

**SCHOOL OF DENTAL MEDICINE
ENTERING YEAR I CLASS 2004-2005
GENERAL INFORMATION**

Attendance - Required for all classes, laboratories, etc. It is the instructor of each course who will decide if your absence is excused and if you will be allowed to make up any missed work either with or without a penalty. This is done in accordance with the absence policy each instructor has in his/her course syllabus or in other written policies such as the SILPS document.

In the event of illness (or absence due to any other cause) report your absence to my office by calling 474-7171. A notice will then be sent to each Department. If you have missed class, talk to your instructors immediately upon your return to class. If you must be away from the school for business, etc., make arrangements in advance with your course instructors.

Professional Dress - Professional dress and appearance are expected when on the SDM campus.

Smoking Policy - SIU is a smoke free campus. Smoking is not permitted in any building.

Tutoring Program - Tutoring is available for students having academic difficulty. The SDM pays all tutoring costs. Upper class students who have been selected by the instructor provide tutoring. For assistance, talk with your instructor or meet with Dr. DeClue (Bldg. 273, ext. 7175). A "Tutor Request Form" must be filled out and returned to the Office of Student Affairs to receive tutoring. A copy of the form is enclosed. Seek help early. Don't delay!!

Advisor System - You will be assigned a Faculty Advisor and a Peer Advisor (Year II student) to provide you with additional information or to assist you with problems. Your faculty advisor will receive regular reports of your academic progress. It is possible that you may later wish to be reassigned to a different faculty advisor. Any request for reassignment should be addressed to the Office of Student Affairs. One member of the Year I teaching faculty will serve as Year I Class Advisor. This individual will work with the Assistant Dean for Admissions and Retention to monitor the progress of all students in your class and advise students who are having academic difficulties. Your class advisor is Dr. Allen Otsuka (Bldg. 285, ext. 7211).

Students experiencing academic and/or personal problems are strongly encouraged to meet with a Student Advocate: Dr. James DeClue, Assistant Dean for Admissions and Retention (Bldg. 273, ext. 7175) and/or Dr. Cornell Thomas, Director of Minority Affairs, (Bldg. 273, ext. 7170)

Counseling Services - Personal counseling and consultation is available to all dental students at no cost. Ms. Sara Bradbury of counseling services at SIUE is available on the SDM campus every Tuesday from 12 noon to 2:00 pm, and other days by appointment. Her SDM office is located in Bldg. 274, Room 2104 (next to the Administration Building). To make an appointment with Ms. Bradbury, call 650-2197. You may also request a meeting at her office at SIUE main campus.

Check Cashing - Checks for \$25 or less can be cashed at Business Affairs Office, first floor Administration Building. Note: There is a \$25 dollar fee for returned checks with loss of check cashing privileges after a second returned check.

Student Lounge - A student lounge is available in the MDL (Bldg. 283). You will find a lunchroom area, refrigerator, microwave, soda machine, etc. This area also contains some recreational equipment including a television and pool table. Note: Please do not use the lunchroom in the clinic. It has limited space and is reserved for clinical faculty, staff, and Year III and IV students.

Student Mail Boxes - Student mailboxes are located in the lab area (Bldg. 283). Check your mailbox regularly, since this will be our primary means of communication to you. Messages, notices from your instructors, class changes and notices of school events are some of the many informational items you will receive in your mailbox. Note: These mailboxes are open boxes; hence reliance on an honor system is required to maintain confidentiality. Tampering with or removing mail from another student's mailbox are very serious violations of the student conduct code.

Fitness/Recreational Areas – Exercise equipment is available in the SDM Student Fitness Center inside Building 283. SDM also has a gymnasium (Bldg. 281). You have access to the recreational facilities on the SIU Edwardsville campus, if you show your SIU ID card.

ID/Key Card - You will be given a SIU photo ID card. This card also functions as your key card for gaining access to the SDM Student Fitness Center and entrance to Building 283 at nights and on weekends (see schedule of hours listed below). The student ID card is required if you are to use any university facility; gymnasium, library, University Center, etc. At times you may be asked to show your ID card. If you do not have your ID card, the University security guards have the right to deny you access to the premises.

Parking Permits - Parking is allowed in designated areas only. Student parking is permitted only in lots with **RED** symbols. To park in these lots, you must have a hang tag on your car. You will need to purchase your hang tag for \$60 at the Business Affairs Office, main floor of the Administration Building (Bldg. 273). Ticketing for failure to display a proper hang tag will begin on **August 16**. A hang tag application form is in your orientation packet.

Family Day - Your family and friends will be invited to visit the SDM campus on Saturday, September 18. During their visit, they will witness your participation in the White Coat Ceremony (additional information about this ceremony will be provided later). On Family Day your family and friends will learn more about the demands of your dental program, tour the facilities, and enjoy a picnic outing compliments of the School of Dental Medicine and SDM Student Council. You will receive more information later. Please plan to attend this event. It is a great way of acknowledging your family and friends for their support.

ACCESS TO BUILDINGS

Access to SDM buildings during school holidays - All SDM buildings are closed during established school holidays.

Normal daytime hours for Building 283 (MDL) - This building will be open from 7:30 a.m. to 5:00 p.m. Monday through Friday.

Evening and weekend hours for the MDL, Student Fitness Center and Gymnasium – The MDL, Student Fitness Center, and Gymnasium are available for use by SDM students on weekday evenings and on weekends during the hours listed below:

Monday through Friday	5 :00 p.m. until 10:00 p.m.
Saturday	10:30 a.m. until 5:00 p.m.
Sunday	1:00 p.m. until 10:00 p.m.

Access to Building 283 (MDL) and Student Fitness Center during evenings or weekends – Your SIU photo ID card also functions as your key card for gaining entry to Building 283 for the purpose of using the MDL during the established evening and weekend hours. Key card access to Building 283 is through the front door on the north end of the building and the middle door in the back of the MDL. The SDM Student Fitness Center inside Building 283 always requires an ID /key card for entry.

How to schedule the gymnasium for day, evenings, or weekends – You can schedule the gymnasium (Bldg. 281) for use during the day, and on evenings or weekends as per the schedule of days and times listed above. To schedule the gymnasium call the Business Affairs Office during normal working hours at extension 7100. You may access the gymnasium using your student key card.

Only authorized individuals are allowed in the buildings after normal working hours – You are only allowed in those areas previously authorized for your use. Friends or family members are not allowed in the buildings after normal hours. If a student (or friend, etc.) is found in an unauthorized area or in a restricted area after assigned hours, this is a violation of school policy subject to disciplinary action and a possible violation of the law. There is very little my office can do once a student, or other individual is arrested by the police and charged with this violation.

If you have problems in a building after normal daytime hours – If there are problems, phone the University Police 650-3324. In an emergency call 911.