

School of Graduate Studies

STUDENT HANDBOOK

**LSU
Health Sciences Center
in New Orleans**

The School of Graduate Studies website is located at

<http://graduatestudies.lsuhscc.edu/>

Last update: 8/14

INTRODUCTION

The School of Graduate Studies' **Student Handbook**, compiled by the Office of Student Affairs, provides a description of the pertinent institutional policies and procedures for students enrolled at the LSU Health Sciences Center in New Orleans. The purpose of this handbook is to provide information useful to students throughout their graduate education. It serves as a supplement to the LSUHSC Catalog/Bulletin. Some policies may be included in their entirety, others are summarized and a link is provided to the complete policy.

Other information in this handbook is intended to acquaint you with services and resources available to you as a student. We hope it will be helpful to you. Specific information regarding departmental regulations and available services should be requested directly from the department. Other graduate students are another source of pertinent information.

HEALTH SCIENCES CENTER BUILDINGS OF INTEREST

A map identifying each building in LSU Health Sciences Center in New Orleans can be found at LSU Health Sciences Center website under "General Information" (<http://www.lsuhscc.edu/maps/downtown.aspx>).

LSUHSC-NO buildings of special interest to graduate students are as follows:

Medical Education Building (MEB) → →

- Second Floor
 - Stores (office and research supplies)
 - Walkway connecting to the Residence Hall
- Third Floor
 - Seminar rooms 1-18
 - Cafeteria
 - Community and Minority Health Education Office
 - Atrium and connection to the Allied Health and Nursing Building
- Fourth Floor
 - Multi-disciplinary laboratories
- Fifth Floor
 - Departments of Pharmacology & Experimental Therapeutics
- Sixth Floor
 - Department of Cell Biology and Anatomy
 - Department of Microbiology, Immunology, and Parasitology
- Seventh Floor
 - Department of Biochemistry
 - Department of Physiology



Trail Clinical Sciences Research Building

- Second Floor
 - Animal Care
- Sixth Floor
 - Department of Genetics

Lions - LSU Clinics Building

- Second and Third Floors
 - School of Public Health
- Sixth Floor
 - School of Medicine
- Seventh Floor
 - Student Health
- Eighth and Ninth Floor
 - Neuroscience Center of Excellence

Residence Hall

- Basement
 - University Police

Stanislaus Hall

- Third Floor
 - Fitness/Wellness Center

Resource Building

- First Floor
 - Parking Services
 - Bursar's Office also known as the Business Office or Cashier's Office
 - Registrar's Office
 - University Police
- Second Floor
 - Bookstore
 - Campus Federal Credit Union (bank)
 - Financial Aid Office
 - International Services Office
- Third Floor
 - Library
- Seventh Floor
 - Computer Services
- Eighth Floor
 - Office of the School of Graduate Studies



1542 Tulane Avenue, CEB

- Campus Assistance Program (CAP)

LSU HEALTH SCIENCES CENTER ADMINISTRATION

| | |
|---|------------------------------|
| Chancellor | Dr. Larry Hollier |
| Vice Chancellor for Academic Affairs | Dr. Joseph M. Moerschbaecher |
| Dean, School of Graduate Studies | Dr. Joseph M. Moerschbaecher |
| Associate Dean, School of Graduate Studies | Dr. Kathleen McDonough |
| Office of Student Affairs (Graduate School) | Leigh Smith-Vaniz |
| Registrar | Mr. Bryant Faust |
| Director of Financial Aid | Mr. Patrick Gorman |
| International Services Office | Remy Allen |

In most instances, students' problems of an administrative nature are handled by Graduate Coordinators. Graduate Coordinators usually act as advisors for incoming students and may continue in this capacity until a decision is made regarding the major professor. Usually, other graduate students are also a good source of information. Don't wait if a problem arises. **Seek help!**

DEPARTMENTAL GRADUATE COORDINATORS

| | |
|--------------------------|--|
| Biochemistry | Dr. Edward Wojcik – 568-2058 |
| Cell Biology and Anatomy | Dr. Ted Weyand – 568-4027 |
| Genetics | Dr. Diptasri Mandal – 568-6156 |
| MIP | Dr. Joy Sturtevant – 568-6116 |
| Neuroscience | Dr. Hamilton Farris – 599-0848 |
| Pharmacology | Dr. Andy Catling – 568-2222 |
| Physiology | Dr. Mike Levitzky – 568-6184 |

POLICIES OF INTEREST TO STUDENTS

<http://www.lsuhscc.edu/administration/academic/policies.aspx>

A number of LSUHSC-NO policies are of particular interest to students. The Vice Chancellor for Academic Affairs publishes a brochure that highlights the institution's policies on alcohol use, substance abuse, violence-free work place, weather related emergency procedures, and information technology.



STUDENT RESPONSIBILITIES AND RIGHTS

<http://www.lsuhschool.edu/no/administration/cm/cm-56.aspx>

Graduate students are expected to take primary responsibility to inform themselves about specific regulations and policies governing their graduate studies at the program and Graduate School levels, including ensuring that they meet program and graduate school deadlines.

Graduate students are expected to conduct themselves in a mature, professional, courteous manner toward other students, staff and faculty. Graduate students are expected to manage their time effectively for maximum professional development as well as personal health and well being, balance competing demands such as being a student, a graduate assistant, a parent, a spouse, a caregiver, etc.

Graduate students are expected to follow the leave (vacation, absences, etc) time policies laid out by their respective programs.

ACADEMIC PERFORMANCE RESOURCES

<http://www.lsuhschool.edu/administration/academic/APRIL.aspx>

The Academic Performance Resources in LSUHSC (APRIL) Committee provides an umbrella of academic support services for all students at LSU Health Sciences Center in New Orleans. The APRIL Committee publishes a brochure that outlines the academic support services available, the service providers and contact numbers.

PEER ADVOCATE LIAISON (PAL) PROGRAM

<http://www.lsuhschool.edu/orgs/campushealth/pal.aspx>

In the Peer Advocate Liaison Program, LSUHSC student volunteers (PALs) are available to help guide students to the appropriate resources for any of the following problems:

- Relationship or family issues
- Academic problems
- Concerns with alcohol or drugs
- Depression
- Adjustment to new environments
- Stress or anxiety

PALs act as temporary liaisons between students and the campus resources that assist them. PALs are not trained for counseling or crisis intervention. To find a PAL volunteer, students can call their Office of Student Affairs or look for nametag holders that say, "Ask me about PALs."

BUILDING ACCESS AND SECURITY



On weekends, holidays, and between 6 p.m. and 6 a.m. weekdays everyone will have to use their ID for entry into the buildings. Whenever possible, park in the student lot and lock your car. After dark, students may request that a University Police Officer escort them to their car. In some departments, students are assigned lockers or other secure space for their coats, books, and other valuables. It is not advisable to leave these items unattended in the halls, classrooms, library, or visible in your car.

REGISTRATION

Registration of courses takes place online through Student Self Service. Students will meet with their graduate coordinators to plan their schedule of classes each semester. Course offerings are generally sent out six weeks prior to the first day of classes for a given semester. The academic calendar listing important dates and deadline can be found on the School of Graduate Studies' website.

TUITION & FEES

<http://www.lsuhs.edu/tuition/>

All students are expected to register at the established times and be prepared to pay their fees and full tuition (if not supported on a tuition waiver).

In addition to tuition, all full-time students are assessed the following fees:

- University Fees
- Operational Fee
- Academic Excellence Fee
- Technology Fee
- Student Housing Fee
- Student Health Services Fee
- General Activity Fee

STUDENT HEALTH SERVICES

<http://www.lsuhs.edu/orgs/studenthealth/>

In the interest of protecting, maintaining, and promoting the good health of its students, the Health Sciences Center has established the Student Health Services office for all enrolled students. This clinic will attend to students' health needs including prevention of illness, treatment of acute or chronic disease, or treatment of injury.

All students are eligible for primary health services from Student Health Services. Primary care in the Student Health Clinic is covered by the student health fee. Other services will be billed to the student's insurance carrier. The student health fee currently covers the cost of a primary care visit. Thus, there is no charge for the student to be seen by a Student Health provider in the Student Health Clinic.

Specialty visits to clinics such as gynecology, orthopedics, pulmonary, etc. are billed at the usual and customary rate. Care for students' spouses, even those who are carried on the student's health insurance policy, are not included as a part of the Student Health Service fee. Health Sciences Center physicians are available to see spouses or other dependents on a private care basis with charges billed to the insurance carrier. Contact Student Health Services at 504-525-4839 for further information regarding current services provided. Contact your insurance company at the number provided with your policy.



Student Health is located on the seventh floor of the Lions–LSU Clinics Building. Appointments are now being taken at the following locations from 8am-4:30pm weekdays:

- 3700 St. Charles Ave., call 504-412-1366
- 200 West Esplanade Suite 205, Kenner, call 504-412-1705
(By appointment only)

Prior to registration in the graduate program, students must have submitted the completed Student Health Service Medical History and Physical Examination form including immunization history to Student Health Services. This information must be received prior to initial school registration and will be used to determine the student's health status. In some instances, follow-up tests may be required and yearly retesting may be necessary. This form is mailed to incoming students along with their acceptance letters from the Dean of the School of Graduate Studies.

It is the student's responsibility to check with Student Health prior to each registration to make certain that health records are current. A TB skin test is required annually. Students will be blocked from enrolling if health records are not current.

MEDICAL/HOSPITALIZATION INSURANCE

<http://www.lsuhscc.edu/orgs/studenthealth/insurance/>

In addition to providing ambulatory care, the Health Sciences Center has negotiated a group health insurance plan for students, spouses and/or dependents. If the student has an equivalent health insurance policy from another source, coverage under the Health Sciences Center insurance plan may be waived. However, every student must purchase the LSUHSC-NO policy covering blood borne disease (the needle-stick policy.)

All students must show proof of medical/hospitalization insurance coverage. Students not already covered by policies of a parent, spouse, or other person must purchase the group insurance available through LSUHSC. This policy is usually purchased at the fall registration. Students entering graduate school at other times may purchase the policy on a prorated basis. An informational brochure is available from the Graduate School Office. All LSUHSC students are required to purchase the Needle Stick/Splatter preventive care benefit.

STUDENT HOUSING

<http://www.lsuhscc.edu/administration/ae/housing.aspx>

The Residence Hall and Stanislaus Hall provide economical and convenient housing for students attending LSUHSC. Accommodations range from apartments to dormitory rooms. All full-time LSUHSC students are eligible to apply for housing.



An application form can be obtained from the website or from:

Harold Rihner, Director of Student Housing
1900 Perdido Street, New Orleans, LA 70112
Email: hrihne@lsuhsc.edu Phone: (504) 568-6260

LSUHSC-NO LIBRARY

<http://www.lsuhscc.edu/library/information/ische.aspx>

The LSU Health Sciences Center Library comprises two library collections that support the schools within the Health Sciences Center. The John P. Isché Library's entrance is located on the third floor of LSUHSC's Resource Center, 433 Bolivar Street, (phone: 504-568-6100).

The regular library hours are listed below. Holiday hours differ and can be checked online.

Isché Library Hours

Monday - Thursday 8:00 am to 10pm
Friday 8:00 am to 6:00 pm
Saturday 9:30 am to 6:00 pm
Sunday 1:30 pm to 10pm

Loan periods vary and are listed as follows:

Journals Bound Volumes 1 week, no renewals



| | |
|------------------------|---------------------|
| Unbound Issues | 1 day, no renewals |
| Audio Digest Cassettes | 1 week, no renewals |

Books

| | |
|-----------------|--------------------|
| Regular Stacks | 2 weeks, 1 renewal |
| General Reserve | Overnight |
| Reference | No circulation |
| Audiovisual | No circulation |

Holds: Materials currently checked out may be reserved by requesting the library staff to place a hold on the item. Ask at the circulation desk.

A valid LSUHSC student ID is needed to check out items. Students need to register at the circulation desk and get a library barcode placed on the back of their IDs. The library barcode is required to access electronic materials remotely. Compliance with loan policies is essential in order to assure availability of the necessary materials for all students and faculty.

Faculty members may place books on general reserve when the entire class needs to use a specific text; in addition, one copy of each required text is kept on reserve whenever possible. Reserve books are for use within the library only, but students may check out reserve books one hour before closing. They must return the books one hour after the library opens the next day. Penalty for failure to return reserve books that have been checked out overnight is \$1.00 per volume for each hour overdue.

A staff of professional librarians and library associates is available to answer questions and teach library skills. Services offered include full reference services, computer searches of the biomedical literature, provision of journal articles and books not available at the Health Sciences Center libraries through the Interlibrary Loan Department, and instruction in use of the library's online catalog and databases.

A catalog of the Health Sciences Center Library's holdings is available via the Web (<http://innopac.lsuhscc.edu>). Ovid, one of the Library's database systems is available via the web (<http://ovid.lsuhscc.edu>). The databases available through Ovid include: CINAHL, 1982--; Health and Psychosocial Instruments, 1985--; MEDLINE 1966--; MEDLINE Daily Update; MEDLINE® In-Process & Other Non-Indexed Citations; OldMEDLINE, 1950-1965, and Mental Measurements Yearbook, 9th edition --. To access the Ovid databases an LSUHSC userid & password are required. Contact computer support in your department to obtain your LSUHSC ID and password. Links to additional databases are available via the Library website <http://www.lsuhscc.edu/library/>.

Instructions on how to access electronic resources remotely are available at the library website. The library staff is available for individual, group, or classroom instruction in the use of the library systems and databases. Contact the library liaison, Julie Schiavo at 941-8162 or JSchia@lsuhsc.edu for information on classes and services.

Computer facilities are available in the Isché Library. A valid LSUHSC student ID is required for use of these facilities. Photocopiers are available, and cash and copycard machines are available in all facilities. Copycards may be purchased from a vending machine on the third floor of the Isché Library. In addition, networked printing is available.

The Isché Library has audio/visual resources for gross anatomy, histology, and pathology. Individuals or small groups may use the facilities of the library to view this material. Both the

Isché and Dental Libraries offer study carrels and small group study rooms. A small collection of newspapers and popular magazines is on hand for leisure reading.

[Tulane Medical Center Library](#), 1430 Tulane Avenue, second floor, (phone: 588-5155) offers circulation privileges to LSUHSC graduate, medical, and dental students with a current LSUHSC ID. Sources of non-medical collections include the Main Branch of the New Orleans Public Library located at the intersection of Tulane and Loyola Avenues (card is free with proof of residence) and the Supreme Court Law Library at 400 Royal Street. For access to other university libraries within the city and state, a LaLINC card can be obtained at the Circulation Desk of either Isché Library or the Dental Library.

PARKING

<http://www.lsuhs.edu/administration/ae/parking.aspx>

Student living in the Residence Hall can park in the Residence Hall Lot. Students living in Stanislaus Hall park in the Gravier Street Garage. Students who live off-campus can park in Student Lots 1, 2, and 3 located near the Medical Education Building (MEB) on Perdido Street.

Classes at the various schools begin at different times, and when several of the larger classes begin at 8:00 am, there is very little room left in most of the parking areas. If you need to park close to the MEB, you should plan to arrive about 7:00 am. Parking is also available adjacent to campus buildings, in the form of on-street parking and private pay lots.



When students register for parking, they are given gate cards, which cost \$20.00 (refundable) and a decal to identify the car permitted to use the parking facilities. Parking fees are paid to the Bursar during registration. Replacement gate cards and parking/traffic fines are paid at the Office of Parking Services, which is located on the first floor of the Resource Building.

Students may register two cars, but only one car may be parked at a time. There are other parking lots not affiliated with LSUHSC that are available for a daily charge. If you must park a car that is not registered for parking (because your car is being repaired, for example), you should obtain a temporary parking pass from Parking Services.

The parking information is given to students at registration. If you have any questions or need assistance of any kind, please feel free to contact Parking Services at park@lsuhsc.edu or call 504-568-4884.

FORMS

<http://graduatestudies.lsuhs.edu/forms.aspx>

REQUEST FOR PRELIMINARY EXAMINATION: The student becomes eligible for the preliminary examination at a time chosen by the department but not less than one academic year (three consecutive semesters) before graduation. This form lists the student's dissertation committee. It should be approved by program head and sent to the dean two weeks prior to the examination date.

REPORT OF PRELIMINARY EXAMINATION: This form is completed and signed by the committee members and the program head and sent to the dean for his signature following the exam.

REQUEST FOR DISSERTATION/THESIS DEFENSE AND FINAL EXAMINATION: This form lists the dissertation/thesis committee and is signed by the program head and sent to the dean for his signature two weeks prior to the defense date. An abstract must accompany this form.

DISSERTATION/THESIS DEFENSE FINAL EXAMINATION REPORT: This form lists the examination committee and must be signed by each member following the student's defense. This form is signed by program head, and then sent to the dean for his signature.

COURSES AND CREDIT HOURS

The School of Graduate Studies is on the semester system. Some classes will be taken with medical or dental students and may require additional reading, term papers, or presentations. A full-time student must register for at least nine hours in the fall and spring semesters and six hours in the summer. The maximum credit hours allowed per semester is fifteen. Students on a stipend (graduate assistantship) must be registered full-time.

Doctoral students may transfer up to twenty-six hours of credit and masters students may transfer up to thirteen hours of credit from other institutions provided the courses transferred are acceptable to the individual departments and are approved by the Dean.

VETERANS

Veterans attending LSUHSC on a full-time basis may be entitled to benefits under the GI bill. For further information, contact the [New Orleans VA Regional Office](#), 701 Loyola Avenue, New Orleans.

BUSINESS OFFICE

The Business Office is also called the Cashiers Office and is located on the first floor of the Resource Center. Early and late registration fees are paid here.

BOOKSTORE

<http://www.lsuhs.edu/administration/ae/hsb.aspx>

The central bookstore of the Health Sciences Center is located on the second floor of the Resource Center Building (RCB). Students will find that required and suggested textbooks are available for purchase. In addition to reference books, leisure reading books, classroom supplies, stationary, greeting cards, balloons, lab coats, clothing with Health Sciences Center and school logos, and other sundries can also be purchased. Books may be special ordered, see the clerk at the desk for more information. The bookstore is open from 8:30:00 a.m. to 4:30 p.m. Monday – Friday. Purchases may be by check, Pay Paw card, or credit card. For additional information, call 568-2504.

The [Pay Paw Card](#) is a means for students to access a variety of goods and services without the necessity of carrying cash. It is available for use with vending machines, many updated copy

machines, a new printing system in the student labs and libraries, all food service and coffee kiosk operations, the bookstores, and 1542 C Store.

EXTRACURRICULARS

The Louisiana Superdome is within walking distance. New Orleans Saints professional football team is the major attraction; however, many special events are held here.



Free tickets to LSU games played in Baton Rouge (about 80 miles away) are distributed by the Graduate Student Council (GSC). Several times a year the GSC sponsors picnics and other outings for graduate students, faculty, families, and friends.

The LSUHSC-NO Fitness/Wellness Center is located on two floors of Stanislaus Hall and staffed with dedicated professionals. The Wellness Center is available free to all students. Spinning, yoga, tai chi, the latest in weight equipment and group aerobics are all free offerings of the activity program. Massage therapy and personal training sessions are available at reasonable rate agreements.

CAMPUS ASSISTANCE PROGRAM

<http://www.lsuhs.edu/orgs/campushealth/cap.aspx>

The Campus Assistance Program is a free service provided by LSU Health Sciences Center New Orleans to assist employees, faculty, staff, residents, and students in resolving personal or work related problems. A counselor is on call 24 hours a day to assist in time of crisis. If you feel you have an emergency or need immediate assistance at any time, contact the counselor on call. You can reach a counselor by calling (504)568-8888. The program is located on the sixth floor of the Lions Clinic Building.

ORGANIZATIONS

The Graduate Student Council (GSC) in the LSUHSC School of Graduate Studies encourages interactions among students of the various departmental programs, seeks to inform students of services available to them, and functions as a liaison between faculty and students. Two representatives from each program are selected at the end of the spring semester. Officers are elected at the first meeting of the new group of representatives.

Graduate Research Day offers the opportunity for graduate students, postdoctoral fellows, and faculty to come together for a scientific exchange of ideas. The format consists of alternating sessions of oral presentations and poster sessions given by graduate students and postdoctoral fellows. The gathering concludes with a social and awards are given for best poster and oral presentation.

