

2015-16



ST. LOUIS COLLEGE
of PHARMACY

EST. 1864

[STLCOP STUDENT HANDBOOK]

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Overview

The St. Louis College of Pharmacy's Student Handbook is supplied to all students for informational purposes. This Handbook is intended to provide a general overview of the many policies, procedures, services, support systems, and benefits afforded to students while enrolled at STLCOF.

In addition to this document, each student is required to know, understand, and follow the policies of the College listed in both the Student Code and Honor Code. All students receive a copy of both Codes when they begin classes at STLCOF. Both the Student Code and Honor Code are available on MySTLCOF under the Handbooks and Guidelines page.

Another document that may be useful for students is the Academic Catalog. The Academic Catalog is a resource where students may find information relating to the College's curriculum, degree programs, progression requirements, fees, and other academic requirements necessary for successful completion of their degree program. The current Academic Catalog is available at stlcop.edu/academics/catalog.

Student Support and Services

Academic Advising

Academic advisors serve an indispensable role in contributing to your success at St. Louis College of Pharmacy. Advisors provide you with a connection to the faculty of the college as well as information regarding your individual program, guidance in degree selection and curriculum planning, selective and elective choices, and referrals to career and personal counseling.

Your academic advisor is a valuable source of information about curricular and extracurricular programs. If your advisor cannot directly provide you with the information you are seeking he/she will be able to refer to others who can. Your advisor provides a place to check in each semester to be sure your program is on track and to generally see how you are progressing. Academic advisors are expected to keep a confidential record of your progress, assist you with preregistration each semester, and help you find answers to your academic and administrative questions. A strong student/advisor relationship helps facilitate your development as a college student, as a future pharmacist, and as a person.

As an undergraduate student, you will receive your first semester schedule through the Office of Enrollment Services during your orientation. Once the fall semester begins you will be assigned a faculty member to be your Academic Advisor for the duration of your Bachelor's Degree. Students entering the Pharm. D. program will receive an advisor to assist you in navigating and making the most of your professional program. If a student chooses, he/she may request an undergraduate academic advisor.

Contact: Margaret Weck, Director, Center for Teaching and Learning, 314.446.8483

Rebecca Jones, Director, Academic Support, 314.446.8352

Academic Coaching

Personal academic coaching and general academic support is available for students in need of assistance with effective study techniques, time management strategies, how to effectively take notes, staying healthy, etc.

Contact: Rebecca Jones, Director, Academic Support, 314.446.8352

ADA/Section 504 Services

Services and support for students with documented disabilities are available under the guidelines of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504). All disabilities require appropriate medical documentation and all accommodations must be approved through the academic support office. Anyone seeking accommodations under ADA or Section 504 must meet each semester with the Assistant Director, Academic Support, to discuss their accommodations. Students are encouraged to meet as close to the start of each semester as possible. For exam accommodations, at least one week notice is required before each exam to provide ample time to arrange the accommodations. Staff, faculty, and students will all work together to make sure reasonable and appropriate services are provided.

Contact: Alicia Wojciuch, Assistant Director, Academic Support, 314.446.8352

Career Information

A variety of College personnel are available for consultation on career issues. Career Services is located in the Success Center, First Floor Residence Hall. The Career Services area of the college website has a listing of full-time pharmacist and student positions, as well as links to many major pharmacy employers. Visit stlcop.edu/careerresources for more information. Career exploration programs are presented throughout the academic year. In addition, many employers are invited to attend the STLCOP Annual Career Fair and Interview Day held during the fall semester each year. The Career Fair is an information session for all students. Interview Day gives graduating students the opportunity to interview with the attending companies.

Contact: Kilinyaa Cothran, Director, Professional Student Affairs, 314.446.8358

Counseling Services

College life can be very challenging and is often stressful. Students experience those challenges in a number of different ways. Students may feel anxious, scared, depressed, confused, or overwhelmed at some point during their college experience and should consider seeking help to cope with feelings or to manage problems that seem beyond their control. For many college students, help can be found through counseling. Counseling is a confidential process where you can talk to an objective listener who can help you identify more effective strategies to cope with difficult situations and to achieve your goals. STLCOP offers one full-time licensed psychologist and one part-time counselor free of charge to all students. If you would like to have a psychiatric evaluation, pharmacological consultation, or general practice doctor for medical treatment you can see providers at **SLU Student Health Services** using your personal insurance. SLU Student Health Services are located on the ground floor of Marchetti Towers West, 3518 Laclede Avenue. The phone number to make an appointment is **314.977.2323**. (See directions under Health Services below).

Contact:

Dr. Michelle Hastings, Director, Counseling Center, Campus Psychologist, 314.446.8338

Courtney Boddie, Campus Counselor, 314.446.8353

Financial Aid

STLCOP participates in many types of financial. Please see the academic catalog for the most up to date information: stlcop.edu/academics/catalog

Fitness and Recreation

During the absence of an on campus facility, STLCOOP has established a relationship with the BJC Well-Aware Center for discounted basic fitness center memberships*. Freshman students are provided a membership that is already reflected in their tuition and student fees. For all other students, student accounts can be charged or students may pay at the business office for a yearlong membership (August-July). For more information regarding the Well-Aware Center visit the website at barnesjewish.org/wellaware-fitness-center.

The Well-Aware Center is located at:

600 S. Taylor Ave
St. Louis, MO 63110

*GROUP EXERCISE CLASSES ARE NOT INCLUDED IN THE MEMBERSHIP FEE – interested students may purchase fitness class punch cards at the WellAware Center front desk.

Hours of Operation	
Monday – Thursday	5:30 am to 9:00 pm
Friday	5:30 am to 7:00 pm
Saturday	9:00 am to 4:00 pm
Sunday	9:00 am to 4:00 pm

Contact: Jill Jokerst-Harter, Athletic Director, 314.446.8346

Food Services

Parkview Café, adjacent to Residence Hall, serves 19 meals each week. Students, faculty, and staff are welcome to purchase meals during scheduled times or between meals for “grab and go” items. The Café also offers meal service late in the evening on some school nights, based on interest and demand from students. Residence Hall students have a declining meal balance credit that is maintained on their student ID. Other members of the College community may opt to add cash value to their ID cards by making a payment at the Business Office. The Café also accepts cash and credit card for food payment.

Hours of Operation

Weekdays

Hot Breakfast 7:15 a.m. - 9:30 a.m.
Continental Breakfast 7:15 a.m. - 10:30 a.m.
Lunch 11 a.m. - 1:30 p.m.
Dinner 4:30 p.m. - 6:30 p.m.

Weekends

Brunch 11 a.m. - 12:30 p.m.
Dinner 4:30 p.m. - 6:30 p.m.

Late night snack is also available on Monday, Tuesday and Thursday from 7:00 pm to 9:00 pm

Contact: Chris Lupo, Food Service Manager, 314.446.8420

Health Insurance

As an institution dedicated to healthcare, St. Louis College of Pharmacy places the utmost emphasis on personal health and well-being. All STLCOOP students are required to be insured by a health insurance plan and show proof of his/her insurance policy. A college sponsored health insurance policy is available online through Consolidated Health Plan (CHP). The annual enrollment/waiver period occurs during the summer months preceding August 1. Students wanting

to waive out of the college sponsored plan must submit proof of coverage through CHP at consolidatedhealthplan.com/group/368/home. Information regarding this period is sent to students via email during the spring and summer, as well as in the July tuition statement. Students who have not shown proof of other coverage by the August 1 deadline will automatically be enrolled in and billed for the student group plan through CHP. Once enrolled, this policy cannot be cancelled.

The STLCOOP plan will take effect on August 1, 2015, and will provide coverage until July 31, 2016. The cost for the 2015-16 year is \$2,447, or approximately \$203.92 per month. This cost will be divided into two semester payments. Your financial aid package can be adjusted to cover this cost. Students who are enrolled in this plan and choose to utilize SLU Student Health Services first will not be charged any co-pays for their visit(s).

Contact: Toni McMurphy, Vice President, Culture and Campus Life, 314.446.8579

Health Services

St. Louis College of Pharmacy has an agreement with Saint Louis University Student Health Services (SLU SHS) to provide medical services to our students. SLU Student Health Services is located at:

SLU Student Health Services

Marchetti Towers East (first floor)

3518 Laclede Avenue, St. Louis, MO 63108

Phone: 314.977.2323—appointments recommended

Hours: Monday through Friday, 8 a.m. – 5 p.m.

SLU SHS accepts most health insurance plans from the St. Louis metro and surrounding areas. Please call SLU SHS directly to see if your plan is accepted. Any balance remaining on your account after insurance payouts will be transferred to your STLCOOP student account.

In case of medical emergency, including nights and weekends, students should proceed to the emergency department at Barnes-Jewish Hospital. The entrance to the Barnes-Jewish Hospital emergency room is located on Kingshighway Boulevard, near Children's Place.

Security can give students transportation to and from the Student Health Services on the Saint Louis University campus, Barnes-Jewish Hospital, as well as several pharmacies located near our campus on Lindell Ave. to pick up prescriptions.

Office of Inclusion and Diversity

The Office of Inclusion and Diversity supports enriching educational and co-curricular experiences in an inclusive environment that nurtures the intellectual and professional growth of its students, faculty, staff, and alumni. The office provides the resources, expertise, experiences, and assessment to the members of the campus community that enable its members to achieve the STLCOOP vision of diversity. It does this by:

- Building an inclusive, equitable, culturally competent campus community
- Promoting diversity and multiculturalism
- Providing programs that assist in advocacy, recruitment, retention, outreach, mentoring and advising

Contact: Toni McMurphy, Vice President, Culture and Campus Life, 314.446.8579

Registration

Preregistration appointments are scheduled with an academic advisor during a **four-week** period near week 12 of each semester. Exact dates are announced each semester and information regarding preregistration is distributed to students via the College email system. Students register for classes through Campus Web. Students in the professional program who are self-advising are not required to meet with their academic advisor prior to registering for the new semester. Tuition payment arrangements must be made with the Business Office each semester in order to complete the registration process. Payment information is outlined in the Academic Catalog at stlcop.edu/academics/catalog.

Residence Hall

The Residence Hall houses approximately 275 students. The hall is staffed by 10 resident assistants (RAs) and a live-in Director. The staff works to build a strong community, maintain a safe and comfortable environment, and help students transition to STLCOPI life. The RAs coordinate both social and educational activities throughout the year to help students meet each other, relieve stress, become familiar with St. Louis, and grow as individuals. The staff also serves as a resource for students about what's going on at STLCOPI and around town. They are trained to handle a variety of situations, including roommate conflicts, academic issues, homesickness, depression, stress, noise complaints, and emergencies.

The lower floors of the Residence Hall are composed of double-occupancy rooms. Two double-occupancy rooms share a bathroom area. The upper floors consist of suite-style rooms. In a suite, four students each have their own bedroom and share a bathroom area. All freshmen students are required to live in the Residence Hall. If a student believes they have an extenuating circumstance that would inhibit them from doing so, they may apply to the Vice President, Culture and Campus Life, for an exemption. Students who would like to live in the Residence Hall after their freshman year may enter their name into a selection process which normally occurs in February for the remaining available space.

For detailed information regarding campus housing policy and procedures, see the *Residence Hall Handbook* on the handbooks and guidelines page of MySTLCOPI.

Contact: Anne Brackett, Director, Residence Life, 314.446.8354

Tutoring Services

The Tutoring Program is offered through the Office of Academic Support and is available to all STLCOPI students. The goal of the tutoring program is to provide supplemental academic support. This is accomplished through a peer group and private peer tutoring

Group Tutoring Sessions

A group tutor facilitates sessions, usually once a week, at the same time, day, and place. All students who are registered for that class can attend any session being conducted.

Private Tutoring Sessions

Private tutoring sessions are based upon student need and instructor referral. These sessions usually consist of one tutor and one tutee. The time, day, and place are agreed upon by the participants, typically lasting one hour.

Contact: Kimberly Hill, Assistant Director, Academic Support, 314.446.8195

Writing Center

Students are required to take designated writing intensive courses, for these courses and more, students have the option to visit The Writing Center. The Writing Center is available free of charge to help with writing assignments and improve writing skills.

Contact: Susan Mueller, Coordinator, Writing Center and Assistant Professor, English, 314.446.8453

Facilities

ATM

There is a US Bank ATM in the Residence Hall Lobby. Contact the Business Office for any troubleshooting.

Contact: Sandy Scott, Administrator, Parking/Student Center, Facilities, 314.446.8380

Barnes and Noble Bookstore

The STLCOB Bookstore at Barnes & Noble is located at 4905 Children's Place. Students can purchase textbooks, STLCOB apparel, and general school supplies.

Regular Bookstore Hours:

Monday through Friday 8 a.m. - 5 p.m.

Saturday 11 a.m. – 3 p.m.

Contact: Barnes & Noble, 314.362.3240

Bulletin Boards

Bulletin boards for public posting are located throughout Jones Hall and in the Residence Hall. Students and student organizations wishing to post signs on any bulletin board on campus must get their posters approved before posting. Unapproved signs will be removed. For sign approval, see **the Success Center, Copy Center, or Deans' Office.**

Cashier's Window

The cashier's window of the Business Office is located on the first floor of Jones Hall near the rear stairwell. Students can cash personal checks (up to \$75), mail packages, pay tuition, and pick up their reimbursement checks and/or paychecks for on-campus jobs at the cashier's window. Paychecks are issued on the 28th of every month. The Cashier's Window is open 8:00 am until 4:30 pm. Students also can ask questions regarding their tuition bill.

Contact: David Poole, Director, Budgets and Grants, 314.446.8378.

Copy Center

The Copy Center is located on the third floor of Jones Hall near the rear stairwell. Services available at the Copy Center include:

- Photocopying (30 pages minimum)
- Color Printing
- Posters
- Banners
- Brochures
- Coil Binding
- Design Service
- Business Cards

Materials can be submitted in person or through email. Small photocopying jobs should be done at the student printers. Charges accrued in the Copy Center are billed to either individual student accounts or to organization accounts.

Contact: Katy Lynn, Copy Center Administrator, 314.446.8403

Hot Boards

Important announcements transmitted electronically via television receivers (“hot boards”) are located in Jones Hall, the Residence Hall, Academic and Research Building, then library. Students should check the hot boards frequently because professors and campus offices use the hot boards to make important announcements.

Ice and Vending Machines

An ice machine is located in the laundry room of the Residence Hall. There are snack and soda vending machines available on the 1st floor of Jones Hall and the mailbox area of Residence Hall. If you encounter problems with the vending machines, including the loss of money, go to the cashier’s window in Jones Hall and contact Sandy Scott to initiate the process of a refund.

Contact: Sandy Scott, Administrator, Parking/Student Center, Facilities, 314.446.8380

Lost and Found

The Security Base in the parking garage serves as the campus designated lost and found area. Emails should not be sent out to the entire campus in regard to lost or found items. Please return any found items to the Security Base. Students, faculty, and staff who have lost an item should be directed to the Security Base.

Parking

The Office of Parking, Transportation, and Access Services, within the Division of College Services, is responsible for the administration and enforcement of parking regulations at the St. Louis College of Pharmacy. All persons, including visitors, operating a motor vehicle on campus are responsible for reading and adhering to the regulations that may be found at stlcop.edu/safety/parking.

Contact: Sandy Scott, Administrator, Parking/Student Center, Facilities, 314.446.8380

Printing, Copying, and Scanning

The STLCOPI is equipped with virtual printers, students can send print jobs to the virtual printer and print the hardcopy at any printer on campus. These printers also have copying and scanning capabilities. These multi-function printers are located in Jones Hall, Residence Hall, and the Academic and Research Building.

Students receive an allotment of \$17.50 each semester. This includes an additional allotment of \$17.50 if a student is enrolled in a summer session. Printing beyond the allocated allotment will be billed to your account at a rate of \$0.08 per one sided color page and \$0.035 per one sided page black & white page.

Contact: Technical Support Center, on-campus: ext.5555 or off-campus 314.367.8700 ext. 5555

Telephones

Several in-house phones are available in public spaces around campus. These phones generally do not dial outside of the campus phone network. The campus phones in faculty and staff offices are not to be used by students for any purpose unless that faculty or staff member has expressly allowed the use.

Residence Hall room phones can be checked out per semester and used to make local or long-distance calls. Students are responsible for the phone and all calls made from their assigned phone.

Contact: Technical Support Center, on-campus: ext.5555 or off-campus 314.367.8700 ext. 5555

Student Involvement

Events Calendar

The events and activities of the student organizations, faculty, and staff are placed on the online events calendar, located on the STLCOOP website. Your event will appear on this calendar by registering your event(s) through the Event Management System (EMS) located on MySTLCOOP.

Reserving Campus Space

- We encourage you to check the online events calendar to determine the availability of a particular date. In order to reserve space, you must register your event through the online Event Management System (EMS) located on MySTLCOOP. All Jones Hall classrooms are unlocked and available for use 24 hours a day. During the hours a room is not already reserved, it is available for study space or meetings.
- Reservations are not final until confirmed by email.
- The Parkview Café can be reserved on a case by case basis. A portion of the Café must always remain open and available to students not involved in the planned meeting or event, and that they have access to regularly scheduled Café hours.
- Any additional materials needed from facilities (tables, chairs, trash cans, etc.), additional A/V requests, or catering needs should be included in the EMS reservation.
- Any food or drink brought into any room must be disposed of or cleaned up by whomever reserves the space.
- If the space is altered, it should be set back to its original condition at the end of the reserved time frame.
- Any damage to the space or equipment is considered the responsibility of the person who reserved the space. Notification of any damage should be given to the Director, Facilities Management immediately.

Contact: Barb Gist, Executive Assistant, Institutional Effectiveness, 314.446.8342

Fraternity Rush

All rush and new member training activities occur during the fall semester of the academic year. Students entering his/her sophomore year or higher are eligible to join a Greek organization. In order to join, students must have a cumulative GPA of at least 2.7 and be in good academic and non-academic standing.

Fundraising

On-campus fundraisers must be sponsored by a recognized student organization or member of the STLCOF faculty, staff, or administration. Individual students and outside groups are prohibited from fundraising on campus. Student organizations are limited to a maximum of two product sales events per calendar month. Products include: food items, T-shirts, etc. Any form of gambling, including 50/50 raffles are not permitted. Advertisement through email must follow the email policy found in the *Student Organization Handbook*.

Intercollegiate Sports

St. Louis College of Pharmacy is a member of the NAIA (National Association of Intercollegiate Athletics) and the AMC (American Midwest Conference). The program is open to students who meet eligibility requirements and participation is encouraged in a wide variety of sports.

Soccer (Men's and Women's)

Preseason workouts are held in August two weeks before classes start, with games running between August and October. Home matches are played at Saint Louis University High School Soccer Stadium.

Cross Country (Men's and Women's)

Preseason workouts are held in August before fall classes begin and the season runs through early November. The annual St. Louis Fall Cross Country Classic runs at the Central Fields in Forest Park.

Volleyball

Preseason workouts start two weeks before classes begin. The season runs from August through the second week of November. Saint Louis University High School Danis Field House will host all home matches.

Basketball (Men's and Women's)

Practice starts in September. The season runs from November through the end of February. Home games will be played at St. Louis Community College – Meramec Campus gymnasium.

Track & Field (Men's and Women's)

The indoor season occurs January-February with the outdoor season beginning in March. Outdoor concludes with a conference meet the last week of April.

Tennis (Men's and Women)

Fall Season starts in August with matches in September, practice finishes in November. Conference play occurs in the spring and the qualifying tournament is held in late April. Home courts are located at the Tower Grove Tennis Center in Tower Grove Park.

Softball

Practice starts when classes resume in the spring, with games beginning in March. Most home games will be held at the St. Louis Community College – Forest Park Campus softball field.

Contact: Jill Harter, Director, Athletics, Fitness and Recreation, 314.446.8346

Intramural Sports

Intramurals are recreational sports played against fellow STLCOOP teams. All intramural sports are housed on imleagues.com.

Sports include:

- Flag Football (Berra Park)
- Volleyball (Midwest Soccer Academy)
- Indoor Soccer (Midwest Soccer Academy)
- Basketball (Midwest Soccer Academy)

Contact: Caleb Barnes, Supervisor, Intramurals, Intercollegiate Athletics, 314.446.8344

Student Organizations

Student Organizations are expected to abide by all rules and policies as stated by the Student Organization Handbook, which can be found on MySTLCOOP at:

<https://my.stlcop.edu/dept/slife/Pages/InvolvementAndLeadership.aspx>

Sign Posting

Signs promoting campus events, services, etc. may be posted only on designated bulletin boards on campus. All promotional materials must be approved by a member of the Success Center staff, Deans' Office, or Copy Center.

1. All copies must be signed individually
2. A maximum of 25 posters per event may be approved for posting
3. A maximum of 7 posters can be given to the Residence Hall front desk worker to put in the RA mailboxes
4. Signs cannot have information about activities that are being held in a private residence or regarding non-STLCOOP approved events.
5. Posted materials must be in good taste and reflect the professional image of the College, as well as conform to College policies.
6. Off-campus groups may have a maximum of two signs approved on a case-by-case basis.
7. Signs marketing off-campus housing cannot be posted on campus.

The College reserves the right to remove any posted materials deemed inappropriate.

Safety and Security

Security monitors campus 24 hours a day, 365 days a year. There are 54 security cameras located around campus, which are monitored at the Security Base Station in the Parking Garage. Under normal operating conditions, a minimum of four officers are on duty at all times with a minimum of one armed officer on each shift. All officers are trained in first aid and CPR, as well as AED usage. Officers carry two-way radios to stay in constant communication with both STLCOOP and Wash U security. Officers may escort students to and from their residence within a 3-mile radius of campus from 6pm—1am. Security can be reached by calling at 446-SAFE (7233) if you are off-campus or using a cell phone or ext. SAFE (7233) if you are using a campus phone.

Contact: Scott Patterson, Director, Public Safety, 314.446.8382

Campus Security Reporting

To meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), STLCOP publishes an annual campus security report that contains important information regarding its policies and procedures for reporting crimes and fires to College officials, security and fire safety practices, crime prevention and fire safety training, timely warnings, missing student notification procedures, maintaining a daily crime log, and reporting statistics for certain crimes and fires that occur on property owned or controlled by the College. Please see the academic catalog for the most up to date information: stlcop.edu/academics/catalog

A direct link to the Clery Report can be found at: stlcop.edu/safety/clery

All community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to STLCOP Security in a timely manner at SAFE (ext.7233) or, for outside the College call 314-446-SAFE (7233). Emergency services can be contacted by dialing 911.

Contact: Scott Patterson, Director, Public Safety, 314.446.8382

Emergency Notification System

STLCOP maintains a robust Emergency Notification System (ENS) with multiple activation methods and delivery options, with the understanding that no one method can be 100% effective. Using two uniquely integrated systems, the ENS will deliver critical messages during times of emergency or disaster. Standard delivery methods include STLCOP email, computer desktop popup and strategically placed Alertus beacons. Students may also voluntarily enroll up to three mobile phones and two additional emails, allowing them to receive critical notifications advising of imminent danger and life-preservation actions even when off-campus. To sign up for this service, go to stlcop.edu/alerts, click “[Sign up for Emergency Alerts Now](#)” at the bottom of the page and log in with your STLCOP username and password. For a more in-depth assessment of the STLCOP ENS, check out the *Emergency Notification System Guide* located on the STLCOP Emergency Alerts page.

Fire Drills and Evacuation

Unannounced fire drills are conducted periodically to reaffirm students, faculty and staff of the procedures to follow in the event of an actual emergency. All buildings are equipped with fire alarm horns and strobes on each floor. When these are activated, all building occupants must evacuate immediately.

Fire evacuation routes designating primary and secondary routes are posted in each building on every floor, as well as in the Building Emergency Action Plan. When the fire alarm sounds, move quickly and safely to the designated exit. There are stairwells located in every building, which can be located by following the red “EXIT” signs. In the event of a fire, DO NOT take the elevator.

Each building has a Building Emergency Coordinator and Floor Leaders, who will assist with an evacuation and ensure everyone gets out safely.

Harassment, Sexual Misconduct, Relationship Violence, and Stalking

Media reports are filled with incidents involving harassment, sexual misconduct, relationship violence and stalking. The STLCOP Student Code defines Harassment as a form of illegal discrimination that includes conduct that is threatening, intimidating, or coercive in nature because

of a person's race, color, religion, national origin, age, sex, gender, gender identity, disability, genetic information, veteran's status or sexual orientation. **Sexual Misconduct** is defined as sexual harassment, sexual assault, non-consensual sexual contact or intercourse, sexual exploitation. Sexual misconduct is considered to be a form of illegal sex-based discrimination. Relationship violence (dating violence, domestic violence) and stalking can also be forms of sex-based discrimination and are prohibited whether sexually based or not. Any member of the College community who violates this policy is subject to the grievance and disciplinary procedures of the College and such civil and criminal laws as may apply.

STLCOP expects its students to treat all people with the dignity and respect consistent with the personal and professional standards required of all students. The STLCOP Student Code defines consent between individuals for the purpose of determining sexual misconduct as "affirmative consent". This is a higher standard for consent than the criminal definition. Consent to engage in sexual activity must be given knowingly, voluntarily and affirmatively. Consent requires the presence of a "yes," not an absence of "no". Consent may not be inferred from silence, passivity, lack of resistance or lack of rejection. Sexual contact without consent is a violation of STLCOP policy and, in many instances, a crime.

STLCOP conducts education and training programs for students to raise awareness and help prevent incidents of harassment, sexual misconduct, relationship violence, and stalking. Furthermore, the College has authority and jurisdiction to impose sanctions on a student found in violation of law that violates the *STLCOP Student Code* regardless of whether the violation occurred on campus or off-campus or at a College-sponsored event. As with many problems you may encounter, reporting incidents is the only mechanism by which sexual misconduct offenders can be officially sanctioned by the College, and reduce the risk of repeat occurrences. All students can obtain information and report incidents on a confidential or non-confidential basis to contacts at the College or contact the St. Louis City Police. The policy is quite extensive; please refer to the STLCOP Student Code or contact the appropriate STLCOP officials.

Contact: Daniel Bauer, Section 504 & Title IX Coordinator, Jones Hall, Room 1340, 314.446.8308

Rebecca Jones, Deputy Section 504 & Title IX Coordinator for Students, Student Success Center, Room 2124, 314.446.8352

Identification Cards (IDs)

All students, faculty, and staff must have their picture identification card in their possession when on campus. All visitors to campus will be asked to register with security and obtain a visitor ID. Anyone not wearing a badge will be asked to either register or leave the premises. Please report individuals on campus without identification to security immediately.

Lost and damaged ID cards must be replaced. One free replacement is allowed during the course of a student's tenure at the College, a \$20 fee will be charged for additional replacements.

Contact: Sandy Scott, Administrator, Parking/Student Center, Facilities, 314.446.8380

ID Card Access

Access to Jones Hall, the Academic and Research Building, and the library is by card reader after 5 p.m., Monday through Friday. On weekends, students have access to via card reader all day.

Access to the Residence Hall is available to all students 24 hours a day. Card access is required after 5 p.m. Monday through Friday and all weekend. Access to the private areas of Residence Hall is limited to residents of the building.

Inclement Weather

Hazardous driving conditions or other unforeseen circumstances may necessitate the closing of the College or postponement of classes. If this happens during the day, announcements will be made in classes, via email, and on the College's website.

Late night and early morning decisions to close the College or go on a snow schedule will be announced on KMOX Radio (1120 AM), KSDK-TV (Channel 5), KMOV-TV (Channel 4), and KTVI-TV (Channel 2) by 5:30 a.m. and at other times as those media may designate. In addition, email messages will be sent to all faculty, staff, and students, and messages will be placed on the College's website and at the main telephone number (314-367-8700). Text messages will also be sent to those faculty, staff, and students who have signed up for the service on MySTLCOP.

When a snow schedule is announced, class times change as indicated in the table below.

Snow Schedule				
Regular Classes			Final Examination Schedule	
Period	Regular start time	Snow start time	Regular start time	Snow start time
1	7:30 labs	9:00-10:10	8:00 – 10:00	9:45 - 11:45
2	8:00	9:30-10:10	11:00 - 1:00	12:15 - 2:15
3	9:00	10:20-11:00	1:30 - 3:30	2:30 - 4:30
4	10:00	11:10-11:50	4:00 – 6:00	4:45 – 6:45
5	11:00/11:30	12:00-12:40		
6	12:00	12:50-1:30		
7	1:00/1:30	1:40-2:20		
8	2:00/2:30	2:30-3:10*		
9	3:00	3:20-4:00*		
10	3:30/4:00	4:10-4:50*		
11	4:30	5:00-5:50*		
12	5:00 or later	Regular time*		

* These classes are subject to cancellation depending on weather conditions.

Severe Weather

The Security Base monitors a NOAA weather radio system that transmits alerts when severe weather watches and warnings are issued. Action will be taken in the event a TORNADO WARNING is issued for the STLCOP campus. Upon receipt of that alert, the security officer manning the base will deploy available officers to each campus building to assist occupants in relocating to the designated severe weather locations.

The STLCOP Emergency Notification System also monitors the National Weather Service, and will automatically deliver an alert message when a TORNADO WARNING is issued for the STLCOP campus. In the event of a TORNADO WARNING;

- Seek shelter in the nearest building if outside
- Retreat to your building's designated severe weather shelter location, or the lowest interior location accessible
- Stay away from doors and windows
- If the building begins to sustain damage, cover your head while crouching and facing a wall

Solicitors

The College does not permit soliciting on its premises. If students are confronted by a salesperson, they should immediately report the person to campus security.

Information Technology

Audio/Visual and Multimedia Resources

Campus audiovisual and multimedia resources are normally reserved for the use of faculty and staff in the delivery of instructional technology. However, students are allowed to check out equipment on behalf of student organizations and events.

Contact: Technical Support Center, on-campus: ext.5555 or off-campus 314.367.8700 ext. 5555

Email Services

Email is the official means of communication at St. Louis College of Pharmacy. All students enrolled at the College have an email account. Students are expected to regularly check and maintain their campus email. Student organizations must abide by all email policies found in the *Student Organization Handbook*.

Contact: Technical Support Center, on-campus: ext.5555 or off-campus 314.367.8700 ext. 5555

File Sharing

Illegal file-sharing activity is prohibited. Students, faculty, and staff are prohibited from using campus resources, including notebook computers and the College's Internet connection, to illegally download or share copyright protected material on the Internet.

Internet Services

Student access to the Internet is available to all computers throughout campus. Access in Residence Hall is available in every dorm room. Access is subject to the College's appropriate use policies.

IT User Policy

IT user policy can be found on MySTLCOP. Engaging in any activity that violates this policy can result in the loss of access privileges. The Information Technology Department will consult with Judicial Affairs, legal counsel, and/or College administration to define the procedures for handling of policy violations.

Notebook Computers

St. Louis College of Pharmacy issues a notebook computer to all students. At the end of three years, the notebooks are replaced with new models for students to use during the final years at the College. While incidental personal use is permitted, students must be aware of appropriate use policies and be sensitive to the fact that these are campus community resources. For full details regarding the *Appropriate Use Policy* for Notebook Computers visit MySTLCOP.

Server Storage

Students are designated personal storage space located on the H-Drive as well as public storage on the Z-Drive. As a reminder all students, faculty, and staff have access to the Z-Drive.

Technical Support Center

The help desk is designed as a central point of contact for technical assistance to all STLCOP faculty, staff, and students. Technicians and a staff of student assistants provide service to everyone on and off campus.

Technical Support Center Hours

Monday through Thursday: 7:30 a.m. to 9 p.m.

Friday: 7:30 a.m. to 6 p.m.

(when classes are in session)

Monday through Friday

7:30 a.m. to 5:30 p.m.

(during summer and holiday breaks)

Support requests (tickets) may be placed by any of the following methods:

- On-campus telephone: ext. 5555
- Off-campus telephone: 314.367.8700 ext. 5555
- E-mail: helpdesk@stlcop.edu
- Walk in: Jones Hall, 1st Floor