



OREGON
HEALTH & SCIENCE
UNIVERSITY

School of
Medicine

Graduate Studies
**STUDENT
HANDBOOK**

2010
2011

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

Administrative Assistant for the Office of Graduate Studies: Brenda Donin

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www.ohsu.edu/som/graduate

SCHOOL OF MEDICINE GRADUATE PROGRAM

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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 4155. *Phone: 503-494-6222; E-mail: somgrad@ohsu.edu*

Graduate Program Contact List	Chair	Director	Coordinator
Behavioral Neuroscience	Robert Hitzemann 503-494-7765 hitzeman@ohsu.edu	Suzanne Mitchell 503-494-1650 mitchesu@ohsu.edu	Kris Thomason 503-494-7765 thomason@ohsu.edu
Neuroscience Graduate Program		Gary Westbrook 503-494-5429 westbroo@ohsu.edu	Liz Lawson-Weber 503-494-5478 lawsonl@ohsu.edu
Program in Molecular & Cellular Biosciences		Cheryl Maslen 503-494-2011 maslenc@ohsu.edu	Rachel Plummer 503-494-3467 pmcb@ohsu.edu
Biochemistry & Molecular Biology	Peter Rotwein 503-494-0537 rotweinp@ohsu.edu	David Farrens 503-494-0583 farrensd@ohsu.edu	Jeni Wroblewski 503-494-2541 wroblews@ohsu.edu
Cell & Developmental Biology	Richard Maurer (Interim) 503-494-7566 maurerr@ohsu.edu	Richard Maurer 503-494-7566 maurerr@ohsu.edu	Elaine Offield 503-494-5824 offielde@ohsu.edu
Molecular & Medical Genetics	Susan Hayflick 503-494-6866 hayflick@ohsu.edu	Mike Liskay 503-494-3475 liskaym@ohsu.edu	Marisa Utter 503-494-1771 utter@ohsu.edu
Molecular Microbiology & Immunology	Mary Stenzel-Poore 503-494-2423 poorem@ohsu.edu	Eric Barklis 503-494-8098 barklis@ohsu.edu	Kathy Shinall 503-494-2433 shinallk@ohsu.edu
Physiology & Pharmacology	David Dawson 503-494-8738 dawsonda@ohsu.edu	Beth Habecker 503-494-0497 habecker@ohsu.edu	Julie Mertens 503-494-6252 mertens@ohsu.edu
Environmental & Biomolecular Systems	Bradley Tebo 503-748-1992 tebo@ebs.ogi.edu	Paul Tratnyek 503-748-1023 Tratnyek@bme.ogi.edu	Nancy Christie 503-748-1070 christin@ohsu.edu
Clinical Research – Human Investigations Program		Cynthia Morris 503-494-3262 morrisc@ohsu.edu	Karen McCracken 503-494-3095 mccracke@ohsu.edu
Graduate Program in Human Nutrition		Diane Stadler 503-494-4959 mccarshm@ohsu.edu	Chandra Nautiyal 503-494-7596 nautiyal@ohsu.edu
Division of Management	James Huntzicker 503-346-0368 huntzicj@ohsu.edu	Shelly Charles 503-346-0368 charless@ohsu.edu	503-346-0375

Graduate Program Contact List - Continued			
	Chair	Director	Coordinator
Medical Informatics & Clinical Epidemiology	William Hersh 503-494-4563 hersh@ohsu.edu	Andrea Ilg 503-418-2547 ilga@ohsu.edu	Diane Doctor 503-494-4794 doctord@ohsu.edu
Medical Physics	Charles Thomas 503-494-8758 thomasch@ohsu.edu	Wolfram Laub 503-494-9492 laubw@ohsu.edu	
Public Health & Preventive Medicine	Thomas Becker 503-494-8257 beckert@ohsu.edu	William Lambert 503-494-9488 lambertw@ohsu.edu	Tree Triano 503-494-2012 phpm@ohsu.edu
Physician Assistant Studies		Ted Ruback 503-494-1411 ruback@ohsu.edu	Colleen Schierholtz 503-494-1408 schierhc@ohsu.edu
Biomedical Engineering	Misha Pavel 503-418-9314 pavel@bme.ogi.edu	Owen McCarty 503-418-9307 mccartyo@ohsu.edu	Virginia Howard 503-418-9331 howardv@ohsu.edu
Computer Science & Electrical Engineering	Jan van Santen 503-748-1138 vansanten@clsu.ogi.edu	Peter Heeman 503-748-1381 Heeman@clsu.ogi.edu	Patricia Dickerson 503-748-1635 patd@csee.ogi.edu

Upon your arrival at OHSU

1. READ these bylaws and policies. They are important and describe the rules and regulations that govern all graduate programs and students within the graduate programs in the School of Medicine.

By-Laws of the 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. 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/xd/education/schools/school-of-medicine/academic-programs/graduatestudies/faculty/upload/ByLaws-Rev-9-2009.pdf>

Technical Standards

Health Sciences programs have a societal responsibility to train competent healthcare providers and scientists that demonstrate critical judgment, extensive knowledge and well-honed technical skills. All candidates for an OHSU degree or certificate must possess essential skills and abilities necessary to complete the curriculum successfully. These include academic (e.g., examination scores, grade point average) as well as technical standards. These technical standards are nonacademic criteria, basic to all of OHSU's educational programs. Each OHSU program may develop more specific technical standards. OHSU's Technical Standards include:

- Acquire information from experiences and demonstrations conveyed through online coursework, lecture, group seminar, small group activities, and other.
- Ability to recognize, understand and interpret required instruction materials including written documents, computer-information systems, and non-book resources.
- Ability to manipulate the equipment, instruments, apparatus, or tools required to collect and interpret data appropriate to the domain of study, practice or research.
- Ability to follow universal precautions against contamination and cross contamination with infectious pathogens, toxins and other hazardous chemicals.
- Solve problems and think critically to develop appropriate products and services (e.g., treatment plan, a scientific experiment.)
- Synthesize information to develop and defend conclusions regarding observations and outcomes
- Use intellectual ability, exercise proper judgment, and complete all responsibilities within a timeframe that is appropriate to a given setting.
- Maintain effective, mature, and sensitive relationships under all circumstances (e.g., clients, patients, students, faculty, staff and other professionals.)
- Communicate effectively and efficiently with faculty, colleagues, and all other persons encountered in any OHSU setting.
- Work in a safe manner and respond appropriately to emergencies and urgencies.
- Demonstrate emotional stability to function effectively under stress and adapt to changing environments inherent in clinical practice, health care and biomedical sciences and engineering.

Disabilities:

It is our experience that a number of individuals with disabilities, as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, are qualified to study and work as health care professionals and scientists with the use of reasonable accommodations. To be qualified for health sciences programs at OHSU those individuals must be able to meet both our academic standards and the technical standards, with or without reasonable accommodations.

For further information regarding services and resources for students with disabilities and/or to request accommodations, please contact the Office for Student Access.

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>.

Vacation & Sick Leave Policy

This policy is posted on the Graduate Studies website

<http://ozone.ohsu.edu/som/faculty/docs/graduatecouncil/studentleavepolicy.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/stipend_policy_2008.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.

2. Obtain an Identification Card

<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 re-issues, this is normally payable by the student.

3. Complete 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. Courses can be found on the Integrity Education website <http://www.ohsu.edu/xd/about/services/integrity/training/index.cfm>

INTEGRITY OFFICE – Integrity Education

<http://www.ohsu.edu/xd/about/services/integrity/training/index.cfm>

Institutional Training Record

<i>Description</i>	<i>Mandatory</i>	<i>Date Completed</i>
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.

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.

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.

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.

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

4. Getting here on a daily basis

Tri-Met Pass

Graduate students may purchase discounted Tri-Met passes at the parking office. For more information contact the OHSU Parking Office at parking@ohsu.edu or see the website at <http://ozone.ohsu.edu/parking/>. Graduate students will need to pay for the full price of the pass at the time the pass is received. Payment can be in cash, check or card.

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. Contact the Parking Office in the Physical Plant Building for transportation options.

Bicycling

OHSU has a OHSU Commuter All Star Incentive Program. Once you have an OHSU ID Badge, acquire a card and receive card punches each day you bike to work. The cards are monthly. After 30 cumulative punches, return your card to Transportation and Parking Customer Service, through the front counter or mail, for 1 of 3 incentives:

- 1 month free parking if you participate in the payroll parking program
- \$35 (pre-tax) credit toward your bus pass if you participate in the TriMet or C-TRAN programs
- \$50 (pre-tax) check if you are not enrolled in the parking or bus programs

For more information see this site: <http://ozone.ohsu.edu/parking/pages/bikeincentive.shtml>

For bike maps, bicycle storage areas, repair center and showers: see

<http://ozone.ohsu.edu/parking/pages/bikefacilities.shtml>

5. Make certain we can find you: Address Changes

Students should change their address in ISIS as well as notifying their program coordinator and Jeff Deboo in Accounts Payable at debooj@ohsu.edu.

6. Communication

Check your OHSU email

Graduate Studies uses only the email issued by OHSU. Check it for bulletins and emails (we promise to keep them brief!)

Weekly Newsletter: Weekly email newsletters are sent every Monday from Graduate Studies. Read it. It is filled with information regarding lectures, grants, research and other items of interest. It is a good way to communicate with each other. Email anything you wish posted in the newsletter to Graduate Studies by Thursday noon and we will include in the following week.

Graduate Studies Calendar:

www.ohsu.edu/som/graduate For courses, lectures, seminars and more.

Attend the **Graduate Student Organization** meetings. These are held the first Wednesday of the month. This organization is your voice to the faculty concerning insurance, stipends and other student issues. It is also the organization that plans the Annual Student Research Forum. <http://ohsugso.blogspot.com/>

Now that you have arrived here are FINANCIAL RESOURCES:

Tuition/Fees and Insurance

Master’s degree programs assess different tuition and fees. Please contact your program administrator for details specific to your graduate program.

Full-time PhD students have all tuition & fees paid with the exception of a portion of the Incidental Fee which is \$135/term. Those funds pay for the March Wellness Center. At this time, you are unable to waive out of this fee. Students whose entire program is based on the West Campus do qualify for a discounted fee of \$41/term.

OHSU recently switched Student Health Insurance to Aetna. All students are required to enroll in the health insurance plan unless they can prove comparable coverage elsewhere. Students who do waive out of the insurance must do so annually. Waiver forms can be found on the Student Health Center website. Any additional questions about waiving out of the insurance should be directed to Student Health Services: 503-494-8665 ext. 1.

We are pleased to offer subsidized insurance to dependents of PhD students. The current open enrollment period is until October 31, 2010. However, specific qualifying events such as a marriage, birth/adoption, etc. will allow PhD students to enroll their dependents in the plan throughout the year. Current students must first complete the Resource Fee which will be reviewed by the Associate Dean for Graduate Studies, then complete the dependent medical and dental insurance forms and turn everything in to the Graduate Studies office. Please do not include payment information, that section will be completed by the Graduate Studies office. All forms can be found on the Graduate Studies webpage: Student Information/Current Students <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/students/current-students.cfm>

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. The checks will be issued by AP 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, or 503-494-2152.

The Direct Deposit Enrollment for GRE Support or Stipend Payments form can be found on the website at: <http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduatestudies/faculty/upload/NetDirectDeposit.pdf>

Stipend Payment Dates for 2010-2011

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

23 July 2010	25 January 2011
24 August 2010	22 February 201
24 September 2010	25 March 2011
22 October 2010	22 April 2011
23 November 2010	24 May 2011
21 December 2010	24 June 2011

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/app/picklist/list/publicationsNoticesPdf.html>. 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.

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

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

Monday – Friday, 7:30 a.m. – 4:00 p.m.

Mackenzie Hall Room 1120

Registrar's Office

Phone: 503-494-7800

Email: regohsu@ohsu.edu

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

Monday – Friday, 7:30 a.m. – 4:00 p.m.

Mackenzie Hall Room 1120

Cashiers Office

Phone: 503-494-8243

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

Located in Baird Hall 301, Monday – Friday, 8:00 a.m. - 3:45 p.m.

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.

ATM Machines (these are bank owned and fees may apply).

Outside MacHall Café

Lobby of Main Hospital

OHSU Student Activities, Services and Facilities

Bookstore

Phone: 503-494-7708 Fax: 503-494-4202 Email: 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, 9:00 a.m. to 4:30 p.m.

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. Graduate Students are responsible for paying their membership portion to the March Wellness Center.

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.

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

<http://www.ohsu.edu/xd/about/services/technology/itg/>

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.

OHSU Photography & Graphic Design

<http://www.ohsu.edu/edcomm/photography>

Monday – Friday 8:00 am – 4:30 pm Phone: 503-494-8040 Fax: 503-494-8742

Medical Photography and the Digital Zone offer photographic documentation services to all OHSU employees, students and their families.

OHSU Libraries

Main Campus Library

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

BICC Building

Questions about how to find information in the Library – Information Desk (503) 494-3462

Questions about checking out or renewing materials – Circulation Desk (503) 494-3460

Questions about Thesis/Dissertation Binding – Summer Steele (503) 494-2399 steeles@ohsu.edu

Email: library@ohsu.edu

Regular Hours

Monday-Thursday, 7:30 a.m. - 8:00 p.m.

Friday, 7:30 a.m. - 5:00 p.m.

Saturday, 9:00 a.m. - 5:00 p.m.

Sunday, 1:00 p.m. - 8:00 p.m.

Extended hours* 24/7 4th floor open for study for OHSU faculty, staff and students with ID 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/xd/education/library/services/index.cfm>

West Campus Library

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

20000 NW Walker Road Beaverton OR 97006

(503) 748-1383

Hours Please review website for changes in library hours.

Monday thru Thursday: 8:30 a.m. - 6:00 p.m.

Friday's: 8:30 a.m. - 5:00 p.m.

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.

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.

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. These include but are not limited to, transfer of credits, transfer of programs, setting stipend levels, program evaluations, course evaluations, new program and new course approvals. 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/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/faculty/graduate-council.cfm>

Graduate Council Representatives

Your student representatives: James McKanna somgso@ohsu.edu

Graduate Student Organization: James McCormick somgso@ohsu.edu

Graduate Student Alternate: Josh Walker walkejo@ohsu.edu

Program Representative E-Mail Phone

Behavioral Neuroscience:	Suzanne Mitchell	mitchesu@ohsu.edu	503-494-1650
Biochemistry & Molecular Biology:	David Farrens	farrensd@ohsu.edu	503-494-0583
Biomedical Computer Science:	Peter Heeman	heeman@cslu.ogi.edu	503-748-1381
Biomedical Engineering:	Owen McCarty	rmccartyo@ohsu.edu	503-418-9307
Cell & Developmental Biology:	Philip Copenhaver	copenhav@ohsu.edu	503-494-4646
Clinical Research:	Cynthia Morris	morrisc@ohsu.edu	503-494-3262
Environmental & Biomolecular Systems:	Paul Tratnyek	tratnyek@bme.ogi.edu	503-748-1023
Graduate Program in Human Nutrition:	Diane Stadler	stadlerd@ohsu.edu	503-494-4959
M.D.-Ph.D. Program:	David Jacoby	jacobyd@ohsu.edu	503-494-7692
Division of Management:	Niki Steckler	steckler@ohsu.edu	503-748-1356
Medical Informatics & Clinical Epidemiology:	Holly Jimison	jimisonh@ohsu.edu	503-418-2277
Molecular & Medical Genetics:	Mike Liskay	liskaym@ohsu.edu	503-494-3475
Molecular Microbiology & Immunology:	David Parker	parkerd@ohsu.edu	503-494-1499
Neuroscience Graduate Program:	Sean Molloy	molloyes@ohsu.edu	503-494-5238
Physician Assistant Studies:	Ted Ruback	ruback@ohsu.edu	503-494-1411
Physiology & Pharmacology:	Beth Habecker	habecker@ohsu.edu	503-494-0497
Program in Molecular & Cellular Biosciences:	Cheryl Maslen	maslenc@ohsu.edu	503-494-2011
Public Health & Preventive Medicine	William Lambert	lambertw@ohsu.edu	503-494-4998

Student Government is the School of Medicine Graduate Student Organization

<http://ohsugso.blogspot.com/> E-mail: 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/xd/education/student-services/student-life/ohsu-student-council/>

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 on the Office of International Services web page.

Completing your degree

The importance of a calendar!

You are responsible for registering for courses on time! Late fees will be assessed if you miss registration to cover the additional administrative burden of late registration. Registration dates are prominently posted on the graduate studies calendar (available here (www.ohsu.edu/som/graduate) (book mark it now, better yet make this your home page...)). Dates will also be at the top of each weekly newsletter (sent to all graduate students every Monday).

PhD and MS degrees have term limits, (see By Laws for grad council).

Guidelines and Regulations for Completion of Master's and Ph.D. Degree

The most recent guidelines can be viewed or downloaded at

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduatestudies/students/upload/Guidelines-8-2008-rev-7-2009.pdf>

Forms

All forms can be found on the website under Admin Resources.

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/admin-resources.cfm>

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://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduatestudies/faculty/administration-forms.cfm>

Graduation

The Hooding and Commencement ceremony is held in early June each year. Students must defend their thesis/dissertation by May 1 and complete all requirements before May 20th to participate in the June ceremonies of the same year.

Student Awards from Graduate Studies

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.
- 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.

Your Health and Safety.

Public Safety

Emergency on Campus: 4-4444 <http://www.ohsu.edu/pubsafety/>

Non-emergency: 503-494-7744 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.

Insurance

Student Health Service

Phone: 503-494-8665 Baird Hall, Room 18

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

Clinic Hours: Open year-round except legal holidays.

8:30 am to 1 pm 2 pm to 4:30 pm Monday through Friday.

Winter break Clinic Hours:

9 am to 1 pm 2 pm. to 4 pm Monday through Friday

Spring break Clinic Hours:

9 am to 1 pm 2 pm. to 4 pm Monday through Friday

Summer (Memorial Day to Labor Day) Clinic Hours:

9 am to 1 pm 2 pm. to 4 pm 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 website.

<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduatestudies/faculty/administration-forms.cfm>

If you have questions about these rates please go to the Student Health Service website

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.

OHSU Food Services

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

CDRC Buffalo Cafe

Located on the Second floor of the CDRC Building, this Bistro-Cafe is open from 11:00 a.m. to 1:00 p.m., Monday – Friday, serving fresh salads & sandwiches, home-made soups & chili.

Dental Impressions Café

This cafe is located in the School of Dentistry 2nd floor lounge. Open for lunch only from 11:30 a.m. to 1:30 p.m., Monday – Friday, this cafe feature deli sandwiches, pizza and a variety of snacks as well as a full service Espresso Bar.

It's All Good @ Casey Eye Institute

This natural Foods Store and Coffee Shop is open 6:30 a.m. to 2 p.m., Monday – 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.

It's All Good @OHSU

This natural Foods Store is located on the 9th floor of OHSU Hospital next to the gift shop. Open from 7:30 a.m. to 8 p.m., Monday – Friday, serving all natural and organic meals, snacks and beverages.

KPV Summit Espresso

Located in the 9th Floor corridor of Kohler Pavilion and OHSU Hospital this espresso cafe is open from 6 am to 5 pm, Monday – Friday, Saturday 7 a.m. to 3 p.m. This espresso cafe features wraps, salads, and a variety of snacks and beverages in addition to being a full service Espresso Bar.

MacHall Café

Located on the first floor of Mackenzie Hall this café is open from 7:00 a.m. until 3:00 p.m., 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 a.m. until 3:00 p.m., Monday – Friday.

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 a.m. to 9:30 a.m. and for lunch from 11 a.m. to 4 p.m. This convenience cafe serves snacks, beverages, hot lunches, sandwiches and salads.

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 10:30 a.m.,

Hot food line from 11 a.m. to 8 p.m.

Grill service is available from 11 a.m. to 2:30 p.m. & 3 p.m. to 11 p.m.

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 a.m. to 2 p.m., Monday – Friday, serving, made-to-order bento, fresh sushi, broiled hamburgers and chicken burgers, in addition to a full-service deli and 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 6:30 a.m. - 4 p.m., Monday – Friday, specializing in providing quick meal solutions, such freshly prepared salads, sandwiches and pastries, in addition to a full-service espresso bar.

Multnomah Pavilion Café & Espresso

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

Nucleus Global Café

This new café is located at the OHSU Student Center in the Fitness and Sports Center/Bookstore Building. Open 7 a.m. to 5 p.m., Monday – Friday. A variety of ethnic cuisines, espresso bar, tea house, pastries, and healthy snacks are available.

Skybridge Espresso

This café 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 a.m. to 5 p.m. Monday – Friday, serving espresso, fresh-baked pastries, muffins, bagels and snacks.

The Nurse's Station

The School of Nursing Location is on the 1st floor in the mail Lobby area. Open from 7:30 a.m. to 3 p.m., Monday – Friday. 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.