

WELCOME TO THE OGI SCHOOL OF SCIENCE & ENGINEERING

We are pleased that you have chosen to study at the OGI School of Science & Engineering, and wish you a good experience on campus. There are many people here to assist you in making your graduate study a success. The faculty and staff hope you will feel free to contact us with any questions or needs you may have.

The Department of Graduate Education is here to assist you with a variety of services throughout your time at OGI. In addition to admissions and registration, the Department of Graduate Education is where you will find Student Services, the Office of International Services, information and assistance with the OGI Student Medical Plan, housing information, career services, student records, and a wide variety of other services and information related to your graduate education experience. We are located in the Paul Clayton Building next to the Library, and we're always happy to chat with students!

This handbook is put together by the staff of the Department of Graduate Education, with assistance from a great many people. You can also find the handbook on the web at www.ogi.edu/graduate_edu/policies/. The information presented in this handbook is a combination of OGI School specific policies and procedures and relevant OHSU-wide student policies. Students are expected to review the OHSU Student Affairs Policy Manual at ozone.ohsu.edu/policy/pac/ since it contains information applicable to all students at OHSU, including OGI students.

The information in this handbook is current as of September 2006. OGI School reserves the right to make changes to the policies and information contained in this handbook at any time without notification. When changes are made, an updated copy of the handbook will be posted at www.ogi.edu/graduate_edu/policies/. Students are expected to familiarize themselves with the contents of our handbook and abide by the policies and procedures within. This document should not be construed in any way as forming the basis of a contract.

In the event of conflicting or unclear language in an OGI policy or procedure, final interpretation is the responsibility of the Educational Policy Committee or their designee. Factors such as prior practice, future precedence and original intent will be considered when interpreting an OGI policy or procedure. Final interpretation of any OHSU-wide policy or procedure is the responsibility of the appropriate department within OHSU.

The OGI School URL is www.ogi.edu and OHSU's URL is www.ohsu.edu. We encourage you to browse through these sites regularly, as information is constantly being added and updated.

We hope your OGI School experience is all that you expect!

OGI School of Science & Engineering

ACADEMIC CALENDAR 2006-2007

FALL QUARTER 2006

August 7 Registration begins for Fall Quarter
 September 18-22 New-student orientation week
 September 24* Last day to register without late fees

September 25	Fall Quarter Instruction Begins
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October 2 Student account balances due
 October 6* Last day to drop a class for 100% refund
 October 20* Last day to add or drop a class for 50% refund
 November 13 Registration begins for Winter Quarter
 November 23-24 Thanksgiving holiday (no classes, OGI offices closed)
 December 4-8 Final exams

WINTER QUARTER 2007

November 13 Registration begins for Winter Quarter
 January 1 New Year's holiday (OGI offices closed)
 January 7* Last day to register without late fees

January 8	Winter Quarter Instruction Begins
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January 15 Martin Luther King holiday (no classes, OGI offices closed)
 January 16 Student account balances due
 January 19* Last day to drop a class for 100% refund
 February 2* Last day to add or drop a class for 50% refund
 February 12 Registration begins for Spring Quarter
 February 19 President's Day holiday (no classes, OGI offices closed)
 March 20-23 Final exams (Monday, March 19 will be a regular class day to account for two Monday holidays earlier this quarter)

SPRING QUARTER 2007

February 12 Registration begins for Spring Quarter
 April 1* Last day to register without late fees

April 2	Spring Quarter Instruction Begins
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April 9 Student account balances due
 April 13* Last day to drop a class for 100% refund
 April 27* Last day to add or drop a class for 50% refund
 May 7 Registration begins for Summer Quarter
 May 28 Memorial Day holiday (no classes, OGI offices closed)
 June 8 Commencement
 June 11-15 Final Exams

SUMMER QUARTER 2007

May 7 Registration begins for Summer Quarter
 June 24* Last day to register without late fees

June 25	Summer Quarter Instruction Begins
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July 2 Student account balances due
 July 4 Independence Day holiday (no classes, OGI offices closed)
 July 6* Last day to drop a class for 100% refund
 July 20* Last day to add or drop a class for 50% refund
 August 6 Registration begins for Fall Quarter
 September 3 Labor Day holiday (OGI offices closed)
 September 4 – September 7 Final exams

* MST Weekend and Online courses have unique late registration and add/drop deadlines. Please refer to www.ogi.edu/graduate_edu/registration/information.cfm for detailed information.

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CONTACT INFORMATION

The OGI School of Science & Engineering's area code is 503. If you are calling the below numbers from an OGI School phone, you simply dial the last four digits. For an off-campus number, first dial a 9 when calling from an OGI phone.

Academic Program Contacts

Biochemistry and Molecular Biology (BMB) Nancy Christie Cooley Science Center	748-1070	christin@ohsu.edu
Biomedical Engineering (BME) Chelea Holdt Bronson Creek Building	748-1952	holdtc@ohsu.edu
Computer Science and Engineering (CSE) Lisa Pickert Paul Clayton Building	748-1558	picertl@ohsu.edu
Electrical Engineering (EE) Lisa Pickert Paul Clayton Building	748-1558	picertl@ohsu.edu
Environmental Science and Engineering (ESE) Nancy Christie Cooley Science Center	748-1070	christin@ohsu.edu
Management in Science and Technology (MST) Shelly Charles Wilson Clark Center	748-1335	charless@ohsu.edu
Anne's Café First Floor, Wilson Clark Center	748-1299	
Card Keys Donna Reed; Jefferson Building	748-1178	reeddo@ohsu.edu
Dean's Office Ed Thompson, Dean Dana Director, Assistant Dean	748-1022 748-1358	hendricc@ohsu.edu director@ohsu.edu
Department of Graduate Education Paul Clayton Building		
Admissions & Registration	748-1382	grad_ed@admin.ogi.edu
Student Services	748-1581	studentservices@admin.ogi.edu
Fax Number	748-1285	
Amy Johnson, Graduate Education Director	748-1028	johnsamy@ohsu.edu
Lisa Pickert, Educational Services Manager	748-1581	pickertl@ohsu.edu
Brenda Donin, Administrative Assistant	748-1037	doninb@ohsu.edu
Lorie Gookin, Admissions Coordinator	748-1137	gookinl@ohsu.edu
Chelea Holdt, Graduate Education Coordinator	748-1759	holdtc@ohsu.edu

Facilities

Donna Reed, Jefferson Building

748-1178

reeddo@ohsu.edu

Financial Aid

Financial Aid Office at OHSU

494-7800

finaid@ohsu.edu
www.ohsu.edu/finaid/**Health Insurance Information**Graduate Education Office
Paul Clayton Building

748-1759

grad_ed@admin.ogi.edu
www.ogi.edu/graduate_edu/students/health/**International Services**Alison Roache Jones, Director
Paul Clayton Building

748-7636

roacheja@ohsu.edu

Inclement Weather Closure Hotline

494-9021

Library

Paul Clayton Building

748-1383

www.ogi.edu/library/

Environmental Health & Radiation Safety

748-8036

ehrs@ohsu.edu
748-1387 fax ozone.ohsu.edu/ehrs/**Security on Campus**

Police 9-911

OHSU/OGI Campus Security: **Emergency**

494-4444

OHSU/OGI Campus Security: **Non-Emergency**

494-7744

ozone.ohsu.edu/safety.shtml

Student Council

scouncil@admin.ogi.edu

Tri-Met Passes (light rail & buses)

Nancy Christie, Cooley Science Center

748-1070

christin@ohsu.edu

Tri-Met Information (light rail & buses)

Tri-Met

238-7433

www.trimet.org

Written Tri-Met Information and bus schedules are available outside the Library

Internet URL Addresses

OGI School of Science & Engineering

www.ogi.edu

Oregon Health & Science University

www.ohsu.edu

Department of Graduate Education

www.ogi.edu/graduate_edu/

ACADEMIC INTEGRITY

For any changes to this policy, please see www.ogi.edu/graduate_edu/policies/integrity/

More so than many human enterprises, scientific research is built on a foundation of trust. When we read results reported in a scientific paper, we trust that the authors are reporting their actual observations – although we may question the conclusions that they draw from them. Similarly, society trusts that the results of research represent an honest attempt by scientists to understand and describe reality. The accelerating rate of scientific discovery is possible only because scientists can trust each other's work. The enormous contribution that science and technology have made to our society would not have occurred without this high level of trust. One of the essential responsibilities of the educational scientific community is to keep alive and vigorous the values of ethical conduct, trustworthy reporting, and absolute honesty at all times.

Students who come to the OGI School of Science & Engineering are expected to observe a high standard of ethical conduct. Academic integrity demands that all work submitted for academic purposes be the work of the person who submits it. Students may be given take-home exams that they are expected to complete in a fixed time and without reference to their books or notes. They are provided with access to fully-equipped laboratories and powerful computer systems and are trusted to use them appropriately in the pursuit of their research projects and their coursework. Instructors specify the level of collaboration among students that is permitted on each assignment and expect that students will stay within these boundaries.

The OGI School does not tolerate any instances of dishonesty or lack of integrity by its students. The following details OGI's Academic Integrity Policy.

ACADEMIC INTEGRITY POLICY

The OGI School of Science & Engineering requires and expects that all members of the educational community maintain the highest ethical standards in all aspects of their work. OGI students, staff, and faculty are expected to conduct themselves in a professional manner in all academic endeavors (coursework, research, and research-related activities), maintaining the highest standards of academic honesty. Actions contrary to these standards warrant strict penalties, up to and including dismissal from OGI.

Examples of academic dishonesty include, but are not limited to, the following:

1. submitting the work of any other person without acknowledging that it is not your own;
2. giving consent to any other person to submit your work as their own;
3. copying, with or without permission, homework or exam answers from another student;
4. using or providing unauthorized materials for completion of course work;
5. altering a graded examination or assignment and returning it for additional credit;
6. mis-reporting or altering research data;
7. stealing, or "borrowing" without permission, answer keys, laboratory equipment, or any other material not belonging to you, for academic or personal purposes;
8. violating computer security, including but not limited to unauthorized use of passwords, accounts, or code-breaker software or programming;
9. misrepresenting, by act or omission, any fact or circumstance, or contributing to such misrepresentation.

Infringement of the expected standards of academic honesty by any student subjects that student to serious penalties, which may include, but are not limited to, the following:

1. oral reprimand;
2. reduced assignment grade;

3. reduced course grade;
4. academic probation;
5. suspension;
6. dismissal from the course; and/or
7. dismissal from the department/school.

Penalties for offense(s) will be assessed based on the severity of the offense(s) and whether there is evidence of previous offense(s). Any penalty may be used at any time, as determined appropriate by the OGI School. All charges are subject to student appeal, following OHSU's grievance policy.

It is the responsibility of the instructor to:

1. provide to students written or verbal guidelines describing the sort of collaboration among students that is encouraged, allowed, and disallowed; and
2. handle and report incidents of suspected academic dishonesty in the following manner:
 - a) confront the student(s) suspected of wrongdoing;
 - b) if evidence of dishonesty is found, determine the course-level penalty/ies merited by the violation;
 - c) submit a written report of the incident, including the names of those involved, to the department head, who will then assume responsibility for taking further action.

It is the responsibility of the department head to:

1. independently investigate and confirm the incident; make sure that the student(s) understand how their actions violated the institution's policy on academic dishonesty; and to explain the consequences of the infringement;
2. determine any additional penalty warranted by the situation, considering all factors;
3. discuss, with the student, the actions to be taken;
4. provide a written report of the incident to the Graduate Education Director, who maintains records of all reported incidences in student files. The report may be reviewed when subsequent infringements occur, when the student is evaluated while on academic probation, and at any other time the department evaluates the student.

Each student has the responsibility to:

1. be aware of the OGI policy on academic dishonesty, including the possible consequences, and to seek assistance (such as translation help) to fully understand the policy;
2. know and use proper bibliographic citation for all use of secondary materials;
3. be aware of the collaboration and access levels for all class-related assignments and work actively to adhere to them;
4. ask the instructor when in doubt of appropriate behavior, your instructor is here not only to teach the material, but to answer questions about the educational process;
5. if you think the treatment you receive is unfair, file a grievance following the grievance procedures found later in this handbook.

Gray Areas:

On team projects, teamwork is expected. The work of the team is treated as a unified or collective effort, but contributions from non-team members may be considered academic dishonesty. The usual standards for citation and attribution apply to team projects. In addition, it may be required to identify the individual contributions of team members – mis-identification may be a violation of this policy.

It may be acceptable to discuss the general concepts and principles behind an assignment with other students, but it is not proper, without prior authorization of the instructor, to arrive at collective solutions. In such a case, each student is expected to develop, write up, and hand in an individual solution and, in doing so, develop a sufficient understanding of the problem and solution so as to be able to explain it adequately to the instructor.

ACADEMIC GRIEVANCE PROCEDURE

For any changes to this policy, see www.ogi.edu/graduate_edu/policies/grievance/index.cfm.

In the event that a student perceives unfair or inappropriate treatment in his/her academic endeavors, s/he should address the issue directly with the person or people involved. If the issue is not resolved in this manner the student has the right to file a formal grievance.

Academic grievances include, but are not limited to, disputes involving grading, testing, or program requirements, as well as any problem related to harassment, discrimination, or any other treatment that is felt to be unreasonable. Exclusions from this procedure include grievances related to sexual harassment or financial aid, which are handled through specific OHSU departments.

In resolving an academic grievance, it is the responsibility of the student to initiate the following procedure, within a recommended time period of two weeks after the problem has occurred.

Procedure to be followed by the student:

1. discuss the issue with the person or people with whom the grievance is lodged.
2. if it is not resolved at this level, submit a written, formal statement of the issue to both the Department Head and the Educational Services Manager, then
3. schedule a meeting with the Department Head and Educational Services Manager to discuss the issue. In the rare case in which the grievance is not resolved at this level, or cannot be resolved in the specified time period of two months,
4. appeal to the Graduate Education Director for review by the Academic Grievance Committee.

Every grievance must be resolved within two months of the date the complaint was first brought to attention unless it requires the attention of the Academic Grievance Committee and/or the Graduate Education Director. The Academic Grievance Committee has the right to dismiss grievances it considers without merit.

If the grievance is with the Department Head, the written statement detailing the problem may be sent directly to the Educational Services Manager for review. It is still important to first discuss the grievance with the Department Head in an attempt to resolve the problem.

If a student, for any reason, feels uncomfortable with any part of the grievance procedure, s/he may first bring the grievance to his/her advisor, academic coordinator, or the Educational Services Manager, all of whom may provide direction or assistance in resolving the grievance.

The Composition of the Academic Grievance Committee

When the Graduate Education Director receives formal notice of a grievance, s/he will appoint a faculty member as Chair to head the Academic Grievance Committee. The Graduate Education Director and Chair will work together to select one additional faculty member and one student to serve on the Academic Grievance Committee. Additionally, the committee may include the Educational Services Manager. No person directly involved in the grievance may serve on the committee.

The Graduate Education Director will schedule meeting dates and times, which shall be based on the availability of both the committee members and the student filing the grievance. Meetings may be called as needed.

The Review

The student shall be given every reasonable opportunity to present the case to the review committee. Papers, examinations, written testimonies of faculty members, and other relevant documents may be submitted to the committee for review. The student will have the opportunity to verbally present his/her case to the committee alone or with the aid of witnesses.

The person against whom there is a grievance shall also have the opportunity to present his/her defense to the review committee. Again, appropriate documentation may be given to the committee for their review. S/he shall also have the opportunity to explain to the committee the rationale and reasons for the action. S/he may also be supported by witnesses.

The student may appeal the Academic Grievance Committee's decision to OHSU's Provost in accordance with OHSU's Student Appeal Procedures. Appeals to the Provost may only be made on procedural or legal grounds or if new material relevant to the grievance becomes available.

OGI ACADEMIC POLICIES AND PROCEDURES

ACADEMIC PROBATION

Academic probation may be used in a variety of disciplinary issues, such as unsatisfactory academic performance, unsatisfactory research performance or a violation of academic integrity. A notice of academic probation will be provided to the student in writing, with a copy given to the student's academic department and a copy placed in the student's permanent academic file. The written notice will include the terms of the academic probation, necessary conditions for removal from academic probation, and the consequences of failing to satisfy those conditions. The specific conditions, removal and consequences of academic probation will depend on the nature of the circumstances and is determined on a case-by-case basis. A student on academic probation is not eligible to graduate or take an approved leave of absence.

ADDING A COURSE

The online registration option is available to add a course through the first week of the quarter. Following the first week, all courses must be added by submitting an add/drop form to the Department of Graduate Education or faxing the form to (503) 748-1285.

Quarter-long Courses

You may add a course through the fourth week of the quarter. The instructor's written permission is required to add a quarter-long course after the first week of the quarter.

MST Weekend Courses

The instructor's written permission is required to add a compressed weekend course after the first class meeting.

Online Courses

The last date to add a distance-learning course is the Friday prior to the start of the course. Exceptions to this policy require special permission from the academic department offering the course.

ATTENDANCE

Students who enroll in a course are expected to attend all classes and participate fully in class discussions, assignments and projects. Students may not take courses at overlapping times or which regularly conflict with other commitments. If you find two courses you need for your program are offered at conflicting times, please consult with your advisor or your department's Academic Coordinator.

If an instructor determines that a student's attendance is negatively affecting the dynamics of the class the instructor has the discretion to recommend appropriate action to the Department Head. The Department Head will decide on the action to be taking, up to and including removing the student from the course. If the Department Head decides to drop the student from the course, a refund of the applicable tuition will be determined strictly following the OGI School's refund policy.

All students attending a course must be registered for that course. A student will not earn a grade or credits for the course if s/he is not registered for that course.

AUDITING A COURSE

Many OGI courses are offered for graded graduate credit hours or ungraded audit units. Students may register to audit a course on a space available basis. Students taking a course for credit have

priority over students auditing a course. Audits are recorded on the student's transcript at the discretion of the instructor, based upon a reasonable expectation of attendance and minimal participation determined by the instructor. Audits are charged at the standard tuition rate. Audit units do not count toward a student's fulltime status. Instructors have final discretion over allowing audits of their classes and defining their academic expectations. MST courses may not be audited.

Any request to change credit/audit status must be submitted in writing to the Graduate Education Office. Requests received during the first six weeks of the quarter do not need the instructor's signature. Students may change status after the first six weeks and before the final exam (or last class meeting for classes without exams) by submitting a request that includes the instructor's written permission. Status cannot be changed after the final exam (or last class meeting for classes without exams).

AWARDING OF DEGREES

The Educational Policy Committee (EPC) grants final approval for degrees at OGI. The EPC meets regularly on a monthly basis. Administrative and academic requirements must be fully met before the EPC will award a degree. Refer to the guidelines under GRADUATING later in this handbook for further information on how to graduate or consult your Academic Coordinator or the Department of Graduate Education for details. The date of your degree is the date of the EPC meeting at which it was awarded.

CANCELLATION POLICY

The OGI School reserves the right to cancel any course due to low enrollment or other unforeseen circumstances. OGI makes every attempt to hold the first class meeting prior to any cancellation decisions, however this may not always be possible. Students registered at the time of cancellation will be notified by email. Cancelled classes will also be noted in the online schedule of classes at www.ogi.edu/graduate_edu/schedule/. If the OGI School cancels a course a 100% refund will be issued.

CHANGING PROGRAMS

Matriculated students wishing to transfer to a different OGI program must submit a new application and application fee to the Department of Graduate Education for the program they are interested in transferring to. Additional updated documents may also be requested, depending on the circumstances. The student must first be admitted to the new program before the transfer can take place.

CHANGING DEGREES WITHIN A DEPARTMENT

Students wishing to change from a Masters to a Ph.D. must file an Intent to Change Degree form with the Department of Graduate Education, and submit to his/her department a new "Statement of Purpose." After departmental review the student will be notified by his/her academic department of the decision.

If a student wishes to change from a Ph.D. to a Masters, the student should first discuss his/her interest with his/her home department. If support is given, the student must submit an Intent to Change Degree form to the Department of Graduate Education.

CONTINUOUS ENROLLMENT

Unless on approved leave of absence, a Ph.D. or M.S. student who has begun work on his/her thesis/dissertation must register and pay for at least one research credit per quarter, in addition to any other registered course credits, in order to maintain matriculated status. A student is considered to have begun work on his or her thesis/dissertation when he or she first registers for 503 -Master's

Thesis Research (for Master's students) or 603 -Ph.D. Dissertation Research (for Ph.D. students). Continuous enrollment is not required of M.S. students not pursuing a thesis, or of M.S. or Ph.D. students who have not initially registered for 503 or 603 research (as appropriate). If a Ph.D. or M.S. thesis student completes all degree requirements before the last day to register in a term, continuous enrollment for that term is not required.

COURSE EVALUATIONS

Towards the end of each quarter, online course evaluation forms are distributed by email to registered students. This survey gives each student an opportunity to anonymously evaluate the instructor and content of the course. Completed course evaluations are considered confidential and individual evaluations will not be shared with the instructor. Evaluations are cumulatively scored, the written comments are compiled, and the summary results are given to the instructor, the respective department head and the Graduate Education Director. Course evaluations are used in course reviews, faculty promotions, and the selection of the annual "Best Teacher" award.

CREDIT LOAD PER QUARTER

Nine or more credits is considered full-time, although twelve credits per quarter is a typical course load for full-time students. Academic departments may require students to carry more than nine credits per quarter as a condition of eligibility for a stipend and/or tuition scholarship. A student may not register for more than 12 credits in a quarter without his or her academic department's approval. Audit units do not count towards full-time status. Students registering for fewer than 9 credit hours are considered part-time and are not eligible for student benefits, such as health insurance.

CREDITS – APPLYING TOWARD A DEGREE

Credits used towards a previous degree or intended for a future degree at another institution cannot be used for graduate credit toward any OGI degree. Similarly, credits used to determine degree equivalency in a credentials evaluation cannot be used toward any OGI degree. This applies to credits earned at OGI or another institution.

Credits earned for an OGI course can only be used once toward fulfilling the requirements of any OGI Masters degree. This means that credits for a course cannot be used for one Masters degree then used again toward a second Masters degree, whether in the same or different department. However, a student could earn a Masters in program A, having taken more than the required number of courses in program A, and apply the "surplus" credits to a Masters in program B (if they were applicable).

Even if a course satisfies the core or elective requirements for two different programs it can only count towards the requirements of one of the degrees. If a core requirement for program B had been taken and applied as an elective for a degree in program A, the student would not be required to take the course twice. Rather, the advisor in program B should create a special course of study for the student that doesn't reduce the overall number of credits required for the program B degree, but perhaps reduces the core courses.

Credit for a course can be used toward a Masters in one OGI department, then used towards a Ph.D. in the same program. Similarly, credit for a course can be used for a Certificate then used to fulfill degree requirements for a Masters or Ph.D.

DROPPING A COURSE

To drop a course you must officially modify your registration by either dropping the course online or by contacting the Department of Graduate Education. **Notifying your instructor or your academic department of your intent to drop or withdraw from a course is not sufficient and may result in your receiving a failing grade and being fully responsible for the tuition.** Refunds and transcripts are based on the date you officially modify your registration, not the date of last attendance. Courses

dropped during the designated refund period will not appear on your transcript. Courses dropped outside of the refund period will be listed on your transcript as a withdrawal. Students may withdraw from OGI courses at any time before the final exam or the last class meeting for classes without final exams. The refund policy is listed later in this handbook under TUITION, FEES AND REFUNDS.

EDUCATIONAL POLICY COMMITTEE

The Educational Policy Committee (EPC) is a committee comprised of a faculty representative from each department, one student representative, and the Graduate Education Director. This committee meets monthly to develop and review educational policy; review new course, program, and degree proposals; award degrees; review student petitions; and consider other academic issues as appropriate. To submit a petition to the EPC, please deliver your petition to the Graduate Education Director in the Department of Graduate Education no later than a week prior to that month's meeting. For specific meeting times please contact the Department of Graduate Education.

GRADE CHANGES

This policy does not apply to assigning a grade following an Incomplete.

In the event of a grade change after the initial grade submission, the class instructor must submit to the Graduate Education Director, in writing with a signature, the new grade and the justification as to why the grade is being changed. Only coursework submitted prior to assigning the initial grade may be considered when changing a grade. It is inappropriate to bargain or negotiate a higher grade. All grade changes will need approval by the Educational Policy Committee before they become final. Once the grade has been approved by the EPC the new grade will be entered in the student's academic records and the student will be sent a revised grade report. While every effort is made to enter grades accurately, OGI reserves the right to correct a clerical error made when entering a grade.

GRADING SYSTEM

Most OGI School courses are graded with a letter grade. Research work may be graded with either a Pass/No Pass or letter grade as determined by each academic program. Independent Study is graded with a letter grade. Transfer credits and Pass/No Pass grades are not counted in Grade Point Averages (GPA's). The GPA is a weighted average of all eligible credits and grade value points.

The following scale is employed:

A = 4.0	C+ = 2.33
A- = 3.67	C = 2.0
B+ = 3.33	C- = 1.67
B = 3.0	F = 0.00
B- = 2.67	

The grading system is defined as:

A = Excellent
B = Satisfactory
C = Below graduate standard
F = Failure

The following marks are also used:

AU = Audit, no credit
P = Satisfactory completion (B- or higher)
NP = Unsatisfactory, no grade (C+ or lower)
I = Incomplete
PI = Permanent Incomplete
W = Withdrawn (after the add/drop period)
NG = No grade submitted
X = No basis for grade

Matriculated students must maintain a minimum cumulative GPA of 3.0. Failure to do so will result in academic probation, and if the GPA is not improved, may lead to dismissal.

Departments may have additional requirements for maintaining good standing.

Students unable to complete work for a course due to unforeseen circumstances may ask the instructor for an Incomplete. This grade is temporary and the course work must be completed by the end of the following quarter. See INCOMPLETES later in this handbook for more details.

GRADUATING

During the last quarter of a student's degree program the student should begin to plan for graduation. In addition to completing the degree requirements, a student must ensure the appropriate paperwork is submitted prior to the formal granting of his/her degree. While many of the academic departments may assist the student in completing some of the following paperwork, it is ultimately the student's responsibility to make certain this paperwork is completed and submitted on time.

If you have received federal financial aid while at OGI, by law you must have a Financial Aid Exit Interview within 30 days of your last OGI class. Contact OHSU's Financial Aid Office at (503) 494-7800, (800) 775-5460 or finaid@ohsu.edu for more information.

The three forms listed below are required for graduating and are available on-line at www.ogi.edu/graduate_edu/students/howtograduate/. If you have questions regarding any of these forms please contact the Graduate Education Department or your academic coordinator.

Degree Recommendation Form

After you have completed the academic requirements for your degree, a signed "Recommendation for Granting of Degree" form must be received by the Department of Graduate Education to award your degree. It is your responsibility to ensure this form has been initiated. Since your name on the form will determine your name as it is printed on your diploma and the commencement program your involvement in this process is important.

After completing the top portion of this form submit it to your department's academic coordinator. After your department has verified your degree requirements and signed the form they will forward it to the Department of Graduate Education. Once approved by the Department of Graduate Education it is brought to the next EPC meeting where it is reviewed and voted on. OGI awards degrees monthly and the date of your degree is the date of the EPC meeting.

- For non-thesis students, the "Recommendation for Granting of Degree" form should be submitted to your department's academic coordinator at the end of the quarter, as you are finishing your courses or finals. Grades for that quarter must be submitted before the form can be processed. If you have taken courses outside of OGI during your last quarter, it is your responsibility to see that your credits are transferred to your OGI record in a timely manner; your degree cannot be awarded until all grades and credits are in.
- For thesis M.S. or Ph.D. candidates, the final version of your dissertation must be submitted to the Library before the Degree Recommendation form is processed. Please include a copy of your dissertation title page, abstract and signature page with your Degree Recommendation form.

OGI Exit Form

In addition to the Degree Recommendation form, you must fill out and submit the "OGI Exit Form" to the Department of Graduate Education. On this form you should obtain the signatures of appropriate people in your department and in central administration (indicating that Library materials have been turned in, card keys returned, etc.) and inform us of any address or email change. Because you must return card keys, this form should not be submitted until just before you leave OGI.

Learning Outcomes Assessment Survey

OGI has a "Learning Outcomes Assessment Survey" that gives you the opportunity to evaluate your OGI experience. Completion of this survey is required prior to receiving your diploma. We ask that when you complete this survey you provide honest and candid feedback so we can improve the educational experience of present and future students. The "Learning Outcomes Assessment Survey" is an online form and can be accessed from www.ogi.edu/graduate_edu/students/howtograduate/.

INCOMPLETES

Students unable to complete work for a course due to unforeseen circumstances may ask the instructor for an Incomplete. This grade is temporary and the course work must be completed by the end of the following quarter. It is up to the student and the instructor to work out a plan to ensure the course work is finished by the deadline. An incomplete should not be awarded unless such a plan has been discussed.

In cases where the Incomplete is not finished by the deadline, the instructor has the choice of assigning a grade or converting the Incomplete into a Permanent Incomplete. The grade may be an F, if the course work was not completed, but instructors have the option of assigning another grade if they feel quality and quantity of work accomplished warrants it.

If a student needs an extension of this one-quarter deadline, the student may petition the Educational Policy Committee (EPC) in writing (email is fine). The petition should include an explanation of why the Incomplete could not be finished by the initial deadline, the specific extension deadline being requested and support from the instructor for the extension. Petitions should be submitted to the Graduate Education Director for inclusion in the next EPC meeting.

If a student chooses to finish the Incomplete by retaking the course he/she must register for and pay for the repeated course prior to attending any class meetings. Doing so will result in the original Incomplete becoming a Permanent Incomplete on the transcript. The grade and credits earned for the second enrollment in the class will apply towards degree requirements in accordance with the RETAKING A COURSE section later in the handbook.

INDEPENDENT STUDY GUIDELINES

Independent study is intended as a student self-directed learning experience with faculty oversight and guidance. It is a great opportunity for a student to learn a topic not otherwise offered in an OGI classroom. To do an independent study, the student must first find a faculty willing to supervise the learning experience. In cooperation with the independent study instructor, the student then creates a learning contract outlining the objectives, deliverables and timetable of the independent study experience. The contract must be completed within the first two weeks of the quarter. Independent study must be graded with a letter grade and is subject to all OGI grading and academic policies. Students are expected to follow the established independent study guidelines available at http://www.ogi.edu/graduate_edu/policies/Independent_Study_Guidelines.pdf when considering an independent study.

LEAVE OF ABSENCE

Approved Leave:

A student matriculated in a degree program and in good academic standing may apply for a leave of absence from school. A leave of absence must be approved by the student's academic department and documented with the Graduate Education Department. Approved leave status is granted for a specific period of time and an extension to the leave must be re-approved. While on leave of absence a student may not use university resources, such as the library, computing facilities, advisor or department services. The time a student spends on approved leave will not be included in the time limits to complete a degree.

Unapproved Leave:

Students failing to notify OGI of their leave will be placed on inactive status following 4 consecutive quarters of not completing a class. At that point matriculated students will be notified of their status and asked to clarify their intentions regarding the completion of their degrees. If a student has not enrolled in classes or requested an approved leave within four additional quarters that student will be administratively withdrawn from the program. Once withdrawn, if the student wishes to resume his/her work towards a degree, he/she must reapply to the program, submitting a new application and paying a new application fee. Reapplication will be subject to the admissions requirements in place at that time and department review and acceptance in accordance with the department's admissions practices. If readmitted, the student will be subject to the degree requirements in effect at time of re-matriculation. The time a matriculated student spends on unapproved leave will be included in the time limits to complete a degree.

Important Note:

Students must be aware that other requirements, regulations or restrictions (such as but not limited to: visa status, department scholarships, financial aid and health insurance eligibility) may impose different enrollment requirements than those allowed under OGI's Leave of Absence policy. It is the student's responsibility to register for the appropriate number of credits that may be required in accordance with their particular situation.

MATRICULATION VS. NON-MATRICULATION

A matriculated student is formally admitted and enrolled in a degree program. A non-matriculated student has not applied and been admitted to a degree program. In order to receive a degree from the OGI School of Science & Engineering, a student must be matriculated into a degree program. Students are encouraged to matriculate prior to completing 21 credits since no more than 21 credits taken as a non-matriculated student will be applied towards degree requirements (see PRE-MATRICULATION CREDITS APPLIED TOWARD A DEGREE policy later in this handbook).

MISSING GRADES

The OGI School is committed to providing grades to students in a timely manner. Class grades are due to the Department of Graduate Education by the Friday following the week of finals. However, on those occasions when a grade has not been submitted by the deadline, the following procedure is followed.

- The Department of Graduate Education will continue to contact the instructor for one additional week requesting the missing grade, with a copy to the Department Head and Academic Coordinator.
- If the grade is still overdue by the end of that week, the Department of Graduate Education will email the Department Head directly, with a copy to the instructor, requesting resolution of the missing grade.
- If, after an additional week, the grade is still outstanding, the student or Department of Graduate Education may petition the OGI School Dean for final resolution.

ON-SITE (RESIDENCY) PH.D. REQUIREMENTS

The OGI School has a two-year on-site residency requirement for Ph.D. programs. Full-time Ph.D. students usually meet this requirement by an on-site dissertation project under the advisement of an OGI faculty member. Part-time Ph.D. students can satisfy the first year of the on-site requirement by attendance in classes on the OGI campus. Because part-time Ph.D. students by definition are not on campus full time the student's academic department will determine residency requirements for the second year.

In exceptional circumstances (e.g., dissertation topics requiring access to special facilities only available elsewhere), other arrangements may be proposed to the student's academic department for written approval. There is no on-site program requirement for M.S. or certificate programs at OGI.

PRE-MATRICULATION CREDITS APPLIED TOWARD A DEGREE

A maximum of 21 credits earned before matriculation at OGI may be applied toward degree requirements. This maximum may include a combination of up to 12 transfer credits (18 from Portland State University, University of Oregon and Oregon State University) and credits taken at OGI. Students may petition their academic department for an exception to this policy.

OGI credits do not "expire" after a certain number of years. There are time limits for completing a degree, but courses taken prior to matriculation or if matriculation was interrupted might still be used towards fulfilling degree requirements.

REGISTRATION

Students may register for OGI courses online at www.ogi.edu/graduate_edu/registration/ or by submitting a registration form (found at www.ogi.edu/graduate_edu/registration/registrationform.pdf) to the Department of Graduate Education. A schedule of classes is available online at www.ogi.edu/graduate_edu/schedule/ with the specific courses being offered each term, including the dates, times and locations.

Registering for classes on or after the first day of each academic term will result in a non-refundable late fee being charged. See the TUITION, FEES AND REFUNDS section later in this handbook for tuition and fee amounts, including late registration fees.

All students attending a course must be registered for that course. A student will not earn a grade or credits for the course if s/he is not registered for that course. Students are not allowed to attend courses unless they are registered for credit or for audit.

RETKING A COURSE

A student may choose to retake a course. Both courses and grades will be recorded on the transcript but only the second attempt at the course will count in completed credit totals and GPA calculations, regardless of which course has the higher grade. To retake a course the student is required to register and pay for the repeated course.

SATISFACTORY ACADEMIC PROGRESS

Matriculated students must maintain a cumulative GPA of 3.0 or higher. Failure to do so will result in academic probation (see the ACADEMIC PROBATION policy earlier in this handbook), and if the GPA is not improved, may lead to dismissal. Departments may have additional requirements for meeting satisfactory academic progress.

Additionally, students performing research must maintain satisfactory research performance as determined by their research advisor and/or academic program. Failure to do so may result in academic probation (see the ACADEMIC PROBATION policy earlier in this handbook), termination of stipend support, dismissal from the program and/or dismissal from the school.

TIME LIMITS TO COMPLETE DEGREE

A MS degree must be completed within seven years from the term of matriculation. A Ph.D. degree must be completed within five years from the term the student passes the Ph.D. qualifying exam.

Petitions for extensions to the time limit must be submitted to the Educational Policy Committee for approval.

TRANSCRIPTS

Your official transcript is a formal, written record of your OGI School of Science & Engineering educational experience. All courses you take at OGI and other OHSU schools are recorded on your transcript, as are all grades and degrees you earn at OGI/OHSU.

Requests for transcripts must be in writing with a signature, submitted either by fax, mail or in person to the OHSU Registrar's office. Official transcripts are on special paper and are mailed in sealed envelopes. Official transcripts cost \$12 per copy when ordered 48 hours in advance. For same day service or a faxed official transcript the fee is \$17. A request form for an official transcript can be found at www.ohsu.edu/registrar/transcriptreq.pdf.

TRANSFER CREDITS

Courses Taken from Another OGI/OHSU Department

Some programs will accept courses from other OGI and/or OHSU departments toward fulfilling degree requirements. The specific credits, if any, which will be accepted towards your degree requirements are determined solely by your academic program. Check with your SPC, advisor, or academic coordinator for specifics.

Courses Take from Other Institutions

The OGI School accepts transfer credits from accredited institutions that have not been, or will not be, applied toward another degree. Up to 12 credits may be transferred to OGI (18 from Portland State University, University of Oregon and Oregon State University). The specific credits, if any, that will be accepted as transfer credits into OGI and applied toward degree requirements are determined solely by the academic department. Only courses taken at the graduate level with a B (3.0) or better grade may be transferred to your OGI academic record. Transfer credit grades are not calculated in the OGI grade point average. Credits graded on a Pass/No Pass basis may not be transferred. It is at the academic department's discretion to determine how many credits will be transferred for any particular class, not to exceed the number of quarter-credits originally earned.

If the department gives the approval for the transfer, you will need to submit to the Department of Graduate Education an original, official transcript from the institution where you took the course in order for the credits to be applied to your OGI degree.

WITHDRAWING FROM A PROGRAM

At any time prior to earning a degree, a student may choose to withdraw from his/her academic program. To withdraw from the program, a student should notify his/her academic department in writing of his/her intent to withdraw. The student is also required to submit the OHSU Withdrawal form available at <http://www.ohsu.edu/registrar/wdloa.pdf>, the OGI Exit Form available at http://www.ogi.edu/graduate_edu/forms/Exit%20Form.pdf and arrange a financial aid exit interview (if appropriate).

Once withdrawn, if the student wishes to resume his/her work towards a degree, he/she must reapply to the program, submitting a new application and paying a new application fee. Reapplication will be subject to the admissions requirements in place at that time and department review and acceptance in accordance with the department's admissions practices. If readmitted, the student will be subject to the degree requirements in effect at time of re-matriculation.

TUITION, FEES AND REFUNDS

FEDERAL FINANCIAL AID

Subsidized and Unsubsidized Federal Stafford Loans are available to students who have been formally admitted to an M.S. or Ph.D. program at the School of Science & Engineering. To be eligible for a loan, students must take at least five credits each quarter, and must be a U.S citizen or eligible non-citizen (e.g., permanent resident). For application materials and additional information, contact the OHSU Financial Aid Office at (503) 494-7800 or (800) 775-5460 or finaid@ohsu.edu. Information about financial aid may also be found on OHSU's web site, www.ohsu.edu/finaid/.

The "Free Application for Student Aid" (FAFSA) forms may be found at www.fafsa.ed.gov/. Use Federal School Code 004883 when completing the FAFSA form.

LATE REGISTRATION FEES

All late registration fees are nonrefundable. A late fee of \$35 will be charged for registrations received on or after the first day of each quarter. For MST weekend courses, students will be charged a \$35 late fee when registering after 3:00 p.m. on the Wednesday prior to the first class meeting.

PAYMENT OPTIONS

All tuition and applicable fees are charged to your student account at the time you register. Your student account (see STUDENT ACCOUNTS below) is due the second Monday of the academic quarter. Any tuition and fees not paid by the due date will be charged interest. Student accounts must be paid in full in order to register for subsequent quarters or to order official transcripts.

To pay account balances, students may:

- Pay online through ISIS Online at http://www.ogi.edu/graduate_edu/studentaccounts/;
- Pay in person at the OHSU Marquam Hill Cashier's Office in Baird Hall;
- Pay by mail to OHSU, Cashier's Office, L002, 3181 SW Sam Jackson Park Road, Portland, OR 972393098;
- Pay by third party following the information at http://www.ogi.edu/graduate_edu/registration/information.cfm#payment.

REFUND POLICY

The amount refunded for dropping a course depends on the type of course. Below are the guidelines for determining refunds. If your situation doesn't fit one of these categories please contact the Graduate Education Department for assistance. The DROPPING A CLASS policy located earlier in this handbook must be followed in order to receive the proscribed refund. This policy does not apply to any non-refundable fees and deposits.

Quarter-long Courses

A 100% tuition refund will be given if a quarter-long course is dropped by the end of the second week of the quarter. Dropping before the end of the fourth week of the quarter will result in a 50% refund. No refunds will be provided for dropping a course after the fourth week of the quarter.

MST Weekend Courses

Dropping a class before 5:00 p.m. on the Friday after the first weekend of class will result in a 100% tuition refund. Dropping by 5:00 p.m. on the Friday after the second weekend of class will result in a 50% refund. After that there is no refund for dropping a MST weekend course.

Online Classes

A 100% refund will be given if an online class is dropped by the end of the second week of the class. There is no 50% refund time period for distance learning classes and no refund will be issued for dropping an online class after 5:00 p.m. on the Friday of the second week of the class.

STUDENT ACCOUNTS

At the time of registration, tuition and fees are charged to your student account. Outstanding balances on student accounts are due the second Monday of the quarter. If the balance is paid off in that time, no interest is charged. If you pay your balance after the due date, interest will be charged at a rate of 1% monthly. All balances must be paid in full prior to registering for subsequent quarters. A hold will be applied to your account if you have an overdue balance. A financial hold on your account will prevent you from being able to register for subsequent quarters or ordering an official transcript. A student account statement will be mailed to your home address monthly from the central OHSU cashiers office if you have an outstanding balance.

Even if some or all of your tuition and fees are covered by a scholarship or tuition waiver paid for by OGI, your student account will still be charged these amounts. However, payments to your account will be made by OGI in accordance with OGI's communicated financial commitment. Consequently, a partially or fully funded student will still have a student account and will still receive statements in the mail. Students in this situation should be aware that charges may be made to your student account and a statement mailed to your house prior to OGI's payments being applied to your account. In these situations, realize that you are not responsible for the amounts committed to by OGI and your next statement will reflect OGI's payment.

If you are receiving a student loan, the OHSU financial aid office will deposit your loan payment directly to your student account. Financial aid or loan payments will go first towards paying off any outstanding account balances. Any remaining balance will be refunded to you by the OHSU Cashier's Office.

OHSU offers direct deposit of student account credit balances directly to your bank account. If you are interested in setting up student account direct deposit with OHSU, complete the Direct Deposit Authorization Form at www.ohsu.edu/finaid/dda.pdf.

TUITION AND FEES

For the Fall 2006 – Summer 2007 academic year, tuition and fees are as follows:

Credits	Non-degree students	Masters students	Ph.D. students
1	\$625	\$625	\$625
2	\$1250	\$1250	\$1250
3	\$1875	\$1875	\$1875
4	\$2500	\$2500	\$2500
5	\$3139	\$3139	\$3139
6	\$3766	\$3766	\$3766
7	\$4393	\$4393	\$4393
8	\$5020	\$5020	\$5020

Credits	Non-degree students	Masters students	Ph.D. students
9	\$5690	\$5690	\$5690
10 – 12	\$625 / credit	no additional charge	no additional charge
13 +	\$625 / credit	\$625 / credit	no additional charge

The above tuition and fee amounts include OHSU's activity, building, and incidental fees. These fees are mandatory and cannot be reduced for students who do not intend to use a specific resource or service.

In addition to the above fees:

- *Lab Fees:* A lab fee of \$300 per quarter applies to all MS students in the Environmental and Biomolecular Systems Department.
- *International Students:* The International Student Fee (F-1/J-1 students) is \$30/quarter.
- *Health Insurance Premium:* The health insurance fee applies to all full-time matriculated students who have not satisfactorily waived the OGI student health insurance. (see Benefits and Pay below for details)

OTHER IMPORTANT POLICIES & INFORMATION

Below are non-academic policies and information important to a student's time at OGI. In some cases, the listed policy is a summary of a more extensive written policy. In such cases a web link is provided to access the complete policy text. **Prior to relying on any information listed below, a student is strongly advised to refer to the complete policy text when available through the web links provided.** In the event of a conflict between the language printed here and that available on the official policy website, the official website will prevail.

In addition to the policies and procedures at OGI, OHSU maintains a Student Affairs policy manual available at ozone.ohsu.edu/policy/pac/. Policies listed in this manual apply to OGI students. Students are expected to familiarize themselves with the OHSU student affairs policies and refer to the Student Affairs policy manual as needed.

ACCEPTABLE USE OF COMPUTING RESOURCES

http://ozone.ohsu.edu/policy/pac/chapt_11/11-20-010.htm

OHSU has established policies and procedures regarding the acceptable use of computing and telecommunications resources. This policy applies to all users of University computing, telecommunications and wireless resources, including but not limited to computers, computer systems and networks, portable digital assistants (PDA's), telephones, pagers, cellular phones and two-way radios, whether affiliated with the University or not, and to all uses of those resources, whether on campus or from remote locations. All members of the OHSU community are expected to abide by these policies.

ANNE'S DELI

Anne's Deli is located on the ground floor of the Wilson Clark Center. Hot entrees, grilled items, sandwiches, soups, fruit, drinks, coffee, tea, espresso and snacks are available. Microwaves and vending machines are also available for students' use.

CAMPUS SECURITY AND SAFETY

<http://www.ohsu.edu/pubsafety/>

In a time of emergency, please dial 9-911 for local fire and/or police assistance. OHSU's Public Safety department offers a number of services to help keep our campus and community safe, such as: emergency response; workplace violence reporting, investigation, and prevention; campus incident and Cleary Act statistics; personal emergency preparedness information; and a variety of other security and safety related assistance. To contact public safety in non-emergencies, call 503-494-7744. The Public Safety urgent number is 503-494-4444. In times of emergency need contact the local police at 9-911.

CARD KEYS / ACCESS TO BUILDINGS

Classroom buildings remain unlocked during scheduled class times. All other buildings are locked after 5 p.m. Full-time students are expected to have an ID/card key that will provide access to appropriate buildings after hours. Part-time students may also request an ID/card key but aren't required to. To obtain a card key, please call 748-1178 or email reeddo@ohsu.edu for an appointment to have your picture taken and card key made. When you leave OGI, your card key must be returned.

If you need access to other locked areas (offices, etc.) not controlled by a card key contact your department administrator.

At the end of each quarter, card keys of students who are not registered for research or who have not registered for the next quarter are deactivated. If there is a reason your card should remain active, have your advisor submit a request to reeddo@ohsu.edu.

In the event of a lost ID/card key notify Donna Reed at 748-1178 or reeddo@ohsu.edu immediately.

CAREER RESOURCES

http://www.ogi.edu/graduate_edu/students/careers/

The Department of Graduate Education coordinates a number of resources to assist you whether you are looking for an internship position or a full-time position after you graduate.

The Department of Graduate Education has created a website dedicated to career services and helping you find a job. You can access this site at www.ogi.edu/graduate_edu/students/careers/. When companies contact OGI with job openings, this information is placed on the job postings page located at the career services website.

Periodically, workshops are conducted on “How to Search For Jobs”, “Interviewing Skills” and “Resume Writing.” Students may also schedule a personal resume review or interview practice by contacting Lisa Pickert, Educational Services Manager, at pickertl@ohsu.edu or (503) 748-1581.

CODE OF CONDUCT

www.ohsu.edu/cc/codeofco.pdf

OHSU has established a Code of Conduct to communicate the Institution’s expectations for appropriate behavior and compliance with OHSU policies. This Code applies to everyone at OHSU/OGI, including students. Topics covered in the OHSU Code of Conduct include, but are not limited to; professional behavior; patient care; research; academics; confidentiality and privacy; intellectual property; diversity, equal opportunity and respect in the workplace; public interactions and political activities; personal and environmental health and safety; fiscal responsibility; business and legal principals and standards and other applicable policies and expectations. As a student at OGI you are subject to the OHSU Code of Conduct and are expected to follow it at all times.

COMMENCEMENT CEREMONY

http://www.ogi.edu/graduate_edu/commencement/

Commencement is scheduled once annually in June. Any student who graduates during the prior academic year, finishes by the end of Spring quarter, or anticipates being finished by the end of Summer quarter may participate in that year’s commencement ceremony. The Educational Services Manager will contact all eligible students in the spring with details on that year’s commencement. Be sure that OGI has your most current email address!

CONDUCT RELATING TO STUDENTS

http://ozone.ohsu.edu/policy/pac/chapt_2/2-30-010.htm

OHSU expects students to conduct themselves in a professional, courteous and legal manner at all times. Conduct generally and specifically referred to in the Conduct Relating to Students policy is prohibited and will carry a penalty up to and including termination from the student’s program and/or school.

COPYING FACILITIES

The library offers students the use of a copy machine. Access to additional machines is available through the academic departments. Contact your academic department for a copy code and departmental copying policies.

DIPLOMAS

It usually takes a few weeks after the date your degree is awarded for your diploma to be printed. Your name will appear on the diploma as it is written on your "Recommendation for Granting of Degree" form. The Department of Graduate Education orders diplomas and we will contact you when your diploma is ready. Your completed Exit Form and Learning Outcomes Assessment Survey must be received by the Graduate Education office prior to the release of your diploma.

DRUG-FREE WORKPLACE AND ALCOHOL POLICY

<http://www.ohsu.edu/academic/acad/health/drugpolicy.pdf>

http://ozone.ohsu.edu/policy/pac/chapt_2/2-30-010.htm

Abuse of controlled substances in the school or workplace environment can adversely affect the quality of work and the performance of students, pose serious safety and health risks to the user and others, and have a negative impact on work efficiency, productivity, and morale. OGI/OHSU is committed to maintaining a drug-free campus, free from the unlawful manufacture, use, dispersal, possession, or distribution of controlled substances. OGI students are prohibited from engaging in any of these activities, including being on campus while under the influence of drugs or alcohol, regardless of the place of consumption. The possession or use of alcohol while on campus, including during meal periods and breaks, is absolutely prohibited except when authorized by OHSU for approved functions. Impairment on campus due to the use of alcohol is prohibited. All OGI students must abide by this policy as a term and condition of being an OGI student. If imposed, sanctions will include appropriate action up to and including expulsion and referral for prosecution and may require participation in an approved drug and/or alcohol abuse assistance or rehabilitation program.

OGI encourages students with substance abuse problems to seek appropriate assistance. The OGI Student Medical Plan provides all eligible students with at least partial reimbursement for treatment associated with substance and alcohol abuse. Our confidential, outside Student Assistance Program also provides evaluation and short-term counseling for those with drug and alcohol problems. For further information on these benefits please contact the Graduate Education Department at grad_ed@admin.ogi.edu.

ENGLISH AS A SECOND LANGUAGE ASSISTANCE

To assist students for who English is a second language, OGI has educational CDs to help strengthen English skills. The educational CDs are available at the front desk of the library for checkout. Request "American Accent for Success in Business".

EQUAL ACCESS FOR STUDENTS WITH DISABILITIES

ozone.ohsu.edu/policy/pac/chapt_2/2-01-002.htm

OHSU/OGI faculty believe that a diverse student body enhances the educational opportunities for all students and is beneficial to the profession at large. If you are a student with a documented disability or you think you might experience a disability and believe you will need accommodations while a student at OHSU, we encourage you to contact the Office for Student Access. The Office for Student Access provides accommodations, information, support, advice and resources institution-wide. The Office for Student Access works with a Program Accommodation Liaison (PAL) designated at each school to ensure equal access to all the programs and services offered by that individual school. OGI's PAL is Lisa Pickert, Educational Services Manager in the Graduate Education Department. Lisa can be reached at 503-748-1581 or pickertl@ohsu.edu.

EQUAL OPPORTUNITY POLICY

ozone.ohsu.edu/policy/pac/chapt_3/3-05-030.htm

OGI/OHSU provides equal opportunities to all individuals without regard to race, religion, national origin, disability, age, marital status, sex, sexual orientation, disability, military reserve status, or any other status protected by law.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

As a school within the Oregon Health & Sciences University, all OGI students and employees are required to complete a brief training in the Health Insurance Portability and Accountability Act (HIPAA). HIPAA is a national regulation that governs the confidentiality of patient records. Because of OGI's occasional involvement with research patients, possible access to patient information on our computer networks and interaction with healthcare researchers, it is important that everyone at OGI is aware of the legal requirements of HIPAA.

HOUSING

http://www.ogi.edu/graduate_edu/students/housing/

http://groups.yahoo.com/group/ogi_housing/

While OGI has no on-campus housing, it is in the middle of a very large residential area. There are numerous apartment complexes, rental houses, bus and light-rail lines and shopping areas nearby. The Graduate Education Department maintains a list of local apartment buildings, available at www.ogi.edu/graduate_edu/students/housing/. Additionally, the Student Council has a Web site for current, new and prospective OGI students who are looking for housing information, roommates, etc. This service is found at groups.yahoo.com/group/ogi_housing/.

MEASLES IMMUNIZATION POLICY

http://www.ogi.edu/graduate_edu/forms/immunization_policy.pdf

Every full-time student who was born on or after January 1, 1957, must provide the school with evidence of having received two doses of measles vaccine on or after his/her first birthday with a minimum of 30 days between doses. If the month and year of the first dose are not available, documentation of the second dose in December 1989 or later must be provided. A completed and signed Immunization Form is required. Immunization Forms are available on-line at www.ogi.edu/graduate_edu/forms/immunization_form.pdf.

Exceptions to this policy are:

1. Religious beliefs prohibiting immunization.
2. Students providing physician documentation of a medical condition that prevents the individual from using the vaccine.
3. Students providing documentation of adequate measles (rubeola) titer.
4. Students providing documentation of having had the disease. This must be signed by a physician or nurse practitioner or a physician assistant or registered nurse working under the direction of an M.D. or D.O.

Students who request an exemption will not be allowed to attend classes in the event of a measles outbreak.

Students are expected to submit the completed Immunization Form when they first register for classes at OGI. **Students who do not provide the needed evidence on this Form will not be allowed to register for classes for the second or succeeding quarters following their initial registration.**

NOTARY PUBLIC SERVICES

The Department of Graduate Education offers notary public services for students, faculty and staff, free of charge. For more information or if you need a notary public, please stop by the Graduate Education office or email us at grad_ed@admin.ogi.edu.

ON-LINE STUDENT RECORDS

Every student has secure, on-line access to his/her student records through ISIS Online. To access your on-line records go to www.ogi.edu/graduate_edu/studentaccounts/. Through ISIS Online you can register for classes, pay tuition and fees, update addresses and email addresses, as well as access your schedule of classes, grades, unofficial transcript and student financial account details.

When you first register with OGI your on-line student account will remain available for six weeks following the end of your first quarter. If you haven't accessed your account by then your account will be deactivated. This is to prevent unauthorized access in the future. Once you have logged on for the first time your account will never be deactivated. If you ever need to reset your password or activate a deactivated account, please call the helpdesk at (503) 494-2222. For other assistance with ISIS Online or questions about the information in your account, please contact the Department of Graduate Education at (503) 748-1382 or grad_ed@admin.ogi.edu.

PETS ON CAMPUS POLICY

<http://www.ogi.edu/policies/pets.cfm> (must be accessed from OGI's internal network)

OGI enjoys the presence of well-behaved pets on our campus. We consider it a privilege, and not a right, to bring pets onto the campus with certain restrictions. The rights of students, employees and visitors of the school are primary to those of pets and pet owners. Below is a summary of the policy. Before bringing your pet to campus please read the entire policy available at the above web page.

Anyone with a medical condition, fear of animals or related condition is responsible for notifying the pet owner and the owner is obligated to respect the individual's concerns and requests. Pets are not allowed in specified areas of the campus, including eating areas, classrooms, laboratories, restrooms, the Bronson Creek Building and the library; pets must be leashed while outside a private office. Pets are allowed in private offices only when the owner posts a notice alerting people to the presence of a pet; the pet does not bark, hiss or otherwise annoy others; the pet is caged, on a leash or behind a gate whenever left unsupervised; and the owner accommodates any individual who is not comfortable with the pet. In addition, owners must clean up after their pet, pets must be in good health with current immunizations, and animals in heat are not allowed. Students, faculty, staff or visitors who violate the policy are notified that their pet can no longer be brought to any part of the campus. This policy does not apply to seeing/hearing or personal assistant animals for individuals with disabilities.

RELEASE OF INFORMATION

<http://www.ohsu.edu/registrar/reqtorestrictdirinfo.pdf>

With the passage of the Federal Family Educational Rights and Privacy Act (FERPA) of 1974, OHSU adopted rules to govern the collection, use, and disclosure of student records with the goal of ensuring their privacy. Students have the right to inspect their educational records that are maintained by OGI/OHSU; the right to a hearing to challenge the contents of those records when they allege the records contain misleading or inaccurate information; and the right to give their written consent prior to the release of their records to any person, agency, or organization other than OGI/OHSU officials and certain authorized federal and state authorities.

Directory Information. OHSU can release certain public domain information, known as directory information, unless a student has filed a written request in the OHSU Registrar's office to restrict his/her directory information. Each student has the right to designate directory information as not

being subject to release without his or her consent, except as otherwise permitted by law. OHSU's Registrar's Office shall provide to each student a form entitled "Request to Restrict Directory Information" to be used by the student to designate that directory information may not be released without the student's consent. If the student does not submit the completed form by the date indicated, OHSU may release directory information pertaining to that student. This form, including the list of OHSU's designated directory information items, is available at <http://www.ohsu.edu/registrar/reqtorestrictdirinfo.pdf>.

RESPECT AT THE UNIVERSITY (RAU)

<http://www.ohsu.edu/cc/ed/bb/>

Oregon Health & Science University strives to maintain excellence in teaching, research, and patient care. To carry forth that commitment it is important to continue educating the OHSU population about professional behavior and equal opportunity. To this end, a training module has been developed entitled, "A Higher Standard: OHSU Respect at the University." **All admitted students are required to complete the course as a condition of their matriculation.** Access to the online training is available at <http://www.ohsu.edu/cc/ed/bb/>.

STUDENT COUNCIL

<http://www.cse.ogi.edu/council/>

The OGI Student Council serves as the liaison between the student body and the faculty and administration and strives to improve quality of life for students at OGI. Representatives make themselves available to students in their department in order to forward their comments, ideas, and concerns to the Student Council and to promote their involvement in student body activities. Representatives also serve to disseminate all pertinent information to the students in their departments. The Student Council appoints members to a wide variety of task forces and committees at OGI as well as to the OHSU Student Council, where those appointed serve as representatives of OGI's student body. Additionally, Student Council sponsors and coordinates major social events throughout the academic year in order to bring together the entire OGI student body and OGI community at large. Past activities have included a coffeehouse with live music performed by people from the school community, an annual International Food and Cultural Fair, a Fall Orientation lunch and barbecue, and periodic educational forums.

In addition, the OHSU Student Council, of which the OGI Student Council is a part, sponsors such activities as a Student Research Forum, ski trip and Halloween Party. More information on Student Council is available on their website, [cse.ogi.edu/council/](http://www.cse.ogi.edu/council/) or by e-mail at scouncil@admin.ogi.edu.

STUDENT SERVICES

http://www.ogi.edu/graduate_edu/students/

As a small school within a large university, OGI is committed to personal attention and support of our students. "Student Services" at OGI refers to a collection of information, assistance and programs in primarily nonacademic matters. Included in this collection are: ombudsman and advocacy services, housing information, local information, student activities, Student Council, and job/career search assistance. For more information about any of the above, see www.ogi.edu/graduate_edu/students/ or contact Lisa Pickert. Lisa is located within the Graduate Education office in the Paul Clayton Building. She can be contacted at (503) 748-1581 or pickertl@ohsu.edu.

TEXTBOOKS

OGI does not have an on-site bookstore. Required and recommended textbooks for each class are listed on the class description web page accessed through our online schedule. Students find that ordering books from existing online book retailers is more convenient and cost effective than the conventional bookstore shopping.

SAMUEL L. DIACK MEMORIAL LIBRARY

The library's website at www.ogi.edu/library provides much information about library services and resources and links to the catalog, databases, online journals, and other regional resources. The web catalog at catalogs.ohsu.edu/search~S2 provides a complete record of the library's holdings both print and electronic.

ORIENTATION

Orientation tours are offered at the beginning of the fall, winter, and spring terms. Students can request a tour at any time by scheduling one with a library staff member.

LIBRARY SPACE

The library's 3600 sq ft is part of the Paul Clayton Building. The library's entryway includes the circulation area where the reserve collection is kept. Through the double glass doors is the reference area where a reference librarian is available for consultation, public workstations for internet searching and email are available, and the non-circulating reference collection is housed. Another glass doorway leads to the main study area of the library and the library stacks where the book and periodical collection are housed. The majority of available seating for study is in this area.

Adjacent to the reference area is another library room with group study tables and casual seating. The current issues of the print periodicals are shelved here.

HOURS

See the library's web page at www.ogi.edu/library for hours of operation.

THE COLLECTION

The library's collection includes much that is electronic only, particularly in serials publications. The ACM and IEEE collections of conference proceedings and journals are online only. The library also has a collection of electronic books from NetLibrary and subscribes to Books24X7, an electronic book collection of over 6,000 titles related to IT and business.

The print collection is approximately 20,000 book titles and 300 serial titles. Books are shelved by Library of Congress classification. The print periodical collection is shelved by journal title.

LIBRARY SERVICES

Currently registered students who possess a valid barcode may check out materials from all the OHSU libraries. The barcode is necessary also for the use of the library's electronic resources when not on campus and for requesting interlibrary loan materials through the library's ILL Express service. Library registration can be done at the library's circulation desk or by using the online registration form at www.ogi.edu/library/about/regform.cfm.

OTHER RESOURCES

As part of OHSU, OGI students have access to all the OHSU collections. We are also members of the Orbis Cascade Alliance and students can directly request books from the members of this consortium. All of the public universities of Oregon and Washington are members of this consortium as well as many of the private universities in these states. Summit, the catalog for the consortium, can be searched at summit.orbiscascade.org.

BENEFITS AND PAY

STIPEND PAYMENTS

If you receive a stipend, checks are issued once a month at the end of each month and are mailed to your address on record in the accounts payable system. Taxes are not withheld from stipend payments; it is your responsibility to pay all required taxes on stipend payments. Direct deposit of your stipend checks into a bank account is available. For accurate mailing of stipend payments it is important that you notify your academic department of any address changes. Contact your academic department if you have questions about your stipend or need appropriate forms.

MEDICAL INSURANCE COVERAGE

Only full-time, matriculated students are eligible for group student medical insurance through OGI. Students electing OGI student insurance may also cover eligible dependents for an additional premium. If you graduate, your student status changes to part-time or you drop classes all together during the first 31 days of the quarter you will not be eligible for coverage under the plan and a full refund of the premium will be made. If you loose eligibility for insurance coverage after the first 31 days of the quarter you will remain covered under the policy for the full quarter and no refund is available. All eligible students must elect the OGI School Student Medical Insurance or provide proof of other acceptable medical coverage.

OGI's Student Medical Insurance is provided by Kaiser Permanente. Two plans are available to meet the varying needs of our students. Detailed information on both plans, including premium costs, is located on the Student Medical Insurance web site at www.ogi.edu/graduate_edu/students/health/.

Health insurance for Fall quarter is effective October 1 through December 31; for Winter quarter it is effective January 1 through March 31; for Spring quarter it is effective April 1 through June 30; and for Summer quarter it is effective July 1 through September 30.

COBRA Continuation Coverage

If you are no longer eligible for the OGI School Student Medical Insurance you may continue with the coverage by electing COBRA coverage. Detailed information on the COBRA coverage will be mailed to you when you first join the OGI Student Medical Insurance and again when you loose eligibility.

Dental Insurance

OGI does not offer dental insurance and the OGI Medical Insurance will not cover dental services.

STUDENT ASSISTANCE PROGRAM

Another benefit OGI provides all full-time, matriculated students and their family members at no cost is a Student Assistance Plan offered through a company called EASE. This program provides confidential, short-term counseling for stress, family problems, emotional concerns, substance abuse, and financial issues, as well as referrals for further help. In addition, there is a telephone line of recorded educational information, available 24 hours a day that may be of interest. The educational information phone number is 1-800-973-1406. The main EASE numbers for counseling services are 1-800-654-9778 or 1-503-228-3223. A pamphlet describing the services is available in the Department of Graduate Education.

TRANSIT PASS

Full-time students may purchase an annual pass that allows them to use all Tri-met services (bus and light-rail) at a significantly reduced rate. See GETTING TO AND FROM OGI on the next page for more details.

ENVIRONMENTAL HEALTH & RADIATION SAFETY

OGI is committed to creating and maintaining a safe and healthy work environment, by providing safety-related information and training, and through the use of engineering controls and prudent work practices. Students are required to follow OHSU safety policies at all times. Unsafe or negligent laboratory practices may be grounds for suspension of permission to conduct research on campus or even dismissal.

OHSU's Department of Environmental Health and Radiation Safety (EH&RS) conducts detailed hazard communication and safety training sessions. Individuals working with hazardous, infectious or radioactive materials are required to attend applicable safety-training sessions. The principal investigator or lab manager in each lab provides additional training on specific safe lab procedures.

Anyone injured or made ill at OGI should complete an Incident Report (available online at http://www.ohsu.edu/ohsuedu/central/risk/injured_employee.cfm) as soon as possible, preferably on the same day that the accident/injury occurs.

SAFETY COMMITTEE

This Committee consists of EH&RS staff members, at least one faculty or staff member from each academic department, representatives from Facilities Services and at least one student representative. Members are volunteers and serve one-year terms.

The Safety Committee meets once a month. Minutes of the meetings are posted in each department. Nonmembers are welcome to attend Safety Committee meetings or submit issues for the committee's consideration. The Committee is responsible for all safety-related matters except those involving radioactive materials, which are the responsibility of the Radiation Safety Committee. In particular, its duties include:

- Review inspections of all laboratories and facilities, and make recommendations for rectification of hazards.
- Establish procedures for investigation of all safety-related accidents and incidents.
- Hear grievances from individuals on dangerous working conditions or procedures, unsafe facilities, etc. and undertake the rectification of these conditions.
- Formulate safety-related policies.

RADIATION SAFETY COMMITTEE

The function of the Radiation Safety Committee (RSC) is to promote best practices in the use of ionizing radiation on the OHSU West Campus. The RSC oversees the Radiation Safety Officer, who has primary responsibility for radiation safety on the West Campus. The committee meets quarterly to review radioisotope records; approve applications submitted by faculty for use of radioactivity; and when appropriate, prescribe special conditions that will be required during a proposed use of radioactive materials. The committee consists of one representative from each West Campus research institute working with radioisotopes and a representative from West Campus senior management.

WEST CAMPUS EH&RS CONTACTS

For questions about OGI School non-emergency environmental health issues, to sign up for safety training classes, or to schedule hazardous waste pick-up (including radioactive waste) call or email:

West Campus EH&RS Office

503-748-8036

wcehrs@ohsu.edu

In case of a chemical spill or other incident involving hazardous materials or environmental health requiring an immediate response, call:

Gwynn Daniels – West Campus EH&RS Manager	503-748-1675 office	503-993-0216 pager
Daniel Toyooka – West Campus Safety Specialist	503-748-1501 office	503-993-8996 pager
Coby Graham – Industrial Hygienist	503-748-1213 office	503-790-3182 pager

EMERGENCY NUMBERS

Emergency Services (fire, medical, police)
OHSU Public Safety

9-911
9-503-494-4444

GETTING TO AND FROM OGI

BIKING

OGI provides bike racks outside the Jack Murdock, Central, and Cooley Science Center buildings for use by the OGI community. You must provide your own lock. Showers with dressing areas are located in the bathrooms in the Jack Murdock building, the Cooley Science Center, Bronson Creek and Central buildings. In the Portland, Beaverton, and Hillsboro area, many streets include a bike lane. You can bring your bike along on all TriMet buses and MAX (light rail). For more information, call the Bikes on TriMet hotline, (503) 962-7644, or the website at www.trimet.org/guide/bikes.htm. Always wear a helmet when biking.

PUBLIC TRANSPORTATION

OHSU has entered into a partnership with the Tri-County Metropolitan Transportation District of Oregon (TriMet) to provide annual transit passes, at a significantly reduced cost, for all students and employees. The transit pass is a small sticker which is affixed to your OHSU card key /ID. Just show it to the TriMet driver as you board the bus, or carry it with you when you ride any light-rail train. Disabled riders also may use the pass for door-to-door LIFT services. (When you graduate or leave OGI, you must return your pass along with your card key). Contact Nancy Christie at 748-1070, christin@ohsu.edu for information on obtaining a pass.

TriMet provides trip-planning and route-finding information on its web site: www.trimet.org. Call-A-Bus is a 24hour automated telephone information system for every bus route and MAX light-rail line, and can be reached at (503) 231-3199.

On the first floor of the Cooley Science Center is a display showing a map of bus routes, a book containing all schedules, and free copies of several local route schedules. An additional display of schedules is located in the hallway near the OGI Library. These displays are maintained by Nancy Christie, who will provide assistance for anyone wishing more information about riding the bus or light rail. You can call her at (503) 748-1070; email christin@ohsu.edu, or stop by her office at Cooley Science Center, Room 6010.

Light rail

TriMet's light-rail service (called MAX, Metropolitan Area Express) extends from Gresham to Hillsboro and is called the Blue Line. The OGI School is served by the Willow Creek and Quatama MAX stations. An Airport light rail line is called the Red Line. Another line running between Portland and the EXPO Center is called the Yellow Line.

Bus

Bus route times adjust annually or as needed for snow, construction, or other changing conditions. The information below was current as of September 1, 2006. Please check with TriMet for updated information, www.trimet.org.

47-Baseline/Evergreen: This bus runs every day between Willow Creek Station and Hillsboro Central Station. Nearest stop to OGI is Evergreen Parkway at Stucki Ave. or at 185th and Walker Road.

48-Cornell: This bus runs every day between Willow Creek Station and Hillsboro Central Station. Nearest stop to OGI is Cornell Road at Stucki Ave/Amberglen Parkway.

52-Farmington / 185th and 59-Walker / Park Way: These buses run every day. Nearest stop to OGI is at 185th and Walker Road.

Cash Fares – (if you have not purchased a discounted annual pass from OGI)

TriMet charges fares by a zone system; there are three zones in the Portland area. As of September 1, 2006, travel within 1 or 2 zones is \$1.70. All-zone fare is \$2.00. Monthly passes or books of discounted tickets may be purchased. The customer service window at the Safeway grocery store on NW 185th between Cornell Road and Evergreen Parkway or the Fred Meyer store at 158th Avenue and Walker road are the locations nearest to OGI where passes and tickets can be purchased. Passes and tickets may also be purchased online at www.trimet.org. An all-day ticket, good for unlimited travel during the day you buy it, costs \$4.25 and can be purchased directly from the bus driver or from vending machines at MAX stations. When you pay your fare with cash or a ticket, you will receive a receipt or “transfer” which will allow you to ride other buses or MAX trains within the time shown on the receipt. Keep it until you have completed your trip.

In downtown Portland, extending to the Lloyd district, is an area called “Fareless Square” in which all bus and light rail travel is free.

EMERGENCY RIDE HOME PROGRAM

As an incentive to encourage you to leave your car at home, TriMet sponsors an Emergency Ride Home program at OGI. If an unexpected medical or family emergency requires your presence on a day that you have gotten to OGI in a way other than driving (walking, bus, bike, light-rail), TriMet will pay for taxi service or a rental car to get you home. Contact Nancy Christie in EBS at (503) 748-1070 or christin@ohsu.edu before you take the cab to confirm that you are eligible and to get a voucher.

PARKING

Parking at OGI is free and you do not need a parking permit. However, for anything other than daily parking of your commute vehicle, please contact the Facilities manager, Ed Elkins, elkinse@ohsu.edu. While OGI does have a security service which patrols the parking lots, you are responsible for your own vehicle security; please hide valuables and lock your vehicle.

Certain marked areas of the parking lot north of Cooley Science Center are leased to the William Barnhart Center of Wells Fargo Bank. Please do not park in spaces marked for the Barnhart Center.

FLEXCAR PORTLAND

Flexcar Portland is a membership organization of individuals who have access to cars, vans, and trucks on a shared basis, without the expense and problems of ownership. For more information, contact Flexcar Portland Inc., (503) 328-3539, www.flexcar.com.

CARPPOOL INFORMATION

If you are interested in carpooling to and from the OGI School, you are encouraged to visit www.CarpoolMatchNW.org. This site can assist you in finding a carpool convenient to your schedule and your location. This is a public database and will include people from all over Portland.