



WAYNE STATE

School of Medicine

Biomedical Graduate Programs



BIOMEDICAL GRADUATE STUDENT GUIDE

GUIDELINES FOR BIOMEDICAL GRADUATE STUDENTS

WAYNE STATE UNIVERSITY

SCHOOL OF MEDICINE

This Guide has been compiled to present information relevant to the requirements for graduate student matriculation in the Graduate Programs of the School of Medicine. This manual is to serve as a reference source to guide you through the various procedures necessary as you move forward toward completion of your degree. Please consult Wayne State University Graduate School and School of Medicine websites for more detailed information.

OFFICE OF BIOMEDICAL GRADUATE PROGRAMS

1128 Scott Hall
(313) 577-1455

Vice Dean of Research and Graduate Programs: Dr. Linda Hazlett (lhazlett@med.wayne.edu)
Associate Dean of Research and Graduate Programs: Dr. Daniel A. Walz (dwalz@med.wayne.edu)
Interdisciplinary Biomedical Sciences Curriculum Director: Dr. Daniel A. Walz
MD/Ph.D. Program Director: Dr. Daniel A. Walz
Graduate Programs Manager & MD/Ph.D. Coordinator: Ms. Deanna Doña (ddona@med.wayne.edu)
Basic Medical Sciences Master's Program Director: Dr. George Brush (brushg@med.wayne.edu)
Basic Medical Sciences Master's Program Coordinator: Ms. Julianna Barjaoui (eu5051@wayne.edu)

GRADUATE SCHOOL & ADDITIONAL REFERENCES & CONTACTS

Graduate Student Services

5057 Woodward, 6th floor
Detroit, MI 48202

Phone: 313-577-2170

Fax: 313-625-6053

Office hours: 8:30am-5pm.

General questions:

gradschool@wayne.edu

Scholarship questions:

gradscholarships@wayne.edu

PhD students:

phdstudents@wayne.edu

Office of the Registrar Records & Registration

Welcome Center

42 W. Warren Ave.

Detroit, MI 48202

313-577-3541

wayne.edu/registrar

registrar@wayne.edu

One Card/Parking Services

Welcome Center

42 W. Warren Ave. Rm. 257

Detroit, MI 48202

313-577-CARD

parking.wayne.edu

onecard.wayne.edu

onecard@wayne.edu

WSU Public Safety

6050 Cass Avenue

Detroit, MI 48202

313-577-2222 (24hrs./day)

Chief Anthony Holt, Assoc VP

Emergency Phones are located at

Blue Light Kiosks throughout

Campus

Housing & Residential Life

Student Center Building

5221 Gullen Mall, Rm. 582

Detroit, MI 48202

313-577-2116

housing.wayne.edu/live

housing@wayne.edu

Office of International Students and Scholars

Welcome Center

42 W. Warren Ave. Rm. 416

Detroit, MI 48202

313-577-3422

oiss.wayne.edu

oissmail@wayne.edu (General Questions)

oissstudents@wayne.edu (Scholar Related)

Student Services Center

Welcome Center

42 W. Warren Ave.

Detroit, MI 48202

313-577-2100

wayne.edu/student-service

studentservice@wayne.edu

GENERAL INFORMATION

Security & Photo I.D. Badges: The university issues each student and employee picture identification cards (**OneCard**), which must be displayed when entering campus buildings. Security guards are posted at the front door of Scott Hall and the WSU Medical Center Hospitals to check I.D.s 24 hours a day. You should wear your OneCard I.D's at all times while in the Medical Center. New students will have to have their Photo ID's made by OneCard Office staff during the week of Fall orientation. One Card/Parking Service Center is located in the Welcome Center on main campus. A representative can be reached at 313-577-CARD or by email at onecard@wayne.edu.

Parking: There are a number of parking options available on campus. You may park in the surface lot on the north side of Canfield Ave, opposite Scott Hall. The fee is \$4.25, per entry, for students using their OneCard with funds deposited to it and \$7.75 for guests using a debit/credit card to enter the lot. Funds may also be deposited into a personal prepaid service account using one of the CSVT (Cash System Value Terminal) on campus. The WSU OneCard is then used at the entrance gate where the parking fee (\$4.25) is debited from the personal account. Alternatively, you may obtain a yearly parking pass with RFID tag by paying cash or arrange for a biweekly payroll deduction. Contact Parking Services at parking@wayne.edu, for additional information. The following link directs you to current parking rates and structures all around campus <https://parking.wayne.edu/info/rates>. There is also limited free parking on any of the streets adjacent to the SOM. Be certain to observe the posted parking restrictions to avoid towing and parking fines, which can be in excess of \$50.00.

Attire: Although there is no formal dress code for students you should wear clothing that is consistent with working in a research setting (i.e. no loose-fitting clothing, open toe shoes, etc.).

Bulletin Boards: There are numerous bulletin boards around the school. There is a board outside the Biomedical Graduate Programs Office, 1128 Scott Hall, which is maintained by the Associate Dean and dedicated to Interdisciplinary Biomedical Sciences (IBS) programs and related graduate student information. In addition, there are bulletin boards near the elevators on every floor for posting of flyers (e.g. meeting announcements, fellowship announcements, etc.) relevant to graduate students. You should take the time to note the location of these bulletin boards and check them regularly.

Program Announcements: These announcements are made and distributed in various ways depending on the importance and degree of circulation required. All students will be expected to activate and have access to their Wayne State issued email. Much of the general communications to students will take place through IBS and Graduate Student ListSers. Details regarding access and use will be provided separately. In addition, some announcements will be posted on the Biomedical Graduate Programs bulletin board, outside of room 1128.

Computer Facilities & Services: The Biomedical Graduate Programs Computer Room (2276 Scott Hall) is fully equipped with computers and printer available for students. We will try to fill the paper trays in the morning and afternoon so that you will have paper available after business hours.

You are allotted **1200 pages for each academic year (from September - September)**. When you have depleted your allotted pages, you can purchase more pages at the Learning Spaces and Support Office (2314 or 2361 Scott Hall). The Learning Spaces and Support Office takes checks only, no cash is accepted. If you need paper, toner, or you encounter computer or printer technical problems you must contact the Graduate Programs office at 313-577-1455 or visit our office in 1128 Scott Hall. For login issues, contact the MSIS helpdesk at 577-1527. **MSIS is not responsible for paper, paper jams or toner issues.**

In addition to the Graduate Programs Computer Room (2276 Scott Hall), the Medical School computer lab (325 MEC) and the Shiffman Library are available for your use. The Medical School computer lab (325 MEC) is not available during times when MD exams are being administered. The Shiffman Library has public use computers; however, printing is not available.

Bookstores: The Barnes & Noble Bookstore, located at 82 W. Warren, carries virtually all of the textbooks and supplies needed for the various courses offered.

Libraries & Library Services: Numerous library facilities are available to WSU students including the Shiffman Medical Library next to Scott Hall, which is a major medical information resource center in Detroit. The Purdy and Kresge libraries are located on main campus. The Medical Library offers MEDLINE, PubMed, and other computer-based literature searches. Abstract and photocopying services are available on a fee-for-service basis. Debit type electronic photocopy cards are also available for purchase. Various departmental libraries in Scott Hall have reference materials available for onsite use only. Books and periodicals CANNOT be checked out from these libraries.

Lost & Found Services: The SOM maintains a lost and found office on the first floor of Scott Hall (1102) in the Information Office. If you have lost, misplaced or found a personal item (phones, bags, books, notes, clothing, etc.) you should visit the Lost & Found.

Meals: WSU SOM is currently teamed with Fooda which hosts lunches from local restaurants in the Scott Hall cafeteria from approximately 11:30 am to 1pm Mondays, Wednesdays and Thursdays. There are vending machines and microwave ovens in the cafeteria room for use at any time. There are also food courts in various WSU Medical Center hospitals. You must wear your ID card.

Lecture Halls & Conference Rooms: Scott Hall has two types of lecture halls. (1) Medical student lecture halls which are, Jaffar- Freshman; Green & Blue-Sophomore. Medical Student lecture halls are located on the west end of Scott Hall on the 2nd & 3rd floors. (2) The Graduate Student lecture halls are rooms 2268 and 3125. There are also a number of smaller (10-30 person) conference rooms located on the first floor of Scott Hall, which are available on a schedule-for-use basis. For room reservations you can visit the Facilities and Support Services office in room 1102 Scott Hall or by phone at 577-1460. In addition, each Department has a seminar/library room (numbered x364) on floors 4 through 9 of the building.

Calendar of Events:

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

The South End

<https://www.thesouthend.wayne.edu/>

This newsletter lists events during the coming week; distribution includes Scott Hall.

REGISTRATION

Registration: This process occurs once each semester and may be confusing to new students. It is suggested that you attend New Student Orientation or ask a "veteran" graduate student to help you register for the first time. ALL registrations are accomplished by using the Academica web registration system (<https://registration.wayne.edu/StudentRegistrationSsb/ssb/registration>). For instructions on how to register visit: <https://wayne.edu/registrar/registration/how-to>

You must file a Plan-of-Work (POW) after 12 credits (you no longer need to have your advisor's signature on the form). However, it is important that you follow your POW as you register each semester. In addition to the IBS Core Courses required of all new Ph.D. students, a listing of graduate courses offered by the Departments in the School of Medicine (SoM) can be found in the Graduate Bulletin at <https://bulletins.wayne.edu/graduate/>. The list gives the term and the year each course is offered. This list is useful for developing your POW for subsequent registrations. WSU publishes a Graduate Bulletin every other year. The Bulletin details the Graduate School's (GS) requirements for your degree, gives a brief description of each Graduate level course and the number of credits and prerequisites for a given course.

A listing of courses offered each term by college, department and number can be found at <https://registration.wayne.edu/StudentRegistrationSsb/ssb/registration>. The site also provides registration dates, times, and fees. The Graduate Bulletin is available online at <https://bulletins.wayne.edu/graduate/>. You MUST register prior to the start of the term to avoid a late fee, which YOU must pay if you register late. Some courses require instructor's approval and override of which you must secure before you can register for the course. Certain courses, e.g. research, special problems, special projects, etc., require PRIOR written approval to be able to enroll. You MUST have written departmental approval BEFORE you register. Be certain that you have the proper prerequisites for any course you take.

ADD/LATE ADD COURSE: If you wish to ADD a course during the semester you can do so before the appropriate deadline by using the web registration system at: <https://registration.wayne.edu/StudentRegistrationSsb/ssb/registration>. If it is after the appropriate deadline you must obtain a LATE/ADD form from the Graduate Programs Office (1128 Scott Hall) and acquire the instructor's signature and/or the Program Director's signature. Return the form to the Graduate Programs Office for a LATE override. Registration will then add the class from their office manually for you.

DROP/WITHDRAW COURSE: You may drop a course before the drop deadline through the registration portal <https://wayne.edu/registrar/drop>. You are permitted to drop from a course anytime through the end of the second week of classes with 100% tuition reimbursement. Beginning the third week of class you are no longer allowed to drop a class, you must withdraw. Information and instructions on how to withdraw from a course can be found at: <https://wayne.edu/registrar/withdrawals>. Withdrawing from a course **does not** cancel tuition or fees. **You are still charged for courses from which you withdraw.** All withdrawals will appear on your transcript as a WP or WF.

If you are not a resident of Michigan (as defined by the University) your fees will be at the non-resident rate published in the Schedule of Classes, unless you are supported by a University Graduate Research Assistantship (GRA) or a Rumble (or similar) Fellowship.

Registration Overrides: If you are having trouble registering for a course it may be necessary to obtain a registration override from the Graduate Programs Office. We can be reached by phone 577-1455 or in person, room 1128 Scott Hall. Reasons you may need to obtain a registration override:

- Major restrictions
- Class restrictions
- Department approval required
- Time conflicts
- Enrolling in a closed section
- Late Add after the registration deadline
- Repeat count exceeded

Full/Part Time Enrollment: Full time enrollment is defined by the Graduate School as 8 credits per fall and winter term for all students except research assistants who are required to take a minimum of 6 credits. Foreign students on student visas are normally required to maintain full time status, which is defined as above.

Non-Residency; Out-of-State Status: The requirements for residency are detailed in the WSU Graduate Bulletin. A brief statement may be found at the Class Schedule website. The University strictly enforces these requirements for residency. Be certain you meet them to avoid added course fees.

Grades, Grading Policy, Lab & Research Courses & Credit Transfer is within the purview of the faculty with guidelines established by the University, the Graduate School and the Division. In addition to the regular letter grades; the grade of **(I)** for incomplete **MUST** be removed within one year or it will be converted to a **(F)** for failing. The grade of **(Y)** for deferred **MUST** be removed before a student can graduate.

FINANCIAL AID

Financial Aid: Many students accepted into Biomedical Graduate Programs are eligible for some type of financial support. Receipt of an award depends upon the students' overall academic record and the availability of funds. Listed below are several types of support available to students. The Graduate School Financial Aid Office has specific information on the scholarships, fellowships, and other types of support available to the student. <https://wayne.edu/financial-aid>

Graduate Research Assistantships (GRA): The SOM has a number of these it awards to Ph.D. students only. There are also GRA's funded by research grants. GRA's are awarded at the discretion of the principal investigator of the grant. The appointment duration, level of stipend support, tuition and insurance coverages are determined by University policy within constraints imposed by the research grant and the Principal Investigator. However, the levels of support are generally comparable to other University funded assistantships, fellowships, scholarships, and traineeships. Tuition charges vary according to the entering residency of the recipient student.

Initiative for Maximizing Student Development (IMSD): This University wide, federally funded fellowship program is open to minority US citizens pursuing RESEARCH Masters or Doctoral degrees in biomedical research. The fellowship support and benefits are competitive with those of the Graduate Assistantship award. <https://imsd.wayne.edu/>

Self-supported Graduate Students: Non-subsidized Master's students who maintain outside employment to defray their educational expenses will expect to maintain strong academic performance.

DUE PROCESS

Students are advised to consult the "Student Due Process Policy". The policy (1) establishes the expectations that students are accountable for their behavior; (2) describes acceptable student conduct, both academic and non-academic; (3) describes disciplinary policies and procedures; specifies the rights of the student and other parties; (4) specifies prohibited conduct and sanctions to be imposed if such conduct occurs. Examples of prohibited conduct subject to the Student Due Process Policy include, but are not limited to, knowingly furnishing false information (both academic and non-academic) to the University, academic dishonesty, disorderly behavior, theft, damage of property, illegal drugs, weapons on campus, false report of emergency, unauthorized entry, violation of criminal law, etc.

ACADEMIC MISCONDUCT

Academic misconduct is an activity that tends to compromise the academic integrity of the institution or undermine the education process. Examples of academic misconduct include:

Plagiarism: To take and use another's words or ideas as your own without appropriate referencing and citation.

Cheating: Intentionally using or attempting to use or intentionally providing unauthorized materials, information or assistance in any academic exercise. This includes copying from another student's test paper, allowing another student to copy from your test, using unauthorized material during an exam and submitting a term paper for a current class that has been submitted in a past class without appropriate permission.

Fabrication: Intentional or unauthorized falsification or invention of any information or citation, such as knowingly attributing citations to the wrong source or listing a fake reference in the paper or bibliography.

Other: Selling, buying or stealing all or part of a test or term paper, unauthorized use of resources, enlisting in the assistance of a substitute when taking an exam, destroying another's work, threatening or exploiting students or instructors, or any other violation of course rules as contained in the course syllabus or other written information.

Such activity may result in failure of a specific assignment, an entire course, or, if flagrant, dismissal from Wayne State University.

OTHER POLICIES & PROCEDURES

UNIVERSITY AND DEPARTMENTAL PROCEDURES AND EXPECTATIONS

- The purpose of this section is to acquaint incoming students with the University and Department expectations for completing the requirements for our degree programs. The following issues are emphasized:

	PhD Programs	MS Programs
Time limit for degree completion	7 years	6 years
Total number of graduate credits	90	Varies between 30-34 credits depending on program
Transfer credits from other institutions	Credits must be appropriate to degree and carry a grade of B or better. B-, P, & S grades are non-transferable	Credits must be appropriate to degree and carry a grade of B or better. B-, P, & S grades are non-transferable
Special Courses to be completed	Consult Department program requirements	Consult Department program requirements
<ul style="list-style-type: none"> Process for appointing advisors arrangement for preparing and submitting Plan of Work Nature and timing of special examinations General departmental expectations concerning research activities and coursework Policies concerning ownership and use of data collected in labs Procedures for resolving academic disputes and personal difficulties between faculty and student 	Consult Department Graduate Officers/Advisors and Department guidelines	Consult Department Graduate Officers/ Advisors and Department guidelines
Funding Opportunities	Consult Department Graduate Officer or the Biomedical Graduate Programs Office	Consult Department Graduate Officer or the Biomedical Graduate Programs Office

Additional information and details are located on the Graduate School website at:

<https://gradschool.wayne.edu/policies>

EVALUATING THE PROGRESS OF GRADUATE STUDENTS TOWARD THEIR DEGREE

Every department must have methods of monitoring the progress of graduate students toward completing the requirements for the degree. Methods for achieving this goal vary by department but could include:

- Regular reviews of students' files by a graduate committee, advisor, Graduate Director, or advisory committee. Students should have an advisor as early as possible.
- The development of an annual student assessment/evaluation review process.
- Instituting a system of required advising.
- Having conferences with students on their performance in key courses.
- In science departments, a regular review of students' performance in laboratory rotations.
- **For Ph.D. students, a written annual review is required.**

Whatever method or methods a department uses, it should ensure that every student benefit from regular monitoring of his or her progress toward the degree. Each graduate student should have the experience of at least an annual one-on-one discussion with a faculty advisor at which the student's academic progress and goals are discussed. Feedback to students should be given in writing. The department should make special efforts to assist students who are experiencing academic problems or have conflicts with instructors.

Credit Transfer: Credit from colleges and universities other than WSU is permitted for up to 32 credits. They MUST be equivalent to WSU's 6000 or higher graduate level didactic, not lab or research, courses. All transfers require the approval of your program's Graduate Officer and the Associate Dean of Biomedical Graduate Programs at the SOM.

Academic Progress & Performance Evaluation: An evaluation will be conducted at the end of each Fall and Winter term by the Program Director's office. The results of the evaluation will be communicated to the student and his/her advisor in written form. The intent is to facilitate the students' progress through the program in a timely, organized manner by noting the successes achieved and deficiencies that need attention.

Withdrawal from Program: Program withdrawals, initiated by the student for academic or other reasons, should be communicated to the Advisor and Program Director's office in writing with the reason(s) for withdrawal and future intent.

Probation: The Doctoral programs require a 3.0 or better cumulative grade point average for regular admission. Students with GPA averages below 3.0 may be placed on Academic Probation. Removal of the probation requires two successive terms with grade point averages of 3.0 or above. Failure to remove the probation may result in dismissal from the program.

ACADEMIC APPEALS & DUE PROCESS

Academic/Grade Appeals Policy:

If a student receives an unsatisfactory grade for a course, an appeal can be made to request the grade be changed. In order to appeal a grade, the student must follow the steps below.

Initially, a student should try to resolve the grade dispute informally with the **INSTRUCTOR**.

If the student is not satisfied with the decision from the instructor, the next step is to make a written appeal to the **CHAIRPERSON** of the department in which the course was offered, detailing the complaint along with any additional supporting documentation. Student should include in this appeal his/her name, full address and phone number. This appeal must be done within 10 calendar days following the grade posting to the student's record for the term.

If the student is still unsatisfied with the decision by the Department Chairperson, the next step is to make a written appeal* to the **ASSOCIATE DEAN** for Research and Graduate Programs in the School of Medicine. Similarly, the student should provide his/her name, full address and phone number and supporting documentation regarding the appeal and include a copy of the decision from the Chairperson.

If, after your School/College appeal path is exhausted and the student remains unsatisfied with the decision and wants to continue with the grade appeal process, per the University Academic policy (<https://provost.wayne.edu/academic-policy>), the student may request a **PROVOST REVIEW**, within 10 calendar days of the date of the college's final decision.**. A written request for a provost review must be made by the student, with a copy to the Dean of the college. Likewise, student must provide all pertinent information relevant to the appeal. The request should be addressed to Dr. R. Darin Ellis, Associate Provost for Academic Programs and sent electronically to ag6461@wayne.edu***.

The student may also file with the Associate Provost a Request for a Postponement of the effect of the College's final decision. Such a request must be made within seven calendar days of College's final decision, and a copy must be sent to the Dean of the College. For additional information on a Postponement request, go to: <http://gradschool.wayne.edu/policies/appeal-procedures>

For assistance with the appeal process, you may contact the Ombudsperson at: ombudsoffice@wayne.edu.

*A written appeal signifies a signed letter or an email with an attached letter that is signed by the student who is appealing a grade.

** Ph.D. students' appeals that rise to the level of the Office of the Provost will be handled by the Office of the Dean of the Graduate School since the Graduate School is responsible for oversight of doctoral academic processes and certifying doctoral degrees.

*** Please include the following:

Copy of all decision letters from the school/college denying the appeal
Any additional supporting documentation

STUDENT DISABILITY SERVICES

5155 Gullen Mall

1600 Undergraduate Library

Detroit, MI 48202

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

Accommodations and Services: Accommodations and services are individualized and based upon the student's documentation, so it is critical to submit sufficient documentation supporting the need for appropriate and reasonable accommodations. Accommodations and services cannot be guaranteed if students choose not to follow the procedures for registering with SDS in a timely manner.

Dispute Resolution and Appeal Procedure: Accommodations are determined on an individual basis and students are encouraged to work closely with Student Disability Services. SDS staff members advocate for a fair, compassionate and honest learning environment. In the event a disagreement arises, students are encouraged to use the following process for dispute resolution and appeal:

Step 1: Discuss your concern with your assigned disability specialist. Be prepared to consider alternative solutions and perspectives.

Step 2: If a satisfactory solution is not reached, you may submit a written appeal to the Director of Student Disability Services. The Director will gather information from all parties associated with the situation, meet individually or as a group with those involved, and attempt to formulate a resolution or provide a SDS formal position on the disagreement. Your appeal statement should include the following:

1. Date complaint is being made.
2. Your name.
3. Course information that relates specifically to the grievance. Include course, section #, class location and professor's name.
4. Provide the nature of the concern or complaint. Please include specific details in chronological order.
5. Name of disability specialist.
6. The basis of your appeal and any supporting documentation, as necessary.
7. Suggestion as to the ideal resolution to this disagreement.

The Director of Student Disability Services MUST receive your appeal within 15 working days from the time the issues were discussed with your disability specialist.

Students dissatisfied with the appeals process may contact the Office of Equal Opportunity at:

<http://eoe.wayne.edu>

FACILITIES AND SUPPORT SERVICES/INFORMATION

1102 Scott Hall

313-577-1460 (General Information)

313-577-2466 (Fax)

WSU and the School of Medicine is a Smoke-Free Environment

Ms. Krista Mitchell

Facilities Manager

313-577-9028

kmitchel@med.wayne.edu

Mr. Conroy Jointer

Facilities Coordinator

313-577-3233

cjointer@med.wayne.edu

BUILDING ACCESS: Many School of Medicine buildings have restricted access. To obtain access to a restricted building, follow these steps to add access to your OneCard:

Fill out a Card Access Request Form available from the Facilities office (1102 Scott Hall).

Obtain an authorized departmental signature for access.

Return completed form to the Facilities office for processing.

Take your OneCard to Public Safety (6050 Cass) for encoding after calling 313-577-2056 to verify that the Card Access Request Form has been processed.

CONFERENCE ROOM SCHEDULING: The School of Medicine is fully equipped to host a variety of educational events. Meeting rooms can accommodate groups of 20-205. Log into <https://ems.wayne.edu/EMSWebApp/> to reserve a room. Conference room keys can be signed out between the hours of 8:30 am and 5:00 pm, Monday – Friday, and returned to the information window at 1102 Scott Hall. There is an after-hours drop box located on the front counter for your convenience.

SAFETY AND SECURITY: Wear your picture I.D. badge at all times. The first one is free. A fee of \$20 is charged for each replacement badge. The main door is the primary entrance and exit. In case of fire, all other doors open automatically. Do not leave purses, wallets or valuables unattended in the building.

EQUIPMENT REMOVAL: When removing equipment from the building, you must have either proof of ownership or written departmental permission. You can obtain an Equipment Removal slip from the departments that owns the equipment or our office. Give the completed form to the guard when exiting the building.

SCOTT HALL HOURS: Scott Hall hours are 6:30 a.m. to 12:15 a.m. As a student, you are not allowed to enter the building after 12:15 a.m., however, if you are in the building before 12:15 a.m., you are allowed to work or study after that time. No one will be admitted into the building without a School of Medicine picture I.D. (University OneCard) or hospital picture ID badge between 5 p.m. and 6 a.m. on weekdays and all-day Saturday and Sunday. All graduate students who would like access to the building between 5 p.m. and 6 a.m. on weekdays and all-day Saturday and Sunday must complete an Card Access Authorization Form.

PARKING: There are three types of parking available, street parking pre-paid parking and pay-as-you-exit parking. Street Parking is available on a very limited basis, and is not recommended by the school because it leaves your vehicle most vulnerable to damage or theft. Your own safety may be jeopardized.

Pre-paid parking is available in WSU Parking Structure 4, located at the corner of Canfield and St. Antoine. With this option, students will be issued a transferable hanging tag which must be displayed in the vehicle being parked and you will use your One Card which will allow you to enter and exit the structure as needed. Current rates for parking in structure IV and those assigned to Lot 75 (surface lot) can be found at: parking.wayne.edu/info/rates. Pre-paid parking is recommended.

Parking & Transportation Office, Check Acceptance Policy: Checks must be made payable to "Wayne State University". No Starter Checks. If a check is returned, because of NSF (Non-Sufficient Funds) or Account Closed, Parking and Transportation Services cannot accept another check for one year from when check was paid. You must replace check with either cash or money order (in exact amount).

Any questions regarding parking can be directed to:

**WSU Parking and Transportation Services Welcome Center #257
(313) 577-3704 or (313) 577-2080**

VISITORS: Visitors are allowed to enter the building during regular working hours, 8:30 a.m. to 5 p.m., Monday through Friday. They are permitted in the building at other times; however, your visits must be pre-arranged. That is because you will need to meet them at the door. No matter when your visitors enter, unless they have a WSU One Card I.D. or hospital picture I.D., they must sign in to enter the building.

EVENT NOTICES: Notice of events can be posted on bulletin boards, located near the elevators on each floor ONLY! However, none can be posted on any glass doors/windows, walls or doors. As the sponsor of the event, it is your responsibility to remove all notices after each event.

ALCOHOLIC BEVERAGES: You are not permitted to have alcoholic beverages in Scott Hall unless you obtain prior written permission from both the Facilities and Support Services/Information Office and WSU Dining Services. No breach of this policy and procedure is permitted. Your cooperation with University policy and the security guards in this matter is expected. Written approval for serving alcoholic beverages must be requested at least two weeks prior to an event. Contact our office for further information.

US MAIL: There is a bin for US Mail in the mailroom of all WSU buildings. Contact the Facilities & Support Services/Information Office for access to the mailroom in Scott Hall. (The US postal service no longer picks up from the mail slots located near the elevators in Scott Hall).

CASHIER'S OFFICE: The Cashier's Office will be open from 10:00 a.m. to 12:30 p.m., Tuesday and Thursday. All cashiering transactions, e.g., petty cash reimbursements, test subject payments, tuition payments, student loan checks, etc. will be processed during these hours only. For other arrangements please call 577-1475 during office hours. The Cashier's office is located at: 540 E. Canfield, 1230 Scott Hall.

STUDENT SERVICES

SCOTT HALL FITNESS ROOM: A fitness room is located in the basement of Scott Hall (Room 208). Locker rooms and showers are also available (Men's, Room 114. Women's Room 118).

Hours and Access: Available 24 hours a day, 7 days a week, using your OneCard.

Scott Hall Fitness Center Policies and Procedures

1. In case of **EMERGENCY**, please call Public Safety at (313) 577-2222 from the telephone located in room 108 or the nearest telephone that is located on the first floor, just east of the guard's desk. Please note, there are three different phone lines set up including a campus and public phone.
2. Observe all posted signs and equipment warnings.
3. Safe and proper use of equipment is required at all times. Including but not limited to:
 - Not lifting heavy weights alone
 - Not dropping weights
 - Racking weights after use
 - Cleaning equipment with wipes after use
4. Actions that threaten the safety and well-being of yourself or others will not be tolerated
5. Shirt and athletic shoes must be worn at all times. For health and safety reasons, the following is not permitted:
 - Sandals, flip flops, spiked shoes or work boots
 - Belts
 - Jeans
 - Clothing with rivets
 - Wallet chains
6. Neither Wayne State University nor the School of Medicine are responsible for personal belongings lost in or stolen from the fitness room.
7. Use of the Fitness Room is restricted to WSU SoM students who have completed the WSU SoM Waiver Form on file in the Office of Medical Education.
8. Absolutely no food is allowed in the Fitness Room. Drinks must be in closed containers.
9. During peak hours, please:
 - Limit time on cardio machines to 30 minutes, if others are waiting
 - No super-setting: allow others to work on weights between sets if they are waiting.
10. Please report any equipment problems to:

Mr. Scott Nelson
313- 577-1431
snelson@med.wayne.edu

These policies have been designed to facilitate student use of the fitness center to its fullest. We hope to create a comfortable atmosphere for you to relax and enjoy your workout. For access, fill out and submit a Release and Waiver of Liability form located at: <https://forms.wayne.edu/5086d9160ec75/>.

STUDENT LOUNGE: Located on the 1st floor of Scott Hall, near the west exit of the cafeteria. The student lounge is a large comfortable space designated as a place for recreation and for SoM students. It has a pool table, cable TV's, lounging furniture and a private room for meeting and studying.

STUDENT STUDY ROOM: Located on the right side of the cafeteria is designated study space for medical/graduate students.

MUSIC ROOM: Located on the 2nd floor of the north side of Scott Hall, Room 2313 (adjacent to the student mailboxes).

Hours and Access: Accessible 24/7 with a key code that is available through the Office of Biomedical Graduate Programs, 1128 Scott Hall.

MEDITATION ROOMS: Located on the 2nd floor of Scott Hall, (Room 2206) and on the 2nd floor of the Mazurek Building directly in front of the elevator.

Hours and Access: Accessible 24/7, without a key code.

BIOMEDICAL COMMUNICATION - 1367 Scott Hall - (313) 577-1482

This office is a resource for all requests for graphic design, photography and digit output.

<https://biomed.med.wayne.edu/>

Graphic Design

- Illustration; conceptual development; layout & medium consideration: (medical illustration, flash animation, electronic invitations, newsletters, posters, flyers, postcards, programs, charts, diagrams, interactive PDFs, banners, mounting, lamination and much, much more.). Length of design time varies dependent on the type of media needed and established when work order estimate is written. Projects normally addressed on a first come first serve basis.

Photography

- Group, media events, landscape, architecture, specimens, lab procedures. For individual portraits. To view pricing, visit <https://biomed.med.wayne.edu/pricing>.
- Portrait sitting fee is \$25. The portrait studio is on the 1st floor of Scott Hall, the School of Medicine, in room 1367. Appointments are usually listed for 2 weeks out. If there is nothing showing to select, the photographer may NOT BE AVAILABLE. If you find these dates and times not convenient, please call 313-577-1484 and another time can be scheduled if the studio and personnel are available.

Digital Output

- Output content is received either by internally, creating the projects, by email, or submitted by you the customer personally. Service involves printing and/or electronic output. Design Services can print posters, postcards, flyers, brochures and photos. Design Services can save and/or convert electronic files to send via email or store on various devices, CDs and/or web content formats. Printed output is limited to machine and supply availability. Call ahead for availability.

AUDIO VISUAL AND MEDIA PRODUCTIONS - 1301 Scott Hall - (313) 577-1086

<https://mesg.med.wayne.edu/audiovisual>

Email: somav@med.wayne.edu

- The Audiovisual and Media Production unit supports teaching and learning at the School of Medicine, The Detroit Medical Center and the Detroit community with professional audio, video, digital and creative services.

UNIVERSITY SERVICES

LIBRARY SERVICES:

Medical Library, Vera P. Shiffman
Mazurek Medical Education Commons
320 E. Canfield
Detroit, MI 48201
Phone: 313-577-1088
Fax: 313-577-6668

Hours: Monday-Thursday, 8am–1am/Friday 8am–9pm/Saturday, 10am–9pm/Sunday, 10am–1am

Undergraduate Library, David Adamany
5155 Gullen Mall
Detroit, MI 48202
Phone: 313-577-5121
Fax: 313-577-5265

Hours: Monday-Thursday, 24 hours/Friday 12am–9pm/Saturday, 9am–5pm/Sunday, 11am–12am

Shiffman - Eugene Applebaum College of Pharmacy and Health Sciences Learning

Resource Center: <https://guides.lib.wayne.edu/applebaum>

Purdy/Kresge Library

5265 Cass

Detroit, MI 48202

Phone: 313-577-4042

Fax: 313-577-3436

Hours: Monday-Thursday, 8am–9pm/Friday 8am–6pm/Saturday, 9am–5pm/Sunday, 11am–7pm

Law Library, Arthur Neef

474 Gilmour Mall

Detroit, MI 48202

Phone: 313-577-3925

Fax: 313-577-5498

Hours: Monday-Thursday, 8am–11pm/Friday 8am–9pm/Saturday, 9am–9pm/Sunday, 11am–11pm

Reuther Library

5401 Cass

Detroit, MI 48202

Phone: 313-577-4024

Fax: 313-577-4300

Reading Room – Hours of Operation: Monday – Friday 10am-4pm
Closed Saturdays and Sundays

MATTHAEI PHYSICAL EDUCATION CENTER: Located on 42 acres of intramural fields, including 16 lighted tennis courts, a varsity baseball diamond and WSU Stadium, Matthaei has three gymnasiums, two swimming pools, eight handball/racquetball courts, three squash courts and a weight room for student use/classes. Classes, athletics and intramurals have priority over open recreation. Facilities are available for use by medical students but, you must have your medical school picture I.D. in your possession plus a back-up piece of I.D. (i.e., driver's license with picture I.D.). Lockers are available on a daily basis or semester rental basis and it is suggested that valuables not be brought. Guests are allowed only during the evening hours sponsored by a W.S.U. affiliate with a \$4.00 fee. **Hours:** For available hours, please call the Matthaei Tartar Shop at (313) 577-4260 or stop by and pick up an Open-Recreation schedule available monthly.

PUBLIC SAFETY/POLICE: The Department of Public Safety provides 24-hour police service to the university community and immediate surrounding area of the multi-campus. The university prides itself on the record of safety maintained on campus, but effective law enforcement and protection requires your cooperation and assistance. We all share the responsibility for making Wayne State University the safest possible place to work, study and play. Everyone is urged to lend support by both reporting crimes and practicing preventive measures to reduce the opportunity for crimes to be committed. The Department of Public Safety offers the following tips:

- Know the location of the Blue Light Phones. Use these phones to contact Public Safety (577-2222).
- Report any suspicious or criminal activity to Public Safety (577-2222). Make a mental note of any personal or vehicle description.
- Don't isolate yourself. If you must remain in campus buildings after closing time, make an effort to do so in the company of at least one other person. Use the "buddy system" when traveling after dark.
- Keep personal possessions with you. Purses, briefcases and other property should never be left unattended.
- Make a record of the serial numbers of personal property. An engraving device is available for your use to apply your name and driver's license number to your property. Record all credit card numbers and store the information in a safe place.
- Visually examine the interior of your car **BEFORE** you enter.
- Always drive with your car doors locked. Use the car horn as a signal to alert passing citizens in times of need.
- Consider the use of a cellular telephone for emergency notifications.
- Lock your car when exiting and take the keys with you. Lock valuable property in your trunk and out of sight. The parking authority may be able to assist you with minor vehicle problems. On Campus, call: 7-1979. Off Campus, call: (313) 577-1979. Should Parking

Authority be closed, Public Safety may be able to assist you. On Campus, call: 7-2222. Off Campus, call: (313) 577-2222.

RELIGIOUS CENTER – GROSBERG: The Charles E. Grosberg Religious Center at Wayne State University was formed to promote and facilitate interfaith cooperation among its various member organizations, and to enhance the religious aspects of community life on the Wayne State University campus. Located on the 6th floor of the Student Center Building.

Hillel Foundation of Metro Detroit:	667 Student Center 577-3459
Episcopal/Lutheran Campus Ministry:	687 Student Center 577-8305
United Campus Christian Ministries:	687 Student Center 577-3454
Newman Catholic Center:	761 Student Center 577-3462
Baptist Student Union:	780 Student Center 577-3467

STUDENT SENATE- 382 Student Center Bldg. - <https://studentsenate@wayne.edu>

The Wayne State University Student Senate is a non-discriminatory, non-partisan representative body of students. Its primary objective is 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.

Student Senate is made up of 28 members, which consist of:

- 14 Members-At-Large that are elected in a campus-wide election.
- 12 School/College Representatives that are either elected or appointed by their school/college.
- 1 Extension Center(s) Representative that is either elected or appointed by their unit.
- 1 Housing & Residential Life Representative that is either elected or appointed by their unit.

STUDENT SERVICE CENTER– The Welcome Center, 42 W. Warren, 1st Floor Lobby 577-2100 <https://studentservice@wayne.edu>

Student Center Administration is your source for information, support and programs related to the university. Just a few of the services provided include campus directories and maps, faxing, copying, flyer posting, lamination, State Hall locker rental, lost and found, student organization deposits, vending machine refunds and rental payments.

The Student Center has wireless Internet access throughout the majority of the facility. All guests may connect to WSU-Public and will be required to agree to terms and conditions. Guest with a valid AccessID and password are encouraged to utilize the WSU-Secure network.

The Student Resources & Assistance Center urges students to stop in and see what information is available.