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Occupational Therapy Program

Creighton University School of Pharmacy and Health Professions

Regis University's Rueckert-Hartman College for Health Professions and the School of Physical Therapy

**Peter Claver Hall, Suite 403
3333 Regis Blvd.
Denver, CO 80221**

Creighton OTD Student Guidebook for Regis University

The entry level program in Occupational Therapy is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, Inc. (AOTA) located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. The telephone number is (301) 652-AOTA. More information on ACOTE can be found at www.acoteonline.org.

The Creighton program is accredited until the academic year 2020-21. The next accreditation site visit is scheduled for 2020.

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Creighton OTD Program at Regis University

We welcome you to the Creighton University's Entry Level Occupational Therapy Doctorate Program at Regis University! This historic partnership between the two universities is the first of its kind among Jesuit institutions. The Regis pathway is Creighton University's third distance-hybrid learning pathway for entry-level doctor of occupational therapy (OTD) students, and we admitted our first students in the fall of 2015. In 2008, Creighton launched its distance hybrid OTD program with the University of Alaska at Anchorage and in 2013, the Greater Omaha (GO) program was implemented. The hybrid program pathway serves to provide students with more flexibility in their schedules and to address a shortage of occupational therapy practitioners in the Rocky Mountain Region and state of Alaska.

The *Creighton Occupational Therapy Program Student Guidebook at Regis University* has been developed for the purpose of assisting students in understanding and interpreting the Occupational Therapy program procedures specific to campus needs at Regis University. This guidebook is not exhaustive and is intended to be a general guide only. It is subject to change. The guidebook's origin is from the School of Physical Therapy in the Rueckert-Hartman College for Health Professions at Regis University. It has been extensively modified to reflect needs related to the Occupational Therapy Program and OTD students.

Each occupational therapy student is personally responsible for knowing and upholding the guidelines in the [Creighton University Student Handbook](#) (including academic and non-academic student conduct policies), [Policies and Procedures](#); OT Student Fieldwork Manual; [OT Clinical Education Department](#); Creighton University SPAHP Bulletin; this *Creighton OTD Student Guidebook at Regis University*; the American Occupational Therapy Association [code of ethics](#); and the [Regis Code of Conduct](#) (non-academic and behavioral conduct and regulations). Creighton and Regis Universities believe that graduate students are self-directed and concerned with lifelong goals and will accept and act on these responsibilities.

For Creighton-related academic and handbook issues, students should speak with their advisor. For Regis-related questions, students should contact the OT Program Coordinator.

Essential Phone Numbers: Creighton-Regis Pathway

Faculty & Staff Offices, Email & Phone

Occupational Therapy Program	Peter Claver Hall Room 403	303-964-5335
Regis School of Physical Therapy	Peter Claver Hall Room 403	303-458-4340
Occupational Therapy Program FAX @Regis		303-964-5474
Regis University Main Address	3333 Regis Boulevard, G-4, Denver, CO 80221	303-458-4100
Name		
Email		
Room		
Phone		
Dr. Suzanne Holm, OT Regis Program Coordinator & Assistant Professor	sholm001@regis.edu	Regis University Claver Hall, 403 303-964-5335
Dr. Lou Jensen, Associate Professor & OT Regis Pathway Coordinator	loujensen@creighton.edu	Creighton University Campus, Omaha 402-280-5678
Dr. Keli Mu, Chair OT Department, Creighton University	kmu@creighton.edu	Creighton University Campus, Omaha 402-280-5938
Dr. Mark Reinking, Dean of the School of Physical Therapy, Regis University	mreinking@regis.edu	Regis University Claver Hall 303-964-6471
Regis University Directory	http://www.regis.edu/Directory.aspx	
Creighton University-SPAHP Directory	https://spahp.creighton.edu	

Regis University Phone Numbers

Bookstore	303-458-4150
Campus Dining	303-458-4196
Campus Safety	303-458-4122
Coors Fitness Center	303-458-3563
Copy and Print Center	303-458-4380
Dayton Memorial Library	303-458-4030
Disability Services & University Testing	303-458-4941
Information Technology Services (ITS)	303-458-4050
Media Services	303-458-4265
OTD/HES Lab	303-964-6475
Parking Services	303-458-5353
Switchboard, Main Campus (0-on campus)	303-458-4321
Weather Line	303-458-1818

OTD Program Procedures for Regis University while on Campus

While on campus, or during campus related activities that involve Regis University, OTD students will want to be aware of and follow the following procedures.

Campus Safety and Security

The Regis University [Campus Safety Office](#) exists to provide a safe and secure environment for the entire Regis community. A staff of 12 full-time Campus Safety officers works in teams of two on all shifts to provide 24-hour a day coverage, seven days a week, including holidays. Campus Safety works with students, faculty, and staff to promote awareness and support for safety and security issues. Campus Safety provides vehicle, bicycle, and foot patrol responds to all incidents and emergency situations and provides an escort service to and from residence halls and parking areas. Location: Main Hall, 137. Hours: 24 hours a day, 7 days a week, 365 days a year. Contact number: 303-458-4122.

NOTE: Students are advised to add the campus security number **303-458-4122** to their phone contacts.

Class Cancellations/Delay Due To Inclement Weather or Campus Emergency

All registered students are entered into the RU Alert system through their RegisNET account. In the event of an emergency, the notification may be sent through the RU Alert system announcements. Students are encouraged to register for RU Alerts and set up text messaging to receive emergency alert information in case of emergencies, safety advisories, and announcements of Regis campus closure due to inclement weather.

Go to <https://regis.regroup.com/signup> to set up announcements. The RU Alert system will notify and give directions upon the University's confirmation of a significant emergency, dangerous situation, or campus closure.

The University Emergency Preparedness Guide is available at

http://www.regis.edu/~media/Files/University/Campus%20Safety/emergencyprepguide_printbook.ashx

In the event of inclement weather (e.g., blizzard, tornado), students can call the University Weather line (303-458-1818) or check <http://regis.edu> for closure information. The decision to close the University due to inclement weather is made at 4:30 am for daytime classes and 3:00 pm for evening classes. Additional information on the closure policy is found at <http://www.regis.edu/About-Regis-University/Policies-and-Procedures/Emergency-Management-Plan/Weather-Policy.aspx>

Students are expected to sign up and register for [CreightonAlert](#) emergency system notifications for Creighton University. Classes may be cancelled in Omaha but if Regis University is open, on-campus labs will be held. If you have any difficulty registering for this system, contact the service desk at 402-280-1111 or email servicedesk@creighton.edu.

NOTE: Students need to unregister manually from RU alerts after graduation/when no longer on Regis campus. Students who do not have a texting plan will be charged by the phone carrier to receive text messages. Students can opt into email messages only.

Disability Services & University Testing

Any student seeking accommodation and disability services will access these services through Creighton University first.

Creighton University is committed to providing all students equal access to educational opportunities, programs, and activities. Students with disabilities seeking accommodations must register with [the Office of Disability Accommodations](#) (ODA), complete a written needs assessment, and provide the ODA with documentation by a qualified evaluator. The ODA evaluates accommodation requests and ensures that reasonable accommodations

are provided in a timely manner. Students may contact the ODA at 402-280-2166. Additional contact information for the ODA is available [online](#).

Students should contact their Instructor of Record at Creighton for any concerns or questions related to specific course-related requirements.

Once the process has been initiated and completed through Creighton, students may seek support through Regis University's [Student Disability Services and University Testing \(SDS/UT\)](#). All accommodations require advanced [registration](#) through SDS/UT, including test accommodation procedures (including exams for Anatomy lecture and lab, which are taught by Regis faculty in Semester 2). Students should contact Regis SDS/UT very early in the semester, and subsequent semesters, to ensure that all relevant accommodations have been requested and are in place well before exams. A minimum of 5 working days' notice is required to schedule exams on the Regis campus in SDS/UT, however advanced notice (start of semester) is strongly recommended.

Emergency Operations Plan

OTD students are expected to follow the [Regis Emergency Preparedness Guide](#). Please note evacuation meeting places for appropriate buildings on campus. Students should familiarize themselves with this information.

Emergency operations plans are available through the RU Alert system at <https://regis.regroup.com/signup>. Or use the smartphone app, Regroup AlertManager.

Health Services/Office of Counseling and Personal Development

All OTD students are required by Creighton University to have health insurance. Once students are registered through the Regis University's system and classes have started, basic medical and psychological health services are available to Occupational Therapy students through the Regis University's [Health Services](#) and [Office of Counseling and Personal Development](#), which is located in the Coors Life Direction Center. **OTD Students will need to have and show proof of insurance. A co-pay is collected at the time of service as your plan dictates.**

Charges for such services will be directly billed to the student's insurance. In the event a student cannot produce a copy of their health insurance, fees at the time of service are expected. Charges for lab and prescription drugs will be the responsibility of the student at the time of service. The Health Services Center can also refer students to providers outside the University for health needs beyond the scope of the center. All fees incurred by these referrals will be the responsibility of the student. For further information, please contact the Health Services Center directly at 303-458-3558.

NOTE: Students who are seeking assistance to meet academic and personal goals and who would like individual academic counseling/coaching sessions should contact [Creighton's Academic Support](#) services in Office of Academic and Student Affairs (OASA). Students who are concerned about his or her performance, or that of a peer, can submit a [Peer Alert and Self-Referral Form](#) for assistance or call 800-325-2830 ext. 3.

Incident Report

If a student is injured during a required academic-related activity (e.g., clinical laboratory or simulation laboratory) at Regis University, Creighton University's Risk Management Office needs to be contacted, and an incident report completed and filed within 24 hours after the accident. Risk Management's phone: 402-280-5833 and fax: 402-280-5719. Student injuries in the classroom or labs are not covered by worker's compensation.

The injured party should complete [Form HR-24](#) if they are physically able to do so. If the student requires assistance, a supervisor can assist to the best of her or his ability. A supervisor only needs to sign the form if s/he was on scene at the time of the accident. Additionally, the student should notify the OT Program Coordinator on the Regis campus; additional paperwork may be required.

Information Technology Services (ITS)

The Information Technology Services (ITS) department provides Regis University students, faculty and staff with technology guidance, training, and support. The Help Center in Carroll Hall is available Mon – Fri from 8 am to 8:30 pm and on weekends from 8 am to 6:30 pm. Call 303-458-4050 or email its@regis.edu. Wireless internet can be used by Regis students anywhere on campus once a student has a Regis ID.

[The Help Center Online](#) can be accessed with a Regis ID to submit, update and view active support incidents and requests. It also contains a searchable knowledge base and a frequently asked questions section.

ITS services for computer support at Regis is available. Students will need to sign a waiver to receive services. Students also need to maintain updates and anti-virus software required by Regis University.

NOTE: Students who need assistance with Creighton University related computer issues (e.g., software issues) should contact [Creighton University's Office of eLearning and Academic Technologies \(OLAT\)](#) in the School of Pharmacy and Health Professions. Email olat@creighton.edu, which will automatically generate a support ticket, or call 402-280-3037 or 800-325-2830.

Parking

Parking at Regis University is regulated by the Parking and Transportation office in Main Hall 137. All students are welcome to bring cars on campus. Parking space is limited and parking spaces are first come, first serve. Parking in residential areas near campus typically requires a resident permit. If you do not have a residential permit, you will be ticketed by the Denver Police. Vehicles may be booted and towed at the expense of the student.

Parking rates are incurred during Monday-Friday from 6 am until 1 am. Daily parking fees may be paid by cash or credit card through a parking pay station. Students may elect to pay by semester or by the academic year. Go to [RUParking](#) for online payment options. Daily parking fees will depend on the time of day the parking lots are accessed. Parking fees by hour and full day permits are available. Full day parking is \$5.00; evening parking starts at 4 pm and is \$3.00. For on-campus parking, the vehicle's license plate number is used instead of a physical permit and must be registered accurately to avoid a citation when using the parking kiosk.

Information on [parking rates for students](#). Information on [accessible parking requirements](#) at Regis. OTD students need to be aware of the Office of Parking and Transportation Services [policies](#) on parking, towing, tickets, fines, appeals, and fines.

Printing

Regis University regulates the use of computer and printing facilities for use by students, with priority given to those doing academic work. The university has instituted this policy to encourage responsible and conservation-minded printing for students to support their academic learning. OTD students receive a printing allowance of 1,000 – 1,400 BW prints (depending on the type of printer; fewer copies for color printing) per semester using campus computers.

Printing allowances cannot to be used for specialty printing (e.g., posters). ITS software monitors student printing after students have logged into the print system using the RegisNet account information. At the end of each semester, unused printing pages expire. If mechanical printing errors occur, students should notify ITS personnel (x4050); unintentional printing errors are not eligible for credit consideration.

To print, log on to a Regis University computer with a RegisNET account. Students can print (color or BW), copy, or scan at any device. A student's print quota can be used at the Copy, Print, & Mail Center for duplication. For several copies of one document, it is more effective to use "printer bucks" at the Print & Mail Center. The Print & Mail Center is located in Regis Square (near Federal and 52nd) near the Bookstore.

The printer allowance expires at the end of the semester, but additional printing ("printer bucks") can be purchased through the Print & Mail Center, which do not expire. Printing is also available at Dayton Memorial

Library. Each page is 10 cents (double-sided for 20 cents). Re-usable print cards may be purchased in \$5 and \$10 denominations at the Circulation Desk and may be recharged in \$1 increments.

Regis Student ID Cards

All OTD students are issued a Regis ID card. Cards are issued through the Registrar's office. The card is required for access to the OTD lab, library services, for participation in the food service program, building access, and access to restricted classrooms. ID cards must be presented when requested by other proper authorities. These cards are not transferable. Students must report lost cards to the OT Coordinator. Students must obtain a replacement card by going to the Office of Student Accounts in the Student Center. The Office of Student Accounts will assess a \$35.00 fee to the student for a lost card, payable by the student.

The Regis ID card will provide each student key-swipe access to the anatomy lab, graduate student lounge and resource room, PCH 409, class-restricted locker rooms, and the OTD lab.

Loss of the student's ID with the code or failure to return the ID at the end of the program results in a \$35.00 fine. Students should report a loss of an ID to the OT Coordinator to ensure access coding is inactivated. All Regis Student ID cards will be deactivated at the end of the 8th semester unless there are extenuating circumstances. Contact the OT Coordinator if questions.

Title IX

Statement:

Creighton University and Regis University both provide resources and reporting options for students around the issue of sexual violence. Students will file a report with Creighton University, but if there are immediate health and safety concerns, students are encouraged to contact the [Office of Violence Prevention](#) at Regis University for direct assistance.

Creighton University

Creighton University provides Title IX training through the online Blueline course for students. Creighton University prohibits all forms of sexual violence and has a zero-tolerance for these actions. Additional information can be found within the [Sexual Violence, Harassment, Discrimination, and Grievances Policy](#). To file a Title IX complaint, students should contact [Creighton's Office of Equity and Inclusion](#) or use the [online reporting form](#). For confidential advocacy or to learn more about reporting options, students should contact the [Associate Director for Prevention Education and Inclusion](#) within the [Violence Intervention and Prevention Center](#).

Regis University

At Regis University, all community members are prohibited from engaging in acts of gender and sex-based discrimination towards other Regis community members. Responsible employees cannot withhold personal information of involved individuals and as Mandatory Reporters, are obligated to report possible sexual misconduct to the [Office of Violence Prevention](#). Further information, including immediate actions, rights of the parties, the definition of 'responsible employees', and reporting procedures can be found on the [Nondiscrimination & Sexual Misconduct Policy](#) page.

Tutors

Tutors are available for OT1 courses and are listed on the Creighton University Office of Academic and Student Affairs (OASA) Academic Support [webpage](#). Contact the Creighton Academic Success Consultants for further information.

Use of University Technology Resources

Regis University technology resources are to be used to advance the University's mission of education, scholarship, and service. Faculty, students, and staff may use these resources for purposes related to their studies or research, their teaching, the execution of their duties as University employees, their official business with or for the University, or other University-sanctioned activities. The University encourages the use of technology resources for

these primary activities. These resources include, but are not limited to hardware (including telephones, computers, and traditional media equipment) either owned or leased by the University, software, and consulting time (and expertise) of the staff of Information Technology Services or other University technology support staff. Unless approved in advance by a vice-president or dean, use of University technology resources for commercial purposes is prohibited. Refer to [Appendix S](#) for full details.

The University intends to place effort toward the development of technology resources and not the policing of the use of those resources. Engaging in activity that violates or is prohibited by current faculty, student, and staff operational policies may result in loss of access privileges as well as appropriate disciplinary or corrective action by procedures outlined in the governing contractual agreement if any. If such activity also violates local/state/federal laws, perpetrators may be referred to appropriate law enforcement officials.

Weapons, Smoking, Alcohol, and Drug Policies

The following are Regis University policies. Possession, use, or storage of weapons or possession, use, or storage of any item that is intended for use as or is used as a weapon for purposes of intimidating, threatening or causing harm to the person or property of a person is prohibited. A weapon is any object or substance designed, used or intended to be used to inflict a wound, cause injury, incapacitate, or intimidate.

Smoking is not permitted in University buildings, including e-cigarettes. Smoking is permitted outside, but it should not occur within 25 feet of a campus building. Improper disposal of cigarettes presents a fire hazard and violators can be subject to disciplinary action, restitution, and fines. Regis is making progress towards becoming a tobacco-free campus.

Students may not possess or consume alcoholic beverages anywhere else on campus, including residence halls, athletic facilities, or academic buildings, except Walker's Pub in the Student Center for those students 21 years of age or older.

Regis University has a [drug-free campus policy](#) and permits no use of illegal or controlled substances anywhere on its campus at any time and does not permit the use of marijuana for any purpose on University property. Students who qualify under Colorado 0-4- 287 - ARTICLE XVIII to use marijuana for medical purposes are not permitted to possess, store, provide, or to use the marijuana on University owned or controlled property (including but not limited to residence halls, academic buildings, athletic facilities, and parking lots), or during University sanctioned activities regardless of the location.

Refer to the Regis University [Student Handbook and Code of Conduct](#) for more information and protocols.

OTD Program Resources at Regis University

While on campus, or during campus related activities that involve Regis University, OTD students may wish to access support services and resources. **NOTE:** Students will have access to resources through Creighton University; relevant information is included in this section.

Anatomy Lab

During OTD 339 and 340, students have limited access to the cadaver lab until 9:45 PM for independent study. These labs are available to students on weekdays and weekends unless posted otherwise to allow for other university classroom activities. The cadaver labs are accessed with a card code assigned to students at the beginning of the 2nd semester and encoded on the student's ID for use during that period.

NOTE: Loss of the student's ID results in a \$35.00 fine. Students should report a loss of an ID to the OT Coordinator to ensure access coding is inactivated.

Bike Program

Students can rent hybrid bikes for three days. Students can bring their bikes in for free maintenance and service, paying only for the cost of parts. The [Cycle Works](#) program is located at the front desk of the Fitness Center.

Bookstore

The [Regis University Bookstore](#) on campus has various supplies and items and is located in Regis Square (near Federal and 52nd) or [online](#). For specific information on hours or supplies call (303) 458-4150.

NOTE: OTD students should refer to the [Creighton online bookstore](#) for books related to their courses. The exception is the Anatomy course and lab, taught at Regis University by Regis University faculty. Relevant material should be obtained based on Regis University recommendations.

Bus Information

The Regional Transportation District (RTD) offers public transportation and trip planners for the Denver-metro area. In addition to visiting their [website](#), call the RTD at 303-299-6000. An RTD information kiosk is located on the first floor of the Student Center just outside of Walker's Pub. Printed bus schedules may be found in the Library. For those needing transportation to the Northwest Denver Campus, RTD Route 52 has stops along Regis Boulevard on the south side of campus.

Campus Map

Regis University offers a [virtual tour](#) to view buildings, points of interest, athletic fields, parking areas, and more. For directions, go [here](#).

Computers

Regis University offers the free use of computer labs to all students. Computers and a printer are available in the student lounge in Mod A186, Room 24. Computers are located in Claver Hall's café area and in the graduate resource room.

Computer labs are located in the basement of Carroll Hall. These labs are open 24 hours a day, 7 days a week. There are also computers located in the Student Center.

Email and Wireless Internet Access

An outline of how to set up a RegisNET account, email address, and access wireless internet for the Regis Northwest Denver Campus is found in [Appendix Q](#).

NOTE: OTD students should use their Creighton email account for all Creighton-related matters.

Fitness Program

Regis University offers the [Coors Fitness Program](#) to assist students to improve their physical health. Specifically, the program focuses on exercise and proper nutrition while recognizing that physical health is but one facet of total wellness. Services are available to all Regis students at no charge.

The Fitness Program offers students:

- A place to work out: the 6,000 square foot fitness facility housed within the Life Directions Center contains aerobic and strength-training equipment, including both free weights and variable resistance machines. The fitness area is open seven days per week.
- Exercise guidance and fitness goal-setting: Student staff offer orientations to training principles and equipment usage, teach exercise classes and provide introductory fitness testing and counseling services.
- Nutritional guidance and goal-setting for proper nutrition or weight management: The Fitness Program offers nutritional analysis, nutrition classes/videos, educational materials, and one-to-one consultation.
- Special events and educational opportunities: exercise incentives, campaigns with prizes, guest lectures, demonstrations, Healthy Heart Week, and blood cholesterol screening.

Food Service

Dining at Regis University offers many options with large and small café-style locations across campus. The full-service Claver Café in Claver Hall offers sandwiches, an assortment of salads, grilled foods, burgers, snacks, fruit, and drinks.

Students can visit [Bon Appétit](#) to select a meal plan, discover food and drink locations on campus, and get a daily menu delivered to their email. OTD students can choose the Commuter Plan, which includes any 30 meals per semester in the Main Café in the Student Center and additional flexible spending dollars which can be used at Claver Café.

To [sign up for a meal plan](#) or add additional flexible spending dollars, call Bon Appetit's office at 303-458-4196 ext. 1. The Commuter Plan does not automatically renew; students must sign up for it each semester.

Intramural Sports

Many Regis students participate in a wide variety of [intramural activities](#). Regis offers team sports such as flag football, volleyball, basketball, floor hockey, ultimate Frisbee, and softball. The intramural program also includes several tournaments such as doubles volleyball, tennis, and 3-on-3 basketball. Registration and additional information found [here](#).

The Regis Rangers has men and women's sports teams. Schedules and details about Regis athletics and games can be found [here](#).

Library Services

In addition to [Creighton's Health Science Library](#), Regis's [University Library](#) is available to students for resource access and independent study. Check the website for the most up to date hours. Holiday and summer semester hours vary. Access to the library's electronic resources is available online [here](#). Handouts, guides, and FAQs for [general research help](#).

OT Research Guide at Regis webpage which includes access to the various EBP databases is available at <http://libguides.regis.edu/c.php?g=319618&p=2136043> or <http://libguides.regis.edu/OT>

Study rooms are available. Please follow the policy to maintain scheduling privileges. The Group Study Room Policy can be reviewed [here](#) and in [Appendix U](#).

NOTE: Study rooms can be used by a student up to 4 hours a day, regardless of group affiliation or which student placed the reservation. **A student should not use the library study rooms for more than 4 hours each day.** Students who desire additional time after the 4-hour limit in the study rooms need to inquire at the circulation desk to see if the request can be accommodated, but other students in groups with reservations will be prioritized. Keys for study rooms must be returned to the circulation desk after 4 hours and may not be passed on to other students, even if they have a reservation.

Study room reservations can be made at <http://regis.edu/Academics/Library/Room-Reservation.aspx>

Media Support Services

The library is equipped with an assortment of media support for teaching and independent study options. Media services are available during library hours, seven days a week. Use of this equipment is free of cost to the students. Students are expected to pay nominal fees for supplies used in developing teaching or other presentation materials. Contact the library for details.

Resources for Commuter Students

[CAR \(Commuters at Regis\)](#) is a student organization committed to establishing friendships among commuter students and connecting students to the university and providing information on resources, student lounge, lockers, computer labs and more. CAR has additional information on local businesses and services, including [banks](#).

SPSS Statistics

SPSS 18 is installed on the lab computers in Carroll and Claver Hall. SPSS is installed on all lab computers across campus. Carroll Hall labs are accessible 24 hours, and each lab is equipped with a printer. *SPSS 18, Microsoft Office Suite, & Microsoft Project is installed on Lab computers in the Regis Library.*

Tutoring and Writing Lab

Tutoring through Creighton is available for select courses in the OTD program. Information regarding tutoring and tutor/student expectations can be found [online](#) or by contacting the Academic Success Consultants. Writing support is available to students through [Creighton's Online Writing Center \(Smarthinking\)](#). Smarthinking assists students with general writing, APA style, and research and documentation. Both tutoring and Smarthinking are services available to all distance students at no cost.

As needed, the Online Tutoring and Writing Lab at Regis University provides 10 hours of free tutoring, including writing assistance for one year for all students. Appointments must be scheduled in advance using the [online scheduler](#). Any active student can use [Smarthinking](#), which offers 24/7 online tutoring for select courses.

University Ministry

Creighton's spiritual resources can be accessed through the [chaplain](#), [campus ministry](#), or by calling 402-280-2779.

Regis's [University Ministry](#) serves the entire University community. In the Jesuit tradition, University Ministry provides opportunities and activities that enable members of the community to respond to the invitation of St. Ignatius Loyola to find God in all things. Sunday and weekday liturgical services, weekend retreats and days of reflection, spiritual direction and advising, Christian Life Community gatherings, scripture study, special University community celebrations, reflection on justice issues, and service opportunities.

OTD Program Information on Regis Campus

While on the Regis campus, OTD students have specific processes related to their OTD program and education.

Academic Calendar

Students will follow the academic calendar for Creighton University and the Department of Occupational Therapy curricula, including Creighton's semester start and end dates, finals schedule, fall and spring breaks, and holiday schedule.

Students will need to be aware of [Regis University's calendar](#) (click on **Semester**) for specific holiday schedules (e.g., Martin Luther King Day, Independence Day, and Labor Day) because Regis campus services are typically closed.

Dress Code

As future health care professionals, graduate students in occupational therapy are expected to *dress in a manner that exemplifies professionalism during class, during on-campus activities, and in clinical situations* by [Creighton's SPAHP's Policies](#), including [Dress Codes](#). Personal appearance is the first statement you make about yourself and your profession to patients, other health professionals, and the public. When considering dress, select attire appropriate for the setting as well as the activity. Many dress standards, although presently fashionable, are not appropriate professional attire.

In general, clothing should allow freedom of movement (allow sitting, squatting, bending, and all other movements with modesty), not require attention to maintaining propriety, should maintain modesty, and ensure a safe working environment. Faculty will inform students of any unique expectations for labs, community experiences, clinical sites, guests in labs, and other situations.

Wet Lab Attire: Wet labs occur in OTD 341: Brain lab (no dissection) and OTD 339/340 through Regis University support. Labs are located in PCH 10 (Ground level) (Anatomy Lab). In these particular labs, cadaver or non-human tissue will be examined and dissected. The following attire is required to protect each student from blood-borne pathogens and hazardous chemicals:

- Gown/lab coat, gloves, closed-toe shoes, and eye protection. Casual clothes should be worn beneath the lab coat. During cadaver dissection, students and faculty must double-glove.
- Students are expected to purchase their gloves and may need to purchase scalpel blades.

Exposure Control and HIPAA

Exposure control and HIPAA training are completed through Creighton University. OTD students are expected to follow appropriate exposure control (OSHA, PPE, BBP) procedures and HIPAA guidelines as appropriate to the environment whether it be a classroom, laboratory, or clinical setting. Specific policies and procedures are introduced at student orientation, discussed in courses, and reviewed in clinical affiliations as needed.

Students are provided with an exposure card during orientation, which includes information on completion of incident reporting.

Lab Cancellations/Schedule Changes

In case of inclement weather, illness, or unplanned absence of an adjunct faculty member/instructor, the adjunct faculty member contacts the Creighton Instructor of Record (IOR) and the OT Program Coordinator who will assist in notifying students (typically by email) only if a substitute is not available, and if the cancellation is during regular office hours. The adjunct instructor will collaborate with the IOR and the OT Coordinator to reschedule the lab at an alternate date. Students will be notified as quickly as possible.

While faculty attempt to maintain a predetermined class schedule, there inevitably are changes to accommodate a guest lecture or ensure clinic accessibility possibly during evening hours. Every attempt is made to inform students

of class schedule changes in advance. Students should also make every attempt to be flexible with their scheduling to enable participation in these special classes. Lack of attendance does not alleviate student responsibility for the material.

NOTE: Students will also need to be aware of severe weather [protocols and alerts](#) for the Creighton campus that may result in the decision to close or delay opening or curtail operations at the University. The Weather Hotline is 402-280-5800. Classes may be suspended, and no electronic examinations may be administered when the University is closed. Refer to Creighton's emergency-related school closing and suspension of exam [policy](#).

Lab Equipment Checkout System

The checkout system is essentially an honor system. Students must have the approval of a faculty member before checking out any equipment whether this is the faculty for a class, the advisor of a student group, or a faculty that is leading a volunteer/service experience. The checkout sheet will be reviewed by the OT Coordinator or the OT lab instructor. Questions may be directed to the OT Coordinator or Lab Instructor. Students and faculty taking equipment and supplies out of the building should complete the checkout form in the OT lab following the procedure:

A sign out sheet is posted on the file cabinet in the faculty office/storage room. The sheet must be filled out completely including the name of the person checking out equipment, equipment being borrowed, the course, club, or event that the equipment is related to, the date the equipment is being borrowed, anticipated return date, actual return date, faculty initials, and contact information. **By signing up for the equipment, students enter into a contract and are responsible for returning the equipment on time and in good working order.**

Students are encouraged to use the equipment in lab and practice when the class is not in session, and the lab space is not being used by other courses, purposes, or faculty. **Any time equipment is being taken out of the OTD Lab the student must have faculty approval.** All equipment and assessments must have faculty initials on the sign out sheet. Assessments must have the approval and the initials of the associated instructor for the course or the OT Coordinator.

Equipment should be returned clean and in good working condition. Equipment must be picked up and returned by the original borrower. Students may be asked to replace broken or lost equipment. At times, equipment may not be available for check out; check with the OT Coordinator. Equipment may have time limitations (e.g., 24 hours, 72 hours) depending on the needs of all the students as a whole.

If equipment is not returned by the anticipated return date, the borrower will be contacted by the OT Coordinator. Upon return, all equipment must also be signed back in by a faculty member and returned to the location it is usually stored. *Returning equipment to the lab without a faculty or signing it in, either at the request of a faculty member or other staff, is not considered the proper return of the equipment, and it will be considered delinquent or missing. Students may be asked to replace broken or lost equipment.*

Equipment that is owned by Regis University's School of Physical Therapy has different requirements for check out, and students must have the OT Coordinator's signature on any items checked out. Students will be held financially responsible for any equipment that is missing, damaged, or otherwise not returned in the same condition as it was checked out.

Lab/Classroom Etiquette

The Occupational Therapy Lab (Mod A186-06) and breakout classrooms (Mod A186-04 or 23) are expected to be maintained in a clean, organized manner and ready for use by the next class after use by a student group or class or community organization since this is a shared space.

Concern and respect for others working nearby also must be taken into account during lab/class time, including awareness of the needs of faculty and students in rooms/lab spaces next to, or within, the OT lab/classroom.

All students are held personally accountable to demonstrate professional behaviors in and outside of the classroom/lab space. Students are not to enter the lab or classroom space if there is any structured course, class, or lab in session. Students may be held accountable by the school's policies and procedures.

The OTD Lab (Mod A186) is expected to be returned to the posted setup after use with two chairs and one rolling stool at each treatment table. Mats and tables should be cleaned periodically by students and instructors. All high/low treatment tables must be returned to desk level, and flat with casters locked. Used linen should be placed in the hamper, and all equipment is to be returned to storage areas either in the lab or designated storage areas, including the kitchen.

During lab or skills lab, personal belongings such as books, notes, water bottles, plastic food storage containers, and clothing should be removed from on or under tables and placed in the student's cubby storage or back against a wall and out of the way.

Food and drink are allowed in labs*, classrooms, and conference rooms at the discretion of the instructor/meeting coordinator as long as users monitor the rooms at the end of each session and leave rooms clean and neat. No opened food is to be left on any counters. Students are responsible for cleaning up spills, trash, food crumbs, or other, immediately and for notifying the OT instructor or OT Coordinator of food- or drink-related problems in the rooms. All beverages must have a lid.

***NOTE:** Food, drink or consumables (e.g., candy, gum) are NOT allowed in any wet labs (anatomy) or the SIM Lab.

Mailboxes and Cubby Storage

OT Student mailbox folders are located in the OT lab space. OT mailboxes folders are considered confidential to each student and students should not access a mailbox/folder other than his/her own. Any confidential information (e.g., grade, rubric, feedback) should be in a sealed envelope with student's name on the envelope.

Cubby storage is available for student use in storing school supplies and personal items during the academic year. Cubbies can be used to store backpacks, jackets, and other items during lab sessions to provide a room that permits safe movement of faculty and students without endangering people.

All cubby storage space and contents may be inspected at any time to ensure that space is being used for its intended purpose, eliminate hazards, maintain sanitary conditions, and to attempt to locate lost or stolen materials, or any other material forbidden by school rules. No perishable items are to be stored, and students are not permitted to affix stickers, photos, or pictures to the cubby storage space. Students should report any damage or needed repairs to the OT Coordinator. The School/OTD program is not responsible for lost or missing items.

Office Staff

The School of Physical Therapy administrative staff is a valued and an integral part of the School and for the OT program. They are support staff to the full and part-time faculty and as such maintain heavy workloads. Students should not request to use administrative staff phones, computers, or other equipment. Phones for student use are located in designated areas and classrooms/labs for local calls only. Copiers are located in the library, student center, PCH, and Loyola Hall.

Passport Activity for Interprofessional Education

Creighton University requires students to participate in 3 Passport Activities to receive a "001 IPE Passport Stamp" on their transcript and to graduate. Some of the activities available will depend on the pathway location and the Center for Interprofessional Practice, Education and Research (CIPER)'s approval of passport activities.

Students should be aware of CIPER's attendance policy for students:

As a health care professional in training, participatory attendance is an important aspect of professional competence. Once you register for an IPE Passport Activity, your prompt attendance and appropriate participation at the event and orientation activities is expected. Should an extenuating

circumstance (i.e. illness, family death) prevent you from participating, the absence must be validated by the faculty facilitator (i.e. course instructor, activity faculty leader, or student organization faculty liaison); an unexcused absence is considered grounds for disciplinary action. It will be at the discretion of the aforementioned individual to determine if nonparticipation warrants an unexcused absence.

Parking for OTD students

OTD students will need to plan for parking. Carpooling is strongly recommended. Unfortunately, obtaining paid parking does not guarantee a parking space. Students will need to attend campus for activities, meetings, and assignments *in addition* to scheduled lab times and additional learning experiences.

Parking Lot #5 is the nearest parking lot to the Mod A186 Bldg. (Annex A-3) where the OTD lab is located and can be accessed by driving on a one-way path from Lower Lot 4 (access through Entrance 4/Ignatian Entrance on Lowell Ave.).

Parking Lot 6 (access from Regis Blvd. West 50th Ave.) typically has available parking and a shuttle option during the school year. The Campus Shuttle runs from the farthest East Parking Lot 6 to several drop-off spots on campus during normal school days. The shuttle does not run during breaks, holidays, or during the summer. Shuttle hours are from 7:30 am until 10:15 pm.

Parking Lot 7 can be accessed from Federal Ave. (from the driveway at McDonald's) or from Lot #6 and has a walking pathway to Mod A186. Walking time between Lots 6 and 7 and Mod A186 range from 5-10 minutes.

Students who choose to park off campus should be respectful of neighbors; be aware that there are parking restrictions in some neighborhoods and the Denver Police may ticket.

NOTE: This [parking map](#) provides parking KIOSK locations.

Responsible Use of School Equipment

Occupational Therapy resources, particularly laboratory equipment (including kitchen and bathroom equipment) and assessments used in or outside of the lab, is to facilitate student learning using the equipment. Students should *report malfunctioning, broken, or torn equipment to a faculty member* (OT lab faculty or OT Coordinator) *immediately* to prevent injury to another person using the equipment, and so that it can be repaired.

The Occupational Therapy program maintains a supply of clinical assessments and equipment in the lab and storage area for the expressed purpose of having equipment available for classroom demonstration and student practice. This requires that the equipment is available in the classroom for faculty/instructor demonstration. Occasionally equipment can be made available for loan to students who may need equipment (e.g., wheelchair, adaptive equipment) for a class project or research project. Faculty may also need to borrow equipment for research or clinical projects and should follow the similar procedure. Refer to the [Lab Checkout System](#) for details.

Service Learning & Community Engagement

Service Learning and Community Engagement is an essential aspect of the OTD program. Service learning/community engagement experiences will provide students with the opportunity to fulfill service needs within the community in Denver in keeping with Creighton's Ignatian values of caring for others in service. Participation will support student engagement in experiences that extend beyond classroom learning. Students will have the opportunity to interact with others who have health care needs and limited access to services, fulfilling a community need. Service learning experiences will be organized through the Regis University's [Center for Service Learning](#) and the OT Coordinator.

SIM Lab

The [Simulated Health Center \(SIM Lab\)](#) is a component of various OT courses throughout the first two years of study for the OTD program. There are 12 rooms that include acute care, outpatient, clinic, and home health settings with access to high and medium fidelity mannequins and standardized patients. The OT Coordinator will

work with the Creighton faculty and Regis's SIM Lab Coordinator to schedule OTD students' SIM experiences. Students are expected to follow the policies and procedures of the Regis University SIM Lab including, but not limited to for "Student Use." Refer to [Appendix R](#) for details. The policy can be accessed [here](#). General guidelines for how to prepare for a SIM experience at Regis is found in [Appendix T](#).

Appendix Q: Email and Wireless Internet Access

Create a Regis email Account

1. Go to <https://webadvisor.regis.edu>
2. Select **Students** from the menu (top left side of screen)
3. From the User Account menu (bottom left of screen), select **Request RegisNET Account**
4. Read and agree to the terms of the University Technology Resources Policy
5. Complete the Request form (Last name AND 2 of the following: SS#, DOB, Regis ID (7 digits))
6. Complete the "Security Answer" prompt and submit.
7. If you don't remember your security answer, you will need to fax information to the Enrollment Services Department at 303-964-5449 to have it reset. You need to supply: copy of photo ID, written request for password assistance (sign and date), Regis Student ID, phone number where you can be reached
8. If you remember your security answer, a message will display that account has been successfully created, but you will need to wait 15 minutes before logging on/using a password.

If there are issues, or you have waited longer than one business day, you can call ITS at 303-458-4050 or email at ITS@regis.edu. Please do not attempt to resubmit your name/details multiple times.

Access your Regis email

1. Go to <https://email.regis.edu>
2. This will take you to the Outlook Web App landing page.
3. Login with your RegisNet email address (username@regis.edu) and password

Staying Informed

Ideally, check your Regis email regularly so that you receive the latest official communications from the University or forward this email to your Creighton account or another email account used regularly.

Connect to the Wireless Network at Regis

1. Open a web browser that will direct you to log in.
2. Use your RegisNet username and password.
3. If your system is compliant with the wireless requirements, you will be allowed to log onto the network by selecting the option labeled RegisNET-Internet-Access.

Protect your Privacy

1. Don't post your address, birth date, class schedule, or other personal information on Facebook or elsewhere on the Web- This information could be used to steal your identity and put your physical safety at risk.
2. Never send sensitive information via email even if the message requesting it appears official.

*Regis University will **never** ask for your RegisNet username or password or other sensitive information via email.*

Information Technology Support

1. Ranger Tech Services: Student Help Center
 - a. Free technical support by students for students
 - b. Location: Carroll Hall, Room 1
 - c. Welcome walk-ins or scheduled appointments
 - d. Phone: 303-458-4050
2. ITS Help Center: Technical Support
 - a. Location: Carroll Hall room 9
 - b. Phone: 303-458-4050
 - c. Email: its@regis.edu
 - d. Submit Requests: [ITS Help Center Online](#) (You may need to log in)

Appendix R: Simulated Health Center Policy

Regis University RHCHP Simulated Health Center Policy
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Title: Student Use	Effective Date: 10/28/2013	Approval: Scherer
Office of Origin RHCHP Academic Dean/Sim Lab	Area of Responsibility Simulated Health Center	
Student Use		
<ol style="list-style-type: none"> 1. No students are permitted in the Simulated Health Center without Lab staff or Faculty/Affiliates present. 2. Students must conduct themselves in a professional and academic manner. Failure to do so will result in dismissal from the Simulated Health Center. 3. Students are not permitted to touch any equipment in the Simulated Health Center except for equipment with which they are directly working. 4. Students are required to sign a video/audio recording consent form prior to the start of the simulation. 5. Students will be held responsible for damage to the equipment as a result of not following Simulated Health Center policies and procedures. 6. Misuse of any equipment by any student will result in dismissal of that student from the Simulated Health Center. 7. Students agree to participate in the simulation activities as a requirement of a class. 8. Students will observe strict patient and peer confidentiality about the scenario, team member actions, and the debriefing discussions, at all times. 9. Simulation work may occur with the group divided into participants and observers. If a student is an observer they may be watching via a live video feed in a designated area. As an observer, they will not attempt to help or interfere in any way with a simulation in progress. 10. The simulation is a practical learning experience and all scenario information is confidential and any inappropriate viewing discussion or disclosure of this information is a violation Regis University policy. 		

Appendix S: Use of University Technology Resources at Regis University

The use of technology resources provided by the University for purposes not directly related to the primary activities indicated in the previous paragraph should be considered as secondary activities (i.e. personal or otherwise.) Should such secondary activity interfere with primary activities, the University may require the immediate termination of such secondary activities.

All computer files, documents, and software created or stored on the University's computer systems are subject to review and inspection at any time.

Many of the University's technology resources are shared amongst the entire University community. The use of these may not violate the law or the rights of others. Prohibited activities include, but are not limited to:

- Activities that obstruct usage or deny access to technology resources
- Activities that are harassing or libelous
- Activities that are obscene as applied in the context of an academic environment
- Activities that violate copyright or other intellectual property rights of others
- Activities that violate Regis University policies
- Activities that violate local, state or federal laws
- Unauthorized use of computer accounts
- Impersonating other individuals
- Attempts to explore or exploit security provisions, either at the University or elsewhere
- Activities that invade the right to privacy of others
- Destruction or alteration of data belonging to others
- Creating, using or distributing computer viruses
- Allowing other individuals to use your account/password
- Disruption or unauthorized monitoring of electronic communications or of computer accounts
- Academic dishonesty (e.g., plagiarism, cheating)
- Inappropriate and/or widespread distribution of electronic communications (e.g. "spamming")

Additionally, individuals may wish to use University Wide Information Systems including, but not limited to, the World Wide Web, the Internet, RegisNET, and e-mail. Any person providing information through these resources or via connections to the data or telecommunications infrastructure must also abide by the general policy statements below. These policy statements apply to information made available actively, as in e-mail, as well as passively, as in the World Wide Web.

- Anonymous information is strictly prohibited. All publications must contain the electronic mail address of the person making the information available. For example, active information such as e-mail must contain the e-mail address of the sender in the FROM: field. Passive information, such as that found on the World Wide Web, must contain the e-mail address of the author, owner or sponsor.
- All information must carry a date indicating the date the information is being made available. For information made available actively, such as through e-mail, the date would appear in the DATE: field. For passive information, such as that found on the World Wide Web, the posting date must be associated with the given content.

Specific and detailed guidelines for the responsible use of E-mail (active) and World Wide Web (passive) technology resources exist in other policy documents. Copies can be obtained from these policy pages by returning to the Policy index page.

Members of the University community often access confidential, private or sensitive data and information in order to complete job responsibilities. As stewards of data and information resources, individuals have fundamental responsibilities, including:

- Protection of data and information from unauthorized access, alteration, disclosure or destruction.
- Secure storage of private or confidential data and information.
- Interpretation of data and information based on a job-related “need to know.”
- Presentation of data and information based on the audience’s authorized “need to know.”
- Disposal of confidential data and information, particularly that which is redundant, when the purpose for use has been met.

Appendix T: How to Prepare for the SIM Experience at Regis

CO	<ul style="list-style-type: none">• Arrive and wait outside the SIM center a minimum of 10-15 minutes before your scheduled time. Wait quietly in the hallway outside the SIM center across from the entrance door.<ul style="list-style-type: none">○ Wait until someone comes to get you.○ Proceed to a SIM waiting area (could be the debrief room or another SIM room). You may need to hang your backpacks in the back of the SIM lab or store it UNDER chairs in the debrief room). You will be instructed on where to go.○ If the SIM is video-recorded, make sure you have your flash/jump drive previously formatted, CLEARLY LABELED with your last name, and ready to give to course instructors.<ul style="list-style-type: none">▪ Jump drive should be dedicated to SIM lab – must be clean of all other content and formatted for a PC (not a Mac).▪ Minimum 1G available▪ <u>Jump drive needs to be labeled with your name</u>. Ideally, no lanyards.○ The course instructors and the SIM center employees will be present to assist you.○ Make sure you have all the items you need for your SIM prepared ahead of time per your IOR. Items may include Regis ID, flash/jump drive, white coat, name tag, clipboard, pen, papers, gait belt, etc. These items will not be available to you if you forget.○ If instructed, have your computer to put outside the patient’s room, so it will be ready to use for documentation.• At your assigned time, you will be prompted to enter the patient room; video recording begins immediately. If you finish early, you may leave the patient room early. Adhere to the IOR’s timeframe for each SIM experience.• If you rotate to another room for a documentation experience, retrieve your laptop from the storage area (unless you already have it outside the door) and proceed to the designated room to complete your documentation.<ul style="list-style-type: none">○ Each student should make sure to save the word document to his/her computer in case the document does not upload.○ Students may need to make sure the room has an adequate internet signal. If problems, notify course instructors.• If there is no documentation component, or when you are finished with your SIM experience, gather all your belongings and leave from the SIM.• Your flash/jump drive will be returned to you before you leave.• Once you have left the waiting room, double check your video on your jump drive to ensure the video has fully uploaded and is retrievable.<ul style="list-style-type: none">○ If there are issues with the video, contact your course instructors and arrangements will be made to retrieve the video immediately.• Do not converse with any other students after your SIM until everyone has finished.
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Appendix U: Regis Library Group Study Rooms Policy

Study rooms (Tracy Learning Center, Father Woody Room, room 201, and room 205) may be reserved and used by students, faculty, and staff of Regis University.

The study rooms may only be used by groups of 2 or more people.

Rooms may be reserved for specific times up to one month. Advanced reservations will only be accepted via the online form. First come and same day reservations must be made in person at the Circulation Desk. Reservations will not be taken over the phone or by email.

Rooms may be used for no more than 4 hours per group or event, and the room must be used during the hours the library is open.

Individuals who have not arrived within 15 minutes of their scheduled time will automatically forfeit their reservation.

Permanent assignment of rooms will not be made, and rooms must be used for library or academic purposes (including faculty service activities).

All rooms require key access. Individuals will be asked to show their ID at the Circulation Desk to gain access to the room.

The requestor will receive an email confirming, denying, and indicating any conflicts within 24 hours of receipt of request.

Please refer to individual room listings for equipment, capacity, and food policies when selecting a study space.

Please note: All rooms listed above will be same day reservations only during mid-terms and final exam periods.

Conflicts or concerns will be referred to the Access Services Manager, Mary Sponsel (msponsel@regis.edu).

Additional library spaces:

Room 310 – Please contact the Reference Department at 303.458.4031.

Rooms 112 & 115 – Please contact the Media Services Department at 303.458.4265.

Faculty carrels, fireplace and lobby areas – Please contact the Dean of the Library's office at 303.458.3556.

Parent-child study suite is located on the 4th floor of the library. This room cannot be reserved. Patrons affiliated with Regis with small children have priority of use. Please be aware that groups might be asked to relocate.

The Creative Writing Center is not a library space. Please contact the Dean of the Library's office for more information.