

## AT STUFF FROM A TO Z

This section provides general information regarding the day-to-day functioning of the Master of Athletic Training. Please refer to the latest editions of the Pacific *University Catalog* and Pacific University Student Handbook as well as the Pacific University website [www.pacificu.edu](http://www.pacificu.edu), for information related to the University at large. Note: "School" refers specifically to the Master of Athletic Training and "University" refers specifically to Pacific University.

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### **Address Change**

All students should inform the School of any changes in their current or permanent address or telephone number. A current address is where a student can be contacted immediately. For example, a student's residence while attending the University would be considered a current address. A permanent address is what a student considers his or her primary residence, although he or she may not be living there while attending the University. In many circumstances, current address may be the same as permanent address. The School will use the current address for all School correspondence and telephone calls. Note: Pacific University will use a student's permanent address to mail grade reports, academic status correspondence, and W-2 forms unless a student requests otherwise. Please contact the Registrar's office for further information. Students need to log onto Boxer online to update their address with Pacific University.

Students should submit all address changes to the School, using the form entitled "Change/ Addition of Address". Address changes may also be emailed to the AT Administrative Assistant.

### **Administrative Assistant**

The School's administrative assistant manages the day-to-day functioning of the School and, in collaboration with the faculty, serve to facilitate each student's educational process. To this end, many of the services provided by the School are coordinated by the administrative assistants. For example, students may request such services as: (a) making transparencies for a classroom presentation, or (b) checking out an AT evaluation tool.

All School office equipment (e.g., computers, telephones, and copy machine) is for staff and faculty use only and may not be utilized by students. Students have this equipment available to them at other locations.

### **Audiovisual Equipment**

Equipment is available within some rooms of the School and students are welcome to utilize the equipment for learning and class preparation. When using any equipment, students should ensure that the equipment is ready for the next person to use by returning all equipment to its designated area and turning off all power to the equipment. Students wishing to reserve a video camera or powerpoint remote presenter for a course assignment may do so through the AT Administrative Office.

### **Confidentiality**

The Master of Athletic Training will not give out any information on students including the address or home telephone number unless the student has signed a release form with the AT office. (See Chpt. 5 FERPA notice)

### **Counseling Services**

The Counseling Center is the place to go if you have personal or academic concerns. The Counseling Center offers individual counseling plus workshop offerings to help students deal with test anxiety, performance anxiety and stress reduction. All services are free and confidential. The Counseling Center is fully staffed from September through Commencement in May. For Center hours call 352-2191.

### **Copiers**

A copy machine is located in the Library and on each floor. The Program's office copy machine may not be used by students.

### **E-mail**

All students are provided with a personal e-mail account once enrolled in the School. It is mandatory to have your e-mail account set up by the 15th of September. Much communication from the School occurs via e-mail and students are expected to access their account regularly to check for messages. Only Pacific University email addresses will be used. *Students are responsible for ensuring that all Pacific email is routed to their own private email accounts if they elect not to use the University email interface.* For further information regarding e-mail accounts and other campus locations to access e-mail (as well as the Internet), please contact University Information Services

or visit the Pacific University website at <<http://www.pacificu.edu> >

### **Faxes**

Students may not send faxes from the School administrative office unless related specifically to AT and permission has been granted by the appropriate School staff or faculty member. If a fax is received by the AT office, administrative staff will email students and notify them to pick up fax. Students may use fax services in HPC Library.

### **Faculty office hours**

Faculty members will have times posted on their doors when they will be available for meetings with students. If a faculty member is unavailable during his or her designated hours, a written message regarding your need or request should be left as a note on the faculty member's door. Further, faculty members may be contacted via their voice mail telephone numbers or e-mail.

### **HPC/AT Campus Hours**

The Health Professions Building doors will typically be opened at 7:00a.m and closed at 10:00p.m.on weekdays. Saturday is 12-6pm and Sunday 12-9pm except holidays. The School's administrative offices are 8-5pm, M-F weekly. Occasionally, it is closed during regular School hours due to meetings.

HPC afterhours access is available with your **Boxer Card**. It will allow access to the building after normal 8-5pm office hours.

3<sup>rd</sup> floor Monitors will be on duty Monday - Thursday, 5-7 pm, Saturday/Sunday, 1 - 5 pm. Students may utilize common areas within the School (i.e., main hallway, classrooms). At no time should students or monitors allow anyone into a classroom except those known by the student (PT/AT students). HPC meeting guests should contact building security to access meeting rooms, etc).

### **Lockers**

Lockers are located in the hall of the School. Students may sign up for a locker of their choice at the beginning of each academic year. Use of lockers is strongly encouraged due to limited space within the School. Students are requested to not bring unnecessary items to class. If you lock yourself out, contact the School administrative office or CPS at 503-352-7207.

### **Mail**

Students are notified by email to pick up any mail they receive in the PT office. Mailboxes for the faculty are located in the School's office and are to be used for leaving messages and turning in assignments.

For further information regarding additional postal services that are available, please contact the University mailroom.

### **Maintenance of Physical Space**

When the classrooms are not being used for class, they may be utilized by students for independent study.

All areas within the School are to be kept neat and orderly at all times, particularly when leaving at the end of a class. Each faculty member organizes his/her class for appropriate clean-up. Please note that only drinks with a lid on the container are allowed in classrooms.

If any liquid, food, or other such substances are spilled, the student(s) responsible for the spill must clean it up immediately. This is not the responsibility of the custodial staff! Cleaning supplies are located in the cupboard below the sink in rooms 307 & 309. If you are unsure as to the procedure for cleaning up a spill, please contact a staff or faculty member immediately.

### **Messages**

The School telephone number, 503-352-7378, may be used by those students who need to leave an emergency telephone number with someone (e.g., day care provider, school district, spouse, partner, or children). Emergency messages will be delivered immediately to the student. (See **Telephones** for further information.)

### **Nondiscrimination**

The Master of Athletic Training does not discriminate in the recruitment, selection and retention of students, faculty, or staff, as well as in the acceptance of patients/clients for evaluation and/or treatment. The School is in complete compliance with the University's statement of nondiscrimination. (See Catalog)

### **Printing/Scanning**

A Student printer is located in room 310 and the Library.

### **Refrigerator/Microwave**

The refrigerator in the lounge may be used by students for the storage of lunches and snacks. Each student is responsible for cleaning up after him or herself at all times.

### **Resource Materials**

The School has some resource materials (e.g., books, journals, evaluation manuals, therapeutic equipment) which are available for student use. Some items are available for overnight check-out by students while other materials must remain within the Program building. The check-out signature sheet is located in the Program office.

DVD's which are required for course assignments outside of regularly scheduled class time will be placed on reserve in the University Library or in the Program office. Please contact the University Library for further information regarding procedures to view the DVD's placed on reserve.

## **Restrooms**

The School has restroom areas that are available for use by the University community. They are located on each floor of the building.

## **Safety Standards**

Safety standards are monitored and enforced for the well being of all students, faculty and patients. Your initial coursework will include instruction in universal body substance precautions, use and storage of equipment, and the handling and storage of hazardous materials. These standards will be maintained in all classrooms, laboratories and clinical sites. Should you encounter any problems with these issues while at the University, or at any clinical site, immediately notify your instructor.

The Athletic Training Program is requiring Cardiopulmonary resuscitation (CPR) training prior to your first clinical experience. Thereafter, it will be necessary for you to maintain your CPR certification on an annual basis.

## **Student Advising**

Each student will be assigned one of the Athletic Training faculty members as his/her advisor. The main purpose of advising is to make sure that students have "a person" on the faculty with whom they can talk and share any issues that might be relevant to academic or clinical activities or performance. Advisors and faculty are available to make the student's experience here at Pacific as valuable and memorable as possible.

- Faculty advisors will assist students in ensuring completion of undergraduate degrees if applicable.
- Second Year Students will be assigned a research advisor during the Fall Semester.

## **Student Library Resources**

Books, periodicals, and videotapes related to Athletic Training are available in the Pacific University library. For specific information regarding hours and resources available, please visit the University library or visit the Pacific University website at <http://www.pacificu.edu>.

Texts and journals related to Athletic Training are available at the Pacific University Library. Also, you have library privileges at several metropolitan Universities including the Oregon Health Sciences University (OHSU).

## **Telephones**

The Program telephone number, 503-352-7279, should only be used as an emergency contact number or for School-related business. This number may not be used by students to receive non-emergency messages.

## **Telephone Tree**

In the event of an emergency, class cancellation, rescheduling of classes, events, or meetings, and other related needs, students will be notified via a telephone tree which will be provided at the beginning of each semester. Please ensure that you have ready access to the telephone tree at all times. Email's to your pacific email account will also be sent out. You may receive these by phone too.

## **Useful Web Sites**

The following is a list of web sites that you might find useful.

<b>National Athletic Trainers' Association</b>	<a href="http://www.nata.org">www.nata.org</a>
<b>Oregon Athletic Trainers' Association</b>	<a href="http://oatswebsite.org/">http://oatswebsite.org/</a>
<b>Northwest Athletic Trainers' Association</b>	<a href="http://www.nwata.org/">http://www.nwata.org/</a>
<b>Wheless' Textbook of Orthopedics</b>	<a href="http://www.medmedia.com">www.medmedia.com</a>
<b>Medline</b>	<a href="http://www.medportal.com">www.medportal.com</a>
<b>Physician and Sports Medicine</b>	<a href="http://www.physsportsmed.com">www.physsportsmed.com</a>
<b>Outlines of Clinical Medicine</b>	<a href="http://www.avicenna.com">www.avicenna.com</a>

## **Vehicles/Parking/Transportation**

Parking around the HPC campus is significantly limited and so you are encouraged to carpool, use TriMet, bicycle, or walk. Subsidized TriMet passes will be offered at reasonable rates. The College of Health Professions provides bicycle racks in the bicycle storage area on the east side of Creighton Hall, near HPC2, and in the Intermodal Transit Facility (ITF).

## **Weather (Inclement)**

Classes in the Master of Athletic Training may be cancelled at the discretion of the School Director. A phone tree will be implemented to notify students of class cancellation. However, should you feel you cannot travel safely to the University, please call the AT office at 503-352-7279 and inform us.

The following radio and television stations will also provide notification of school cancellation:

### MEDIA LIST:

<u>Radio</u>	<u>Television</u>
KEX	KATU 2
KXL	KGW 8
KUPL	KOIN 6
KINK.fm	KPTV 12
K103	
KUIK	