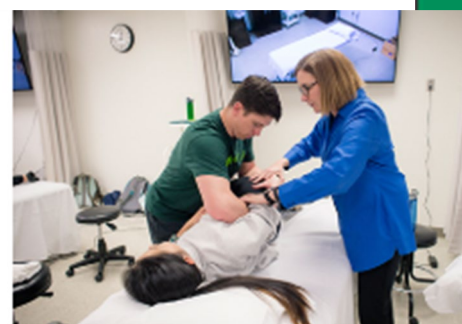


***Clinical and Diagnostic Sciences  
Biomedical and Health Sciences Program***

---

**2021-2022  
STUDENT HANDBOOK**



**UAB SCHOOL OF HEALTH PROFESSIONS**  
**DEPARTMENT OF CLINICAL AND DIAGNOSTIC SCIENCES**  
**BIOMEDICAL HEALTH SCIENCE PROGRAM**  
**2021-2022 ACADEMIC HANDBOOK**



8/25/2021

---

Carmel M. McNicholas-Bevensee, PhD  
Program Co-Director

---

Date



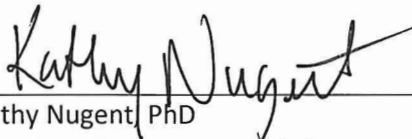
8/25/2021

---

Jorge Lopez, PhD  
Program Co-Director

---

Date




8/25/2021

---

Kathy Nugent, PhD  
Associate Professor and Chair

---

Date



8/25/2021

---

Andrew J. Butler, PhD, FAPTA  
Dean, School of Health Professions

---

Date

## Table of Contents

### Table of Contents

<b>INTRODUCTION .....</b>	<b>5</b>
<b>DEAN’S WELCOME MESSAGE .....</b>	<b>5</b>
<b>OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS .....</b>	<b>6</b>
<b>SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION.....</b>	<b>7</b>
<b>SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION .....</b>	<b>8</b>
<b>ACADEMIC CALENDAR .....</b>	<b>8</b>
<b>ACADEMIC INTEGRITY CODE .....</b>	<b>8</b>
<b>ADVISING.....</b>	<b>8</b>
<b>ASKIT.....</b>	<b>8</b>
<b>ATTENDANCE.....</b>	<b>9</b>
<b>AWARDS AND HONOR SOCIETIES.....</b>	<b>9</b>
<b>BACKGROUND CHECK .....</b>	<b>10</b>
<b>BLAZERID / BLAZERNET / EMAIL.....</b>	<b>10</b>
<b>BLAZER EXPRESS .....</b>	<b>11</b>
<b>BOOKSTORE .....</b>	<b>11</b>
<b>CAMPUS ONECARD .....</b>	<b>11</b>
<b>CAMPUS MAP .....</b>	<b>11</b>
<b>CANVAS LEARNING MANAGEMENT SYSTEM.....</b>	<b>11</b>
<b>COUNSELING SERVICES.....</b>	<b>11</b>
<b>COVID-19 PRECAUTIONS .....</b>	<b>12</b>
<b>DIVERSITY, EQUITY AND INCLUSION (DEI) .....</b>	<b>12</b>
<b>DISABILITY SUPPORT SERVICES (DSS) .....</b>	<b>12</b>
<b>DRUG SCREENING .....</b>	<b>13</b>
<b>EMERGENCIES.....</b>	<b>13</b>
<b>FERPA.....</b>	<b>13</b>
<b>FINANCIAL AID .....</b>	<b>13</b>
<b>FOOD SERVICES .....</b>	<b>13</b>

<b>GRADUATE SCHOOL.....</b>	<b>14</b>
<b>GRADUATION .....</b>	<b>14</b>
<b>MEDICAL CLEARANCE .....</b>	<b>14</b>
<b>IMMUNIZATION POLICY .....</b>	<b>14</b>
<b>INSURANCE WAIVERS .....</b>	<b>14</b>
<b>HIPAA TRAINING .....</b>	<b>14</b>
<b>INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB) .....</b>	<b>15</b>
<b>INTELLECTUAL PROPERTY.....</b>	<b>15</b>
<b>LACTATION CENTERS .....</b>	<b>15</b>
<b>LIBRARIES AND LEARNING RESOURCE CENTER .....</b>	<b>15</b>
<b>ONESTOP STUDENT SERVICES .....</b>	<b>16</b>
<b>PARKING.....</b>	<b>16</b>
<b>PATIENT CARE PARTNERSHIP .....</b>	<b>16</b>
<b>PLAGIARISM AND TURNITIN .....</b>	<b>16</b>
<b>RECREATION CENTER .....</b>	<b>17</b>
<b>SCHOLARSHIPS: BLAZER SCHOLARSHIP MANAGEMENT AND RESOURCE TOOL (B-SMART) .....</b>	<b>17</b>
<b>SOCIAL MEDIA.....</b>	<b>17</b>
<b>STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC) .....</b>	<b>18</b>
<b>STUDENT HEALTH SERVICES.....</b>	<b>19</b>
<b>TUITION AND FEES .....</b>	<b>19</b>
<b>WEATHER .....</b>	<b>19</b>
<b>WITHDRAWAL FROM COURSE / PROGRAM.....</b>	<b>19</b>
<b>SECTION 2 – SHP AND UAB POLICIES.....</b>	<b>21</b>
<b>SCHOOL OF HEALTH PROFESSIONS POLICIES.....</b>	<b>21</b>
<b>BACKGROUND CHECK AND DRUG SCREEN.....</b>	<b>21</b>
<b>POLICY .....</b>	<b>21</b>
<b>COVID-19 CAMPUS ENTRY .....</b>	<b>25</b>
<b>EMERGENCY PLAN - SHPB .....</b>	<b>25</b>
<b>FINAL COURSE GRADE APPEAL PROCESS.....</b>	<b>25</b>
<b>PLAGIARISM .....</b>	<b>25</b>

<b>UAB POLICIES.....</b>	<b>26</b>
<b>CLASSROOM BEHAVIORS.....</b>	<b>26</b>
<b>HEALTH .....</b>	<b>26</b>
<b>SUBSTANCE USE/ABUSE .....</b>	<b>26</b>
<b>TECHNOLOGY GUIDELINES .....</b>	<b>26</b>
<b>INCLUSIVENESS .....</b>	<b>26</b>
<b>RESEARCH AND SCHOLARLY ACTIVITIES .....</b>	<b>27</b>
<b>SECTION 4 – PROGRAM INFORMATION .....</b>	<b>28</b>
PROGRAM OVERVIEW .....	28
FACULTY (COURSE CO-DIRECTORS) AND STAFF.....	31
CURRICULUM.....	34
BIOMEDICAL AND HEALTH SCIENCES CORE CURRICULUM COURSES.....	36
GRADUATION REQUIREMENTS .....	37
ASSESSMENTS AND EVALUATIONS .....	38
STUDENT RESPONSIBILITIES TO THE PROGRAM .....	39
PREGNANCY POLICY .....	39
PROGRAM RESPONSIBILITIES TO THE STUDENT .....	39
PROBATION AND DISMISSAL .....	40
PROFESSIONAL CONDUCT .....	40
REMEDIATION AND READMISSION .....	41
STUDENT RECORDS POLICY .....	42
ESSENTIAL REQUIREMENTS.....	42
REGISTRATION .....	43
SCHOLARSHIPS AND LOANS .....	44

## INTRODUCTION

### DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions! We are pleased you chose to join one of our many excellent programs, which in combination have established us as a national leader in health professions education.

We are home to one of the largest health professions schools in the nation with more than 30 programs at the certificate, baccalaureate, master's, and doctoral levels, with more than 2,000 undergraduate and graduate students enrolled.

Moving into a post-COVID environment is a new start for everyone in health care, and you are in the best place to begin your personal journey toward joining this dynamic field. We are all committed to providing you a world-class education, and to support your pursuit of knowledge and your strong desire to serve others as a healthcare professional.

The pandemic has challenged all of us in many ways, and your entry into one of our professional programs demonstrates one of the most precious personal qualities one can have: resilience. That resilience has brought you here today and will continue to serve you well during your journey at UAB.

We recognize that healthcare needs - even outside of a pandemic - are constantly changing. That is why we continue to add innovative programs to our academic portfolio, and to enhance and revitalize ongoing programs. We also offer graduate programs you will only find in Alabama at UAB, such as Genetic Counseling, Nuclear Medicine and Molecular Imaging, Low Vision Rehabilitation, Healthcare Quality and Safety, doctoral-level Rehabilitation Science, and Biomedical and Health Sciences.

Our degrees and programs are fully accredited by their respective professional organizations. This means you will be eligible for licensure, national certification or registration and enjoy being in high demand within the job market. Our first-time student exam pass rate on many credentialing exams is an astounding 98 percent or higher.

Graduating from the School of Health Professions means you will acquire an esteemed degree, have a host of job opportunities in healthcare – an industry that continues to grow rapidly – and be well prepared to make a difference in your community. And, we look forward to maintaining our relationship with you when you join our alumni community.

Our alumni give advice to current students that is worth repeating: “learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/ life balance”.

I look forward to seeing you grow in your respective field and watching you become the leader we know you can be.



## OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is one of the largest academic institutions of its type in the United States and currently boasts several nationally ranked programs. What began in the 1950's as a collection of training programs in various para-professional disciplines has grown into an internationally recognized center of academic excellence.

The SHP initially took shape in 1969 as UAB gained autonomy within the University of Alabama System. Originally christened the School of Community and Allied Health Resources (SCAHR), the school incorporated the School of Health Services Administration and the Division of Allied Health Sciences from the College of General Studies with parts of the Department of Public Health and Epidemiology from the medical school. An innovative facility designed to meet the growing needs of the health care industry, the SCAHR was divided into four academic divisions that functioned like regular academic departments: Health Services Administration, Public Health and Environment, Allied Health Sciences, and the Regional Technical Institute for Health Occupations.

Throughout the 1970's and 80's the school's offerings were amended to reflect the changing health care industry. As a result of the changes, SCAHR became the School of Public and Allied Health (SPAHR). Next it became the School of Community and Allied Health (SCAH) and later the School of Health Related Professions (SHRP). During this time, the school added several new areas of study including a nationally ranked program in Nutrition Sciences. Through the leadership and guidance of early visionaries, the school experienced unparalleled success, which continues to date.

Today, the School of Health Professions is comprised of more than 30 programs – at the certificate, baccalaureate, master's and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the School of Health Professions Building (SHPB).

With more than 2,200 faculty, staff, and students, SHP is one of six schools comprising the world-renowned UAB Academic Health Center. Students have access to vast academic resources, state-of-the-art facilities, and progressive research.

SHP is proud of many accomplishments including:

- U.S. News & World Report ranks SHP programs in the nation's top 25
- Research funding is over \$14 million and growing
- The school is at the top of the list in research funding from the National Institutes of Health for schools of its type and has been either first or second in funding received since 1969

Under the current leadership of Dean Andrew Butler, the school has never been stronger, or better positioned as a national leader in health professions education.

## **SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION**

In addition to your program director and program faculty, the following individuals may be able to provide assistance with questions and issues related to your school and program activities.

**Kristin Chapleau, Director of Student Services and Advising**

205-996-4721; [kjohnsto@uab.edu](mailto:kjohnsto@uab.edu)

**Mary Foster, Dean Butler's Executive Assistant**

205-934-5149; [fostermg@uab.edu](mailto:fostermg@uab.edu)

**Samantha Giordano-Mooga, PhD, Director of Undergraduate Honors Program**

205-996-1399; [sgiordan@uab.edu](mailto:sgiordan@uab.edu)

**Donna Slovensky, PhD, Senior Associate Dean for Academic and Faculty Affairs**

205-934-1679 ; [donnaslo@uab.edu](mailto:donnaslo@uab.edu)

**Kevin Storr, Director of Communications**

205-934-4159; [storr@uab.edu](mailto:storr@uab.edu)

**Lee Test, Director of Academic and Faculty Operations**

205-975-8034; [lttest@uab.edu](mailto:lttest@uab.edu)

**Marci Willis, Director, Learning Resource Center**

205-934-9472; [mbattles@uab.edu](mailto:mbattles@uab.edu)

## SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

### ACADEMIC CALENDAR

All dates related to registration, payments of tuition and fees drop/add dates, other administrative requirements, and official school holidays are recorded on the UAB Academic Calendar available at [www.uab.edu/academiccalendar](http://www.uab.edu/academiccalendar).

### ACADEMIC INTEGRITY CODE

The University established a new Academic Integrity Code effective August 23, 2021. This Code, which applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. Policies are established for resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Profession, the AIC is the Senior Associate Dean for Academic and Faculty Affairs, Dr. Donna Slovensky. Dr. Slovensky's office is located in SHPB 660. The full text of the Academic Integrity Code is available at:

[https://www.uab.edu/compliance/images/FINAL\\_Academic\\_Integrity\\_Code\\_\\_2021-June-22.pdf](https://www.uab.edu/compliance/images/FINAL_Academic_Integrity_Code__2021-June-22.pdf)

### ADVISING

Undergraduate student advising is provided through the Student Services and Advising unit, which is housed in the SHPB 230 suite of offices, near the elevators on the 2nd floor. Walk-ins are accepted, but appointments are preferred. Contact information for individual advisers is listed below.

Kristin Chapleau, Director of Student Services and Advising - 205-996-4721; [kjohnsto@uab.edu](mailto:kjohnsto@uab.edu)

Carla Crews-McGirt, Academic Advisor II –934-4194; [ccrewmc@uab.edu](mailto:ccrewmc@uab.edu)

Eileen Hatfield, Academic Advisor II - 205-934-4185; [mehatfie@uab.edu](mailto:mehatfie@uab.edu)

Rachel Mars, Academic Advisor II – 205-996-0867; [rmars@uab.edu](mailto:rmars@uab.edu)

Adam Pinson, Academic Advisor II – 205-975-4194; [apinson@uab.edu](mailto:apinson@uab.edu)

Graduate student advising is provided through the SHP graduate programs.

### ASKIT

AskIT is the technology help desk for faculty, staff, and students. They provide free support via telephone, email, or in-person. You will be asked to supply your BlazerID when you request assistance.

Phone: (205) 996-5555 Email: [askit@uab.edu](mailto:askit@uab.edu) Website: [https://uabprod.service-now.com/service\\_portal](https://uabprod.service-now.com/service_portal)

## ATTENDANCE

Class attendance is expected in all SHP programs. Specific class, laboratory or clinical site attendance requirements may be more stringent than university guidelines. Refer to the program requirements in this handbook and in course syllabi for policies. The UAB policy for undergraduates follows.

The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and in those instances requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

Absences due to jury or military duty provided that official documentation have been provided to the instructor in a timely manner in advance.

Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences" provided students give their instructors notice of a disability-related absence in advance or as soon as possible.

Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:

Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.

If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.

Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.

## AWARDS AND HONOR SOCIETIES

All students in the School of Health Professions are eligible for consideration for the following awards or society memberships.

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of his or her academic and non-academic achievements.
- Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A), and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.
- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.
- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student's academic activities. Nominations are made by program directors.
- Dean's Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.
- Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

Please refer to the program section of this handbook for awards and honors available to students in individual programs.

## BACKGROUND CHECK

SHP students in clinical programs are required by policy, to undergo a background check using the school's approved vendor, CastleBranch <https://discover.castlebranch.com/>, at the time of program admission, and again, prior to placement in a clinical rotation. In addition, some sites are requiring the social media background check. This package code is different than the initial package code given. Instructions for requesting the background check and appropriate consent forms are provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

## BLAZERID / BLAZERNET / EMAIL

**BLAZERID:** All students receive a unique identifier, the BlazerID, established at: [www.uab.edu/blazerid](http://www.uab.edu/blazerid). Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select "Activate Accounts."

**BlazerNET** is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page [www.uab.edu](http://www.uab.edu) then choose UAB Quicklinks.

**Email:** [uab.edu](http://uab.edu) Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information and announcements. UAB student email is provided through Microsoft

Office 365, a cloud based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

## **BLAZER EXPRESS**

The UAB Blazer Express Transit System provides transportation throughout the UAB campus. With a valid UAB ID badge, students can enjoy fare-free bus transportation. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to [www.uab.edu/blazerexpress/](http://www.uab.edu/blazerexpress/).

## **BOOKSTORE**

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore stock UAB memorabilia and college wear in addition to all required textbooks and course material.

### **UAB Barnes and Noble Bookstore**

Location: 1400 University Blvd, 35233

Hours: M – F 8:00 a.m. – 5:00 pm.; Sat Closed; Sun Closed

Telephone: (205) 996-2665      Website: <https://uab.bncollege.com/shop/uab/home>

## **CAMPUS ONECARD**

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library checkout, and other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available at [www.uab.edu/onecard](http://www.uab.edu/onecard).

## **CAMPUS MAP**

UAB's campus map can be found at the following: [www.uab.edu/map/](http://www.uab.edu/map/)

## **CANVAS LEARNING MANAGEMENT SYSTEM**

The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites are accessed through BlazerNET or at [www.uab.edu/elearning/canvas](http://www.uab.edu/elearning/canvas). Students should monitor their course sites routinely for communication from faculty and manage course assignments.

## **COUNSELING SERVICES**

The Counseling and Wellness Center offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. The Center is located in Student Health Services at 1714 9th Ave. South. For more information, call 205-934-5816 or <https://www.uab.edu/students/counseling/>

## COVID-19 PRECAUTIONS

The COVID-19 pandemic necessitated many changes in our academic and administrative operating practices. While we anticipate a return to regular operations in fall term 2021, we remind students that certain precautions are still recommended. These recommendations include:

- **Masking – masking is required in all UAB spaces.**
- If you are not vaccinated, we highly encourage you to obtain the COVID vaccine – students may receive the vaccine at no cost through Student Health Services, at walk-up clinics, or through UAB Medicine. Scheduling information is available at <https://www.uab.edu/uabunited/covid-19-vaccine>
- If you are vaccinated, please upload an image of your vaccination card through the Student Health Patient Portal at [https://studentwellness.uab.edu/login\\_directory.aspx](https://studentwellness.uab.edu/login_directory.aspx).
- Students who experience COVID symptoms should not come on campus or clinical sites, and should contact Student Health immediately for further instruction.
- Maintain hand hygiene with frequent handwashing and disinfectant solutions.
- Clean your work areas with disinfectant solution regularly.
- Eat only in designated spaces. Student may consume water in classrooms, but should comply with any restrictions on food and other beverages that may be in place.

Official information about COVID-19 and University guidelines is available at:

<https://www.uab.edu/uabunited/>

## DIVERSITY, EQUITY AND INCLUSION (DEI)

The mission of DEI is to “... champion equity and inclusion and, in particular, to advocate for inclusive excellence and equity so that UAB students, faculty, staff, community partners and friends can flourish and excel.” Inspired by “... what we value, what we learn from research and what we teach and share with the world.” DEI’s goal is “... to inspire our people to take a courageous step to inspire equity and inclusive excellence throughout our state, nation and world, every day.” Dr. Paulette Patterson Dilworth is the Vice President responsible for the activities of this office. Information: <http://www.uab.edu/dei/>

## DISABILITY SUPPORT SERVICES (DSS)

“DSS provides an accessible university experience through collaboration with UAB partners. These partnerships create a campus where individuals with disabilities have equal access to programs, activities, and opportunities by identifying and removing barriers, providing individualized services, and facilitating accommodations.”

“DSS serves as the university-appointed office charged with providing institution-wide advisement, consultation, and training on disability-related topics which include legal and regulatory compliance, universal design, and disability scholarship.”

To apply for accommodations, contact DSS. **Note:** *You must have your Blazer ID and password.*

Telephone: (205) 934-4205 or (205) 934-4248 (TDD) Fax: (205) 934-8170  
Email: [dss@uab.edu](mailto:dss@uab.edu) Website: [www.uab.edu/students/disability/](http://www.uab.edu/students/disability/)

## DRUG SCREENING

By policy, SHP students in programs requiring fieldwork/internship placement are required to undergo a routine drug screen using the school's approved vendor, CastleBranch, [www.castlebranch.com](http://www.castlebranch.com), at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements. If you have questions, please contact (205) 934-4194 or [shp@uab.edu](mailto:shp@uab.edu) or visit room 230 in the School of Health Professions Building. For more information visit: [Students - School of Health Professions | UAB](#)

## EMERGENCIES

Report suspicious or threatening activity to the UAB Police Department immediately. Law officers are available 24 hours, seven days a week. Also, more than 300 emergency blue light telephones connected directly to the police dispatch are located throughout campus.

**UAB Police:** Dial 911 *from a campus phone* or call: 934-3535; 934-HELP (4357); or 934-4434

Emergencies affecting campus are communicated via the following:

Weather & Emergency Hotline: (205) 934-2165 • University home web page: [www.uab.edu](http://www.uab.edu)

- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- Announcements on BlazerNET
- Twitter@UABALERT: [www.twitter.com/uabalert](http://www.twitter.com/uabalert)
- [facebook.com/UABALERT](https://www.facebook.com/UABALERT)
- Cell phone messages and SMS text – register for B-ALERT notices via <https://idm.uab.edu/ens/b-alert>

## FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites:

<https://sa.uab.edu/enrollmentservices/ferpa/>; If you have questions or concerns about FERPA issues, you may email [FERPA@uab.edu](mailto:FERPA@uab.edu), or contact (205) 934-4194 or [shp@uab.edu](mailto:shp@uab.edu).

## FINANCIAL AID

The Office of Financial Aid is located at 1700 University Blvd., Lister Hill Library, Room G20. Hours of Operation are from 8:00 am to 5:00 pm Monday thru Friday. Phone: (205) 934-8223; Fax: (205) 975-6168. Additional information can be located on the website [www.uab.edu/students/paying-for-UAB](http://www.uab.edu/students/paying-for-UAB).

## FOOD SERVICES

Dining facilities available on campus closest to the SHP buildings include the Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center. Vending machines are located in the basement of the Learning Resource Center and on the 6<sup>th</sup> floor of the Webb Building. Additional information about meal plans and campus dining facilities is available at [www.uab.edu/dining](http://www.uab.edu/dining).

## GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master's specialist programs, and master's level programs. Graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at [www.uab.edu/graduate/](http://www.uab.edu/graduate/).

## GRADUATION

All students must complete an application for degree six months prior to graduating and not later than the deadline in the academic calendar. <https://www.uab.edu/commencement/faqs>. The University holds commencement every semester. Check the commencement website for the most current information: <https://www.uab.edu/commencement/>

## MEDICAL CLEARANCE

SHP students in programs that are on campus (not fully online), are required to receive medical clearance at the time of program admission. UAB Student Health Services utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health Services website: [www.uab.edu/students/health/medical-clearance/immunizations](http://www.uab.edu/students/health/medical-clearance/immunizations).

## IMMUNIZATION POLICY

To provide a safe and healthy environment for all students, faculty and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical programs, provide proof of immunization against certain diseases: <https://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx>

## INSURANCE WAIVERS

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all eligible students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student Health Insurance Plan (SHIP). The SHIP is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the SHIP, you are required to submit a waiver to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at this website: <https://www.uab.edu/students/health/insurance-waivers/waivers>

## HIPAA TRAINING

The Health Insurance Portability and Accountability Act includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete

an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at [www.uab.edu/learningsystem](http://www.uab.edu/learningsystem). Compliance with the training requirement is monitored monthly.

### **INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)**

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the IRB website [www.uab.edu/irb](http://www.uab.edu/irb)

### **INTELLECTUAL PROPERTY**

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. Training materials defining inventor status, patent criteria, and other intellectual property issues is available at [www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx](http://www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx).

### **LACTATION CENTERS**

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at <https://www.uabmedicine.org/-/lactation-consultants-help-moms-navigate-breastfeeding-journey>. The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Boulevard, room 219A. Female students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Andrew Eaton at (205) 934-4133.

### **LIBRARIES AND LEARNING RESOURCE CENTER**

UAB's libraries house excellent collections of books, periodicals, microforms, and other media. Have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation. <https://library.uab.edu/locations>

#### **SHP Learning Resource Center (LRC)**

The School of Health Professions Learning Resource Center (LRC) provides a unique set of enterprise solutions that promote an exciting, intriguing and innovative learning environment. It provides a state-of-the-art media studio; audio/visual support; and information technology management of public, classroom and testing labs. Web: <http://www.uab.edu/lrc/>

Located: 1714 9<sup>th</sup> Avenue S. Phone: (205) 934-5146 Email: [shplrc@uab.edu](mailto:shplrc@uab.edu)

Hours: Monday – Thursday 7:00 am – 8:00 pm; Friday 7 am – 5:30 pm;

Saturday - closed; Sunday - closed

#### **Lister Hill Library of the Health Sciences**

This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in

University Hospital and The Kirklin Clinic. Dedicated librarians hold “office hours” in the Learning Resource Center weekly.

Location: 1700 University Boulevard      Website:

<https://library.uab.edu/locations/lister-hill>

Phone: (205) 934-2230

### **Mervyn H. Sterne Library**

A collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences.

Location: 913 13<sup>th</sup> Street South

Website: <https://library.uab.edu/locations/sterne>

Phone: (205) 934-6364 (Reference) (205) 934-4338 (User Services)

## **ONESTOP STUDENT SERVICES**

If you have questions or need assistance with an academic or administrative process, the UAB OneStop is where to go! Advisers will help you solve your problem or do the legwork for you if another UAB resource is needed. OneStop is located in the Hill Student Center 1400 University Blvd. You may contact the OneStop office by phone or email at (205) 934-4300; 855-UAB-1STP; (855) 822-1787; [onestop@uab.edu](mailto:onestop@uab.edu). Additional information is available at [www.uab.edu/onestop](http://www.uab.edu/onestop).

## **PARKING**

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8<sup>th</sup> Street South. The office is open Monday – Friday from 7:30 a.m. – 5:00 p.m. Parking is allocated on a first-come, first-served basis. Parking fees are established by location, payable by semester or year, and are billed to the student’s account. Additional information is available at [www.uab.edu/parking](http://www.uab.edu/parking).

## **PATIENT CARE PARTNERSHIP**

Students in health professions programs learn general information about the health care industry as well as knowledge and skills specific to their chosen profession. The American Hospital Association (AHA) ([www.aha.org](http://www.aha.org)) is an excellent resource for industry information. One role fulfilled by the AHA is that of patient advocate. The Patient Care Partnership brochure (link below) outlines rights and responsibilities of patients during hospital stays.

[www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html](http://www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html).

## **PLAGIARISM AND TURNITIN**

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see Grievance Procedures for Violations of Academic Standards). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software. Please note that all documents submitted to *Turnitin.com* are added to their database of papers that is used to screen future assignments for plagiarism.

## RECREATION CENTER

The campus Recreation Center, located at 1501 University Blvd, Birmingham, AL 35294, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track. Check the website for information about hours and services at [www.uab.edu/campusrecreation](http://www.uab.edu/campusrecreation).

## SCHOLARSHIPS: BLAZER SCHOLARSHIP MANAGEMENT AND RESOURCE TOOL (B-SMART)

The SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty and administrators, review and select awardees.

Scholarships available to students in any SHP program are the following:

*Carol E. Medders Endowed Scholarship* – Funding for students enrolled in a graduate program in the School of Health Professions. Awards are based on academic achievement and unmet financial need.

*Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship* – Funding for students enrolled in SHP programs with GPA 3.0 or above and unmet financial need. Student must be a resident of the state of Alabama at the time of enrollment.

*Lettie Pate Whitehead Foundation Scholarship* – Funding for female students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need.

*National Alumni Society Dean's Scholarship* – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student.

*Sandra Dunning Huechtker Endowed Memorial Award* – Funding for students enrolled in SHP program with GPA 3.0 or above and unmet financial need.

*SHP Dean's Scholarship* – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need.

You may visit the Blazer Scholarship Management and Resource Tool (B-SMART) to apply <http://www.uab.edu/students/paying-for-college/>. Many programs in SHP also have scholarships available to currently enrolled students in those programs. Please see the program section of this handbook for that information.

## SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. The School's official sites are the following:

- Twitter: [https://twitter.com/uab\\_shp?lang=en](https://twitter.com/uab_shp?lang=en)
- Facebook: [www.facebook.com/UABSHP](http://www.facebook.com/UABSHP)
- YouTube: [www.youtube.com/uabshp](http://www.youtube.com/uabshp)
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](http://www.linkedin.com/company/uabshp)
- Website: [www.uab.edu/shp](http://www.uab.edu/shp)

The School's Academic Affairs Committee published the following guidelines:

The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like provide opportunities to share and explore interests that enrich the higher education learning experience. However, use them with discretion. UAB social media users are expected to act with honesty, integrity, and respect for others.

**Professional Use** - Only UAB employees authorized by their departments may use social networking Web sites to conduct University business. The authorized employee/position will serve as the point of contact for the web site. In keeping with University policy<sup>1</sup>, the authorized employee may post on a social network profile: the University's name, school, department, and/or unit information, a University email address or University telephone number for contact purposes, or post official department information, resources, calendars, and events. The employee should use care that any personal opinions or opposition to the University either by direct statement or perception not be published.

**General Use** - The following guidelines are strongly suggested:

1. Use networking sites legally and appropriately. Consider your personal obligation as a citizen of the university. Use proper conduct in your posts regarding the university and your colleagues/fellow students.
2. Consider the use of a student, staff or faculty member to monitor any departmental social pages. All parties need to understand the guidelines presented.
3. Remember, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world – even if you limit access to your site.
4. Information that you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and the university.
5. Do not post any confidential or sensitive information online.
6. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, law enforcement, and others.
7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and as accurate/factual as you can be in any comments or content you posted online.
8. Potential employers, admissions officers, and scholarship committees often search social networking sites to screen candidates. Your profile will be a part of how others know you.

## STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)

Student Advocacy, Rights and Conduct (SARC) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students' behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the

pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. More about SARC can be found here: [Student Advocacy, Rights & Conduct - Student Affairs - News | UAB](#) The UAB student conduct code may be accessed online: [Student Conduct Code \(uab.edu\)](#).

## STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through Student Health Services located at 1714 9<sup>th</sup> Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday; 9:00 a.m. – 5:00 p.m. Friday, but is closed between noon and 1:00 p.m. daily. Detailed information about services and operating practices is located on the SHS website at [www.uab.edu/studenthealth](http://www.uab.edu/studenthealth). Appointments may be scheduled by calling 205-934-3580.

## TUITION AND FEES

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. They may be paid through BlazerNET. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition. Non-resident tuition is charged for on-site courses such as: clinical practicums, independent study courses, and project courses. SHP programs have specific fees attached to programs, courses or laboratories. See the school fees at <https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees>

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at [www.uab.edu/whentopay/](http://www.uab.edu/whentopay/). Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

## WEATHER

Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. Severe weather precautions are published at [www.uab.edu/emergency/preparedness](http://www.uab.edu/emergency/preparedness). Other information sources include:

<ul style="list-style-type: none"><li>• Webpage: <a href="http://www.uab.edu/emergency">www.uab.edu/emergency</a></li></ul>	<ul style="list-style-type: none"><li>• B-ALERT system: <a href="http://www.uab.edu/balert">www.uab.edu/balert</a></li></ul>
<ul style="list-style-type: none"><li>• Hotline: (205)- 934-2165</li></ul>	<ul style="list-style-type: none"><li>• WBHM Radio (90.3 FM)</li></ul>

## WITHDRAWAL FROM COURSE / PROGRAM

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. Please refer to the following link

for additional information on withdrawal guidelines: <https://www.uab.edu/students/one-stop/classes/add-drop-and-withdrawal-policy>

## SECTION 2 – SHP AND UAB POLICIES

### SCHOOL OF HEALTH PROFESSIONS POLICIES

#### BACKGROUND CHECK AND DRUG SCREEN

##### POLICY

With the exceptions noted below, students admitted to clinical programs in the School of Health Professions (SHP) will complete a routine drug screening and criminal background check using the vendor(s) with which the School has a current agreement for those services. These screenings should be completed prior to the end of the first term of enrollment. A second routine drug screening and criminal background check using the approved school vendor, or a vendor required by the assigned clinical facility, will be completed prior to placement in a clinical rotation. Any required additional screenings, and/or those specified by waived programs, will be at the discretion of the program.

Students enrolled in SHP programs requiring an internship or other site placement as a component of degree requirements will complete a learning module in the campus learning management system by the end of the first semester of enrollment. They will submit the results of a drug screening and criminal background check from an approved vendor, prior to the end of the semester, immediately preceding the semester for which the internship or site placement occurs.

- School-negotiated fees for these screenings will be the responsibility of the student.
- Students who have completed the screenings as a condition of enrollment in a previous SHP program, are waived from the requisite unless the current program of enrollment also includes an internship or clinical placement component for degree completion.
- Drug screening and background check results performed by an approved vendor, within the most recent twelve months, may fulfill the SHP requirement.
- The rules and regulations governing individual placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should you fail the drug screening or your background check contains issues that may prevent you from receiving or sitting for licensure, a representative from the Office of the Senior Associate Dean for Academic and Faculty Affairs will contact you. Depending upon the outcome, you may be dismissed from the program. See your program's guidelines regarding specific consequences.

Programs requiring a background check and drug screening by the end of the first semester of enrollment and again, prior to clinical placement are the following:

Doctor of Physical Therapy

Occupational Therapy Doctorate – (entry level)

Master of Science in Biotechnology

Master of Science in Clinical Laboratory Science  
Master of Science in Genetic Counseling  
Master of Science in Health Administration (Residential)  
Master of Science in Health Physics  
Master of Science in Nuclear Medicine Technology  
Master of Science in Nutrition Sciences – Dietetic Internship Clinical Track  
Master of Science in Nutrition Sciences – Dietitian Education Program  
Graduate Certificate in Dietitian Education  
Master of Science in Nutrition Sciences – Prior Learning Clinical Track  
Master of Science in Occupational Therapy – (entry level)  
Master of Science in Physician Assistant Studies

Programs requiring the background check and drug screening learning module during the first semester of enrollment, a criminal background check and drug screening by the end of the semester immediately preceding clinical placement or internship are the following:

Bachelor of Science in Health Care Management  
Bachelor of Science in Biomedical Sciences  
Bachelor of Science in Biobehavioral Nutrition and Wellness Major

\*Programs waived from the Background Check and Drug Screening requirement are the following:

Doctor of Philosophy in Administration Health Services – all concentrations  
Doctor of Philosophy in Rehabilitation Sciences  
Doctor of Science in Healthcare Leadership  
Graduate Certificate in Biotechnology Regulatory Affairs  
Graduate Certificate in Clinical Informatics  
Graduate Certificate in Health Care Quality and Safety  
Graduate Certificate in Low Vision Rehabilitation  
Master of Science in Health Administration (International and Executive tracks)  
Master of Science in Health Care Quality and Safety  
Master of Science in Health Informatics  
Master of Science in Healthcare Simulation  
Master of Science in Nutrition Sciences - Research Track  
Master of Science in Nutrition Sciences – Lifestyle Management and Disease Prevention Track

**Attachments:**

- ☐ Procedure for Criminal Background Check and Drug Screening
- ☐ Student Instructions
- ☐ Consent to Drug Testing and Release of Drug Test Results
- ☐ Consent to Criminal Background Check and Release of Results

**Note:** Replaces Criminal Background Check and Drug Screening Policy 2012

\* Students enrolled in exempt programs who participate in a course(s) incorporating community, corporate or other high impact, out-of-classroom activities such as service learning, capstone projects or other hands-on learning experiences, may be required by placement sites to submit background check and drug screening results. Students are responsible for the fees associated with such screening

### **Attachment 1: Procedure for Criminal Background Check and Drug Screening**

1. Program directors (or designees) provide all accepted students with instructions for completing a background check and drug screening.
2. Students request the specified package on the approved SHP vendor website and pay the required fees.
3. Assigned designee(s) in the SHP Office for Student Recruitment, Engagement and Success (OSRES) review and provide compliance reports for programs.
4. In the event a report reveals information which may prevent a student from being placed in a clinical rotation or internship site or potentially makes them ineligible for professional certification or licensure, the OSRES contacts the individual student to discuss the implications of said information in the report. If such information exists, the student must acknowledge in writing their decision to continue in the program's didactic phase with the understanding that a degree cannot be awarded without completion of required clinical practice or internship placement.
5. Prior to clinical placement, program directors (or designees) will provide students with instructions to complete a repeat background check and drug screening. In addition, some sites require a social media background check. The package code for this is different than the initial drug screen and background package code. If a vendor is specified by the placement site or preceptor, the preceptor (or designee) will provide students with instructions.
6. Students will follow the instructions provided by sites or placements if they go beyond those of the School.
7. Students are responsible for fees required for screenings.
8. OSRES designee discusses with individual students implications for information which may inhibit placement at a clinical or internship site.
9. Students provide preceptors or internship supervisors with the required information from the results of their background check and drug screening reports.

## Attachment 2:



### STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM SCHOOL OF HEALTH PROFESSIONS

#### About CastleBranch.com

---

CastleBranch is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features of CastleBranch, including document storage, portfolio builders and reference tools. CastleBranch also allows you to upload any additional documents required by your school.

#### Order Summary

---

##### Required Personal Information

- o In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and e-mail address.

##### Drug Test (LabCorp or Quest Diagnostics)

- o Within 24-48 hours after you place your order, the electronic chain of custody form e-chain will be placed directly into your CastleBranch account. This e-chain will explain where you need to go to complete your drug test.

##### Payment Information

- o At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted, but will result in a \$10 fee and additional turn-around-time.

#### Place Your Order

---

Go to: [www.castlebranch.com](http://www.castlebranch.com) and enter package code:

AH01 - Background Check and Drug Test

You will be required to enter your program under "Student Information" classification

You will then be directed to set up your CastleBranch profile account.

#### View Your Results

---

Your results will be posted directly to your CastleBranch profile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password. If you have any additional questions, please contact the Service Desk at 888.723.4263 x 7196 or visit the website to submit your question at: <https://www.castlebranch.com/contact-us>.

**Attachment 3**

**UAB School of Health Professions**

**Consent to Drug Testing and Release of Drug Test Results**

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to drug testing as a prerequisite to my assignment to a clinical site. I hereby consent to be tested for drugs and consent to the release of any such drug test results to the Office of academic and Faculty Affairs, my Program Director, and the subsequent release of such drug test results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional drug testing as a condition of my placement. I hereby consent to any facility-required drug testing and consent to the release of such drug test results to my Program Director.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian  
(required only if student is under 19)

\_\_\_\_\_  
Date

**Attachment 4**

## **UAB School of Health Professions**

### **Consent to Criminal Background Check and Release of Results**

**For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to a criminal background check as a prerequisite to my assignment to a clinical site. I hereby consent to have a criminal background check and consent to the release the results to the Office of Academic and Faculty Affairs, my Program Director, and the subsequent release of the results to the clinical site to which I am assigned.**

**I understand that any clinical site to which I am assigned has the right to require additional background check as a condition of my placement. I hereby consent to any facility-required background check and consent to the release of the results of the check to my Program Director.**

---

**Student's Signature**

---

**Date**

---

**Signature of Parent/Legal Guardian**  
**(required only if student is under 19)**

---

**Date**

## COVID-19 CAMPUS ENTRY

UAB is committed to making our campus among the safest in America as students return at the right time and under the right conditions.

- Students admitted to the School of Health Professions will follow university guidelines for COVID-19 entry found at: [Students Overview - United | UAB](#)
- Guidelines include wearing a mask while on campus; maintaining proper social distancing; washing hands often; cleaning and disinfecting frequently touched objects and surfaces; and completing required training and reporting tasks.
- All UAB students coming to campus for the fall semester 2021 will have access to a free COVID-vaccination through Student Health Services. See information at <https://www.uab.edu/uabunited/covid-19-vaccine>
- Vaccinated students should upload an image of their vaccination card through the Student Health Patient Portal at [https://studentwellness.uab.edu/login\\_directory.aspx](https://studentwellness.uab.edu/login_directory.aspx).
- Prior to placement in clinical settings, SHP students will follow the UAB School of Health Professions Plan/Checklist for Students entering Clinical Experiences.

## EMERGENCY PLAN - SHPB

[https://www.uab.edu/shp/home/images/PDF/SHPB\\_BUILDING\\_EMERGENCY\\_PLAN\\_2019.pdf](https://www.uab.edu/shp/home/images/PDF/SHPB_BUILDING_EMERGENCY_PLAN_2019.pdf)

## FINAL COURSE GRADE APPEAL PROCESS

[www.uab.edu/shp/home/images/PDF/grievance\\_procedures.pdf](http://www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf)

## PLAGIARISM

[www.uab.edu/shp/home/images/PDF/Plagiarism\\_Policy.pdf](http://www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf)

*Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. All documents submitted to Turnitin.com are added to their database of papers used to screen future assignments for plagiarism.*

# **UAB POLICIES**

## **CLASSROOM BEHAVIORS**

### **ATTENDANCE / ABSENCE (UNDERGRADUATE)**

<http://catalog.uab.edu/undergraduate/progress toward a degree/#enrollment text>

## **HEALTH**

### **AIDS AND HIV INFECTION**

[www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx](http://www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx)

### **BODY FLUID EXPOSURE**

[www.uab.edu/humanresources/home/employeehealth/reporting exposures](http://www.uab.edu/humanresources/home/employeehealth/reporting exposures)

### **IMMUNIZATIONS**

[www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx)

## **SUBSTANCE USE/ABUSE**

### **ALCOHOLIC BEVERAGES, USE AND CONSUMPTION**

[www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx)

### **DRUG FREE CAMPUS (GENERAL POLICY)**

<https://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000804.html>

### **NONSMOKING**

[www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx](http://www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx)

## **TECHNOLOGY GUIDELINES**

### **COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)**

[www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx](http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx)

### **COMPUTER SOFTWARE COPYING AND USE**

[www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx](http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx)

## **INCLUSIVENESS**

### **EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT**

[www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx](http://www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx)

## **RESEARCH AND SCHOLARLY ACTIVITIES**

### **ACADEMIC INTEGRITY CODE**

[https://www.uab.edu/compliance/images/FINAL\\_Academic\\_Integrity\\_Code\\_2021-June-22.pdf](https://www.uab.edu/compliance/images/FINAL_Academic_Integrity_Code_2021-June-22.pdf)

### **ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES**

[www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx](http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx)

### **PATENT (INTELLECTUAL PROPERTY)**

[www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx](http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx)

### **FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS**

[www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx](http://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx)

*Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at [www.uab.edu/policies/Pages/default.aspx](http://www.uab.edu/policies/Pages/default.aspx).*

## SECTION 4 – PROGRAM INFORMATION

### PROGRAM OVERVIEW

The goal of the Biomedical and Health Sciences program is to provide quality education to prepare a diverse student body for entry into graduate health professional programs, including medicine, dentistry, optometry, physical therapy, occupational therapy and physician assistant studies. This program is critically important to provide a pipeline of academically and culturally competent future healthcare providers, for not only the state of Alabama, but for medically underserved areas throughout our country. The endeavor of the program is to help students strengthen their professional school applications through the science curriculum, test taking strategies, study skill assessment and training, mock interviews and other professional development activities.

While there are many similar post-baccalaureate programs (both certificates and masters-level) in the southeast, there is no other such program in the state of Alabama. The need for such a program to both attract and retain students who desire to practice as health care professionals was great. Enrollment in the program is open to all students, but there is emphasis on students from disadvantaged, rural and first-generation college backgrounds as well as those currently underrepresented in graduate health professional programs.

#### **Degree Conferred:**

Diploma- The Master of Science in Biomedical and Health Sciences degree is awarded by the University of Alabama at Birmingham.

#### **Length of Study:**

11 months

#### **Term of Enrollment:**

Summer, Fall and Spring semester

**Program Mission:** The mission of the Master's Degree in Biomedical and Health Sciences is to provide quality education to prepare a diverse student body for entry into graduate health professions programs including medicine, dentistry, optometry, physical therapy, occupational therapy, physician assistant studies and pharmacy.

**The University of Alabama at Birmingham (UAB) is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, religion, national origin, sex, age, sexual orientation, disability or veteran status.**



## Admission Requirements

Admission in good academic standing to the Biomedical and Health Sciences Program requires the following:

- Baccalaureate degree from a regionally accredited college/university
- A minimum undergraduate cumulative GPA of 3.0 (A= 4.0), computed from all undergraduate credits
- A minimum cumulative science GPA of 3.0, computed from all undergraduate coursework in biology, chemistry, and physical sciences
- Submit scores of Medical College Admissions Test (MCAT), Optometry Admissions Test (OAT), Dental Admission Test (DAT), Graduate Record Exam (GRE), or Pharmacy College Admission Test (PCAT)
- If foreign- educated, then have a score of at least 80 on the TOEFL, 6.5 on the IELTS, or 53 on the PTEA, and submit a transcript evaluation from World Education Services (WES) [[www.wes.org](http://www.wes.org)], Educational Credential Evaluators, or Josef Silny and Associates, Inc.
- Satisfactory health screening by the UAB Medical Center Student Health Service
- Completion of the following prerequisite courses:
  - General Biology I\* (4 CREDIT HRS)
  - General Biology II\* (4 CREDIT HRS)
  - General Chemistry I (4 CREDIT HRS)
  - General Chemistry II (4 CREDIT HRS)
  - Other Biology (4 CREDIT HRS)
  - \*Anatomy and Physiology I & II may be used to substitute.

## FACULTY (COURSE CO-DIRECTORS) AND STAFF



**Carmel M. McNicholas-Bevensee, BSc, PhD**

Program Co-Director and Associate Professor  
School of Medicine

Department of Cell, Developmental, and Integrative Biology  
1670 University Boulevard, VH G010A  
Birmingham, AL 35294  
(205) 934-1785

[cbevensee@uab.edu](mailto:cbevensee@uab.edu)



**Jorge Lopez, PhD**

Program Co-Director and Associate Professor  
School of Health Professions

Department of Clinical & Diagnostic Sciences  
1716 9th Avenue South, SHPB 454  
Birmingham, AL 35294  
(205) 934-7539

[jorlopez@uab.edu](mailto:jorlopez@uab.edu)



**Kristen Bowen, M.Ed.**

Program Manager & Director of Seminar Series  
School of Health Professions

Department of Clinical and Diagnostic Sciences  
1716 9th Avenue South, SHPB 453  
Birmingham, AL 35294  
(205) 975-7639

[kristeb@uab.edu](mailto:kristeb@uab.edu)



**Whitney Hunt Canada**

Office Associate II  
School of Health Professions

Department of Clinical and Diagnostic Sciences  
1716 9th Avenue South, SHPB 440  
Birmingham, AL 35294  
(205) 996-9921

[whunt@uab.edu](mailto:whunt@uab.edu)



**Mark O. Bevensee, PhD**

Professor  
School of Medicine

Department of Cell, Developmental & Integrative Biology  
1918 University Boulevard, MCLM 903  
Birmingham, AL 35294

(205) 975-9084

[bevensee@uab.edu](mailto:bevensee@uab.edu)



**Zsuzsanna Bebok, MD**

Associate Professor  
School of Medicine

Department of Cell, Developmental & Integrative Biology  
1918 University Boulevard, MCLM 684  
Birmingham, AL 35294

(205) 975-5449



**M. Tosi Gilford, MD, PA-C**

Assistant Professor

School of Health Professions

Department of Clinical & Diagnostic Sciences

1716 9th Avenue South, SHPB 480

Birmingham, AL 35294

(205) 974-6941

[tgilford@uab.edu](mailto:tgilford@uab.edu)



**Inga Kadish, PhD**

Assistant Professor

School of Medicine

Department of Cell, Developmental & Integrative Biology

1670 University Boulevard, VH 218

Birmingham, AL 35294

(205) 934-2812

[ikadisha@uab.edu](mailto:ikadisha@uab.edu)



**Brianna Miller, MS, MLS(ASCP)<sup>CM</sup>**

Assistant Professor

School of Health Professions

Department of Clinical & Diagnostic Sciences

1716 9th Avenue South, SHPB 477

(205) 934-5995

[bvmiller@uab.edu](mailto:bvmiller@uab.edu)



**David Resuehr, PhD**

Associate Professor  
School of Medicine

Department of Cell, Developmental & Integrative Biology  
1670 University Boulevard, VH 230  
Birmingham, AL 35294  
(205) 934-7574  
[resuehr@uab.edu](mailto:resuehr@uab.edu)



**Peter Smith, PhD**

Professor  
School of Medicine

Department of Cell, Developmental & Integrative Biology  
1670 University Boulevard, VH 217  
Birmingham, AL 35294  
(205) 934-4170  
[prsmieth@uab.edu](mailto:prsmieth@uab.edu)



**Tera Webb, MS, MLS(ASCP)<sup>CM</sup>**

Teacher  
School of Health Professions

Department of Clinical & Diagnostic Sciences  
1716 9th Avenue South, SHPB 140  
(205) 934-5985  
[teralw@uab.edu](mailto:teralw@uab.edu)

## CURRICULUM

The M. S. Biomedical and Health Sciences program is a self-contained, graduate program that is quite intense. The UAB M.S. BHS program follows the UAB academic schedule.

**Didactic Phase (3 Semesters)**

<b>Summer (12 Hours)</b>		<b>SEM HRS</b>
BHS 501	Seminar I	1
BHS 502	Molecules and Cells	4
BHS 503	Microbiology and Immunology	4
	Electives	1-3

<b>Fall (12 Hours)</b>		<b>SEM HRS</b>
BHS 550	Integrated Systems I- Neuroendocrine	3
BHS 555	Integrated Systems II- Cardiopulmonary	3
BHS 560	Integrated Systems III- Genitourinary	2
BHS 601	Seminar II	1
	Electives	1-3

<b>Spring (12 Hours)</b>		<b>SEM HRS</b>
BHS 600	Integrated Systems IV- Gastrointestinal	2
BHS 605	Integrated Systems V- Musculoskeletal and Skin	3
BHS 610	Clinical Application and Simulation	2

BHS 690	Capstone	4
BHS 602	Seminar III	1

## BIOMEDICAL AND HEALTH SCIENCES CORE CURRICULUM COURSES

### **BHS 501. BMS Seminar I. 1 hours.**

The first of a three-part course series to prepare students for application, admission, and success in professional school and the biomedical workforce. Topics will include study skills, interview skills, and test taking strategies.

### **BHS 502. Molecules and Cells. 4 hours.**

This course will explore the chemical structures and functions of biomolecules and human cells. The disciplines of biochemistry, genetics, cell biology, and histology will be integrated to provide a framework for understanding normal and abnormal cellular states. Topics will include cellular physiology, metabolic pathways, inheritance, molecular genetics, and basic histology.

### **BHS 503. Microbiology and Immunology. 4 hours.**

This course will explore the biology of viruses, bacteria, parasites, and fungi as well as the natural human responses to these pathogens. Innate and adaptive immunity will be explored in the context of pathogenic and non-pathogenic assault. Additionally, students will be introduced to concepts in general pathology including mechanisms of cell injury and repair, cell adaptation, and inflammation.

### **BHS 550. Integrated Systems I – Neuroendocrine. 3 hours.**

This course will be an integrated study of the nervous and endocrine body systems. The gross anatomy, histology, and physiology of each system will be examined through an integrated approach, which will include a study of the interrelationships of these controlling body systems. Correlations to disease states and disease treatments will be stressed throughout.

### **BHS 555. Integrated Systems II – Cardiopulmonary. 3 hours.**

This course will be an integrated study of the cardiovascular and respiratory body systems. The gross anatomy, histology, and physiology of each system will be examined through an integrated approach, which will include a study of the interrelationships of these systems and the gross anatomy of the thorax. Correlations to disease states and disease treatments will be stressed throughout.

### **BHS 560. Integrated Systems III – Genitourinary. 2 hours.**

This course will be an integrated study of the reproductive and urinary body systems. The gross anatomy, histology, and physiology of each system will be examined through an integrated approach, which will include a study of the gross anatomy of the pelvis and perineum. Correlations to disease states and disease treatments will be stressed throughout.

**BHS 600. Integrated Systems IV – Gastrointestinal. 2 hours.**

This course will be an integrated study of the gastrointestinal body system. The gross anatomy, histology, and physiology of each organ will be examined through an integrated approach, which will include a study of the gross anatomy of the abdomen. Correlations to disease states and disease treatments will be stressed throughout.

**BHS 601. BMS Seminar II. 1 hour.**

The second of a three-part course series to prepare students for application, admission, and success in professional school and the biomedical workforce. Topics will include professionalism, cultural competence, and ethical behavior.

**BHS 602. BMS Seminar III. 1 hour.**

The third of a three-part course series to prepare students for application, admission, and success in professional school and the biomedical workforce. Topics will include interpersonal skills and teamwork.

**BHS 605. Integrated Systems V - Musculoskeletal and Skin. 3 hours.**

This course will be an integrated study of the skeletal, muscular and integumentary body systems. The gross anatomy, histology, and physiology of each system will be examined through an integrated approach, which will include a study of the interrelationships of these systems and the gross anatomy of the back and limbs. Correlations to disease states and disease treatments will be stressed throughout.

**BHS 610. Clinical Application and Simulation. 2 hours.**

This will be a capstone course to provoke critical thinking about the effects of disease at various levels of organization on multiple organ systems. The integration of content throughout the program will be stressed. Activities will include small-group case studies, simulation, and patient interactions.

**BHS 690. Capstone: Integrating Basic and Clinical Sciences. 4 hour.**

This course will provide an integration of knowledge from basic science and clinically related material from prior program courses, as well as define and pose ethical resolutions to problems and clinical cases in the biomedical sciences.

## **GRADUATION REQUIREMENTS**

Graduation from the M.S. Biomedical and Health Sciences Program requires the following:

- Completion of all courses in the curriculum with a grade of “C” or better.
- Achievement of an overall GPA of 3.0 or better in the Program’s required courses.
- Demonstration of a satisfactory level of professional behavior during the 11 month curriculum.
- Completion of all financial and administrative obligations to the University of Alabama at Birmingham.

## **ASSESSMENTS AND EVALUATIONS**

The Program utilizes the following grading scale:

A = Superior Performance

B = Adequate Performance

C = Minimally adequate performance

F = Unsatisfactory performance

## STUDENT RESPONSIBILITIES TO THE PROGRAM

- To be an active participant in all learning activities and to seek out additional learning opportunities when appropriate.
- To assist fellow students, faculty, and preceptors by freely sharing personal knowledge and skills.
- To take responsibility for realizing your full potential as a student and future medical professional.
- To develop a cooperative and constructive relationship with program faculty, adjunct faculty, guest lectures and fellow students.
- To maintain the highest standards of personal behavior and ethical conduct.
- To follow all policies and procedures as outlined in syllabi, memos, and the program handbook.
- To notify the program in a timely manner of any problem that has the potential of interfering with academic performance.
- To abide by the UAB Code of Ethics

## PREGNANCY POLICY

The University of Alabama at Birmingham seeks to treat all students equally, regardless of their actual or potential parental, family or marital status. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex — including pregnancy, parenting and all related conditions — in education and in programs and activities that receive federal funding.

The University must treat pregnant students in the same way it treats similarly situated students. Thus, any accommodation provided to students who have temporary medical conditions will also be provided to pregnant students. Students seeking an accommodation due to pregnancy or a condition related to pregnancy must register with the Title IX Office.

The Title IX Office offers accommodations, options and resources to students who are pregnant, recovering from pregnancy, and/or a condition related to pregnancy. Additionally, the Title IX Office works with students, University administration, departments, faculty, staff, campus police, and other support services to ensure that University policies and programs foster a campus community free of sex discrimination.

To seek accommodations, please contact the Title IX Office by calling 205-996-1340 or emailing [titleixoffice@uab.edu](mailto:titleixoffice@uab.edu). See the <https://www.uab.edu/titleix/> for more information.

## PROGRAM RESPONSIBILITIES TO THE STUDENT

- To provide the highest quality education to all students enrolled in the Program.
- To review and upgrade the quality of education that the Program provides to students through a program of ongoing and comprehensive self-assessment and improvement.
- To recruit, maintain, and support the highest quality faculty and staff for purposes of providing students with the highest quality education.

- To orient, counsel, and educate students properly throughout the entire curriculum without regard to the student's age, religion, race, color, sex, national origin, sexual orientation, or disability that is unrelated to academic performance.
- To comply with SHP and Graduate School policies regarding student evaluation, remediation, and dismissal.

## PROBATION AND DISMISSAL

A student who receives a grade of F in more than one course in the BHS Program may be immediately dismissed. A student may be granted a maximum of one additional, consecutive year to complete all program requirements and achieve a minimum GPA of 3.0, but he/she must acquire approval from the Department Chair and the Dean of the Graduate School. Assignment of grades in the curriculum is the responsibility of the individual instructor, and appeal of the grade can be made according to the grade appeal process (refer to the [Grievance Procedures for Violations of Academic Standards](#)). The Program Co-Directors' decision will be final. If the Program Director is the course instructor, appeal can be made to the Department Chair. This decision will be final.

Students admitted in good academic standing who fail to obtain a minimum 3.0 GPA during any semester will be placed on academic probation. These students must re-establish good academic standing by bringing their overall GPA to at least 3.0 within two subsequent semesters or they will be permanently dismissed from the School of Health Professions and the UAB Graduate School.

Progression to a subsequent semester in the program's sequence is contingent upon successfully completing the semester in which the student is enrolled. Successful completion of a semester entails neither receiving a grade of F in more than one course in that semester nor withdrawing from the enrolled semester. A student who fails to complete a semester as described must repeat that semester before advancing in the program's sequence. However, as described above, approval must be obtained because additional time beyond the three-semester-program will be required.

## PROFESSIONAL CONDUCT

The Department of Clinical & Diagnostic Sciences and the Department of Cell, Developmental, and Integrative Biology expects that all students:

1. Attend Class.
2. Be on-time for all commitments (class, appointments, etc.).
3. Thoughtfully complete and submit all assignments by the due date.
4. Use proper grammar in written and oral assignments.
5. Use proper grammar and email etiquette in all emails to faculty, classmates, etc. Do not use "text speak."

6. Present an appearance that is not distracting to others and reflects a professional image as defined in the CDS Dress Code.
7. Are courteous in the use of electronic devices: pagers, cell phones, laptops. Your device should be on silent/vibrate when in lecture, lab, and clinic.
8. Treat individuals with respect. Comply with applicable laws, regulations, and policies.
9. Profanity is not allowed at any time.
10. Use confidential information responsibly and do not violate a patient's rights.
11. Acknowledge and appropriately manage conflicts of interest.
12. Conduct and present yourself in such a manner that reflects the high professional standard set forth by the Department of Clinical and Diagnostic Sciences and the School of Health Professions.

## REMEDIATION AND READMISSION

Students will be eligible for personal leave in the event of individual illness, death or severe illness in an immediate family member, jury duty, military duty, or a similar personal crisis resulting in more than three consecutive days of absence. With the exception of personal illness, students must obtain prior written approval for personal leave from the M.S Biomedical and Health Sciences Program and the course instructor. The following rules apply to personal leave, remediation, and withdrawal from the Program:

1. Students may be granted up to one week of personal leave.
2. Absences greater than one week require Remediation or Withdrawal from the Program.
3. Remediation should be completed within the same semester. If this is not possible, an "I" will be reported to indicate that the student has performed satisfactorily in the course but, due to unforeseen circumstances, has been unable to finish all course requirements. Students who receive an "I" for a course should note that in many instances, the student will not be allowed to register for the following semester's courses because many courses in the didactic curriculum have pre-requisites that require successful completion of the previous semester's courses. Students should also note that because of the limited resources of the program, many courses cannot be repeated until the following year when they are normally scheduled.
4. Students who return after Remediation or Withdrawal and readmission to the Program will have to demonstrate continued proficiency in the courses they have previously completed in the Program. In some cases, this will be accomplished by sitting-in on those courses and/or passing a comprehensive exam with a grade of 70% or better. Exam content and timing will be determined by the course instructor.

The expectation is for the student to meet with the course or section instructor within 1 week of a failed examination or assignment. Once the course or section instructor identifies areas of weakness,

additional assignments will be given to the student with the expectation that they meet with the course or section instructor a second time. During this meeting, the student is expected to demonstrate competency of the material in an oral conversation format. This demonstration will not be graded but it will be noted that the student met with the course or section instructor.

## STUDENT RECORDS POLICY

The Department of Clinical and Diagnostic Sciences and the Department of Cell, Developmental, and Integrative Biology defers to University and School record retention policies.

<http://www.uab.edu/students/academics/honor-code/item/1050-policies-student-records>

## ESSENTIAL REQUIREMENTS

Fundamental tasks, behaviors, and abilities are necessary to successfully complete the academic requirements of the program. Students requesting disability accommodations must do so by filing a disability accommodation request in writing with the academic program office.

### UAB M.S. BHS Technical Performance Standards

Students should be aware that the M.S. BHS Program requires that all students demonstrate the technical skills needed to complete the entire curriculum. These skills include the ability to think critically, communicate effectively, and utilize computerized information technology. A full description of these technical skills is referenced below.

#### Minimum Technical (Performance) Standards include:

**Critical Thinking:** Students must possess the intellectual capabilities required to complete the full curriculum and achieve the level of competence delineated by the faculty. Critical thinking requires the intellectual ability to measure, calculate, synthesize and analyze a large and complex volume of medical and surgical information. Students in the program must also be able to perform applicable demonstrations and experiments in the medical sciences.

**Computer Technology Skills:** Students must be able to utilize computerized information technology to access and manage on-line medical information, participate in computerized testing as required by the curriculum, conduct research, prepare multimedia presentations, and participate in the management of computerized patient records and assessments.

**Communication Skills:** Students must be able to speak clearly and effectively in order to elicit and relay medical information. They must also be able to communicate effectively and legibly in writing.

**Interpersonal Ability:** Students must possess a wide range of interpersonal skills, including (1) the emotional health required for management of high stress situations while maintaining their full intellectual abilities; (2) the ability to exercise good judgment; (3) the ability to complete all assigned patient care responsibilities; (4) the ability to manage time (show up on time, begin and complete tasks on time); (5) the ability to develop a mature, sensitive and effective relationship with medical colleagues, clinical and administrative staff, patients, and families; (6) the ability to identify, use, understand and manage emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges and diffuse conflict; and (7) the ability to recognize your own emotional state and the emotional states of others and engage with people in a way that draws them to you.

## REGISTRATION

It is each student's responsibility to be registered for the appropriate courses. **No one will be able to attend classes or clinical sites without being properly registered.** Students can register via the web or in person at the Office of the Registrar located at 1605 11<sup>th</sup> Avenue South.

### Web Registration

Students may register via web any time after their assigned time up but prior to the last working day before classes begin. BlazerNET is available 24/7, but the Add/Drop function within Registration Tools will end when the open registration period closes. Students experiencing difficulty with BlazerNET should call the Registrar's Office at 934-8222 or email registrar@uab.edu.

### Follow these steps to register using BlazerNET:

1. Access BlazerNET with your web browser.
2. Log in with your BlazerID and strong password.
3. Click on the Student Resources tab.
4. View the Registration Tools channel. Select either Look Up Classes to gather CRNs or Add or Drop Classes if you already have the course reference numbers.
5. Register for the appropriate courses by either clicking the checkbox to the left of the course on the Look Up Classes screen, or by submitting the CRNs in the blocks on the Add or Drop Classes page.
6. Please make sure that your course schedule states "Web Registered" and that you can view all of your classes on the Student Detail Schedule page. A BlazerNET Registration Guide is available on the Student Resources tab if you need more assistance.

If you have any problems with registering, please call 934-8222 or stop by the Registrar's Office at 1605 11th Avenue South. Please come prepared with the appropriate signatures, if necessary.

### **In-Person Registration**

Registration should be completed online through BlazerNET. If you have special circumstances and need to register in person, please call the Registrar's Office at 934-8222 or email [registrar@uab.edu](mailto:registrar@uab.edu) or stop by the Registrar's office at 1605 11th Avenue South.

### **Late Registration (Add/Drop Classes)**

Starting with the first day of regular classes, a late registration fee will be charged. If you begin registration during the late registration period, additional steps are necessary.

## **SCHOLARSHIPS AND LOANS**

All students enrolled at UAB are eligible to apply for financial aid. To be considered, a completed application must be on file at least 45 days before the beginning of the term in which financial assistance is requested. More information is available by contacting UAB Office of Financial Aid office, Lister Hill Library, Room G40, 1700 University Boulevard, (205) 934-8223.

Students should note that scholarships and loans do not change the total amount of money students are eligible to receive. Loan and scholarship money simply exchanges unsubsidized money (loans) for subsidized money (scholarship or free money), thus reducing how much money students have to pay back following completion of their education.

### **Federal Scholarships and Loans**

Some of the educational loans and grants available from the federal government can be found on this website: <http://studentaid.ed.gov/PORTALWebApp/students/english/studentloans.jsp>

Please consult the UAB Financial Aid Office website for more information regarding student loans:

<http://www.uab.edu/handbook/student-services/c-financialaid>

### **Academic Common Market**

The Academic Common Market is an interstate agreement among selected southern states for sharing academic programs at both the baccalaureate and graduate levels. Participating states are able to make

arrangements for their residents who qualify for admission to enroll in specific programs in other states on an in-state tuition basis. Contact your state coordinator for more information: [www.sreb.org](http://www.sreb.org).