

2017-18



[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 STLCOP.

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 STLCOP. Both the Student Code and Honor Code are available on MySTLCOP 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](http://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.

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

**Rebecca Jones, Director, Academic Support, 314.446.8352**

**Kilinyaa Cothran, Director, Professional Student Affairs, 314.446.8358**

### 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: Maryam Ouechani, Residence Life and ADA Services Assistant, 314.446.8164**

### **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](http://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. The STLCOP Counseling Center provides a supportive environment to address the challenges that are concerning you and to help foster your growth in body, mind, and spirit. Most people who seek counseling are struggling with normal life events that we all experience one time or another in our lives. Knowing when to ask for help is a sign of personal wisdom and courage. Counseling services are available for any students currently enrolled as a student at St. Louis College of Pharmacy. Services are confidential, free of charge, and are completely separate from your academic record. To schedule an initial appointment, please start by completing the online intake form found at: <http://cc.stlcop.edu/WCMenu.aspx>

After you complete the online forms you will be contacted via e-mail to set up an appointment.

**Contact: Dr. Michelle Hastings, Director, Counseling Center, Campus Psychologist, 314.446.8338**

### **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](http://stlcop.edu/academics/catalog)

### **Fitness and Recreation**

Students will have the ability to access the on-campus fitness and recreation center (EUTREC) located on the second and third floors of the Recreation and Student Center (RAS). Each student must join EUTREC via the online portal, details available at the front desk of the fitness center. Membership begins after the online paperwork and waiver is signed. Rules and regulations for facility use will be posted in the fitness center and online.

#### Hours of Operation for Fitness & Recreation Facilities (EUTREC)

Monday-Thursday	6am-10pm
Friday	6am-9pm
Saturday	noon-5pm
Sunday	3pm-10pm

**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	
<b>Weekdays</b> Full Breakfast 7:15 a.m. – 9:30 a.m. Omelets/Waffles available until 10 am Lunch 11:00 a.m. – 1:30 p.m. Dinner 4:30 – 6:30 p.m.	<b>Weekends</b> Brunch 11:00 a.m. – 12:30 p.m. Dinner 4:30 p.m. – 6:30 p.m.
<b>Late Night Snacks</b> 3 nights a week 7:00 p.m. – 9:00 p.m.	

**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 STLCOP students are required to be insured by a health insurance plan and show proof of their 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 <https://studentinsurance.com/Schools/default.aspx?Id=913>. 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 be enrolled in and billed for the student group plan through CHP. Once enrolled, this policy cannot be cancelled.

The STLCOP plan will take effect on August 1, 2017, and will provide coverage until July 31, 2017. The cost for the 2017-18 year is \$3,667, or approximately \$305.58 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: Maria Simkeviciute, Administrative Assistant, Culture and Campus Life, 314.446.8205**

## Health Services

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

### 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.

Website: [www.slu.edu/student-health-center](http://www.slu.edu/student-health-center)

If you would like to have a psychiatric evaluation, pharmacological consultation, or general practice doctor for medical treatment, you can see providers at SLU SHS using your own personal insurance. 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. Fees for services at SLU SHS will no longer be charged to student accounts and this includes co-pays. Students will be responsible for any co-pays at the time of service.

#### **Concentra's Urgent Care Centers**

Location Closest to Campus  
6542 Manchester Ave, St. Louis, MO 63139  
Phone: 314.647.0081  
Hours: Monday – Friday, 8 a.m. – 5 p.m.  
Website: [www.concentra.com](http://www.concentra.com)

Location with Evening and Weekend Hours  
83 Progress Parkway, Maryland Heights, MO 63043  
Phone: 314.434.8174  
Hours: Monday – Friday, 8 a.m. – 8 p.m. and Saturdays 8 a.m. – 1 p.m.

Concentra's Urgent Care Centers are offering STLCOP students a discounted rate on a variety of services (PPDs, drug screens, vaccines, etc.). Many other services are also available. Students **MUST** present their student ID when going to a Concentra location to get their student account billed accordingly, but do not need a requisition for our standard vaccines/titers/urine drug screens, etc. Concentra accepts most health care insurance plans. Please call the customer care line to see if the local Concentra Urgent Care clinic of your choice accepts your insurance plan and is a participating provider. Any balance remaining on your account after insurance payouts will be transferred to your STLCOP 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.

Barnes-Jewish Hospital Emergency Room  
400 S. Kingshighway Blvd., St. Louis, MO 63110  
Phone: 314.362.9123  
Hours: 24 hours/ 7 days a week  
Website: [www.barnesjewish.org/Medical-Services/Emergency-Medicine](http://www.barnesjewish.org/Medical-Services/Emergency-Medicine)

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 Diversity and Inclusion (ODI) provides leadership to the campus community to embrace and leverage differences in cultures, worldviews and abilities. Through collaborative initiatives and programming, the ODI works to promote and foster a campus community in which students become prepared to provide exceptional patient care as engaged citizens in an increasingly diverse and global society. The ODI support all critical issues in the strategic plan, STLCOP 2020. As reflected in the College's core values, a commitment to diversity and inclusion is fundamental to cultivating an enriching environment for living, learning, and personal and professional growth. The

ODI provides strategic counsel to academic and administrative units in order to incorporate diversity and inclusion initiatives into recruiting, retention, curriculum and community engagement.

The ODI objectives and major initiatives for students, faculty and staff include:

Objective	Major Initiatives
Continuously develop a pipeline of talent and support personal development and career advancement	<ul style="list-style-type: none"> <li>• Recruitment &amp; Retention Support</li> <li>• K-12 Pharmacy Exposure Programs</li> <li>• Pharmacy Technician Certification</li> </ul>
Prepare students to thrive in an increasingly global environment through diverse learning and experiences	<ul style="list-style-type: none"> <li>• Cultural Competency Curriculum</li> <li>• Co-Curricular Education</li> <li>• Research &amp; Scholarship</li> </ul>
Promote a supportive, safe, and inclusive environment	<ul style="list-style-type: none"> <li>• Multi-Cultural Center</li> <li>• Faculty &amp; Staff Training</li> <li>• Bias Incident Response Committee</li> </ul>

#### Bias Incident Response and Reporting

As outlined in the Bias Incident Response (BIR) Policy, the College is committed to establishing and nurturing an environment that actively acknowledges and values diversity and inclusion and is free from any type of prejudice, intolerance or harassment. Members of the College community have the right not to be discriminated against by any individual or group actual or perceived age, ancestry, ethnicity, national origin, ability (physical, psychological, cognitive), sex, gender identity or expression, citizenship or immigration status, marital status, race, religion, religious practice, veteran status, or other protected classification.

The College does not tolerate such incidents and will seek resolution of such matters. Bias incidents should be reported using the Bias Incident Report form. Once a completed report has been submitted, a member of the Bias Incident Response Committee will review and initiate the incident resolution process.

Link to form: [https://stlcop-advocate.symplicity.com/public\\_report/index.php/pid437558?#Bias%20Incident%20Report%20form](https://stlcop-advocate.symplicity.com/public_report/index.php/pid437558?#Bias%20Incident%20Report%20form)

#### Office of Diversity & Inclusion Contacts:

**Valerie Stevens**, RPh., Coordinator for Pipeline Programs, 314.446.8353

**Isaac Butler**, Pharm.D., MBA, Vice President, 314.446.8438

#### Registration

Pre-registration appointments are scheduled with a faculty advisor during an academic advising period beginning near week 12 of each semester. Exact dates are announced each semester and information regarding pre-registration is published on the MySTLCOP Advising Center site. Students complete a Course Recommendation Form along with their advisors which is submitted to the Registrar's Office. Students then register for classes online through Campus Web. Students are encouraged to settle any outstanding items with the Business Office or Judicial Affairs

prior to registration; unresolved matters may result in a student's registration account being locked. Payment information is outlined in the Academic Catalog at [stlcop.edu/academics/catalog](http://stlcop.edu/academics/catalog).

## **Residence Hall**

### Living on Campus

#### North Residence Hall

Freshman and sophomore students reside in double occupancy rooms in the new 220-bed North Residence Hall. North Residence Hall is located on the fifth through seventh floors of the Recreation and Student Center and is accessible by card access. Students living in the North Residence Hall have many amenities they can take advantage of: common areas for relaxing and socializing, individual and group study lounges, community kitchenettes, laundry facilities, basic cable, WiFi, and vending machines. The North Residence Hall has eight student Resident Assistants (RAs) who live on site to help students with any needs, questions, and advice. RAs are specially trained to handle a variety of situations, including roommate problems, academic issues, homesickness, depression, stress, noise complaints and emergencies. A full time Coordinator of Residence Life also lives on site in the North Residence Hall. The College provides continuous security with both foot patrols and closed-circuit security cameras. Students living in our residence halls must use their ID card to gain building and elevator access after-hours.

#### South Residence Hall

Junior and professional students live in South Residence Hall. South Residence Hall offers single- and double-occupancy rooms or suite bedrooms. Amenities in the South Residence Hall include common areas for relaxing and socializing, study rooms on each floor, community kitchenettes, laundry facilities, basic cable, WiFi, and vending machines. Students living in the South Residence Hall who are over 21 are allowed to have alcohol and drink in their rooms. The South Residence Hall offers several room types: upgraded singles, doubles, and 4-bedroom suites with a kitchenette as well as traditional singles, doubles, and 4-bedroom suites. The South Residence Hall has three student Community Liaisons (CLs) who live on site to help students with any needs, questions, and advice. CLs are specially trained to handle a variety of situations, including roommate problems, academic issues, homesickness, depression, stress, noise complaints and emergencies.

Alcohol Policy for South Residence Hall:

<http://policies.stlcop.edu/policies/policy/Alcohol%20in%20Residence%20Hall%20Policy%20-%20Interim.html>

Service Animal Policies:

<http://policies.stlcop.edu/policies/policy/Domestic%20and%20Companion%20Animals%20on%20College%20Property%20Policy%20-%20Interim.html>

<http://policies.stlcop.edu/policies/policy/Service%20and%20Emotional%20Support%20Animals%20Policy%20and%20Guidelines%20-%20Interim.html>

**Contact: Coordinator, Residence Life, 314.446.8354**

## **Tutoring Services**

The Tutoring Program is sponsored by the Success Center and is free to STLCOP students. The goal of the program is to provide additional academic support to STLCOP students in specific classes. This goal is accomplished through the peer group tutoring component, and the peer private tutoring component. The Tutoring Program is designed to improve the academic standing and successful retention of STLCOP students. Tutoring services are available to **ALL** students.

### *Group Tutoring Sessions*

A group tutor facilitates large group or small group tutoring session, usually once a week, at the same time, day, and place. All students who are currently registered in the course can attend any session being conducted.

### *Private Tutoring Sessions*

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

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

## **The Norton Writing Center**

The Norton Writing Center is a free resource for students at STLCOP. We provide feedback and support on any project involving writing and research. Students are required to enroll in writing intensive courses, and the center provides additional resources for writing assignments, presentations, group workshops, research, and citation styles. Outside of coursework, the NWC reviews resumes, CVs, and application letters. Appointments are encouraged, and walk-ins are welcome.

**Contact: Dr. Kami Hancock, NWC Director, 314.446.8134, [nwc@stlcop.edu](mailto:nwc@stlcop.edu), [kami.hancock@stlcop.edu](mailto:kami.hancock@stlcop.edu)**

## **Library Services**

The library is located at the center of campus in the Academic and Research Building. The two-story space provides students with the resources they need to collaborate and study. Comfortable furniture, group study rooms, plenty of charging stations, floor-to-ceiling windows, and 24-hour card access make the library an ideal space to study, research and relax.

In addition to flexible furniture and workspaces, the library features 10 group study rooms with flat screen monitors and white board walls that allow for uninterrupted work. Some rooms are available on a first come, first served basis, while others can be scheduled in advance.

Along with on-campus resources and educational materials, the library provides online access to a wide variety of catalogs, library systems, databases and journals, as well as a selection of new DVDs and books for leisure.

More information can be found at <http://stlcop.libguides.com/Library101>.

Normal Service Desk Hours	
Monday – Thursday	7:30 am - midnight
Friday	7:30 am – 8:00 pm
Saturday	10 am – 8:00 pm
Sunday	Noon - midnight

## **Access**

Access to the Lower Lever and Mezzanine ends when the service desk closes. Anyone seated on one of those levels must move to another area of the Library. The remaining two floors of the Library are available for use 24 hours per day.

## Food and Drink

**No food or drink** is allowed in the stack (book) areas of the Library. To maintain the quality furnishings found in the new Library facility, care should be taken when consuming food and drinks in other library areas.

## Study Spaces

The library offers the following spaces for student study space:

1<sup>st</sup> floor: Quiet group and individual study space

2<sup>nd</sup> floor: Silent individual study space, with the exception of the group study rooms

Collection Space (the areas with the bookshelves):

- Lower Level: Multiple individual carrels for silent study
- Mezzanine: 4 individual carrels for silent study

To ensure these areas remain a quiet pleasant space to study, we ask all members of the community to keep conversations to a minimum when walking through the Library.

## Group Study Rooms

There are 6 rooms that can be reserved using the campus Event Management System (EMS). The remaining 4 rooms are not reserve-able and are for walk-in use only. All rooms become walk-in rooms after the service desk closes. Group study rooms are intended only for collaborative study; they are not for meetings, tutoring, classes or other non-study uses. Study rooms can be booked through <http://ems.stlcop.edu/virtualems/>. They are bookable Monday – Thursday: 8:00 am – 11:30 pm and Friday: 8:00 am – 7:30 pm, but must be booked before 12:00 am for the next business day.

## Noise

The Lower Level, Mezzanine, and Second Floor of the Library are designated as **Quiet Study Areas**. The entire First Floor and the Group Study rooms on the Second Floor are designated as **Group Study Areas**. Group Study is meant to happen quietly. Loud socializing needs to take place elsewhere. This is particularly important in the Group Study Rooms, which are not sound-proofed. Also, loud conversations on the First Floor drift up the stairs and disrupt the Quiet Study Area on the Second Floor. If you are just passing through the Library, **be quiet** and show consideration for others using the Library for study.

## 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 STLCOP Bookstore at Washington University in St. Louis School of Medicine Campus Store is located at 4590 Children's Place, Suite 1700. (Located in the MCC- Middle Campus Center-building). Students can purchase textbooks, STLCOP apparel, and general school supplies.

#### Regular Bookstore Hours:

Monday through Friday      8 a.m. - 6 p.m.

**Contact: wustlmedicinstore.com, follett.com, 314.273.4969**

## **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 or appropriate Deans' Office.**

## **Business Office**

The Business Office is located on the first floor of Jones Hall near the water fountain. Students can pay tuition, and pick up their reimbursement checks and/or paychecks for on-campus jobs in the Business Office. Paychecks are issued on the 28<sup>th</sup> of every month. The Business Office is open 8:00 am until 4:00pm. Students also can ask questions regarding their tuition bill.

**Contact: Wendy Koelling, Senior Accountant, 314.446.8359**

## **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.

**Contact: Macy S. Russell, Institutional Events Manager, 314.446.8135**

## **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 1<sup>st</sup> floor of Jones Hall, 1<sup>st</sup> floor of the ARB near the back staircase and the mailbox area of Residence Hall. If you encounter problems with the vending machines, including the loss of money, go to the College Service Office, 3<sup>rd</sup> floor, room 1338 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](http://stlcop.edu/safety/parking).

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

## **Printing, Copying, and Scanning**

STLCOP is equipped with several multifunction printers. Students can print a hardcopies from any printer on campus. These printers also have copying and scanning capabilities. In Jones Hall, the printers are located on the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> floors. The color printer is located in the Recreation and Student Center (RAS) 4<sup>th</sup> floor Lobby. In the Academic and Research Building the

printers are located on the 1<sup>st</sup> and 2<sup>nd</sup> floor of the library and on the 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor near the back staircase.

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**

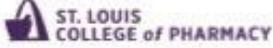
## **Marketing Resources**

The Office of Marketing and Communications is responsible for all external communication and marketing on behalf of the College. Their team designs, writes and produces all of the College's promotional materials, advertising, videos, photography, and also manage the College's external website. They also coordinate the production of College stationery and business cards for faculty, staff and students.

**Contact:** [marketing@stlcp.edu](mailto:marketing@stlcp.edu)

## FedEx Copy Center



Need to print?  
We're here to make your day. 



### One Network. Endless Possibilities.

You've got a lot of great benefits that come with working where you do. Now there's one more. You're connected to the FedEx Office® nationwide network of printing and distribution resources.

-  **Print what you need, fast.** Get manuals, brochures, flyers, posters, banners and more on time, every time.
-  **Pickup packages on your schedule.** FedEx Office can hold your FedEx® packages for convenient pickup.
-  **Get in-person help.** 18,000-plus trained experts are available at more than 1,800 convenient locations.
-  **Work wherever you are.** Easily manage your print jobs online anytime, anywhere with FedEx Office® Print Online Corporate.

### Let's Make It Happen

Corporate Account Executive  
Greg Koenig  
1.636.591.8639  
greg.koenig@fedex.com

Customer Consultation  
Jean Huffman  
Customer Sales Support  
1.636.728.6272  
jean.huffman@fedex.com

### Your Printing Headquarters

4939 Children's Place  
On the Link in the CSFB  
usa4126@fedex.com  
1.314.367.8682  
M-F 8a - 6p

Located in the Campus Store  
in the MOC  
usa4121@fedex.com  
1.314.367.2283  
M-F 9a-5p

### Your Special Rates

- Black & white copies:** 3p single-sided
- Color copies:** 28¢ single-sided
- Other production services:** 15% off

Black & white pricing applies to 8 1/2" x 11" FedEx Office standard weight uncoated paper. Color pricing applies to 8 1/2" x 11" FedEx Office standard weight color paper. Pricing for 11" x 17" paper is double the pricing shown. Pricing and discounts do not apply to subsequent products or services, delivery charges, office supplies, return services, express services, international, FedEx Rewards™ gift certificates, specialty papers, custom cutters, FedEx customer greeting cards, postage, declared value, videoconferencing, or services that may be offered in the future but are not available as of the date of this agreement. Services at FedEx or convenient locations are available for printing or delivery. Prices and delivery services, where available, may be subject to change from time to time or otherwise as established by FedEx Office and individual FedEx Office Print and Copy Center locations from time to time.

\*FedEx Office account numbers are confidential and should only be communicated to FedEx Office account holders. Do not post this information online or make it generally available beyond what is required for your company to follow the instructions. The account numbers are to be used for shipping documents in St. Louis only and will be confirmed for status.



**8400020498**  
**St. Louis College of Pharmacy**

Go online to manage and print your documents at  
[https://printonline.fedex.com/v3.0.0\\_sls/slcop/](https://printonline.fedex.com/v3.0.0_sls/slcop/)

**1.800.488.3705**

Keep this number handy when you're ready to place an order. Just present it at checkout or enter the number online.\*

## Student Business Cards

Marketing and Communications will continue to coordinate the production of student business cards. To order cards, access the Student Business Card Request on MySTLCOP ([my.stlcop.edu/dept/marketing](http://my.stlcop.edu/dept/marketing)) and submit to [marketing@stlcop.edu](mailto:marketing@stlcop.edu). Student accounts will be charged. Requests must be submitted **five business days in advance**. Late requests will not be accepted.

## Email Signatures

Your College email signature should be formatted as follows:

FIRSTNAME LASTNAME  
Class of 2024 (student title)

St. Louis College of Pharmacy  
4588 Parkview Place, St. Louis, MO 63110-1088  
T 314 555 5555

Student titles must be formatted as follows:

**Freshmen-Junior Students:**

FIRSTNAME LASTNAME  
Class of 2021

**P1-P3 Students:**

FIRSTNAME LASTNAME  
Student Pharmacist, Class of 2021

**P4 Students:**

FIRSTNAME LASTNAME  
Pharm.D. Candidate, Class of 20XX

## Logos and Marks

The College logo and secondary marks are trademarked assets owned the College. Use of College marks or logos requires approval from Marketing and Communications and adherence to the graphic standards.

The graphic standards are available on MySTLCOP at [my.stlcop/dept/marketing](http://my.stlcop/dept/marketing). If you have any questions about using the college logo, contact us at [marketing@stlcop.edu](mailto:marketing@stlcop.edu).

## Student Involvement

### Events Calendar

The events and activities of student organizations, faculty, and staff are placed on the online events calendar, located on the STLCOP website. Your event will appear on the public calendar by registering your event(s) through the Event Management System (EMS) located on MySTLCOP and designating the event as “add to public calendar” during the registration process. In addition to the public calendar, these events will be added to the weekly email that is sent to the STLCOP community on Mondays.

### **Reserving Campus Space**

- In order to reserve space, you must register your event through the online Event Management System (EMS) located on MySTLCOP. 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. To check room availability, log into EMS and click “Browse” in the upper left-hand corner. Here you can browse by date to see what classroom and study space is open.
- Reservations are not final until confirmed by email.
- 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. If you don’t add it to the initial EMS booking, you can always add it later.

- Any food or drink brought into any room must be disposed of or cleaned up by whomever reserves the space. Food and drink can only be brought into the auditorium on a case by case basis.
- 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.
- Any misuse or violations of these expectations can result in the individual or organization being banned from use of campus space.

**Contact: Macy S. Russell, Institutional Events Manager, 314.446.8135**

### **Fraternity Rush**

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

**Contact: Andrea Guimaraes, Director, Student Development and Engagement, 314.446.8196**

### **Fundraising**

On-campus fundraisers must be sponsored by a recognized student organization or member of the STLCOP 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). Students interested in joining a team and who meet the eligibility requirements should contact specific sport coaches for more information. Contact information can be found at: [eutecticsports.com/staff](http://eutecticsports.com/staff).

#### ***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 will be held at Francis Park.

#### ***Volleyball (Women's)***

Preseason workouts start two weeks before classes begin. The season runs from August through the second week of November. Home matches are played on campus and will be held in the competition gym in the Recreation and Student Center (RAS).

#### ***Basketball (Men's and Women's)***

Practice starts in September. Games begin as early as late October and continue through the end of February. Home games will be played on the competition gym floor in the Recreation and Student Center (RAS).

#### ***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 (Women's)***

Practice starts when classes resume in the spring, with games beginning in March. Home games rotate between a number of local facilities.

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

Details on teams, schedules, rosters and results can be found at: [eutecticports.com](http://eutecticports.com)

## **Intramural Sports**

Intramurals are recreational sports played against fellow STLCOOP teams. Registration, rules and details for all intramural sports are housed on [imleagues.com](http://imleagues.com).

Sports include:

- Wiffle Ball
- Ultimate Frisbee (Berra Park)
- Flag Football (Berra Park)
- Volleyball
- Indoor Soccer
- Basketball

**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 MySTLCOP under Handbooks & Guidelines. New organizations can register on MySTLCOP.

## **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 or Deans' Office.

1. All copies must be signed individually
2. A maximum of 25 posters per event may be approved for posting
3. A maximum of 13 posters can be given to the Coordinator of Residence Life to put in the RA mailboxes
4. Signs cannot have information about activities that are being held in a private residence or regarding non-STLCOP 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.**

## **Public Safety and Emergency Management**

St. Louis College of Pharmacy Office of Public Safety monitors the campus 24 hours a day, 365 days a year. There are 136 security cameras located around campus, which are monitored at the Office of Public Safety in the Children's Avenue Garage. Officers may escort students to and

from their residence within a 3-mile radius of campus from 6pm–1am. Public Safety 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.

Campus Weapons Policy:

<http://policies.stlcop.edu/policies/policy/Weapons%20on%20Campus%20Policy%20-%20Interim%20.html>

**Contact: Scott Patterson, Director of 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 and fire 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](http://stlcop.edu/academics/catalog). A direct link to the Clery Report can be found at: [stlcop.edu/safety/clery](http://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 [Public Safety](#) in a timely manner at SAFE (ext.7233) or, for outside the College call 314-446-SAFE (7233).

### **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 <https://www.getrave.com/login/stlcop> 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.

**Contact: Carlin Harp, Emergency Management Coordinator, 314.446.8133**

### **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.

### 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 and Access Services, 314.446.8380**

### ID Card Access

Access to Jones Hall, the Recreation and Student Center, the Academic and Research Building, and the library is by card reader before 8 a.m. and after 5 p.m., Monday through Friday. On weekends, students have access via card reader all day.

Access to the Cafeteria 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.

The metal gate between the Residence Hall and Jones Hall requires a card access 24 hours a day for exit and entrance to the college campus.

### 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. Please submit an EMS request for any and all audiovisual/multimedia requests. Contacting the TSC should be secondary to confirm a reservation, ask additional questions, etc. Hours (when classes are in session) are 7:30 a.m. to 9 p.m. Monday through Thursday and 7:30 a.m. to 6 p.m. on Friday.

**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 the first 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 TSC 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](mailto:helpdesk@stlcop.edu)
- Walk in: Jones Hall, 1<sup>st</sup> Floor