Medical Photography and the Digital Zone offer photographic documentation services to all OHSU employees, students and their families. To view their services and price guide please go to their respective webpage listed below.

### **Medical Photography**

<http://www.ohsu.edu/medphoto/>

Baird Hall - Room 06 L331

(503) 494-8040 (voice)

(503) 494-8742(fax)

Monday - Friday

8:00 am - 4:30 pm

### **The Digital Zone**

Email: [digizone@ohsu.edu](mailto:digizone@ohsu.edu)

<http://www.ohsu.edu/medphoto/dz.htm>

Baird Hall - Room 10 L331

(503) 494-8040 (voice)

(503) 494-8742(fax)

Monday - Friday

8:00 am - 4:30 pm

## **OHSU Libraries**

### **Main Campus Library**

<http://www.ohsu.edu/library/>

BICC Building

If you have a question about how to find information in the Library – Information Desk 503-494-3462

Call the Circulation Desk (503-494-3460)

If you have questions about checking out or renewing materials – Circulation Desk 503-494-3460

Email: [library@ohsu.edu](mailto:library@ohsu.edu)

#### **Regular Hours**

Monday-Thursday, 7:30 am - 8:00 pm      Friday, 7:30 am - 5:00 pm

Saturday, 9:00 am - 5:00 pm      Sunday, 1:00 pm - 8:00 pm

#### **Extended hours\***

Monday-Thursday, Sunday 8:00 pm - 10:00 pm

\*For OHSU faculty, staff and students with access cards

Reference services include instruction in the use of information tools, database searching (including Medline), and consultation. Most books and journals older than five years old may be checked out. Copy machines are available for copying non-circulating and reserve materials. Document delivery services are available for items that must be obtained from other sources. Computer workstations are available on the second, third and fourth floors of the Library and Information Center for database searching, using the library online catalog, sending electronic mail, word processing, Internet access and other applications. Staff at the Information Desk can assist in using the services provided on the workstations. Access to electronic mail, applications software, and the World Wide Web is for the OHSU community only. OHSU ID badges and an OHSU Library barcode are required. The library operates an electronic information system by which users may access library services, databases, electronic mail and other services from personal computers in their offices or homes. You can view an entire listing of Library services available at <http://www.ohsu.edu/library/services.shtml>.

### **West Campus Library**

Department of Science & Engineering

<http://www.ogi.edu/library/>

20000 NW Walker Road

Beaverton OR 97006

503-748-1121

**Hours** – Fall Hours begin 9/29/08      Please review website for changes in library hours.

Monday thru Friday: 8:30 am – 6:00 pm.      Saturday & Sunday closed

The Samuel L. Diack Library's collections in biomedical engineering, computer science, electrical engineering, environmental sciences, biochemistry, molecular biology, and management science

include more than 27,000 monographic titles in these areas. Approximately 9,000 of that number are electronic books in the areas of IT and business. As a campus of OHSU, patrons have access to the combined journal holdings of over 9,000 serials; the majority of these are available electronically.

### **Identification Cards**

<http://ozone.ohsu.edu/pubsafety/id/>

As a student, your OHSU photo identification will be issued with the assistance of your program. Cards are to be worn conspicuously while on campus. You may be asked to show your id card at any time. Quarterly validation of tags is automatic when students complete registration and pay required fees. Lost, stolen or damaged cards must be reported to Public Safety immediately at 503-494-7744. All requests for new or reissued ID Cards must be signed by either Program Department or Graduate Studies. The Parking/Public Safety office will not issue cards without the proper paperwork and signatures. A fee will be assessed for reissues.

### **Tri-Met Pass**

Unfortunately, automatic deductions from the stipend check are not possible. Graduate students may purchase discounted Tri-Met passes at the parking office. For more information contact the OHSU Parking Office at [parking@ohsu.edu](mailto:parking@ohsu.edu) or see the website at <http://ozone.ohsu.edu/parking/>.

### **Parking**

<http://www.ohsu.edu/parking/>

Phone 503-494-8283

Parking on the campus is limited. Carpools, vanpools and public transportation are encouraged. OHSU offers students a discounted rate for passes on the Tri-Met municipal bus system. The Tri Met website can be found at [www.trimet.org](http://www.trimet.org). Contact the Parking Office in the Physical Plant Building for transportation options.

### **Public Safety**

**Emergency on Campus: 4-4444**

<http://www.ohsu.edu/pubsafety/>

Non-emergency: 503-494-7744

[pubsafe@ohsu.edu](mailto:pubsafe@ohsu.edu)

The Department of Public Safety is dedicated to assisting all members of the OHSU community whenever possible. Public Safety maintains a comprehensive communications center (dispatch) staffed 24 hours a day, 7 days a week by professional dispatchers who are trained to triage requests for service, including emergencies and initiate the appropriate response. If we are unable to provide the requested service with our resources, we will make all reasonable attempts to locate someone who can.

### **Student Health Service**

Phone: 503-494-8665

Baird Hall, Room 18

[askshs@ohsu.edu](mailto:askshs@ohsu.edu)

<http://www.ohsu.edu/academic/acad/health/>

### **Clinic Hours:**

**Open year-round except legal holidays.**

8:30 a.m. to 1 p.m. and 2 to 4:30 p.m., Monday through Friday.

### **Winter break Clinic Hours:**

9 a.m to 1 p.m. and 2 to 4 p.m. Monday through Friday.

### **Spring break Clinic Hours:**

9 a.m to 1 p.m. and 2 to 4 p.m. Monday through Friday.

Revised September 15, 2008

## **Summer (Memorial Day to Labor Day) Clinic Hours:**

9 a.m to 1 p.m. and 2 to 4 p.m. Monday through Friday.

All registered full-time students in degree and certificate training programs that pay the required health fees in addition to their tuition at OHSU are eligible for health and counseling services at the Student Health Service.

A student's spouse or domestic partner who is not enrolled at OHSU may also purchase Student Health Service coverage or be seen on a fee-for-service basis. Students who are also OHSU employees paying staff fees can be seen on a fee-for-service basis or pay a quarterly Health Service fee.

A Resource Fee fund is available to the School of Medicine basic science PhD graduate students for spouse/partner/family health insurance. Please see the instructions and application on the Graduate Studies forms website under 'forms specific to the PhD program'  
<http://www.ohsu.edu/ohsuedu/academic/som/graduate/forms.cfm>

If you have questions about these rates please go to the Student Health Service website [www.ohsu.edu/academic/acad/health/](http://www.ohsu.edu/academic/acad/health/) and click on Health Insurance Info and Waiver Applications, Portland Campus, Insurance fees for the year in which you are enrolled. For questions regarding coverage during a leave of absence, please inquire at the Student Health Service office.

The staff includes board-certified primary care physicians, clinical psychologists, a psychiatric nurse practitioner, registered nurses, a certified medical assistant, and 4 administrative support persons who are an integral part of the team as well and are particularly knowledgeable about insurance problems, helping with referrals, securing lab results, etc.

## **Office of Academic and Student Affairs**

<http://www.ohsu.edu/academic/acad/>

Phone: 503-494-7878

Baird Hall 1028

The Provost for Academic and Student Affairs has the overall responsibility for the Bookstore, Financial Aid, Fitness and Sports Center, Health Services, Registrar, student organizations and other support functions including food services, and vending machines. In addition, this office coordinates policies and programs with the deans of students of each school. Student Affairs assists individual students and student groups with a variety of concerns and communicates student opinions throughout the university. The Office of Student Affairs welcomes students' viewpoints on programs, policies, procedures and facilities, positive or negative.

## **Student Government**

### **School of Medicine Graduate Student Organization**

<http://www.ohsu.edu/gso/>

E-mail: [somgso@ohsu.edu](mailto:somgso@ohsu.edu)

The Graduate Student Organization (GSO) is composed of graduate students from all graduate programs within the OHSU School of Medicine. The GSO provides a forum for students to exchange ideas, address student needs and concerns, keep students informed of issues relevant to graduate student life on campus and foster a sense of community among the students. Typical activities include a reception in the fall to welcome new graduate students and a student retreat off-campus. A president is elected each year to lead the group, and meetings usually take place twice per term (except summer term).

### **All-Hill Council**

<http://www.ohsu.edu/academic/acad/ahc/>

The All-Hill Council comprises OHSU's student body government. Each school contributes members to the council. Graduate students elect a representative. A president, vice president, secretary and treasurer are elected in May from among members of the council for the following year. Officers are paid a small honorarium for their time and effort.

## **International Students**

### **Office of International Services**

<http://www.ogi.edu/admissions/immigration/>

The Office of International Services provides immigration advice and services to international students, employees and visitors. The Office also advises academic departments and hiring managers on education and employment-related immigration regulations and procedures. The International Handbook can be found at <http://www.ogi.edu/admissions/immigration/forms/internationalhandbook110705.pdf>

## **Graduation**

### **Degree Award Dates**

OHSU awards diplomas for the term that degree requirements are completed. The degree requirements can be fulfilled at any time during the academic year.

**Degrees will not be awarded** until all academic requirements have been met and the student pays all debts and discharges all other obligations. The academic requirements can be found in the Guidelines and Regulations for Completion of Master's and PhD Degrees online at <http://cspotauthdev/ohsuedu/academic/som/graduate/upload/Guidelines-2007.pdf>.

### **Graduation**

The Graduation ceremonies are held in June. To participate in the graduation ceremonies; students must complete all requirements before May 20<sup>th</sup> for participate in the June ceremonies of the same year.

### **School of Medicine Hooding Ceremony**

This is a special event for those who received a graduate degree from the School of Medicine during the prior academic year. Family and friends are encouraged to attend and no ticket is required. For more information contact the Office of Graduate Studies: 503-494-6222.

### **Commencement**

Graduate degrees are formally conferred at this ceremony. Admission to Commencement is by ticket only. For more information, contact the Office of Graduate Studies (503-494-6222) or the Community Relations Office (503-494-7686).