

Updated: 9/11

Student Handbook 2011-2012



**SCHOOL OF HEALTH
RELATED PROFESSIONS**

University of Medicine & Dentistry of New Jersey



Welcome from the Dean

Greetings!

Welcome to the UMDNJ-School of Health Related Professions. The faculty, staff and administration hope that your experience with us will prove to be educationally enriching and professionally rewarding. In many ways this Handbook is designed to assist you in understanding the common practice of higher education and expectations of health professions students. It is your guide, as well as ours, in the conduct of our mutual enterprise. It is important that you read our UMDNJ Code of Conduct at <http://www.umdj.edu/complweb/code/conduct.pdf>.

As health professions students, you are responsible for reading all pertinent information in University publications regarding tuition/fees, add/drop policies, deadline dates, etc. If you are a new student, your program director will suggest when you take our academic integrity modules to learn more about our expectations. Students are responsible for compliance with the rules and regulations of the University as stated in University publications and on the University web site at <http://www.umdj.edu/>. Also, check out our School web site at <http://shrp.umdj.edu/> and the Academic Calendar for students listing important dates and events at: http://shrpnet.umdj.edu/projects/shrpweb-cf/calendars/academic_calendar_student.cfm as a convenient source of information about UMDNJ and the School of Health Related Professions.

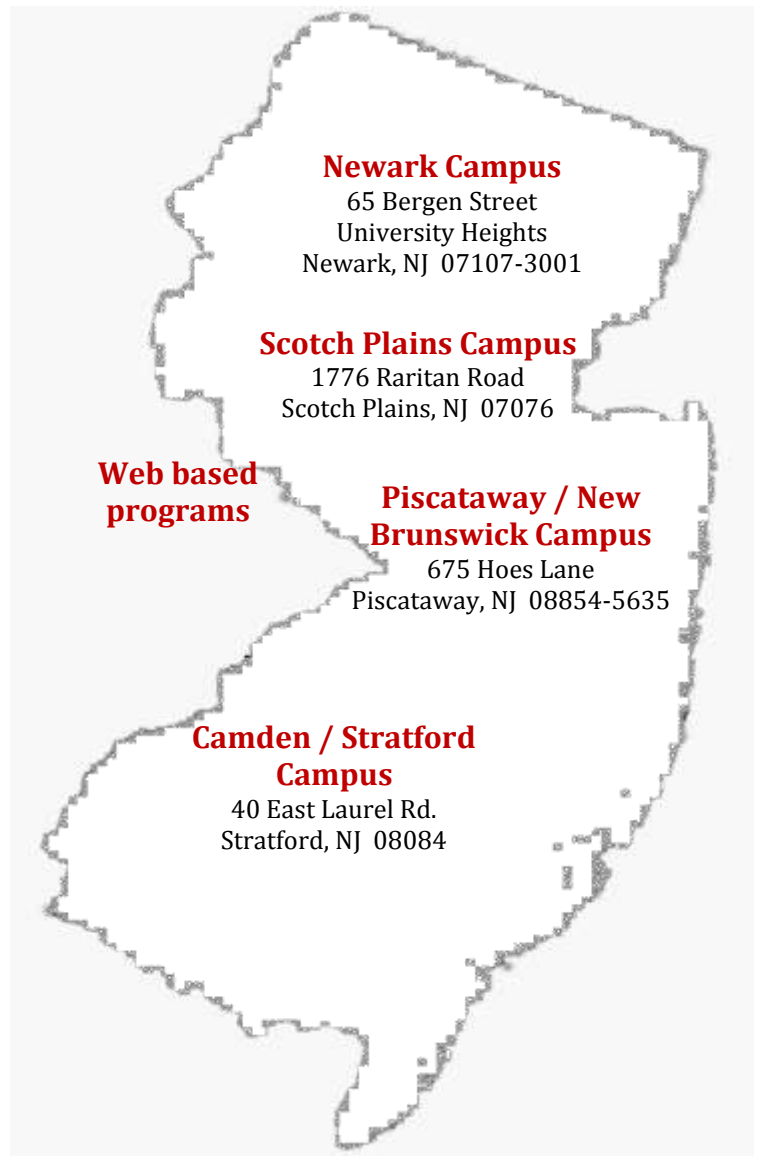
When you have suggestions, ideas or concerns, please share them with your faculty, Program Director or Chairperson or share through our suggestion box at http://shrpnet.umdj.edu/suggstbx/suggestion_intro.cfm

On behalf of the faculty and staff of the School of Health Related Professions (SHRP), I welcome you or welcome you back to UMDNJ and wish you the best with your educational endeavors.

Sincerely,



Julie O'Sullivan Maillet, PhD
Interim Dean – SHRP



Handbook Navigation: To return to the Handbook after clicking on a link, just use the back button. This will take you back to the page.

IMPORTANT MESSAGE

This handbook is informational only and does not constitute a contract between UMDNJ and any student. It may be changed by UMDNJ without prior notice to students. Any rules, regulations, policies, procedures or other representations made herein may be interpreted and applied by UMDNJ to promote fairness and academic excellence, based on the circumstances of each individual situation.

This handbook represents a reference guide, to policies, services and requirements for UMDNJ - SHRP. The School reserves the right to change any provisions, offerings, tuition, fees, or requirements at any time within the student's period of study at UMDNJ. In addition, UMDNJ may at any time eliminate, modify or change the location of any School, Institute, Center, Program, Department, course or academic activity.

The online handbook supersedes all hard copy material previously distributed.

University of Medicine and Dentistry of New Jersey – SHRP

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SCHOOL GENERAL INFORMATION

ADMINISTRATION and history

See administration and history at:

<http://shrp.umdni.edu/About/history.html>

School Campus Locations/ directions and programs

SHRP Campus Locations:

Newark Campus

Scotch Plains Campus

Piscataway Campus

Stratford Campus

Online

MAIN OFFICES / Contacts

Department:	Campus:	Contact:
Dean's Office	Newark	973-972-6507
Enrollment Services: Admissions / Registrar	Newark	973-972-5454 SHRPadm@umdni.edu
Student Services	Newark	973-972-7939
Business Office	New Brunswick	732-235-9168
Financial Aid	Newark	973-972-4376
Cashier's Office	Newark	973-972-6307/ 7953
	New Brunswick	732-235-9169
Public Safety (parking, emergency)	Newark Piscataway Scotch Plains Stratford	973-972-4491 732-235-9360 908-889-2485 856-566-6061
SHRP's Office of Information and Instructional Technology	All	973-972-9171 SHRPhelp@umdni.edu
UMDNJ's Information and Technology Services	All	732-743-3200 ISThelp@umdni.edu
ICAM-Institute	Newark	973-972-6379
Ombudsperson (Dr. Robin Eubanks)	Newark	973-972-4136
*CACE	Newark	973-972-1844

***(Center for Advanced and Continuing Education)**

FACULTY INFORMATION

For the entire SHRP faculty list please go to:

<http://marcy-cfinst1.umdj.edu/shpfprod/faclist.cfm>

For detailed information and faculty profiles please go to:

<http://profiles.umdj.edu/shrp/index.cfm>

ACADEMIC PROGRAM DIRECTORY

Click on program name for program's website or contact information in order to send messages.

SHRP PROGRAM	PROGRAM DIRECTOR	CONTACT
Biomedical Informatics MS/PhD, Healthcare Informatics Certificate	Syed Haque, Ph.D.	haque@umdj.edu (973) 972-6871
Cardiac Sonography	Stanley Ort, BS	ortst@umdj.edu (908) 889-2526
Clinical Nutrition -DCN	Riva Touger-Decker, Ph.D.	decker@umdj.edu (973) 972-6596
Clinical Nutrition - MS	Laura Byham-Gray, Ph.D.	byhamgld@umdj.edu (856) 566-6451
Clinical Trial Sciences, MS	Barbara Gladson, Ph.D.	gladsonbh@umdj.edu (973) 972-2375
Coordinated Dietetics and Coordinated Dietetics-2nd BS	Joyce O'Connor, DrPh.	oconnoja@umdj.edu (908) 889-2435
Cytotechnology	Cecilia Vallejo, M.D.	vallejcb@umdj.edu (908) 889-2425
Dental Assisting & Dental Hygiene	Carolyn Breen, Ed.D.	breen@umdj.edu (908) 889-2419
Diagnostic Imaging Technologies, Radiologist Assistant	Gladys Montane, M.S	montangm@umdj.edu (973) 972-8528
Diagnostic Medical Sonography	Cynthia Silkowski, M.A.	silkowcy@umdj.edu (908) 889-2521
Dietary Managers Certificate	Julie O'Sullivan Maillet, PhD Suzanne D'Anna, MS	maillet@umdj.edu dannase@umdj.edu (908) 889-2434 or 2520
Dietetic Internship	M. Geraldine McKay, M.Ed.	mckayge@umdj.edu (908) 889-2488
Health Information Management &	Barbara Manger, M.P.A.	mangerbj@umdj.edu

<u>Medical Coding Certificate</u>		(973) 972-4356
<u>Health Sciences Programs, BSHS</u>	Cheryl Bellamy, M.S.	<u>bellamcg@umdnj.edu</u> (973) 972-8512
<u>Health Sciences, MS</u>	Ann Tucker, D.Ed.	<u>tuckeraw@umdnj.edu</u> (856) 566-6434
<u>Health Care Management, MS</u>	Albert Heuer, Ph.D	<u>heueraj@umdnj.edu</u> (973)972-2418
<u>Health Sciences Ph.D.</u>	Robert Denmark, Ph.D	<u>denmarr@umdnj.edu</u> (973) 972-5410
<u>Medical Laboratory Science</u>	Elaine Keohane, Ph.D.	<u>keohanem@umdnj.edu</u> (973) 972-5510
<u>Nuclear Medicine Technology</u>	Michael Teters, M.S	<u>teterms@umdnj.edu</u> (908) 889-2449
<u>Physical Therapy-Newark-DPT</u>	Nancy Kirsch, Ph.D.	<u>kirschna@umdnj.edu</u> (973) 972-2371
<u>Physical Therapy-Stratford.-DPT</u>	Marie Koval Nardone, Ed.D.	<u>mnardone@umdnj.edu</u> (856) 566-6452
<u>Physician Assistant, MS</u>	Ruth Fixelle, M.Ed. Jill Reichman, M.P.H.	<u>fixellru@umdnj.edu</u> <u>reichmji@umdnj.edu</u> (732) 235-4445
<u>Psychosocial Rehab. and Treatment- AS, Rehabilitation and Psychology- BS</u>	Nora Barrett, M.S.W.	<u>barretnm@umdnj.edu</u> (908) 889-2431
<u>Psychiatric Rehabilitation-PhD</u>	Carlos Pratt, Ph.D.	<u>pratt@umdnj.edu</u> (908) 889-2461
<u>Psychiatric Rehab-MS – Leadership Track</u>	Amy Spagnolo, Ph.D.	<u>spagnoam@umdnj.edu</u> (908) 889-2544
<u>Rehabilitation Counseling- Community Counseling Track, MS</u>	Janice Oursler, Ph.D.	<u>ourslejd@umdnj.edu</u> (908) 889-2462
<u>Respiratory Care – Newark, & 2nd BS, BSAHT Respiratory Care</u>	Narciso Rodriguez, BS	<u>rodrigne@umdnj.edu</u> (973) 972-0386
<u>Respiratory Therapy - S. Jersey, Respiratory Therapy-2nd BS</u>	Alan Realey, B.A.	<u>realeyam@umdnj.edu</u> (856) 566-2892
<u>Vascular Sonography</u>	Cliff Araki, Ph.D.	<u>arakict@umdnj.edu</u> (908) 889-2468

SHRP News

You may search the SHRP website for more information regarding news and events, School Monthly newsletter and research related information at:

- [SHRP News and Events](#)
- [SHRP Monthly Newsletter](#)
- [SHRP Research News](#)

STUDENT AFFAIRS

SHRP's New Student ORIENTATON

<http://shrp.umdj.edu/NSO>

The [New Student Orientation website](#) provides essential information about SHRP and your academic program, including some program, School, and University requirements, as well as others you must complete, in many cases, prior to beginning class. For this reason, please review this site at your earliest opportunity. For questions, please [contact Enrollment Services](#).

STUDENT Rights, RESPONSIBILITIES and disciplinary procedures

http://www.umdj.edu/opmweb/university_policies/student_affairs/PDF/00-01-25-50_00.pdf

Students are responsible for immediately notifying the appropriate School office of any special circumstances which may influence their performance, such as changes in health status and or personal difficulties or disabilities. Students who do not notify promptly the School of changes or difficulties may not request review of academic decisions on the basis of such circumstances.

For information as to the appropriate office to notify, consult the Program Director, Office of Student Services, the Ombudsperson or the appropriate UMDNJ or School policy. Consult the Program directory or Main Offices/ Contacts on pages 7.

Additional Important Responsibilities:

Students are responsible to check their UMDNJ assigned e-mail account no less than weekly and to expect to receive notifications by the School through that email account. A students' assigned UMDNJ e-mail account is the official e-mail account for School purposes.

Students are responsible for completing all training programs required by the University or School within the established time frame. Check with your Program Director regarding any specific training requirement. (e.g. HIPAA, Sexual Harassment, Academic Integrity, etc.). Some of these training sessions must be completed annually.

Students are required to review the Faculty/Student Honor Code and, prior to enrollment, acknowledge their agreement to abide by it.

Students are responsible for completing the SHRP online orientation and specific Program orientation. For orientation information contact the Department of Enrollment Services or go to <http://shrp.umdj.edu/NSO>.

DRUG-FREE ENVIRONMENT

http://www.umdj.edu/opmweb/university_policies/Administration/PDF/00-01-10-60_00.pdf

ESSENTIAL FUNCTIONS FOR PARTICIPATION IN COURSES

<http://shrp.umdj.edu/admissions/documents/essentialfunctions.pdf>

Some programs/disciplines have additional Essential Functions. Please check these additional essential functions by going to the SHRP website, Enrollment Services, Admissions, and clicking on:

http://shrp.umdj.edu/admissions/admissions_tech.html

In addition, please check with the Office of Student Services to request accommodations for disabilities by calling the Disability Compliance Coordinator at 973-972-7939 and by following the procedures indicated at:

http://shrp.umdj.edu/current_students/shrp_oss_ada.htm

Enrollment and continued enrollment of accepted students to UMDNJ-School of Health Related Professions is conditional, based on fulfilling of immunization requirements or check the UMDNJ Student immunizations & Health Requirements policy at : http://www.umdj.edu/opmweb/university_policies/student_affairs/PDF/00-01-25-40_00.pdf

VETERAN STUDENT PROGRAMS

http://shrp.umdj.edu/current_students/registrar/VA.html

Students in active duty, National Guard or a VA program are responsible for contacting Enrollment Services, Program Director, and the course instructor, and following up with the guidelines and contact information listed on the link above. When called for active duty, it is the student's responsibility to make sure the appropriate individuals are notified, School forms completed, and prior arrangements made with course instructors.

SERVICES FOR STUDENTS WITH DISABILITIES

<http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/6.8%20SERVICES%20FOR%20STUDENTS%20WITH%20DISABILITIES.pdf>

No program or activity administered by the University shall exclude from participation, admissions, treatment or employment, or deny benefits to, or subject to discrimination any qualified individuals solely by reason of his or her disability.

Qualified individuals are those persons who, with or without reasonable accommodation, are capable of performing the essential functions of the position in question in accordance with UMDNJ policy, applicable laws and regulations. University policies with regard to the rights of individuals with disabilities include:

UMDNJ Policy 00-01-20-91_00 Disabilities and UMDNJ Students/Applicants

http://www.umdj.edu/opmweb/university_policies/Academic_affairs/PDF/00-01-20-91_00.pdf

UMDNJ Policy 00-01-35-40_00 Individuals with Handicaps/Disabilities

http://www.umdj.edu/opmweb/university_policies/workplace_diversity/PDF/00-01-35-40_00.pdf

UMDNJ Policy 00-01-35-35_00 Equal Access in Public Service

http://www.umdnj.edu/oppmweb/university_policies/workplace_diversity/PDF/00-01-35-35_00.pdf

Also, check out the Student Services website at:

http://shrp.umdnj.edu/current_students/shrp_oss_home.htm

STUDENT WITH IMPAIRMENTS

http://www.umdnj.edu/oppmweb/university_policies/student_affairs/PDF/00-01-25-35_00.pdf

For further assistance, please review the policy in its entirety by going to the website listed above or contacting the Student Assistant Facilitator on your campus:

Newark Campus:	Barbara Caldwell, PhD, APRN (SN) and Janice Aloi, MSN, RN, CNE or via email at: caldweba@umdnj.edu and aloija@umdnj.edu
Scotch Plains Campus:	Melissa Roberts, PhD (SHRP) at 908 889-2470 or via email at: robertsmm@umdnj.edu
Piscataway:	Joseph Schwenkler, MD (SHRP) at 723 235-4445 and Barbara Palmeri, MD at 732-235-4433 or via email at: schwenjo@umdnj.edu and palmerba@umdnj.edu
Stratford:	Ni Gao, PhD (SHRP) at 856-566-2770 or via email at: gaoni@umdnj.edu
Camden:	Douglas Leonard, DO (SOM) at 856-482-9000 or via email at: leonardd@lourdesnet.org

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

http://www.umdnj.edu/oppmweb/university_policies/student_affairs/PDF/00-01-25-05_00.pdf

For additional information you can visit the University's Registrar's website at:

http://www.umdnj.edu/uroweb/registrar_office/FERPA/FERPA.shtml

STUDENT GRIEVANCES

<http://www.umdnj.edu/legalweb>

Students are encouraged to seek a resolution of complaints and grievances at the departmental level by consulting the appropriate faculty member or by bringing the issue to the appropriate Program Director or Department Chair. Complaints related to harassment or discrimination may, if the student wishes, be brought directly to the UMDNJ Labor and Employment Group at 973-972-4705. The UMDNJ Office of Workplace Diversity may be contacted for consultations at 973-972-4855.

Student Drug Testing Procedures

Students who need drug testing as requirement at a clinical site, and the testing is not available at the site will be able to go through SHRP for this service. For information, ask your clinical coordinator or program director.

You may download the drug testing release form by going to link below.

http://shrp.umdni.edu/current_students/registrar/documents/DrugTestingReleaseForm.pdf

CRIMINAL BACKGROUND CHECK

http://www.umdni.edu/oppmweb/university_policies/Academic-affairs/PDF/00-01-20-95_00.pdf

This policy shall apply to all applicants accepted for admission to, and students enrolled in or visiting educational programs that may include clinical experience in any facility that requires or may require a criminal background check to be performed on students assigned to that facility as part of their educational program.

Following completion of the required forms permitting UMDNJ to perform a Criminal Background check which is located at http://shrp.umdni.edu/prospective_students/admissions/CBC.html

All students, whether on active or inactive student status, are required to notify the School of any future convictions, guilty pleas or no contest pleas to any crime, misdemeanor or other offense; and of any future arrests, detentions, charges or investigations by any law enforcement authorities.

Students must also agree to notify the School of any convictions, guilty plea or no contest pleas to any crime, misdemeanor or other offense and of any arrests, detentions, charges or investigations by any law enforcement authorities, which occur subsequent to the applicant's student's submission of the Accepted Applicant/Enrolled Student Disclosure Form.

This policy supplements the UMDNJ Policy, **Criminal Background Check**.

ACADEMIC POLICY INFORMATION

POLICIES UMDNJ/SHRP

For Universities policies please go to:

[Http://www.umdj.edu/oppmweb/index.htm](http://www.umdj.edu/oppmweb/index.htm)

For SHRP academic policies please go to:

<http://shrp.umdj.edu/policies/index.html>

Please become familiar with the academic policies related to students which are listed below. EACH POLICY IS PROVIDED IN FULL AT THE WEBSITE ADDRESS PROVIDED. ANY QUESTIONS RELATED TO A POLICY MAY BE DIRECTED TO YOUR PROGRAM DIRECTOR. **For a full table of contents of the policies, please refer to the links listed above.**

SHRP ACADEMIC POLICIES

http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/index_new.cfm

ADMISSIONS:	Website address:
Transcripts	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/1.2%20TRANSCRIPTS.pdf
Readmission	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/1.4.1%20READMISSION.pdf
GPA for Change of Program	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/1.4%20GPA%20FOR%20CHANGE%20OF%20PROGRAM.pdf
International Student Services	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/1.5%20INTERNATIONAL%20STUDENT%20SERVICES.pdf
REGISTRATION:	
Student Enrollment Status	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.0%20STUDENT%20ENROLLMENT%20STATUS.pdf
Maintaining Matriculation	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.0.1%20MAINTAINING%20MATRICULATION.pdf
Leave of Absence	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.0.2%20LEAVE%20OF%20ABSENCE.pdf

Withdrawal from Course	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.0.3%20WITHDRAWAL%20FROM%20COURSE.pdf
Withdrawal from School	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.0.4%20WITHDRAWAL%20FROM%20SCHOOL.pdf
Continuing Program Status	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.0.5%20CONTINUING%20PROGRAM%20STATUS.pdf
Registration Time Status	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.0.6%20REGISTRATION%20TIME%20STATUS.pdf
Registration Process	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.1%20REGISTRATION%20PROCESS.pdf
Second Baccalaureate Degree	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.10%20SECOND%20BACCALAUREATE%20DEGREE.pdf
Drop and ADD	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.2%20DROP%20and%20ADD.pdf
Non-Matriculation	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.3%20NON-MATRICULATION.pdf
Health Information Disclosure	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.4%20HEALTH%20INFORMATION%20DISCLOSURE.pdf
Immunization Status	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.4.1%20IMMUNIZATION%20STATUS.pdf
Transfer Credit	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.5%20TRANSFER%20CREDIT.pdf
Portfolio Assessment	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.5.1%20PORTFOLIO%20ASSESSMENT.pdf
Credit by Examination	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.6%20CREDIT%20BY%20EXAMINATION.pdf
Undergraduate and Graduate Level courses	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.7%20UNDERGRADUATE%20AND%20GRADUATE%20LEVEL%20COURSES.pdf
Confidentiality of Student Records	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.8%20CONFIDENTIALITY%20OF%20STUDENT%20RECORDS.pdf

	DS.pdf
Dual Degree	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/2.9%20DUAL%20DEGREE.pdf
GRADING SYSTEM	
Grading System Policy	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/3.0%20GRADING%20SYSTEM%20POLICY.pdf
Grade point Average Calculation	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/3.0.1%20GRADE%20POINT%20AVERAGE%20CALCULATION.pdf
Honors Designation	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/3.0.2%20HONORS%20DESIGNATION.pdf
Academic Standing	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/3.1%20%20ACADEMIC%20STANDING%20.pdf
Academic Decision and Grade Review	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/3.1.1%20ACADEMIC%20DECISION%20AND%20GRADE%20%20REVIEW%20%20.pdf
Satisfactory Academic Progress	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/3.1.2%20SATISFACTORY%20ACADEMIC%20PROGRESS.pdf
Academic Warning	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/3.1.3%20ACADEMIC%20WARNING.pdf
Probation Policy	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/3.1.4%20PROBATION%20POLICY.pdf
Repetition of a Course	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/3.1.5%20REPETITION%20OF%20COURSE.pdf
Examination	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/3.2%20EXAMINATION.pdf
Graduation Requirements	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/3.3%20GRADUATION%20REQUIREMENTS.pdf
Awarding Posthumous Degree	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/3.3.1%20AWARDING%20POSTHUMOUS%20DEGREE.pdf
RESEARCH	

Research Proposal	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/5.0%20RESEARCH%20PROPOSAL.pdf
Student and Faculty Authorship	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/5.1%20STUDENT%20and%20FACULTY%20AUTHORSHIP.pdf
STUDENT RIGHTS RESPONSIBILITIES	
Student Right Defined	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/6.0%20STUDENT%20RIGHT%20DEFINED.pdf
Student Responsibilities	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/6.1%20STUDENT%20RESPONSIBILITIES.pdf
Equal Educational Opportunity	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/6.2%20EQUAL%20EDUCATIONAL%20OPPORTUNITY.pdf
Ombudsperson	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/6.3%20OMBUDSPERSON.pdf
Dress Code	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/6.4%20DRESS%20CODE.pdf
Faculty and Student Honor Code	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/6.5%20FACULTY%20and%20STUDENT%20HONOR%20CODE.pdf
Student Disciplinary Procedures	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/6.5.2%20STUDENT%20DISCIPLINARY%20PROCEDURES.pdf
Attendance	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/6.6%20ATTENDANCE.pdf
Challenge of records entry	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/6.7%20CHALLENGE%20OF%20RECORD%20ENTRY.pdf
Services for Students with disabilities	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/6.8%20SERVICES%20FOR%20STUDENTS%20WITH%20DISABILITIES.pdf
Ethical Statement of Patient Care Responsibilities	http://shrpnet.umdj.edu/projects/shrpweb-cf/policies/PDFs/6.9%20ETHICAL%20STATEMENT%20ON%20PATIENT%20CARE%20RESPONSIBILITIES.pdf

STUDENT SERVICES AND CONDUCT

STUDENT INTERVENTION COORDINATION

http://www.umdj.edu/opmweb/university_policies/student_affairs/PDF/00-01-25-35_05.pdf

Members of the University community are instructed to report to the appropriate Dean any conduct or statement of concern by a student. "Conduct or statements of concern" include behavior or statements by students that are disruptive, threatening, inappropriate, unlawful, unprofessional, or reasonably likely to result in fear or anxiety concerning the safety of the student and/or members of the University community.

This policy was created to contribute to the protection of the health and safety of students, employees and patients of UMDNJ. For more information please refer to the link above.

COUNSELING AND TUTORIAL SERVICES

http://shrp.umdj.edu/current_students/shrp_oss_home.htm

The Office of Student Services provides academic, personal and financial counseling and selected tutorial services. A variety of services are offered and extended to all SHRP students. They include, academic tutoring, counseling services, college survival tips, employability workshops, Educational Opportunity Fund (E.O.F.), and services for students with disabilities. For more information contact the Office of Student Services at (973) 972-7939 or visit the website listed above.

EDUCATIONAL OPPORTUNITY FUND SERVICES

http://shrp.umdj.edu/current_students/shrp_oss_eof.html

The Educational Opportunity Fund (EOF) program at UMDNJ-School of Health Related Professions (SHRP) is a State and University sponsored effort to provide access to higher education for economically and educationally disadvantaged individuals. EOF provides educational opportunities for low-income New Jersey residents who are motivated and demonstrate potential to succeed in college but who lacked access to a quality educational experience.

The SHRP-EOF program administers a summer program and an academic year program designed to promote academic success of each student.

IF YOU ARE A VICTIM OF SEXUAL ASSAULT

http://shrp.umdj.edu/current_students/shrp_oss_home.html

The information listed on the link above is a tool and a resource for students who may suffer an assault. It also provides detail information on who to contact in case of an emergency.

AWARDS, RESEARCH AND SCHOLARSHIPS

AWARDS FOR STUDENTS/ALUMNI

The awards listed below are presented each year at the SHRP Convocation Dinner in May. For more information, please contact the Dean's Office at 973 972-4496.

Academic & Clinical Excellence: These awards are presented on the recommendation of program directors or faculty members to students who have excelled academically or clinically in their respective educational programs.

Distinguished Alumni: This award is presented to a graduate of SHRP who has made an outstanding contribution to health care service, education or research. Recipients will be chosen for their ability to work with patients and fellow professionals, their level of community involvement and for a positive reputation among health care professionals and community members.

Excellence in Service: This award is presented on the recommendation of program directors or faculty members to students who have contributed outstanding service to the community, the School, the University, or Allied Health Professions.

Stanley S. Bergen Medal of Excellence: The student must be a prior year's graduate and was the recipient of either the Clinical or Academic Excellence award. Each program can nominate one student with the approval of the Program Director.

For the Stanley S. Bergen Medal of Excellence Award please contact the chair of the Committee on Admissions and Academic Standing or your former Department Chair.

SCHOLARSHIPS FOR STUDENTS

http://shrp.umdj.edu/prospective_students/admissions/admissions10_scholarships.html

Each year, the UMDNJ Foundation and SHRP Faculty and Staff make available scholarships to qualified applicants who demonstrate academic and professional achievement in their programs and fields. Scholarships are available for both newly entering students and continuing students. You may be eligible for more than one scholarship and you are invited to apply for all scholarships for which you are eligible. Some scholarships are based on financial need. To apply for these scholarships, you must submit the Free Application for Federal Student Aid (FAFSA).

RESEARCH FOR STUDENTS

<http://shrp.umdj.edu/research/SummerResearch.htm>

Each year the School of Health Related Professions and the UMDNJ Foundation fund a number of Summer Student Research Internships which provide students with a stipend and the opportunity to work with a faculty member on a research project.

Descriptions of projects developed by faculty members are made available on the Research website in April and May. When a student finds a project of interest they discuss the project and responsibilities with the faculty member. Once both agree to the delineation of time and responsibilities, the application of commitment is sent to the Research Office and, if necessary, the project is forwarded to the Research Committee for selection. This program is designed for doctorally qualified faculty members, and students who are less than half-way through their Master's degree program.

RESEARCH DAY

http://shrp.umdj.edu/Faculty/Research/research_day/index.html

SHRP recognizes and emphasizes the importance of research by hosting an annual "Research Day" to promote research. It is an opportunity to enhance networking among students and faculty members from different departments within the School and to augment faculty-student interactions through research.

EXCELLENCE IN TEACHING AWARD POLICY – to nominate a faculty member

The UMNDJ Foundation provides funds to award members of the UMDNJ faculty for outstanding teaching during the academic year. Each year the UMDNJ-School of Health Related Professions recognizes two members of the faculty for excellence in teaching. Recipients receive a cash award and a framed scroll commemorating the award. The President of UMDNJ may set any guidelines for this series of awards. Nomination are due mid February of each year, please check postings or contact your program director.

Criteria:

1. Planning and providing effective instruction
 - Focuses on course content, faculty expertise, innovativeness, and creativity.
2. Personal and professional role modeling
 - Focuses on role modeling through scholarship and research, personal and professional growth/development, and extracurricular activities.
3. Facilitating growth and development through means other than instruction
 - Focuses on formal counseling and advisement and informal support and encouragement.

For faculty access: For a comprehensive review of the administrative procedure, please check the "administrative procedures" link on the SHRP website at: <http://shrp.umdj.edu/About/index.html>

HEALTH AND INSURANCE INFORMATION

HEALTH INFORMATION DISCLOSURE

<http://www.umdnj.edu/complweb/policies/hipaapols>

Health Information at UMDNJ is protected under the Health Insurance Portability and Accountability Act (HIPAA). UMDNJ is committed to providing students with notification of legal duties and privacy practices. Please see the link above for further information. Students may be required to complete HIPAA training as part of their academic/clinical education.

STUDENT IMMUNIZATIONS and HEALTH REQUIREMENTS

http://www.umdnj.edu/opmweb/university_policies/student_affairs/PDF/00-01-25-40_00.pdf

http://shrp.umdnj.edu/prospective_students/admissions/admissions5_immunization.html

Policy

All UMDNJ-SHRP students are required to submit documented proof of immunity; the extent of immunization is based on the extent and type of interaction with patients, blood and potentially infectious bodily fluids. Questions regarding specific requirements should be directed to the Campus Student Health Service.

Students who fail to comply with immunization requirements may be prohibited from registering for future courses and participating in clinical requirements.

MEDICAL EVALUATION / IMMUNIZATION RECORDS FORMS

http://shrp.umdnj.edu/admissions/admissions5_immunization.html

Please refer to the website listed above to review required forms to be completed and returned to Student Health and Wellness Center no later than four weeks before you enroll in SHRP.

Note: If the University's Director of Student Health finds the results of a student's medical evaluation to be unacceptable, the School reserves the right to revoke the acceptance. In that case, the tuition deposit will be refunded. Keep copies of your completed medical forms. You will be required to present verification of some vaccinations/tests at affiliated clinical sites prior to each of your clinical rotations.

If you have any questions, please call the Student Health and Wellness Center at: 973-972-8219.

HEALTH SERVICES

Through Student Health Centers, UMDNJ provides health services to students on its various campuses. All students who pay tuition directly to UMDNJ in full-time, day programs located on the Newark, Piscataway and Stratford Campuses, are required to pay the health service fee and may receive services from the campus health centers.

For students on the Newark area campuses, the Student Health and Wellness Center is located in the UMDNJ Doctors Office Center (DOC), Suite 1750, Newark, NJ 07103. Tel: (973) 972-8219, Hours: Monday-Friday- 7:30am-5pm

For students on the Piscataway Campus, Student Health Services are located at:
317 George Street, New Brunswick, NJ. 08901 Tel: (732) 235-5160, Hours: Monday, Wednesday, Friday- 8am-5pm, Tuesday and Thursday 8am-8pm. Please call for appointments and hours.

For students on the Stratford Campus, University Doctor's Family Medicine is located at:
42 E. Laurel Rd., Suite #2100B., Stratford, NJ. 08084. Tel: 856-566-7020, Hours: Monday-Thursday. 8am-7pm, Friday. 8:am-12:30pm and Saturday 8am-12noon.

Services may differ for students enrolled in joint programs. Hours may change. Please call in advance.

STUDENT MENTAL HEALTH CARE SERVICES

The School of Health Related Professions (SHRP) provides mental health care for students at each of its locations. Students enrolled in programs based on the Newark and Scotch Plains campuses, and all part-time, evening and distance education students are referred to the Student Wellness program of the University Behavioral Health Care (UBHC-Newark) for mental health care.

Students enrolled in programs on the Piscataway Campus are referred to the University Behavioral Health Care (UBHC- Piscataway Campus).

Students enrolled in programs based on the Stratford Campus are referred to the University Behavioral Health Care (UBHC-Stratford Campus) and some students may also receive mental health care and medical care at the Rutgers University Health Center located in Camden.

UBHC STUDENT WELLNESS PROGRAM LOCATIONS:

www.ubhcisweb.org/studentSWP/

Newark Campus

Behavioral Health Sciences Building
183 South Orange Avenue
Newark, NJ 07102
(973) 972-5429 (Office)
(800) 327-3678 (Emergencies or After Hours)

Counseling Office Hours: Call for hours to make an appointment between 9am-5pm.

Piscataway Campus

501 Hoes Lane Room 202
Piscataway, NJ 08854
Or
671 Hoes Lane West
Piscataway, NJ 08855

(732) 235-5933 (Office)
(800) 327-3678 (Emergencies or After Hours)

Counseling Office Hours:

Day and evening appointments are available M-F. Please call between the hours of 9am-5pm.

Stratford/Camden Campus

227 Laurel Road

1 Echelon Plaza, Suite 101

Voorhees, NJ 08043

(856) 770-5750 (Office)

(800) 327-3678 (Emergencies or After Hours)

Counseling Office Hours: Monday and Wednesday: 12pm-8pm, Tuesday, Thursday and Friday: 9am-5pm

INSURANCE INFORMATION

http://shrp.umdj.edu/admissions/admissions4_insurance_requ.html

Please refer to the link listed above for all insurance information. Main insurance items covered are:

- Health Insurance coverage* (for students)
- Delta Care Delta Insurance
- Voluntary VSP Vision Care Plan
- University Long -Term Disability Income Insurance
- Professional Liability Insurance

*it is critical that student either apply for a waive health insurance prior to the deadline. Failure to comply by the deadline will result in the student being charged for health insurance.

UMDNJ INCIDENT REPORTING – NON-CLINICAL

http://www.umdj.edu/oppmweb/university_policies/financial_affairs/PDF/00-01-50-87_00.pdf

If a student suffers an accident during a School activity, the student must complete an incident report. If the accident occurs at a non-UMDNJ facility, that facility’s incident report form should be completed. If the accident occurs at a UMDNJ facility, the UMDNJ incident report form must be completed and submitted to the UMDNJ Office of Risk and Claims Management, ADMC 1313, Newark campus, with a copy to the Office of the SHRP Dean. The Office of Risk and Claims Management should be contacted immediately if the accident involves injury. Call (973) 972-6277. Incident Report forms may be obtained through the Dean’s Office and the Office of Enrollment Services.

MANAGEMENT of POTENTIAL OCCUPATIONAL /EDUCATIONAL EXPOSURES to hiv, hbv and HCV

http://www.umdj.edu/oppmweb/university_policies/health_services/PDF/00-01-40-40_10.pdf

Incidents involving needle sticks and potential exposure to bloodborne pathogens require immediate action to protect a student's health and safety. The UMDNJ Policy on Management of Potential Occupational/Educational Exposures to HIV, HBV and HCV, 00-01-40-40:10, will be implemented.

If a student reports a needle stick to any SHRP official, the student should be instructed to:

- A. Wash exposure site thoroughly with soap and water (or water only for mucous membranes).
- B. Notify the clinical supervisor for assistance.
- C. Call/Go to the nearest Student Health and Wellness Center or the area of the clinical facility designated for treating needle stick exposures. Consult concerning appropriate tests, risk-assessment counseling and chemoprophylaxis.
 - Newark & Scotch Plains: -need to call
Student Health & Wellness Center: (973) 972-8219 (7:30-5 M-F)
After hours: ER at UMDNJ-University Hospital (973) 972-5123
 - Piscataway/New Brunswick:
EOHSI Employee Health Service: (732) 445-0123 (8-4 M-F)
After hours: page Infectious Diseases Fellow on call at RWJ University Hospital (732) 828-3000, press 0
 - Stratford:
(856) 566-6845 (24 hrs.)
- D. Complete an incident report from the facility in which the incident occurred.
- E. Send treatment and testing bills to the student's insurance company. For reimbursement of expenses not reimbursed by insurance, send a request, including the incident report, your insurance Explanation of Benefits and original treatment fill, to your Program Director or the Assistant Dean for Enrollment Services.

TUITION AND FEES

UMDNJ Tuition and Fees¹

http://shrp.umdj.edu/general/regist_04_tuition_fee.html

Tuition for all programs at UMDNJ-SHRP is payable to UMDNJ and is subject to change. UMDNJ fees are paid at the beginning of each semester. Additional Program fees for disposable educational supplies, laboratory fees (for some programs) materials and duplication costs of handouts are charged. See link above for tuition and fees information .

A graduation fee is charged the first semester as a matriculated student. Fees for students in joint programs may differ. See information regarding graduation at: http://shrp.umdj.edu/registrar/app_grad.html

UMDNJ reserves the right to change tuition and/or fees at any time. Financial information concerning tuition and fees and their payments can be obtained from the Office of Enrollment Services at (973) 972-5454 or can be obtained by going to: http://shrp.umdj.edu/general/regist_04_tuition_fee.html or the Office of Financial Aid at: http://umdj.edu/studentfinancialaid/index_new_brow.htm

¹ **Tuition rates are subject to change without notice.**

Registration Fee¹

All fees are listed on the tuition and fees web page supported by Enrollment Services. Should you have any questions, please call 973 972-5454.

¹ **Tuition rates are subject to change without notice.**

Tuition Deposit

Once a student is accepted into any SHRP Academic Program, he/she must submit a tuition deposit. The deposit holds a place in the program for the student and is deducted from the first semester's tuition bill. In addition, a Criminal Background Check fee is charged immediately upon admission to most programs.

Tuition Payment

Students will be mailed an invoice thirty (30) days prior to each term's start date to reflect their financial obligation to the School. The statement will be mailed by the University Business Office. University Policy requires that all students pay or establish an installment payment plan or have verified financial aid or third party confirmation by the start of the semester. All funds from financial aid are initially applied to tuition and fees.

Refunds

Refunds will be issued on credit balances after all financial obligations to UMDNJ are satisfied. Please check the registration/refund dates for matriculated and non-matriculated students at:

http://shrp.umdj.edu/current_students/registrar/regist_02_reg_dates.html

Installment Plan

http://www.umdj.edu/oppmweb/university_policies/student_affairs/PDF/00-01-25-15_00.pdf

Students receiving partial or no financial aid can opt to enroll in an installment plan. The student must enroll in the installment plan on or before the due date specified on their bill. A fee of \$20.00 per semester is assessed. Students enrolled in the installment plan are required to adhere to the following schedule:

- Payment of all fees plus one-half of the tuition is due before or on the due date specified on the invoice.
- One quarter of the tuition is due 30 days after the due date.
- One quarter of the tuition is due 60 days after the due date. A \$20.00 fee will be assessed for this service. Payment of full tuition or of an installment payment plan that is not received within 30 days following the due date will result in a late fee of \$50.00 for each month the account is in arrears.

PER CREDIT TUITION and fees FOR 2011 - 2012

http://shrp.umdj.edu/general/regist_04_tuition_fee.html

The UMDNJ Board of Trustees approves tuition and fees on an annual basis.

The Undergraduate and Graduate tuition and fees for the academic year 2011-2012 can be found by going to the website listed above.

Tuition for Web Based Programs¹

The tuition and fee schedule on the SHRP website identifies most of the traditional and web-based programs if there is still a question after referencing the web-site please check with your Program Director.

Tuition and Fees for Web Courses¹

There is no longer a separate category for web courses. Students are in either traditional or web based programs and are charged according to the rates governing their program. Please see the website on tuition and fees for more information.

Biopharma Tuition

See the link above for tuition information.

¹ **Tuition rates are subject to change without notice.**

Student residence and In-state tuition

http://www.umdnj.edu/oppmweb/university_policies/student_affairs/PDF/00-01-25-15_05.pdf

Eligibility for in-state tuition rates

1. Eligibility for in-state tuition rates is predicated upon the student having a New Jersey domicile. Note: Students residing in New Jersey for a period of twelve (12) months before first enrolling at UMDNJ are presumed to be domiciled in this state for tuition purposes.
2. Active-duty U.S. military personnel and their dependents (spouse and dependent children) who are living in New Jersey shall be regarded as residents of New Jersey for the purpose of determining tuition.
3. Students with non-immigrant status, that is, students who are neither U.S. citizens nor permanent residents, are considered to have a permanent residence in their home country which they do not intend to abandon. As a result they do not qualify for classification as in-state residents for tuition purposes.

However, students in visa classifications may petition for in-state tuition rates, provided they meet all other New Jersey residence criteria as specified in the policy. Please check the policy in its entirety by going to the website listed above.

OUT OF STATE TUITION

Tuition for out-of-state residents is 50% more than that of in-state residents.

Students who have permanent residencies outside of the U.S. pay the out-of-state tuition rate.

GRADUATION FEE¹

http://shrp.umdnj.edu/current_students/registrar/diploma_releaseform.html

Diploma distribution information, graduating terms, graduation fee and diploma/certificate release form can be found by going to the link listed above.

¹ Tuition rates are subject to change without notice.

FINANCIAL AID

http://www.umdnj.edu/studentfinancialaid/index_new_brow.htm

You may also check the student financial aid handbook at:

http://umdnj.edu/studentfinancialaid/publications/stu_aid.htm

Student Financial Aid Office Locations

http://umdnj.edu/studentfinancialaid/office_location/index.htm

Note: Non-matriculating students generally are not eligible for financial aid.

THIRD PARTY BILLING

http://www.umdnj.edu/cntrlweb/staff_directory/index.htm#Billing

If tuition/fees are paid directly to the University by a government agency, please contact the UMDNJ Business Office at (732) 235-9168 located at 335 George Street, Liberty Plaza, New Brunswick, NJ 08903.

If tuition and/or fees are paid directly to the University by Armed Services or Federal Government (VA) or the State of NJ please forward the paperwork to UMDNJ Business Office Attn: Harold Alexander at 335 George Street, Liberty Plaza, New Brunswick, NJ 08903.

UNPAID ACCOUNTS

A student with an unpaid and overdue UMDNJ account may, upon notice, be refused admittance to classes until payment is received. In addition, students are not permitted to continue in the program for the following semester, nor will a transcript of credits or certificate of graduation be issued until the indebtedness is settled. Students who anticipate or are experiencing a financial problem should contact the Business Office at (732) 235-9168.

STUDENT TUITION and FEES OBLIGATIONS

http://www.umdnj.edu/oppmweb/university_policies/student_affairs/PDF/00-01-25-15_00.pdf

Students who fail to pay their account in full within thirty days of going on inactive academic status, will have their accounts submitted to a collection agency. The student is responsible for collection agency fees which is 33 1/3% of the past due balance plus the balance, and all legal fees involved in collecting the past due account.

For inquiries on delinquent accounts , billing and collection office, payroll and student loans please contact the Controller's Office at: http://www.umdnj.edu/cntrlweb/staff_directory/index.htm#Controllers

You can also make inquiries and request information by visiting or contacting the Office of Enrollment Services at (973) 972-5454 or via e-mail at shrpadm@umdnj.edu.

WEB INFORMATION

My.UMDNJ

<http://my.umdj.edu>

My.UMDNJ is the University's portal, or gateway, to most, if not all, of the UMDNJ systems and administrative information you'll need during your studies here.

Log into my.UMDNJ to:

- ✓ register for courses;
- ✓ access email, web courses (ANGEL Learning) and other university systems;
- ✓ obtain grades; and
- ✓ review student accounts.

You may also find other useful information in My.UMDNJ, as nearly every significant university service maintains a presence (or "channel") on the portal. There are also number of external information sources (news feeds) that you can subscribe to, as well.

Newly accepted students who submit all documents and deposits required for enrollment into SHRP programs, will be sent information via regular mail detailing how to access My.UMDNJ.

BANNER SELF SERVICE

Access Banner Self-Service through My.UMDNJ, the Web Portal into the UMDNJ community.

Banner Self-Service is a web tool for managing tasks and information that are critical to success as a UMDNJ student. For example, through Banner Self-Service, you can access the following:

- **Class Schedule**
- **Grades**
- **Registration**
- **Current Balance**
- **Financial Aid Status**

WEB-BASED COURSES – ANGEL LEARNING SYSTEMS

<http://shrp.umdj.edu/tech4sure/ANGEL/index.html>

UMDNJ's web course platform is *ANGEL Learning Systems*. Along with the rest of UMDNJ, SHRP strives to achieve parity between your experience in our classrooms and in our web-based courses. This goal applies not only to academic performance standards, but also to the scope of materials and the effort to learn; your access to instructors; and the availability of academic and non-academic resources.

SHRP's *ANGEL Information* page is at <http://shrp.umdj.edu/tech4sure/ANGEL>.

If you're new to ANGEL at UMDNJ, you absolutely should read the E-Learning@umdnj: The Angel Learning Course Web System

<http://shrp.umdnj.edu/tech4sure/ANGEL/documetns/Student_GettingStarted.pdf> as soon as possible. (You will also find a link to it in the "For Student" section of our *ANGEL Information* page.)

Some of the critical issues that E-learning@umdnj touches on:

- ✓ Computer requirements (such as supported browsers and minimum screen resolution);
- ✓ Logging into ANGEL;
- ✓ Getting help with ANGEL;
- ✓ Accessing the ANGEL orientation;
- ✓ What to expect when accessing your ANGEL courses; and
- ✓ What to do when you can't.

Another important link on SHRP's *ANGEL Information* webpage is [Welcome to UMDNJ E-Learning](https://d2.parature.com/ics/support/default.asp?deptID=8147), <<https://d2.parature.com/ics/support/default.asp?deptID=8147>>. This link takes you to UMDNJ's main clearinghouse for all things ANGEL, including a 24/7/365 toll-free support hotline.

COURSE SCHEDULE

The course schedule is posted on the SHRP website by semester. You can access information by going to: http://shrp.umdnj.edu/course_schedule/sched.html?ID=1

COURSE DESCRIPTIONS and Program Curricula

<http://coursecatalog.umdnj.edu/>

All SHRP course descriptions are posted at the link above by course or by program. In addition, you may print a copy of course requirements and look up courses across disciplines by title and by course number.

The information posted are for approved academic courses and programs. Changes are ongoing and are subject to change.

REGISTRATION

REGISTRATION

<http://shrp.umdj.edu/registrar/index.html>

Registration is based upon the courses listed on the “Requirements for Graduation” form for each program, unless a change in a course of study is received in the Office of Enrollment Services. You may search for courses and look requirements for graduation at: <http://coursecatalog.umdj.edu/>

Please refer to the online [Academic Calendar](#) for registration dates or check the SHRP web site at: http://shrp.umdj.edu/registrar/regist_02_reg_dates.html

Block-Registering Students

Some programs at SHRP are considered “Block Registered,” meaning your courses are mapped out for you from your first semester of enrollment to your last. If you are in one of these programs, you will be automatically registered for your courses by Enrollment Services. If you are not sure if your program is Block Registered, please contact Enrollment Services at (973) 972-5454 or your Program Director/Advisor.

Traditional Registering Students

Traditional registering students (not enrolled in Block Registered programs), including part-time students, are required to consult with an advisor each semester prior to registration.

Traditional Registering Students are required to register on-line through My.UMDNJ portal. Students submitting paper registrations via fax, mail or hand delivered will be charged a \$50 registration fee.

Matriculated students register through My.UMDNJ web portal and receive their web registration PIN from Enrollment Services by either UMDNJ e-mail or from their Program Director. Students receive their PIN approximately 5 days before registration begins. Please contact Enrollment Services at 973 972-5454 with any questions.

The on-line student information system allows students to register, drop and add courses, view the most recent course catalog and course schedule, check grades, financial aid status and account balance. Students who pay tuition at a partner school must register at that School.

If program policies regarding probation and dismissal are more stringent than these policies, the program policies prevail.

CHANGE in STUDENT DATA and NAME FORMS

Each student is required to keep both the Office of Enrollment Services and his/her Program Director informed of any legal change of name or change of an address.

To refer to the forms on our website please refer to links below.

Official change of student data form:

<http://shrp.umdj.edu/admissions/pdf/Student Date.pdf>

Change of name form:

<http://shrp.umdj.edu/admissions/pdf/name change.pdf>

Also, you may look up Admissions and Registration forms on the SHRP website from the home page under “forms” at: http://shrp.umdj.edu/current_students/Forms/form.html

CONTINUING PROGRAM STATUS

<http://shrp.umdj.edu/registrar/documents/ChangeofStudentProgramStatus4-26.pdf>

Continuing Program Status may be requested by students who wish to remain in an active program status but are not taking courses, are not on a leave of absence, or are maintaining matriculation during the fall or spring semesters. Students may continue program status for up to one year. After one year, students who do not register or have their leave of absence extended, will be administratively withdrawn. To be readmitted, students must apply for re-admission and pay the application fee. Note: Readmission is not automatic and readmitted students must also complete a minimum of 25% of the credits for their program even if fewer credits were remaining at the time of administrative withdrawal.

ADMINISTRATIVE WITHDRAWAL

For the Fall and Spring terms, students who do not register, go on a Leave of Absence, obtain Continuing Program Status or officially withdraw from the program will be administratively withdrawn from the School. Students may apply to be re-admitted to their program by submitting a new application for admission and payment of a \$75.00 application fee. Note: Readmission is not automatic and readmitted students must also complete a minimum of 25% of the credits for their program even if fewer credits were remaining at the time of administrative withdrawal.

PORTFOLIO ASSESSMENT APPLICATION and PROCESS

http://shrp.umdj.edu/current_students/registrar/documents/EvaluationofPortfolioAssessment.pdf

http://shrp.umdj.edu/current_students/registrar/documents/PORTFOLIO_ASSESSMENT_PROCEDURES411.pdf

See links above for application and evaluation of Portfolio Assessment.

GRADUATION/COMMENCEMENT INFORMATION

APPLYING FOR GRADUATION

http://shrp.umdj.edu/registrar/app_grad.html

Students are expected to complete the [Application for Graduation Form](#) and indicate their participation in the commencement exercises held annually in May.

Students must submit an application for graduation by the deadline established by SHRP. Students who have applied for graduation, but do not complete their degree requirements before the graduation date, must submit a new Application for Graduation form to Enrollment Services to become re-eligible for the next graduation date.

A late fee will be posted to your account for failure to comply.

The application for graduation form, along with deadlines can be found by going to the link listed above.

COMMENCEMENT

<http://www.umdj.edu/acadweb/commencement.html>

UMDNJ holds its annual Commencement each May (Please refer to the link listed above for directions, future dates and events). The University requires all graduates of its schools to participate in its annual Commencement Exercises.

Students who have placed orders for academic attire but fail to attend the Commencement Exercises, without prior written approval from the Dean, are subject to an additional fee.

The University recognizes that students may complete their course requirements for graduation at different times during the academic year; to this end, the University has established three graduation dates for SHRP:

- January 15th of each year
- May (date determined each year)
- September 15th of each year

Generally, students eligible to participate in the May Commencement are students who have either graduated in January or are expected to graduate in May or September of that year. PhD and DCN candidates must complete all requirements before they can attend commencement. Graduation dates at partner schools may vary for students in joint programs.

Certificates and Diplomas will only be released to graduates after confirming that all degree and other requirements have been met and encumbrances have been cleared. Encumbrances may include any outstanding financial or other student obligation, such as account balances, unresolved library obligations or student loans. Upon request from a student who has unresolved encumbrances, a letter of acknowledgment can be issued certifying that all requirements have been met.

For additional information on commencement please go to the following link on the SHRP website:
<http://shrp.umdj.edu/registrar/commencement.html>

Note: For Thomas Edison State College Programs check with your advisor.

COMMENCEMENT SPECIAL NEEDS SERVICES REQUEST

<http://shrp.umdj.edu/registrar/commencement.html>

Graduates requesting special needs accommodations for themselves, family or friends should contact the Office of Workplace Diversity at 973-972-4855 or go to the Enrollment Services Commencement page listed on top.

CONVOCATION (annual RECOGNITION DINNER)

Each May, graduating students, faculty, staff and guests are invited to attend a recognition dinner to honor the graduating class. The dinner is to salute our students, applaud completion of their academic journey and to wish them much success in their future endeavors. At this event, the School gives awards for recognizing students' academic and clinical excellence and exceptional service to the community, the School, the University, or Allied Health Professions. For more information, check for announcements 1-2 months before on the SHRP home page at:
<http://shrp.umdj.edu/>

ONLINE GRADUATE SURVEY

All eligible graduates receive via e-mail during the last semester instructions to fill-out the "Online Graduate Survey." This survey is an opportunity to provide valuable input about the School and the SHRP educational experience. Please take a few minutes when instructions are received, to fill out the online survey and let us know how we are doing. All responses are strictly confidential.

STUDENT LIFE AND SERVICES

E-MAIL /MAIL AND MESSAGES

After newly accepted students submit all documents and deposits required for enrollment into SHRP programs, they will be sent information via regular mail detailing how to obtain their UMDNJ e-mail address.

Students are required to obtain a UMDNJ e-mail account and to check it at least every week or as designated by the Program Director. **Faculty and administration frequently contact students regarding classes, assignments, notices, etc., via UMDNJ e-mail accounts. All communication from the Dean's Office, including Enrollment Services, is via UMDNJ e-mail.**

Other forms of mail and messages may be delivered to students through Program Directors or designated mail-boxes. Please check with your Program Director regarding mail and messages.

ACCESSING E-MAIL and other UMDNJ Systems Through the my.umdnl portal

Please follow instructions outlined below to activate these accounts:

1. Go to the secure site at <https://startup.umdnl.edu>, which will bring you to the first page – click Continue.
2. Enter the PIN number provided to you by Enrollment Services in a letter and click Submit.
3. Click on Yes if your name is correct. If it is not correct, enter No. Then contact Enrollment Services at (973) 972-5454.
4. If you clicked on Yes, you are taken to the next screen where you enter your birth date and the last four numbers of your social security number, then click Submit. If you do not have a social security number, a screen will appear with drop down boxes for the name of your School and Program. Enter the required information and click Submit.
5. On the next Screen, create a password and enter it again to confirm it. Then answer two security questions and click Submit.
6. On the next screen click Continue to synchronize your password for the following services: my.umdnl.edu portal, email, computing labs, online courses and password for wireless access. A message will appear that the password for all of these services has been added.
7. At the bottom of the page click on the Print Button for a copy of your email address and a confirmation of the services that you are connected to at UMDNJ.
8. New student access to technology service. Please go to:
http://umdnlwebprod.umdnl.edu/ca/ist/resources/UMDNJ_accounts.shtml

9. The University has initiated a Strong Password deployment. This has changed the way all users select their password for network (CORE) and “my.UMDNJ”. Read more about Strong Password in this link: http://umdnjcaprod.umdj.edu/ist/announcements/strongpasswords_faq.htm.

STUDENT IDENTIFICATION CARD

http://www.umdj.edu/oppmweb/university_policies/administration/PDF/00-01-10-150_00.pdf

The School utilizes two means of enabling University and affiliated personnel and patients to recognize and identify students.

a) The UMDNJ Identification Card

The UMDNJ Identification Card is processed for each student during orientation. The I.D. Card is NON-TRANSFERABLE and should be carried and displayed at all times on campus and in clinical facilities. The I.D. Card entitles the student to use the library and other services of the University and is required to receive and cash student financial aid checks. In case of loss, a student should obtain a new card from the Department of Public Safety campus office.

For specific campus location and contact information please refer to section on ID/Parking on the Public Safety website at:

<http://www.umdj.edu/opsweb/contact/Parking.shtml>

Upon separation or graduation from UMDNJ students are required to return their student identification cards to Enrollment Services. A \$10.00 fee is charged for lost cards.

b) The Student Identification Pin

The Student Identification Pin carries the student’s name and lists the program in which he/she is enrolled. It must be worn at all times in clinical facilities. Students are subject to dismissal from clinical sites if they lack appropriate student identification.

ACADEMIC CALENDAR

http://shrp.umdj.edu/general/calendars/academic_calendar_new.html

The Student Academic Calendar is available online at:

http://shrpnet.umdj.edu/projects/shrpweb-cf/calendars/academic_calendar_student.cfm

SHRP SCHOOL SPIRIT SHOP

Visit the on-line shop for SHRP spirit wear, diploma frames and more at:

<http://shrp.umdj.edu/Alumni/spiritshop.html>

HOUSING

<http://www.umdnj.edu/home2web/housing/index.htm>

Full-time matriculated students at UMDNJ as well as residents, post doctoral fellows and faculty at the University are eligible to request space in the new University housing facility. Housing availability cannot be guaranteed for every student requesting it. The University's preference is to accommodate first year students. Once those assignments are made, other assignments will be made on a first come, first served basis. The housing facilities are located on the Newark Campus at 180 West Market Street. For information, students can contact the Housing Office via e-mail: edmondlj@umdnj.edu, phone: (973) 972-8796 or the website indicated above.

SMOKING AND FOOD CONSUMPTION

Smoking is prohibited throughout UMDNJ. Beverages and foods are prohibited in the lecture halls, laboratories, and classrooms.

FOOD SERVICES

Newark Campus

A 500 seat cafeteria in the University Hospital operates on a seven day schedule. Full-time students of UMDNJ are exempt from the usual sales tax provided they can clearly identify themselves as a student before the cashier registers the sale.

The Garden Café in the DOC Building offers an assortment of sandwiches, salads and hot and cold entrees. Food vending machines are located throughout the University.

Scotch Plains Campus

Vending machines are located on the ground floor as well as in the student lounge of the SHRP building.

The Union County Vocational Technical School Cafeteria is available Monday through Friday from 12:00 pm to 12:45 pm. Students are required to present proper UMDNJ identification cards when entering the building.

New Brunswick/Piscataway Campus

"Woodys", a full service cafeteria, is located in the Robert Wood Johnson Medical School.

A vending machine is located in the Robert Wood Johnson Medical School Student Lounge located on the ground floor of the Medical School Building

Stratford Campus

Full service cafeteria is located on the first floor of the Academic Center. Vending machines are located outside the cafeteria. Another full service cafeteria is located on the ground floor of the Kennedy Health Systems / Stratford Division Hospital.

STUDENT LOUNGES and STUDY AREAS

Newark Campus

The Student Lounge is located on the second floor and third floor of the Bergen Building. There is also a quiet study located on the second floor in room 248.

Scotch Plains Campus

The Student Lounge is located on the main floor.

New Brunswick/Piscataway Campus

The Student Lounge is located on the ground floor of the Robert Wood Johnson Medical School Building.

Stratford Campus

There is a Quiet lounge on the first floor and a recreational game room on the second floor of the University Educational Center.

For IT support please contact:
2-9171 or shrphelp@umdnj.edu

STUDENT BULLETIN BOARDS

Newark Campus

The Student Bulletin Board is located on the second floor of the Bergen Building, outside the Student Lounge. Students who wish to post notices on the Bulletin Board should contact the Office of Enrollment Services, located in the Bergen Building on the Newark Campus. The Office reserves the right to refuse to post notices which it deems inappropriate.

Scotch Plains Campus

The Student Bulletin Board is located on the main floor of the SHRP building outside the Student Lounge.

New Brunswick/Piscataway Campus

The Student Bulletin Board is located in the Physician Assistant Building.

Stratford Campus

Student Bulletin Boards are located on the second floor of the Academic Center, outside the Student Lounge, and outside the Department of Academic Affairs.

STUDENT LEADERSHIP COUNCIL

http://shrp.umdnj.edu/current_students/stud_leadership.html

Mission Statement:

The Student Leadership Council (SLC) serves as an avenue for students of the University of Medicine and Dentistry of New Jersey's (UMDNJ) School of Health Related Professions (SHRP) to become proactive members in the educational community. For more information, please see the link above.

STUDENT SENATE

<http://www.umdj.edu/acadweb/studentsenate/contact/index.html>

To become involved in the Student Senate forum and learn more about the mission and structure please visit their website at the link listed above.

COMPUTER LABORATORIES

Newark Campus

The UMDNJ-SHRP Computer Center has two computer laboratories in Newark with forty-two workstations in SSB 324 and twenty workstations in SSB 322. All computers are equipped with word processing, database, statistical analysis, graphics and presentations, web development and management, programming and communications software. Program specific software applications and simulation CD-ROMs are also available. These laboratory computers are networked to a file server, print to high speed laser printers and allow 24/7 card swipe access to all SHRP Students using a valid University ID card. Username and password are provided to all students upon enrollment. Document and photo scanners and ceiling mounted LCD projectors are also available. Lab Assistants and Technical Staff are available from 8:00am to 6:00pm Monday-Friday .

Scotch Plains Campus

The Scotch Plains Computer Center has twenty-four workstations located in Room 319. All computers are equipped with Windows operating system and application software such as Word Processing, Database, Statistical Analysis, Spreadsheet, and others. All computers are hard-wired to the University's network resources that enable access to the George Smith Library in Newark. This allows students to search for information, articles, periodicals and text. It also provides access to the Internet, e-mail and other web services. The lab is equipped with a document and photo scanner, network high-speed printer, file and application servers and ceiling mounted LCD projector. It is open from 9:00am to 5:00pm Monday -Friday. Lab Assistants and Technical Staff are available in-house or via a direct phone call to the Newark Computer Center.

Stratford Campus

Computers are available to registered Library users during regular Library hours. Users have access to a wide range of applications including word processing, presentation graphics, computer-assisted instruction, bibliographic database searching and the World Wide Web. Course related programs are also available at the request of faculty.

UMDNJ UNIVERSITY LIBRARIES

<http://libraries.umdj.edu/index.html>

Phone: (973) 972-4353

Fax: (973) 972-7474

Judith S. Cohn, Associate Vice President for Scholarly Information/University Librarian

The UMDNJ -- University Libraries provide scholarly resources and information services for the eight Schools of the University of Medicine and Dentistry of New Jersey (UMDNJ). To learn about resources and services available to you, please contact your closest campus library. Distance and Scotch Plains campus students should consider Newark their "Home" campus. For more information about the library services and campus locations please click on the link below:

http://libraries.umdj.edu/about_libraries.html

For Distance Students:

Virtual Library for Distance Learning see link below.

<http://libraries.umdj.edu/delibweb/>

INCLEMENT WEATHER EMERGENCY

http://www.umdnj.edu/opmweb/university_policies/administration/pdf/00-01-10-17_10.pdf

To ensure the safe and orderly continuation of education and research programs, patient care services and administration of the University during periods when the safe continuation of services is threatened by inclement weather conditions, announcements regarding inclement weather emergencies will be made on the UMDNJ website and through various forms of communication.

Because of the multi campus and multi-facility organization of the University, weather conditions will be evaluated individually at each campus and location, and the implementation of the "Inclement Weather Emergency" procedure at one campus or location will not necessarily include another campus or location.

For clinical students: In accordance to the University policy for inclement weather emergency, information will be posted concerning closures or delayed openings in the portal (my.umdnj.edu) and on the emergency hotline 1-888-my-umdnj by 6:30am when possible. In case inclement weather is not announced, students should follow the inclement weather procedures on the clinical affiliate site. It is the student's responsibility to contact their clerkship or program director for any work missed.

NEWS STATIONS:

STATEWIDE:

NEWS 12 NEW JERSEY (Cable News)

NJ 101.5 FM

WBUD-1260 AM

NORTHERN NEW JERSEY:

WCBS-880 AM

WOR-710 AM

WBUD-1260 AM

WKXW-101.5 FM

CENTRAL NEW JERSEY:

WCTC-1450 AM

WMGQ-98.3 FM

WKXW-101.5 FM

SOUTHERN NEW JERSEY:

KYW-1060 AM (Code: 615)

WBSS-97.3 FM

INCIDENT RESPONSE / EMERGENCY NUMBERS

http://www.umdnj.edu/emgweb/documents/08_0710_student_information.pdf

Newark

On Campus 2-4490 or 222

Off Campus 911 for the local Police Dept.

New Brunswick/ Piscataway

On Campus 5-4000
Off Campus 911 for the local Police Dept.

Camden /Stratford

On Campus 7-7777
Off Campus 911 for the local Police Dept.

All reports and crimes will be fully recorded, investigated and reported in accordance with the laws and regulations of the State of New Jersey, and in accordance with the definitions used in the Uniform Reporting System.

You can also check out the Emergency Management website at:

<http://umdnjcaprod.umdj.edu/emg/index.shtml>

Parking, Transportation, Virtual Tour

DEPARTMENT OF PUBLIC SAFETY

<http://www.umdj.edu/opsweb/>

The Department of Public Safety offers services for the following: car problems, escorts, access control services, automobile accident reports, personal injury reports, lost and found. Please check out these services at:

<http://umdnicaprod.umdj.edu/ops/about/Services.shtml>

Escort information or to report an incident:

Newark: (973) 972-4491

Scotch Plains: (908) 889-2485

Piscataway/NB: (732) 235-9365

Stratford: (856) 757-7725

In addition, the parking ID offices are located at:

<http://www.umdj.edu/opsweb/contact/Parking.shtml>

Contact your campus Parking/ID Office for any questions or additional information.

SHUTTLE SCHEDULE

<http://www.umdj.edu/transweb/schedule/index.htm>

In Newark, the University offers shuttle service to and from Newark Penn Station. For more information and the schedule, please click on the link above.

VIRTUAL TOUR

For a virtual tour of our campuses please go to:

http://www.umdj.edu/vtourweb/index_flash.htm