TO: All New SHTM Students

FROM: Craig Lehmann, PhD
       Dean

SUBJECT: A Few Rules and Points of Information

The rules governing academic standing have been spelled out for you elsewhere in your School of Health Technology and Management (SHTM) orientation packet. Since we are all adults involved in professional disciplines, we attempt to operate the school with as few other rules as possible. However, we ask that you adhere to these rules in order to provide a comfortable environment for all.

Class Time – Classes meet at the scheduled time and adjourn ten minutes before the time published for adjournment (ex. 8:00 to 9:00 a.m. course adjourns at 8:50). Habitual lateness or leaving a class before it ends is not acceptable.

Attendance – Attendance at all scheduled didactic and clinical learning activities is required of students in the School of Health Technology and Management. Since the teaching programs of the school seek not only to present facts, but also to develop skills and attitudes appropriate to the health professional, mere acquisition of cognitive knowledge may not be sufficient to pass a particular course or to learn the skills required of a professional person.

Advisors – Each student will be assigned a faculty advisor. Any problems that arise should be discussed with that advisor.

Proper Attire and Identification – This is a professional school; the code of dress is casual, but professional. For biological and safety reasons, bare feet are not permitted within the building at any time.

In all clinical assignments and fieldwork, you will be expected to present a neat, clean appearance that will reflect favorably on yourself, your profession, and the school. Each program has specified its own “proper attire and identification” requirements, which you are expected to adhere to.

Cheating - As previously mentioned, the school policy on academic dishonesty is spelled out elsewhere in your orientation packet. I wish to emphasize that the school is responsible for educating health professionals; dishonesty of any kind is unacceptable in any health profession. You must check with your program to verify that a copy of a specific “old exam” is authorized for circulation.

Electronics – The use of Blackberries, cell phones, laptops and other electronic devices in the classrooms will be dictated by the instructor. Students are expected to adhere to the rules and guidelines set forth for each class.
Use of Office Equipment – We are unable to permit use of SHTM office computers, fax, photocopy machines, etc. by students. Copy machines, computers and printers for student use are available in the Health Sciences Library (HSC) on Level 3.

Telephones – There are public pay telephones near both elevator cores on Level 2. There is also a telephone for on-campus calls located outside the entrance to the Library on Level 3. Please do not ask permission to use any other telephones. We cannot have the limited available phone lines tied up with personal business.

Lockers – A limited but reasonably adequate number of lockers is available to SHTM students. Lockers will be assigned through your program.

Student Mailroom – The SHTM Student Mailroom is located next to the dean’s office. Each student has a folder marked with his/her name in the appropriate program file cabinet drawer. Visit the mailroom often and check your folders. Important personal messages, faculty or administrative staff communication, returned exams or papers, special announcements, etc. will be left there for you. It is your responsibility to pick them up. Students should also use the bulletin board, mail folders and e-mail to communicate with faculty and each other.

E-mail - Each new student will receive a Stony Brook Health Sciences Center e-mail address. Important messages regarding registration, graduation, etc. will be sent to this address. It is your responsibility to check your e-mail on a regular basis. Failure to do so may preclude you from meeting critical deadlines or receiving important information. Students should use their e-mail to communicate with faculty and each other. You can forward your SB e-mail to your own preferred e-mail address. This can be done in SOLAR. Students are responsible for updating their e-mail address in both SOLAR and with their department.

Parking – Students living on campus are provided with parking near their residence halls. Commuter students may park in “South P Lot” (off Stony Brook Road) and take the campus bus to the Health Sciences Center/University Hospital. There are a limited number of parking passes available for purchase to access the Health Sciences Center garage. If you hope to park in the HSC garage, you may be able to purchase your monthly parking pass in the HSC garage office between the hours of 7:30am and 3pm. You must show your student ID badge to purchase a monthly parking card. Certain access cards will only work after 3:00pm. When purchasing your card, verify what hours your card will open the gate to the HSC garage.

Vehicle Registration – It is important that you register your vehicle on campus via the website (www.parking.sunysb.edu). The parking hang tag is generated by computer and mailed to you.

Miscellaneous –

- No pets or bicycles are permitted in this building. Bike racks are located under the HSC on level 1.
- No food or beverages may be brought into a classroom.
- SMOKING is not permitted in the Health Sciences Center, or anywhere on the East Campus.

Important! If at any time you change your address (either local or permanent), you can submit the change through the SOLAR System. Please advise your program secretary who will advise the Dean’s Office and the Office of Student Services.

Reviewed 5/11