

University of the Incarnate Word

ROSENBERG SCHOOL OF OPTOMETRY

STUDENT HANDBOOK



2017 - 2018

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Welcome

The purpose of this handbook is to orient the New Professional Student to the policies, procedures, and resources of the UIW Rosenberg School of Optometry to include but not limited to academic policies and professional conduct and standards. The handbook is edited regularly by the Office of Student Affairs as directed by the Dean & in consultation with the administration, faculty & students.

This edition of the UIWRSO Student Handbook is effective for the 2017-2018 academic year.

Disclaimer: The content and policies outlined in this handbook are for informational purposes and should not be construed as a contract between UIWRSO and the student. The Rosenberg School of Optometry reserves the right to update and amend the Student Handbook and notification of such changes will be distributed as they occur.

MISSION STATEMENT

The mission of the University of the Incarnate Word Rosenberg School of Optometry is to educate and prepare future leaders in optometry through excellence in education, patient care, and vision research. This is achieved in an environment committed to personal growth within a context of faith, human dignity and social justice.

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ACCREDITATION STATEMENT

The UIW Rosenberg School of Optometry has been granted the accreditation classification of “Accredited” effective March 20, 2013 by the Accreditation Council on Optometric Education (ACOE) of the American Optometric Association, 243 N. Lindbergh Blvd., St. Louis, MO. 63141. The classification of “Accredited” indicates that the program generally meets the ACOE standards for accreditation. The Council finds the UIWRSO to be in full compliance with all of the ACOE standards.

As stated on the ACOE website, both the U.S. Department of Education and the Council on Higher Education Accreditation recognize the ACOE as a reliable authority concerning the quality of education of the programs the Council accredits. ACOE accreditation means the programs that have attained accredited status:

- Meet the Council’s standards of educational effectiveness; and
- Show a demonstrated commitment to quality assessment and improvement

For more information on the ACOE and the accreditation process, please visit the [ACOE website](#).

The University of the Incarnate Word is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award associate, baccalaureate, masters, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of University of the Incarnate Word.

FUNCTIONAL STANDARDS

ASCO FUNCTIONAL GUIDELINES FOR DIDACTIC AND CLINICAL OPTOMETRIC EDUCATION

To provide guidance to those considering optometry as a profession, the Association of Schools and Colleges of Optometry (ASCO) has established functional guidelines for optometric education. The ability to meet these guidelines, along with other criteria established by individual optometric institutions, is necessary for graduation from an optometric professional degree program.

One of the missions of each school and college of optometry is to produce graduates fully qualified to provide quality comprehensive eye care services to the public. To fulfill this mission, each institution must ensure that students demonstrate satisfactory knowledge and skill in the provision of optometric care. Admission committees, therefore, consider a candidate’s capacity to function effectively in the academic and clinical environments, as well as a candidate’s academic qualifications and personal attributes.

The functional guidelines in optometric education require that the candidate/student possess appropriate abilities in the following areas: 1) observation; 2) communication; 3) sensory and motor coordination; 4) intellectual – conceptual, integrative and quantitative abilities; and 5) behavioral and social attributes. Each of these areas is described in this document.

In any case where a student’s abilities in one of these areas are compromised, he or she must demonstrate alternative means and/or abilities to meet the functional requirements. It is expected that seeking and using such alternative means and/or abilities shall be the responsibility of the student. Upon receipt of the appropriate documentation, the school or college will be expected to provide reasonable assistance and accommodation to the student.

OBSERVATION ABILITIES

The student must be able to acquire a defined level of required knowledge as presented through lectures, laboratories, demonstrations, patient interaction and self-study. Acquiring this body of information necessitates the functional use of visual, auditory and somatic sensation enhanced by the functional use of other sensory modalities. Examples of these observational skills in which accurate information needs to be extracted in an efficient manner include:

Visual Abilities: (as they relate to such things as visual acuity, color vision and binocularity):

- Visualizing and reading information from papers, films, slides, video and computer displays
- Observing optical, anatomic, physiologic and pharmacologic demonstrations and experiments
- Discriminating microscopic images of tissue and microorganisms
- Observing a patient and noting non-verbal signs
- Discriminating numbers, images, and patterns associated with diagnostic tests and instruments
- Visualizing specific ocular tissues in order to discern three-dimensional relationships, depth and color changes

Auditory Abilities:

- Understanding verbal presentations in lecture, laboratory and patient settings
- Recognizing and interpreting various sounds associated with laboratory experiments as well as diagnostic and therapeutic procedures

Tactile Abilities:

- Palpating the eye and related areas to determine the integrity of the underlying structures
- Palpating and feeling certain cardiovascular pulse

COMMUNICATION ABILITIES

The student must be able to communicate effectively, efficiently and sensitively with patients and their families, peers, staff, instructors and other members of the health care team. The student must be able to demonstrate established communication skills using traditional and alternative means.

Examples of required communications skills include:

- Relating effectively and sensitively to patients, conveying compassion and empathy
- Perceiving verbal and non-verbal communication such as sadness, worry, agitation and lack of comprehension from patients
- Eliciting information from patients and observing changes in mood and activity
- Communicating quickly, effectively and efficiently in oral and written English with patients and other members of the health care team
- Reading and legibly recording observations, test results and management plans accurately
- Completing assignments, patient records and correspondence accurately and in a timely manner

SENSORY AND MOTOR COORDINATION ABILITIES

Students must possess the sensory and motor skills necessary to perform an eye examination, including emergency care. In general, this requires sufficient exteroception sense (touch, pain, temperature), proprioceptive sense (position, pressure, movement, stereognosis and vibratory) and fine motor function (significant coordination and manual dexterity using arms, wrists, hands and fingers).

Examples of skills required include but are not limited to:

- Instillation of ocular pharmaceutical agents
- Insertion, removal and manipulation of contact lenses
- Assessment of blood pressure and pulse
- Removal of foreign objects from the cornea
- Simultaneous manipulation of lenses, instruments and therapeutic agents and devices
- Reasonable facility of movement
- Injections into the eye, lids or limbs

INTELLECTUAL-CONCEPTUAL, INTEGRATIVE AND QUANTITATIVE ABILITIES

Problem solving, a most critical skill, is essential for optometric students and must be performed quickly, especially in emergency situations. In order to be an effective problem solver, the student must be able to accurately and efficiently utilize such abilities as measurement, calculation, reasoning, analysis, judgment, investigation, memory, numerical recognition and synthesis.

Examples of these abilities include being able to:

- Determine appropriate questions to be asked and clinical tests to be performed
- Identify and analyze significant findings from history, examination, and other test data
- Demonstrate good judgment and provide a reasonable assessment, diagnosis and management of patients
- Retain, recall and obtain information in an efficient manner
- Identify and communicate the limits of one's knowledge and skill

BEHAVIORAL AND SOCIAL ATTRIBUTES

The student must possess the necessary behavioral and social attributes for the study and practice of optometry.

Examples of such attributes include:

- Satisfactory emotional health required for full utilization of one's intellectual ability
- High ethical standards and integrity
- An empathy with patients and concern for their welfare
- Commitment to the optometric profession and its standards
- Effective interpersonal relationships with patients, peers and instructors
- Professional demeanor
- Effective functioning under varying degrees of stress and workload
- Adaptability to changing environments and uncertainties
- Positive acceptance of suggestions and constructive criticism

Candidates with questions or concerns about how their own conditions or disabilities might affect their ability to meet these functional guidelines are encouraged to meet with an optometry school counselor prior to submitting an application.

Approved by the ASCO Board of Directors on March 20, 1998

Revised: March 31, 2009

UIWRSO 2017-2018 ACADEMIC CALENDAR

Fall 2017

August 22-24	First Year Orientation
August 25	First Year Workshop
August 28	Academic Instruction/Internal Clinics/Externships Begin
September 4	Labor Day (UIWRSO Closed)
September 5	Last day for Registration by RSO Student Affairs
September 5	Last day for Withdrawal with 100% refund
September 5	Last day to submit UIW Health Insurance Waiver
September 20-22, 25-26	<i>Mid-Term Exam Week 1 (1st year students only)</i>
October 2	Last Day to APPLY for MAY 2018 Graduation
October 12-13	Fall Break Optometry Profession Program (No Instruction/No Internal Clinic Rotations- UIWRSO OPEN) AAO Meeting
October 25-27, 30, 31	<i>Mid-Term Exam Week 2 (1st year students only)</i>
October 19-20	Fall Break for Vision Science Undergraduates (UIWRSO Open)
November TBA	Spring 2017 Block Registration begins by Student Affairs
November 17	Last day to Withdraw with a 'W'
November 22-26	Thanksgiving Break (No Instruction/ No Internal Clinic Rotations)
November 23-24	Thanksgiving Holiday (UIWRSO CLOSED)
December 5	NBEO Part II (PAM)
December 7	NBEO Part II (PAM)
December 11-15	Final Exams 1 st , 2 nd , 3 rd year students
December 18-22	Clinical (Residents)
December 18- January 7	Academic Semester Break (No Instruction 1 st and 2 nd years)
December 18- January 1	Academic Semester Break (No Instruction 3 rd years)
December 16	End of Fall Internal Clinic Rotations & Externships (4 th years)
December 22	Fall grades available on BannerWeb for students after 2 p.m.
December 18- January 1	Clinic Closed (No Internal Clinic Rotations)
December 24- January 1	Holiday Break (UIWRSO CLOSED)

Spring 2018

January 2	Internal Clinic Rotations & Externships Begin (4 th years)
January 2-5	Optometry Knowledge Review (Mandatory for 3rd years)
January 8	Academic Instruction/Internal Clinic Rotations Begin (1 st , 2 nd and 3 rd years)
January 15	Martin Luther King Jr. Day (UIWRSO CLOSED)
January 16	Last day for Registration by RSO Student Affairs
January 16	Last day for Withdrawal with 100% refund
February 14	Ash Wednesday (Classes/Labs/Clinics meet on regular schedule)
February 7-9, 12, 13	<i>Mid-Term Exam Week 1 (1st year students only)</i>
February 23	No Academic Instruction for TOA Convention (UIWRSO OPEN)
March 8-9, 19	3 rd Year NBEO Study Break (No 3 rd year academic instruction or clinic rotations)

UIWRSO 2017-2018 ACADEMIC CALENDAR

Spring 2018 cont'd

March 12-17	Student Semester Break (No Academic Instruction/No Internal Clinic Rotations-UIWRSO OPEN)
March 19	Academic Instruction & Clinic Rotations Resume (1 st , 2 nd , and 4 th years)
March 20, 21, 22, 23	NBEO Part I (ABS)
March 26	Academic Instruction & Clinic Rotations Resume (3 rd years)
March 21-23, 26, 27	<i>Mid- Term Exam Week 2 (1st year students only)</i>
March 30	Good Friday (UIWRSO CLOSED)
April 2	Easter Break (No Academic Instruction/No Internal Clinic- UIWRSO OPEN)
TBD	Eyeball
April 19(AM) & 20(AM)	<i>Clinical Proficiency Exam</i>
April TBD	Summer/Fall 2018 Block Registration Begins by Student Affairs
April 26	Last day to Withdraw with a 'W'
April 27	Fiesta Battle of Flowers (UIWRSO CLOSED at Noon)
May 4	End of Spring Internal Clinic Rotations & Externships (4 th years)
May 7-11	Final Exams
May TBD	UIWRSO Commencement Ceremony
May TBD	Baccalaureate Mass
May 18	Spring Grades available to students on BannerWeb by 2:00 p.m.

Summer 2018

May 14-16	Semester Break (Rising 3 rd years)
May 14-18	Semester Break (4 th years on Externship)
May 14	Internal Clinic Rotation Begins (4 th years)
May 17	Clinic Orientation (3 rd years)
May 18	Clinical Induction Ceremony (3 rd years)
May 21	Classes/Labs/Internal Clinical Rotations Begin (3 rd years)
May 21	Externship Begins (4 th years)
May 28	Memorial Day (UIWRSO CLOSED)
June 18- June 23	Internal Clinic Rotation Semester Break (4 th years-In-House Only- UIWRSO OPEN)
July 4	Independence Day (UIWRSO CLOSED)
July 27	Last Day to Withdrawal with a 'W'
August 13-17	Final Exams (3 rd years)
August 18	End of Summer Internal Clinic Rotations & Externships (3 rd & 4 th years)
August 20-24	Semester Break (No Instruction, Internal Clinic or Externships –UIWRSO OPEN)

ACADEMIC STANDARDS

GRADING

High Academic Achievement	A- (3.70)	A (4.00)	
Above Average Academic Achievement	B- (2.70)	B (3.00)	B+ (3.30)
Average Academic Achievement	C- (1.70)	C (2.00)	C+ (2.30)
Passing work, but below standard		D (1.00)	D+ (1.30)
Failure		F (0.00)	

W = Withdrawn. This status is given automatically when the student, with the approval of the Associate Dean for Academic Affairs (ADAA) or other designee of the Dean, officially withdraws from courses before the “Final Date for Withdrawing with a W” (see academic calendar). After this deadline, the student wishing to withdraw, with the approval of the ADAA, may only receive a “W” if the student is passing at the time of the withdrawal.

IP= Incomplete. This status is applied only when the work of the course is substantially completed. A grade of “IP” may also be assigned secondary to personal illness, hospitalization, or leave of absence approved by the ADAA or designee of the Dean. When an incomplete is assigned, the UIWRSO Student Affairs office will maintain information regarding the reason for the incomplete, as well as stipulations for course completion. Students need to resolve an incomplete grade status within the timeframe stipulated by the lead instructor and/or within one year, whichever comes first. Failure to resolve a grade of “IP” within the identified timeframe will result in an automatic conversion to a grade of ‘F’.

DETERMINATION OF GRADE POINT AVERAGE

The grade point average (GPA) is determined by dividing the total number of grade points earned by the total semester hours attempted. Grade points are determined by multiplying the numerical value for the corresponding letter grade earned by the semester hours of credit for the course, and adding these individual course values for a summative total.

ACADEMIC STANDING

The professional doctor of optometry program is a four-year program. The UIWRSO curriculum consists of 206.5 professional credit hours. The primary responsibility to sustain academic achievement and maintain good academic standing lies with the student. However, the Rosenberg School of Optometry will facilitate academic support measures, including tutoring and remediation.

Good Standing: To remain in good academic standing, the minimum standard is a semester and cumulative GPA of 2.00. A student who maintains this standard, and is not on probation or subject to professional or clinical misconduct, is considered to be in good standing.

Academic Probation: The Associate Dean for Academic Affairs (ADAA) or other designee of the Dean, in conjunction with the Academic Standards Committee (ASC), described below, may determine that a student's level of cumulative performance is found to be substantially deficient, such that academic probation is necessary.

However, students will be automatically placed on academic probation when any of the following occur:

- The semester or cumulative GPA is below 2.00
- The student receives an F in any course
- The student receives three or more grades of D or D+ in a semester
- The student receives a second D or D+ in a 3rd or 4th year clinical course

Reasonable efforts will be made to contact the student regarding academic probation. However, published academic standards allow the student to easily determine their academic status, regardless of official notice received. Any student that has questions regarding their academic status may directly address these concerns with the office of Student Affairs or ADAA.

Any student placed on academic probation must meet with the ASC. The ASC will meet to determine what course of action will be taken, including dismissal, or remediation work if applicable. Specific academic performance standards may be set for students on probation, in addition to required policy. After a course of action is determined, any remediation schedule will be set and maintained by the Coordinator of Academic Support Services, in communication with the Director of Curriculum (or other individuals as designated by the Dean). A student being placed on academic probation may not hold office in any student organization, moreover should request permission to seek new membership in any student organization.



Students placed on academic probation are required to achieve a semester and cumulative grade point average of 2.00 or higher in the subsequent semester, to avoid academic dismissal. The only exception to this policy is in the case of a first year student being placed on academic probation after the Fall semester, earning a Spring semester GPA of 2.00 or greater, without failing a course, whose cumulative GPA is less than 2.00. In this special case, the student will again appear before the Academic Standards Committee (ASC) for evaluation of further academic status.

Clinic Probation:

A third or fourth year student who receives a grade of D or D+ in any of the clinical courses will be placed on Clinic probation. Clinic probation involves a meeting with the Assistant Dean for Clinical Affairs, Associate Dean for Academic Affairs or his/her designee, appropriate Clinical Instructors, and the Director of Academic Success, to set requirements for a planned course of remediation. Receiving a second grade of D or D+ in a clinical course will automatically place the student on academic probation. More information regarding clinic grading procedures and policy can be found in the UIWRSO Clinic Manual.

Removal from academic probation: After being placed on academic probation, the student's performance will be reviewed by Student Affairs to determine if all probationary requirements have been met. If the student achieves a 2.00 or higher the succeeding semester, and meets all probationary requirements set forth, he/she will be removed from academic probation. Furthermore, the student must maintain subsequent semester and cumulative GPA totals at 2.00 or higher to remain off academic probation.

ACADEMIC DISMISSAL

If a student's academic or clinical deficiencies are judged to be irremediable upon recommendation of the ASC, or the student has engaged in illegal or unethical acts, the student may be subject to dismissal. Also multiple non-sequential terms of academic probation may lead to dismissal. However, students will be automatically dismissed when any of the following occur:

- The student earns less than a 1.00 GPA for any semester, regardless of cumulative GPA excepting students in the 4th Professional Year.
- After being placed on academic probation, the student achieves less than a 2.00 semester GPA for the succeeding semester
- After being placed on academic probation, the student achieves less than a 2.00 cumulative GPA for the succeeding semester, excepting the first year student scenario described above.
- After being placed on academic probation, the student receives a grade of F in any course
- More than one course is failed in the same term
- A second failure occurs in the same course

The student who is ineligible to continue will receive a note of dismissal from the Associate Dean for Academic Affairs (ADAA) or other designee of the Dean. Any student who is subject to dismissal may choose to meet with the Academic Standards Committee (ASC) to appeal. This process is initiated by contacting the originator of the dismissal letter as soon as possible and/or within the timeframe identified in the letter.

Any student who is subject to dismissal must complete exit forms through the office of Student Affairs to avoid subsequent academic penalties. Failure to do so will result in suspension of college services, such as transcript generation and release or letters of academic standing. Academic dismissal precipitates the following consequences: the Registrar's office cancels future registration and authorizes any appropriate refunds, the Office of Financial Assistance suspends financial aid, the Office of International Services performs duties required by U.S. federal regulations pertaining to international students.

WITHDRAWAL

A student considering withdrawal should consult with the ADAA and/or Assistant Dean for Student Affairs (ADSA) for guidance. Withdrawal must be stated in writing and exit forms completed through the Office of Student Affairs to avoid suspension of student services and ineligibility for future readmission.

A student may withdraw from the Rosenberg School of Optometry at any time. However, to avoid negative academic consequences, the student should officially withdraw from courses before the “Final Date for Withdrawing with a W” (see academic calendar). After this deadline, the student wishing to withdraw, with the approval of the ADAA, may only receive a “W” if the student is passing at the time of the withdrawal.

Additionally, withdrawing from or dropping a single course is permissible under special circumstances. Due to the block curriculum and cumulative effect of each course, a drop of a single course can greatly impact the ability for a student to move forward in the program. Therefore, if a student would like to drop a course, the student must first meet with the ADAA or ADSA for approval. If the drop is approved, the student must also meet with the ASC at the end of the affected term. The ASC will consider how the dropped course affects the student’s academic and clinical progression. The ASC can determine that a student’s cumulative performance is found to be deficient, such that Academic Probation is necessary.

REINSTATEMENT

A student dismissed for academic reasons, may appeal to the ASC for reinstatement. It is the student’s responsibility to demonstrate an improvement plan and anticipated reasons for success if reinstated. The appeal process is initiated by contacting the originator of the dismissal letter as soon as possible or within the timeframe identified in the letter. This will result in the convening of the ASC. The ASC will consider any mitigating circumstances which contributed to the academic dismissal as well as the student’s overall prior academic performance and likelihood of future success as a practitioner, to determine what is in the best interest of the student. Among other options, the ASC may require the student to repeat 1) a portion of the academic year in which the failure(s) were received 2) the entire academic year in which the failure(s) were received or 3) one or more academic years, to achieve necessary competency. The requirements for reinstatement may also stipulate that the reinstated student meet higher academic standards than students completing the coursework for the first time. The ASC final ruling cannot be appealed further, excepting specific circumstances and conditions (i.e. alleged errors in process, presumed partiality, discovery of new information).

The reinstated student shall remain on academic probation for the semester of reinstatement, and must meet all policy and special requirements outlined for re-enrollment, including maintenance of a minimum GPA of 2.00 in the first semester of reinstatement. Any course retaken, for which a grade is received, will be posted on the transcript in addition to the original course grade. The last (most recent) grade earned will be used in the calculation of the cumulative GPA. It is the policy of UIWRSO that the professional curriculum will not be modified to accommodate a remedial plan. Reinstated students are subject to all fees, and are charged the normal tuition rate for repeating previously completed courses.

AUDITING: Permission for course auditing may be granted by the Associate Dean for Academic Affairs (ADAA) and the course instructor for a period not to exceed one semester. Auditors pay no tuition or fees. With audited classes, no credit is granted and no grade is assigned by UIWRSO.

GRADUATION ACADEMIC STANDARDS & DISTINCTIONS

Dean's List

The Dean's list recognizes students whose term grade point average is 3.50 or higher. Recipients of this distinction will be recognized by the office of the ADAA, following the semester in which they qualified.

Graduation

To graduate from the UIWRSO, with a Doctorate of Optometry, a student must:

- Submit an Application for Graduation by October 1 of the fourth year in Bannerweb
 - Doctor of Optometry candidates DO NOT need to meet with an advisor to submit the graduation application. Deficiencies in the graduation audit will be addressed with students on an individual basis as needed.
- Maintain a cumulative grade point average (GPA) of 2.00 or higher, without unresolved failing grades or probationary status*
- Fulfill all didactic and clinical requirements
- Settle all financial obligations to UIWRSO and the University
- Receive recommendation for graduation from the Associate Dean for Academic Affairs (ADAA) and Assistant Dean for Student Affairs (ADSA), upon approval of the Dean, for satisfactory completion of above requirements and demonstration of the readiness required to morally and professionally practice optometry.

* The Status of any student receiving a failing grade, placement on academic, clinical, or professional conduct probation, during the last semester of enrollment, will be reviewed by the Academic Review Committee to determine course of action and effect on graduation.

A graduation checklist to reference through the fourth year of the program can be found online at <http://www.uiw.edu/optometry/documents/gradchecklist.pdf>

Information related to several planned events that comprise the student graduation and commencement experience can be found online at: <http://www.uiw.edu/optometry/student-services/enrollmentinformation/>

Graduation Honors Policy

Honors cords may be worn as part of a student's academic regalia during official graduation ceremonies such as the RSO Hooding Ceremony and the University Commencement Ceremony. Honors cords may be displayed around the neck, on the outside of the graduation gown. The following international honor societies are approved to provide cords to their members including BSK & Gold Key. A candidate may wear cords symbolizing institutional academic honors as well. Academic honors, such as cum laude (3.50 GPA), magna cum laude (3.70 GPA), or summa cum laude (3.9 GPA), will be bestowed upon UIWRSO graduates who meet the established academic qualifications. Please note, in order to keep the integrity of the professional optometry degree academic regalia, a student may only wear a maximum of three honors cords during official graduation events. Additionally, the graduating class Valedictorian and Salutatorian will hold, respectively, the highest and second-highest overall cumulative GPA in the class. In the case of a valedictorian tie, a co-valedictorian award will be granted to the tying individuals, and a salutatorian designation will not be assigned for that graduating class. In the case of a salutatorian tie, a co-salutatorian award will be granted, in addition to the normally assigned valedictorian award.

ACADEMIC POLICIES

CLASSROOM PROTOCOL

Photographs/Video: No one may take photographs or video recordings in classrooms or laboratories without prior permission of the instructor and student(s) within those facilities. Consent forms may be obtained from the Office of Student Affairs.

Recordings: Audio recordings are not permitted unless authorized by the instructor for the lecture/lab in question. If an instructor permits students to record his/her lectures, a disclaimer form should be completed by the student acknowledging that the recorded lecture is the intellectual property of the University and should only be utilized as an individual academic support resource. Unauthorized use of the recorded material to include reproduction and distribution without further permission of the instructor is prohibited. Students should discuss classroom protocol with the lead instructors of the course(s) in question. The disclaimer form can be found in the office of Student Affairs.

Telecommunication: All non-course related electronic devices (e.g., cell phones, pagers, etc.) should be silenced prior to the beginning of class or laboratory, so as not to disturb the learning environment. No texting is allowed in the classroom or laboratories.

Students who fail to observe these stated classroom policies could be subject to disciplinary action.

EQUIPMENT PURCHASE POLICY

Regarding the student purchase of equipment, it is the policy of UIWRSO that all matriculating students will purchase the pre-selected Optometry Equipment Kit made available to them each year. This exact kit is the set of required equipment that all UIWRSO students must have to proceed with the program.



In rare cases, the student may provide proof of purchase for pieces of equipment already owned, that match the UIWRSO required Equipment Kit, to be considered for an equipment purchase exemption. To initiate this process, the student may contact the Office of Student Affairs.

ATTENDANCE

Regular classroom, laboratory and clinical assignment attendance is a top priority of UIWRSO. Individual faculty members will determine the attendance policy in their individual courses.

Each faculty member will describe the attendance policy in his or her syllabus. Where no attendance is required in a course, the faculty member will have a statement indicating what alternative measures he or she will use to ensure that we do not have an instance where an individual intern can get through a significant portion of the class without learning or interfacing with the required course material. This may be by unannounced quizzes, spot checks on attendance, partial mandatory attendance such as for guest lectures, or any means in which the lead instructor can determine that the intern is making satisfactory progress throughout the course.

The Dean's Office may institute an Attendance Policy or alternate means of quality assurance in any class where the average Rosenberg School of Optometry score falls below the national average for that topic area tested on National Board Examination in Optometry (NBEO). **This attendance policy is only for classroom lecture activities. Mandatory attendance is in effect in for all laboratories and clinic assignments.** To provide appropriate and balanced learning experiences, mandatory attendance cannot be waived for these academic functions. Information regarding clinic attendance policies & procedures can be found within the Clinic Manual.

LEAVE OF ABSENCE (LOA)

The rigorous demands of the professional program inherently limit the amount of instruction time and clinical assignments that a student may miss without substantial academic loss. The LOA policy is in place to ensure the best practice for academic success as well as for the safety of our individual students. Any requested leave of a week or longer (academic, medical, other), will be considered a leave of absence (LOA), and must be reviewed by the Associate Dean for Academic Affairs (ADAA) and the Assistant Dean for Student Affairs (ADSA). A request for a LOA must be submitted in writing to the ADAA and the ADSA, including the reason for the leave as well as the dates involved. The ADAA will set forth the conditions of the leave.

The Administration must be contacted whenever an unplanned emergency necessitates a LOA. As soon as the student is physically able to do so, he/she must transmit to the ADAA & ADSA in writing the LOA request. If the leave is for medical reasons, a letter from the treating physician supporting the leave will assist the Administration in his/her decision. Patient-physician confidentiality dictates that no specific medical information be released without the student's consent. Students who are found to have missed a week or longer without following the instructions may be referred to the Professional Conduct Committee.

Students who have been granted an extended LOA may not receive financial aid during the official leave of absence, depending on the length of the LOA. Any student approved for a leave of absence will receive either grades of "IP" or "W" for that term of absence, depending on the length and circumstances of the leave of absence.

In most cases, extended leave will require that the student stay out the remainder of the academic year. Students intending to return to UIWRSO will notify the ADSA's office at least one (1) month prior to the start of the semester that they wish to be enrolled. A student failing to provide notification will be considered to be withdrawn.

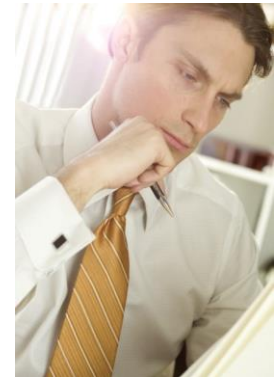
ACADEMIC RESOURCES

ACADEMIC SUPPORT

UIWRSO is committed to the success of each student enrolled in the program. It is understood that there may be times when students fail to perform academically to the standards desired by the faculty, administration and national boards. Each situation is unique and will be evaluated on a case-by-case basis. However, it is a value of this institution to set policies and procedures which prevent academic and clinical difficulties and, when necessary, remediate these issues to restore struggling students back to their academic potential. Students may seek academic support, including individual and group tutoring, through the Office of Academic Affairs. Students can contact the Assistant Dean for Student Affairs at benne@uiwtx.edu or the Director of Academic Success.

BRACKENRIDGE LIBRARY

The Brackenridge library at the UIWRSO maintains a collection of materials in various formats to support the Optometry curriculum and ongoing research by students and faculty. Academic support is also extended to the Vision Science program at UIW and serves as the vision science resource collection for Optometric practitioners and residents in San Antonio and the surrounding areas. It maintains regular library hours during the long semesters and extended hours during finals and preparation for the Board exams. The library schedule of hours is posted on CardinalSync.



The Brackenridge library extends its librarian-mediated research services to all of its students, faculty and staff. A library orientation session is offered to all 1st year students. Additional information literacy sessions on evidence-based data identification and retrieval in Health Sciences are offered upon request throughout the semester on an individual or group session basis.

Library users who would like to know more about the library services are encouraged to contact one of the UIWRSO library staff members by clicking [here](#).

TECHNOLOGY & INTERNET SERVICES

To support academic instruction, all optometry students are required to have an individual laptop or tablet computer as all exams and quizzes are administered via electronic software and all students are required to participate in the e-books platform. Students can fulfill this expectation by using a personal device which can run current testing software or they may take advantage of UIWRSO's technology package. As part of the technology package, all members of each entering class will be offered a laptop/tablet preloaded with the e-book platform and testing software required.

Students will incur the cost of this technology package through a direct technology fee which includes the cost of the tablet/laptop, accessories and warranty as well as access to the e-book platform. These fees will be applied to the student account through the Business Office upon registration for fall and spring terms of the first professional year. If a student withdraws for any reason before the withdraw with 100% refund deadline date of the Spring term, the student will have two options. A student can turn the device back into the Office of Student Affairs and waive the spring technology fee OR a student can pay the second installment of the technology fee and keep the personal device.

In order for students to continue to access the e-textbook titles through the duration of the professional program, a maintenance technology fee will be applied during the fall and spring terms of the second - fourth year. Questions regarding accessing the technology package can be directed to the Office of Student Affairs.

In addition to the technology package, all students, staff and faculty of UIWRSO have email capability through the University secure proxy server.

For questions or concerns regarding UIWRSO Information Technology & support services, please consult UIWRSO's help desk professionals at:

- 210-930-8168
- 24-hour phone support, 210-829-2721 /1-866-614-5043
- email uiwsohelpdesk@uiwtx.edu

STUDENT CONDUCT POLICIES

The purpose of the UIWRSO Dress Code and Professional Conduct Policy is to promote the development of professional maturity and to maintain the atmosphere of professionalism required of a healthcare facility and a clinical teaching institution. The Dress Code and Professional Conduct Policies are to be upheld and maintained whenever on School premises, during official School activities, and whenever an individual is representing UIWRSO or UIW. Students are required to conduct themselves in accordance with the Professional Conduct Policy at all times.

Dress Code Policy

Students, faculty members, staff and administration are responsible for monitoring, maintaining, and enforcing the Dress Code Policy. The Dress Code is intended to make the student aware that there is a standard of professional dress that should be adhered to in order to have a more effective transition into the professional world. Violations of dress code will initially be managed by the instructor in charge, and subsequent violations of policy will be directed to the Assistant Dean for Student Affairs (ADSA) and/or Associate Dean for Academic Affairs (non-clinical violations) or Assistant Dean for Clinical Affairs (clinical violations). Students who attend class or laboratory out of dress code will be counted as absent. At the discretion of the faculty member, any subsequent missed in-class assignments, quizzes or exams may not be able to be completed.

The relaxed dress code will apply to the non-clinical environment weekdays after 4:30pm, all day Fridays, weekends, 1st Years during exam weeks, finals week and school holidays. Please be aware that students who are not in after-hours dress code compliance, as interpreted by the administration & faculty, will be asked to go home and change. This may impact a student's ability to participate in school events and/or complete in-class assignments, quizzes midterm and/or final exams. Students with repeat infractions of the dress code policy will meet before the Professional Conduct Committee. Guides for clinical attire are outlined in the UIWRSO clinical manual.

DRESS CODE STANDARDS

Standard Dress Code for the Non-Clinical Environment

(to include lecture, laboratory, etc.)

The following dress code applies to all students attending classes at RSO:

- All students are expected to maintain an orderly appearance and good hygiene at all times; common sense and professionalism is expected.
- Hair clean, and well-groomed. Dyed hair must be a natural hair color.
- Nails must be clipped and well maintained.
- Beards and moustaches: permitted if neat and maintained with distinct and defined edges.
- Shirts/Blouses: Informal business apparel may be worn if in good taste. Clean, well-maintained T-shirts are permitted.
- Sleeveless tops with straps of 2 inches in width or more are acceptable. **NOT ACCEPTABLE:** plunging/revealing necklines, spaghetti/thin strapped sleeveless tops and shirts with inappropriate logos/slogans. Visible undergarments. Any tops revealing any part of the back.
- Skirts/Dresses: appropriate length (1 inch above the knee when standing and no shorter than mid-thigh while sitting). **NOT ACCEPTABLE:** excessively tight skirts/dresses. No skin should be visible above the mid-thigh (including slits and lace).
- Trousers including: jeans/denim, khakis, and business pants. **NOT ACCEPTABLE:** holes, rips, distress, revealing of skin, acid wash, and cannot be excessively baggy. No shorts, sweatpants, or athletic pants.
- Leggings that are a solid color and opaque may be worn only when a top extends to mid-thigh when standing.
- Scrubs are not permitted unless required by clinical assignment
- Shoes or dress sandals: neat and clean in appearance. Sneakers are permitted. **NOT ACCEPTABLE:** Thong sandals or flip-flops.
- Visible body art must be covered when classes are in session (including Friday).
- Piercings: Facial piercings are limited to a single nose stud and earrings should be modest and appropriate for a healthcare provider.
- All hats are not permitted.
- White coats should be clean, ironed and maintained at all times. A white coat will be worn in the laboratory.
- When students are shadowing in 1st or 2nd Year courses, attending 2nd Year pre-clinical laboratory sessions and/or participating in clinical assignments, the clinical manual dress code applies. (See Clinic Manual pg. 15)

After-Hours Dress Code Standards

(not to include clinical facilities)

The following dress code will apply to non-clinical areas weekdays after 4:30PM, all day Fridays, weekends, 1st Years during exam weeks, finals week, and school holidays. After-Hours Dress Code Standards apply to all students attending classes at RSO:

- Shirts: Informal apparel may be worn if in good taste. T-shirts/ graphic tees are permitted. **NOT ACCEPTABLE:** Revealing necklines or midriff, spaghetti straps, offensive or inappropriate language or images, visible undergarments, backless tops.
- Skirts/Dresses: appropriate length (1 inch above the knee while standing and no shorter than mid-thigh while sitting).
- Athletic shorts are permitted if not too revealing. Any shorts that are not athletic attire must extend to mid-thigh.
- Pants: Jeans/denim, leggings, sweatpants or athletic wear permitted if in good condition with no frays, tears or cuts.
- Shoes: Clean shoes, sneakers, sandals, flip flops permitted.
- Visible body art is allowed outside of class time.
- Hats are permitted except during class, lab or exams.
- Piercings: Facial piercings are limited to a single nose stud and earrings that are modest and appropriate for a healthcare provider.

*All clothing must be cleaned and in good condition with no frays, tears or cuts. No article of clothing may contain offensive or inappropriate language or images.

Professional Conduct Policy

The UIWRSO Professional Conduct Policy is designed to establish the development of ethical, professional, and behavioral conduct, in preparation for entering a licensed healthcare profession. Moreover, the Professional Conduct Policy addresses areas dealing with academic and clinical dishonesty, as well as incorporating tenets of the missions of UIW and UIWRSO. UIWRSO is committed to creating an environment of integrity, high expectations and personal accountability. Members of the optometric profession are dedicated to maintaining professional standards, and the initiation to this process begins within the boundaries of optometric education. The Optometric Oath is a touchstone for the process of professional behavior maturation and health care conduct.

The Optometric Oath

With full deliberation I freely and solemnly pledge that: I will practice the art and science of optometry faithfully and conscientiously, and to the fullest scope of my competence.

I will uphold and honorably promote by example and action the highest standards, ethics and ideals of my chosen profession and the honor of the degree, Doctor of Optometry, which has been granted me.

I will provide professional care for those who seek my services, with concern, with compassion and with due regard for their human rights and dignity.

I will place the treatment of those who seek my care above personal gain and strive to see that none shall lack for proper care.

I will hold as privileged and inviolable all information entrusted to me in confidence by my patients.

I will advise my patients fully and honestly of all which may serve to restore, maintain or enhance their vision and general health.

I will strive continuously to broaden my knowledge and skills so that my patients may benefit from all new and efficacious means to enhance the care of human vision.

I will share information cordially and unselfishly with my fellow optometrists and other professionals for the benefit of patients and the advancement of human knowledge and welfare.

I will do my utmost to serve my community, my country and humankind as a citizen as well as an optometrist.

I hereby commit myself to be steadfast in the performance of this my solemn oath and obligation

Professional Conduct Policy (cont.)

Classroom, laboratory, clinical and non-academic behaviors will be observed in the following areas: civility, respect, professional etiquette and ethics. Additionally, other institutional rules and guidelines apply, as do all city, state and Federal laws. It is each student's responsibility to be aware and become informed of these policies. Members of the Rosenberg School of Optometry community are responsible for monitoring, maintaining, and enforcing the Professional Conduct Policy. Failure to report a violation of professional conduct is also a violation of policy. Violations of the Conduct Code are reported to the ADAA, Assistant Dean for Student Affairs (ADSA) or other designee of the Dean, and subsequently processed by the appropriate UIWRSO Professional Conduct Committee per UIWRSO policy. Sanctions may range from disciplinary warning/reprimand to suspension or dismissal from the professional optometry program.

Unprofessional conduct is defined as *any direct violation of the conduct policies outlined herein, as well as activities that may cast the individual, patient, School, University or profession of optometry in an unfavorable light*. Although it is not possible to fully outline all potential modes of misconduct and inappropriate behavior, a collection of unprofessional conduct includes: illegal or unethical activity, violation of the AOA Code of Ethics, academic dishonesty, referring to a professional without use of the appropriate title, patient care negligence, disregarding the Clinic guidelines and Patient Bill of Rights, poor classroom or clinical etiquette, and uncivil or disrespectful behavior or language toward patients, faculty, staff or fellow students. Specific standards expected for patient care will be outlined in the UIWRSO Clinic Manual.

The Rosenberg School of Optometry is also part of a larger academic community which thrives on a commitment to academic honesty, trust, truth, and excellence. This academic community is dedicated to the pursuit of intellectual growth and moral development. Students enrolling in UIWRSO assume the responsibilities therein of maintaining adherence to the Professional Conduct Policy and inherent academic integrity standards, which are fundamental to the educational process.

A student being placed on academic, clinic or professional conduct probation may not hold office in any student organization.

Procedures

Professional conduct violations are reported in writing to the Associate Dean for Academic Affairs (ADAA) and Assistant Dean for Student Affairs (ADSA) or other designee of the Dean. After review of the violation, the identified administrators will determine the next step which may include referral to the RSO Professional Conduct Committee. The committee is comprised of a minimum of six RSO full-time faculty members. A faculty member sits as the chair of the committee. The ADAA and ADSA are ex-officio members.

The committee is responsible for investigating the allegation and making a recommendation for action to the ADAA and ADSA. In order to assure a student's right to due-process, the procedures of a formal inquiry by the RSO Professional Conduct Committee will include:

1. Securing a written statement describing the nature and circumstances of the alleged offense from the student, faculty, or staff member making the allegation,
2. Securing a written statement describing the incident from the accused student,
3. Interviewing separately the accused student, and the faculty/staff member alleging the professional conduct violation in order to clarify and to expand the written statements,
4. Interviewing any witnesses or other persons claiming knowledge of the incident, securing, examining, and retaining any physical evidence related to the incident.

Professional Conduct Policy: Procedures (cont.)

The proceedings of the committee are confidential. A student is presumed innocent until proven guilty by the preponderance of the evidence, or until guilt is admitted or a simple majority vote of the committee members is reached. If the violation is substantiated, sanctions range from disciplinary warning/reprimand to probation or dismissal from the professional optometry program. If the violation is substantiated, the committee will report the findings, in a written statement, with sanction recommendations to the ADAA and ADSA. The ADAA and ADSA may modify the recommendations of the committee and will communicate the decision in a written letter to the student within 10 business days from the date of the final committee meeting. Pending the final action of the ADAA and ADSA, the status of the student shall not be altered, nor his/her right to be present on campus, to attend classes and to participate in University-sponsored activities. These decisions are not placed in the student's permanent academic record and will be destroyed when the student graduates or otherwise ceases his/her relationship with the University.

Professional Conduct Policy: Sanctions

The following sanctions, or combination of sanctions, may be imposed on any student found to have violated the Professional Conduct Code:

- ◆ Warning/Disciplinary Reprimand: a written notice to the student, detailing and documenting unacceptable actions, for the purpose of preventing further misconduct that may result in more severe disciplinary sanctions.
- ◆ Restitution: compensation/repayment for damage caused RSO, other persons, or the University.
- ◆ Disciplinary probation (academic or clinical): specified period during which the student shall not represent the RSO or University in any extracurricular activity or run for or hold office in any student group or organization.
- ◆ Loss of privileges: Restriction of access to particular areas of the School or University, denial of access to patient care, or other applicable restrictions
- ◆ Suspension (academic or clinical): separation from RSO and/or University for a specified period of time, up to one year, during which the student shall not participate in any RSO and/or University-sponsored activity. This sanction may include conditions for readmission.
- ◆ Dismissal: the student is terminated from the RSO and/or University. After one year, the student may petition for reinstatement.
- ◆ Other sanctions may be assigned as deemed appropriate by the ADAA or ADSA.

Examples include, but are not limited to:

- ◆ Behavioral requirement: specific plan for academic or personal counseling, written letter of apology, or other plan for self-improvement
- ◆ Community Service

Professional Conduct Policy: Appeals

- ◆ When disciplinary action occurs, the student has a specified time frame (10 days) in which to appeal, beyond which the decision is considered final.
- ◆ The appeal must be stated in writing, including grounds for the appeal, and directed to the Office of the Dean. The grounds for appeal may be based only upon specific circumstances and conditions (e.g. alleged errors in process, partiality, discovery of new information).
- ◆ The decision of the Dean shall be based upon the evidence within the body of the record and factual findings.
- ◆ Based on these findings, the Dean may uphold, modify or reverse the initial Professional Conduct Committee recommendations.
- ◆ The Dean will communicate a final decision in writing to the student.
- ◆ The Dean's decision is final and there shall be no further appeal.

Professional Conduct Policy: Acts of unprofessional conduct include, but are not limited to:

- Disrespectful behavior
 - ☐ Demonstrating uncivil or disrespectful language, or lack of professional student etiquette toward patients, faculty, staff or fellow students
 - to include argumentative, uncooperative, aggressive, hostile or otherwise rude tone of voice or demeanor
 - ☐ Unexcused tardiness or absence
 - ☐ Improper attire or violation of the dress code
 - ☐ Disruptive behavior or disorderly conduct (in classrooms, laboratories, or at School/University-sponsored events, on or off campus)
- Illegal or unethical activity
 - ☐ Use or possession of illegal drugs, or illegal use of medication or substances on School or University property
- Patient care negligence
 - ☐ Unethical patient care, including but not limited to medical record falsification
 - ☐ Student misrepresentation of his/her status, or failure to represent oneself as a student clinician
 - ☐ Examining, treating or discharging a patient without direct supervision and prior approval from a staff optometrist
 - ☐ Disregarding the Clinic guidelines and Patient Bill of Rights

Professional Conduct Policy (cont.)

Acts of unprofessional conduct include, but are not limited to:

Academic dishonesty, including but not limited to:

- Cheating
 - ☐ Receiving or attempting to obtain answers or assistance during an examination or other gradable entity, from another student or unauthorized device
 - ☐ Receiving or attempting to obtain, for personal use or lending to others, unauthorized examination questions or answers
- Facilitating academic dishonesty
 - ☐ Attempting to give answers or assistance during an examination or other gradable entity to another student
 - ☐ Failing to report known violations of academic conduct policy
- Plagiarism
 - ☐ Any paper or presentation containing unoriginal ideas, words or statements without proper source acknowledgement
- Fabrication or falsification
 - ☐ Turning in a written assignment that is not the work product of the individual
 - ☐ Any attempt to falsify grades, clinic forms, or patient records
- Academic interference
 - ☐ Intention to interfere with another student's academic outcome or clinical performance



COMPUTER USE POLICY

The University Cardinal email account that has been issued to each matriculated professional Optometry student is the primary avenue for communication. All UIWRSO students are required to obtain and maintain a University email account. UIWRO communication is primarily via email and failure to receive timely or important communications because of an inactive email account, or infrequency of use, is not an excuse for missed information. Student's should check email accounts on a daily basis.

UIW's computing resources, including internet access and email accounts, are provided to support the University's education, business, and research missions. Routine personal use of these resources may be permissible if, in the determination of the University, such use does not interfere with the University's mission or preempt normal business/ educational activity, does not impede productivity, does not interfere with or negatively impact any other person's or entity's rights and work/learning environment, does not conflict with any rule or law, and does not consume more than a trivial amount of resources.

General Rules:

- 1. Account sharing is prohibited.** You are responsible for all activity conducted within your account. Computer accounts and passwords may not, under any circumstances, be shared with or used by persons other than those to whom they have been assigned by UIWRSO. Users are responsible for all use of their accounts. Users who fail to safeguard their account information or engage in unauthorized account sharing, may be subject to disciplinary action
- 2. The network is a shared resource.** Network use of applications or computing resources which consume an unreasonable amount of resources or interfere with the use of the network by others is not permitted. For example: using an IP address not registered to you, or running applications which use an unusually high portion of the bandwidth for extended periods of time, thus inhibiting the use of the network by others. Use of the network must comply with all UIWRSO policies.
- 3. Commercial use prohibited.** UIWRSO computing resources are intended for UIW/UIWRSO related use and therefore may not be used for commercial or business purposes or for personal gain. Accounts being used for commercial and/or personal gain will be turned off. UIWRSO reserves the right to access and/or remove any files in violation of University policy.
- 4. Digital Millennium Copyright Act Violation.** UIW/UIWRSO will comply in all respects with the Digital Millennium Copyright Act (DMCA). If you use your internet connection to share copyrighted materials (i.e. files, programs, songs, videos/ movies, etc.) without permission of the copyright owner(s), you are in violation of the DMCA. When we (UIWRSO) discover or are informed by the copyright holder of a potential copyright violation, we are required by Federal Law to remove the copyrighted materials from the system in question. If we are unable to remove these materials for any reason, then we will terminate network access for the system in question until we are able to verify the removal of the infringed materials.

COMPUTER USE POLICY

- 5 A privilege not a right.** The use of email at UIW/UIWRSO, like other computing resources, is a privilege, not a right. No activities are allowed that would cause disrespect to the image or reputation of the School or University. Users must operate within UIW/UIWRSO standards based on common sense, common decency and the mission.

Email Etiquette. Never say anything in e-mail that should not or could not be said publicly.

Once a message has been sent, control over it is lost. It may be forwarded to others or displayed on an electronic bulletin board or in a newsgroup without the author's knowledge or consent. Abusive or insensitive language in email is an inappropriate use of computing resources. Use of electronic means to send or post fraudulent, harassing, obscene, indecent, profane, intimidating, or unlawful messages is prohibited.

Contents of E-mail. E-mail is treated as any other form of communication. State and federal law, along with all University policies, rules, handbooks, contracts, and directives, including sanctions, apply to the content and use of e-mail.

- 6 No guarantee of privacy.** Email messages are organizational records because they are processed using University IT assets and reside on a shared filing system. Therefore, they are subject to review and disclosure. UIW/UIWRSO is also responsible for servicing and protecting its network and related systems, as well as complying with state and federal laws. We cannot and do not guarantee that users' e-mail or other network activity will be private and you should not have an expectation of privacy. Although network activities such as email usage are not routinely monitored, UIW/UIWRSO may monitor or access your email or other network-related activities if the School or University suspects or is advised of possible breaches in network security or violations of other UIW/UIWRSO policies, regulations or law.

ONLINE STUDENT CONDUCT

The UIWRSO student code of conduct applies to an individual's behavior online. Students must always be aware that online conduct via blogs, online forums, webpages, Facebook, Twitter entries and similar online postings are public & a direct reflection of the individual, UIW/UIWRSO and the profession of optometry. A student should strive to behave professionally and appropriately in all mediums of interaction with others, including with regard to the World Wide Web and all which that implies. Misconduct online can subject a student to disciplinary action. The School of Optometry does not regularly review online mediums for this information, but may take action if and when inappropriate online behavior is brought to the attention of UIWRSO officials.

BACKGROUND CHECKS

Background checks are required throughout the UIWRSO program for patient care privileges. The Assistant Dean for Clinical Affairs or designee coordinates the completion of these background checks. Failing a background check, depending on severity of offense, may jeopardize patient care privileges and the ability to successfully complete the program. Successful completion of a background check is also required for state licensure within Texas.



LICENSING EXAMS

NATIONAL BOARD OF EXAMINERS IN OPTOMETRY (NBOE) EXAMS

The National Board administers comprehensive and special examinations. The comprehensive examination is comprised of three parts and designed primarily for different stages of a candidate's optometric education and training. Special examinations, on the other hand, are designed for practitioners who wish to broaden their scope of practice in accordance with expanding practice statutes.

All 50 states, the District of Columbia, and Puerto Rico require Parts I, II and III of the exam. Also, 47 states plus the District of Columbia require the Treatment and Management of Ocular Disease examination as one step toward therapeutic privileges.

Comprehensive Part Examinations ("National Boards")

Part I (Applied Basic Science)

Part II (Patient Assessment and Management)

Part III (Clinical Skills)



Part I, “Applied Basic Science” (ABS), will consist of a blend of Basic Science test items, and Clinical Science test items. The ABS examination is two sessions in length, each session 4 hours long containing a total of 350 items. Student candidates must be in the spring of their third academic year to take the Part I exam. There will be three opportunities to sit for Part I prior to graduation.

Part II examination, entitled “Patient Assessment and Management” (PAM) is in a computer-based testing format and is administered over two sessions, each 3 ½ hours in length. Each session consists of approximately 175 items made up of Full Cases, Solo Items and Minicases. Patient cases for the PAM examination generally focus on either typical presentations of relatively high-frequency conditions or conditions with low- frequency but high-criticality. The eligibility requirements are those students midway through the fourth academic year. Therefore, the targeted administration (i.e., the administration that most students take when they become eligible) will be in December. There will be two opportunities to take Part II prior to graduation.

Part III named " Clinical Skills" (CSE), consists of a 4-station Clinical Skills Examination. Candidates are required to travel to the testing center located in Charlotte, North Carolina to complete the exam. In CSE, the candidate examines a different patient at each of four 30-minute stations, in the performance of 20 clinical skills and Injections Skill Examination. The CSE is administered in one 3.5 hour session. Student candidates are permitted to take Part III starting August of the year prior to graduation.

Further information, examination schedules and fees may be found at the following web address:

<http://www.optometry.org/>.

National Board of Examiners in Optometry (NBEO) Examinations	
NBEO Part	Test Description
Part I	<p>Applied Basic Science (ABS): Basic science & clinical science items (epidemiology/history/symptoms) referencing clinical conditions. Two sessions each 4 hours long; Total of 350 items.</p>
Part II	<p>Patient Assessment & Management (PAM): Variable length cases including clinical science related to diagnosis & treatment, public health, legal & ethical issues, treatment & management of ocular disease with TMOD breakout score reported to state boards. Two sessions each 3½ hours long; Each session includes approx. 175 items.</p>
Part III	<p>Clinical Skills (CSE): The Clinical Skills examination (CS) is a practical examination comprised of various clinical procedures, including the Injections Skill Examination, on actual patients which are assessed at multiple clinical stations during a single extended session. Candidates must travel to the testing center located in Charlotte, North Carolina to complete the exam.</p>

STATE LICENSING EXAMS

In addition to the academic and national licensing requirements, as a legislated profession, optometrists must complete state licensing requirements to practice in the United States. The following link provides direct information through the National Board of Examiners in Optometry (NBEO) website on licensing requirements by state:

http://www.optometry.org/state_requirements.cfm

All state licensing applications that require enrollment and/or graduation verification and a dean's signature should be submitted to the Office of Student Affairs. The forms must be originals and can be directly dropped off or mailed to RSO. Graduation verification will be completed by the ADSA and then given to the Dean for signature. Once completed, Student Affairs will contact the graduate or alumni to inform that the document is ready for pick up. For those students who are coordinating this process remotely, the Office of Student Affairs will mail the original document back to the student for submission to the state licensing board.

CLINICAL SERVICE

The curriculum is planned to provide the student with a stepwise, clinical educational experience throughout the four years of the professional program. The didactic and clinical laboratory instruction begins in the first semester of the first professional year and continues throughout all four years. All courses, including basic science courses, integrate and emphasize clinical applications and scenarios.

At the beginning of the second professional year, students participate in supervised vision and disease screening activities. In the spring semester of the second year, students undergo instruction in integrated clinical problem- based learning, where they gain experience in the diagnosis, treatment and management of patients.



The series of clinical case analysis courses will continue in the summer semester of the third professional year, as well as in the fourth professional year while the students are assigned to clinical rotations. Starting in the summer (first semester) of the third year and continuing through the remainder of the third year, interns will spend approximately 12 hours per week participating in direct supervised clinical experiences in the examination, diagnosis, treatment and management of patients through the UIWRSO Clinical Network.

During the fourth year, interns are assigned to clinical externship training sites for two semesters and an in-house rotation for one semester. The in-house fourth-year rotations include direct supervised patient care in the Peri-Op Service, Contact Lens Service, the Vision Therapy Service, the Visual Neurophysiology Service, the Low Vision Rehabilitation Service at the San Antonio Lighthouse for the Blind Clinic, and Adult Care Services.



FOURTH YEAR CLINICAL EXTERNSHIPS

Clinical externships take place in the fourth professional year. The Externship Program is designed to broaden and enhance the student's diagnostic, treatment and management experience of ocular and visual conditions. Students are assigned to external training sites for two of the three semesters in the fourth professional year. The third semester in the fourth professional year is spent in an in-house rotation in the UIWRSO clinic network.

The UIWRSO has approved externship sites across the country. The details of externship availability and the assignment process are provided by the UIWRSO Director of Externship Programs. The assignment process is completed during the Fall semester of the third professional year in order to give students adequate time for preparation to leave for external training in the Summer semester of the fourth professional year.

All students need to be prepared to be assigned to training sites outside of San Antonio and Texas. The primary goal in the selection of training sites is quality training. The sites must provide a high volume of quality patient encounters.

The student is assigned to training sites to optimize their training and clinical experience. Externship assignments are based on student preference, grade point average, and the proper mix of sites to optimize the training experience. The Externship Program guarantees the highest-quality training sites students each semester to keep these sites. If these sites are not selected, the Director of the Externship Program may have to involuntarily assign students to these sites.

Clinical experiences in private practice, referral centers, ophthalmology/co-management centers, Veterans Administration hospitals, Department of Defense hospitals and other hospital-based facilities are available. Participation with Doctors of Optometry and other professionals in comprehensive patient care are emphasized. Case conferences and grand round experiences may be assigned. Case presentations, evidence-based research on clinical conditions, and ongoing enhancement of examination skill proficiency as assigned by externship faculty, constitutes an important component of this clinical experience.

RESIDENCY PROGRAMS

UIWRSO is committed to residency and fellowship training of optometry graduates. An optometric residency program is a planned program of post-O.D. clinical education that is designed to significantly advance the optometric graduate's preparation as a provider of patient care services beyond entry level practice. An accredited residency must be a minimum of twelve months and must be composed of appropriately supervised clinical eye/vision care provided by the resident. A residency also includes a mix of self-directed learning, seminar participation, instructional experiences, and scholarship.

Students should begin thinking about their post-graduation plans early in their training. During their third professional year is a great time to begin planning for entry into a residency or graduate degree program. A number of resources are available to assist students with this process. At UIWRSO, the person primarily responsible for assisting students who wish to pursue postgraduate education is the Residency Director. This person has information about all available residency programs, and can help students navigate the application process.

For more information about residency programs available at UIWRSO, and to learn more about postgraduate optometric training in general, please contact the Residency Director and visit the UIWRSO website under [Optometric Residencies](#). Additional information regarding optometric residencies is available at the below websites:

Association of Schools and Colleges of Optometry <http://www.opted.org>

Optometry Residency Match (ORMatch) <https://natmatch.com/ormatch/>

Accreditation Council on Optometric Education <http://www.aoa.org/x12708.xml>

CLASS RANK

Class rank is calculated based on cumulative grade point average to date. Class rank is generated only by the Rosenberg School of Optometry as a measure to assist with externship match assignments. The class rank is not part of a student's permanent academic record and will not be included on an official transcript from the University of the Incarnate Word. Students can access class rank by contacting the Office of Student Affairs either in person or through the University email. Per the Release of Student Information form reviewed at New Student Orientation, students should be aware that the University email system does not guarantee a secure mode of release for this academic information. Thus, if a student does not want to receive this information by email, they must notify the Office of Student Affairs and ultimately meet with an administrator in person at the point of externship matching to receive the class rank. All students who sign the Release of Student Information form will receive an email at the end of the second year with their individual class rank in preparation for externship assignments.

Wellness Center and Natatorium

The purpose of the UIW Wellness Center and Natatorium is to enrich the lives of UIW students, faculty and staff through fitness and wellness opportunities. As part of the UIW Wellness and Natatorium mission, these opportunities and services to the community are extended through a monthly membership.

WELLNESS CENTER SERVICES

- Cardiovascular and aerobic exercise room
- Strength training room with machines and free weights
- Racquetball courts
- Indoor regulation size basketball court
- Hot tub
- Sauna
- Indoor cycling classes
- Aerobic and Pilates classes during the week

NATATORIUM SERVICES

- 25 meter by 25 yard pool
- Extended hours of operation
- Temperature controlled at 80-82 degrees year-round
- Lap lanes during all hours of operation
- Lap swimming equipment
- Water aerobic and swim classes during the week
- Water aerobic equipment

The UIW Wellness Center and Natatorium are based on a monthly membership, therefore “day passes” and “guest passes” are not allowed. Membership benefits include the following:

- No initiation fees
- No contracts
- Month by month membership (non-prorated)
- No additional fees for classes
- No additional fees for courts
- Snack bar at Wellness Center
- Access to outdoor track and trails
- Locker rooms
- Extended hours of operation
- Discount rates for families
- Campus security

Information on membership types, current rates, and hours of operation may be obtained by contacting the UIW Wellness Center office at 210-805-5872 or through the following website:

<http://www.uiw.edu/wellness/index.html>



STUDENT LOCKERS

Lockers are provided for students to accommodate the storage of optometric equipment and materials. Assigned lockers are located in the lower level of the Optometry school for first year students, and on the main level for upperclassmen. Students provide their own locks. The office of Student Affairs maintains official locker assignments. If a student has issues with accessing their locker during normal business hours, the student should contact the Office of Student Affairs for assistance. If a student has an issue with accessing the locker in the evenings or weekends, the student should contact UIWRSO Security. At times, a lock must be cut either by request of the student or RSO. The physical plant team will only cut a lock if the ADSA grants permission after verifying the locker assignment and confirming the extenuating circumstances. The physical plant team is generally only available during normal business hours.



IDENTIFICATION CARDS

Every student at UIWRSO will receive a secure ID access card, with photo. These cards are issued for use at the Rosenberg School of Optometry location. This ID access card should remain with the student at all times (on oneself). Essentially the secure ID access card is a 'key' to the School and should be treated with great attention to detail and care. A lost, misplaced, or missing ID card should be reported immediately to the UIWRSO department of information technology. There is a charge to replace a lost ID card. Delay in reporting a lost ID card could result in misuse of your card by others. All entering first-year students have an opportunity to receive their UIWRSO secure ID access card during New Student Orientation.

Each enrolled student can obtain an Official University Identification Card which enables the student to attend University functions and utilize University facilities and services. ID cards can also be used to purchase food on campus, check out books from the main library, and gain entry into the Wellness Center, Natatorium, athletic events, and theatre performances. University ID cards are obtained and distributed at the Student Center at the Campus Life Office. At the request of a University or UIWRSO official, students may be required to present their UIWRSO Access card and/or UIW ID card as evidence of student status.

The University and School of Optometry ID cards are non-transferable. Alterations to the card and false representation in obtaining and/or using the card are forbidden. Misuse may result in forfeiture of the card and disciplinary action, up to and including suspension from the School/University.



STUDENT PARKING

Parking at the Rosenberg School of Optometry is free. Registration of vehicles is required. Students can register their vehicles through the MyWord portal by clicking 'Cardinal Cars' in the Launchpad menu. Students should select K Permits designated for professional school students. Students can pick up their parking permit from the RSO Office of Student Affairs. The parking permit should be affixed on the inside of the windshield on the driver's side. All information on the permit must be visible from outside the vehicle.

Parking passes will enable students to park on the RSO campus on the side and back of the building off Bluemel Drive. Please note the front RSO parking lot off Datapoint Drive is for visitors and patients only. Parking passes will also enable students to park at the main campus in specific economy lots between the San Antonio River and US 281/I-37.

TRANSPORTATION

It is the sole responsibility of the student to find transportation for him or herself to and from external clinical assignment sites. The University may, at its discretion, provide or make available transportation that students may choose to travel aboard. However, it is ultimately the responsibility of the student to arrive on time and ready to learn, be it in a lecture hall on campus or at an external clinic site.

VISITORS

Upon arrival all visitors need to sign in with the Datapoint Security Station. A visitor pass will be issued.

CRIME PREVENTION

REPORTING INCIDENTS

All incidents should be reported directly to onsite Datapoint Security or to the Main campus police. Building manager contact information is provided for issues relating to the physical space. Current contact numbers are below.

CONTACTING DATAPOINT SECURITY

PHONE NUMBER: 210-805-2546 School Security Station
210-304-9638 Security Cell

CONTACTING DATAPOINT BUILDING MANAGER

DATAPOINT MANAGER EMAIL: stiffler@uiwtx.edu OFFICE
PHONE NUMBER: 210-283-6869



CONTACTING MAIN CAMPUS POLICE

The UIWRSO Student Handbook supersedes all previously-written University policy and procedure regarding student affairs and shall be the sole reference for the professional Optometry student.

OFFICE HOURS: Monday-Friday 8:00 am-5:00 pm; Closed on all university and federal holidays

PHONE NUMBER: 210-829-6030

EMAIL: police@uiwtx.edu

HOURS OF DUTY: Police officers patrol the main campus 24 h/d, 365 days a year

IMPORTANT NOTE: When the main campus police office is closed, all incoming calls are forwarded to the department's two-way radio system. The system only allows for 45 seconds of talk time. Please speak clearly and provide specific information when calling. If the officers are not immediately able to assist you, they may give you another campus police phone number to call.

CRIME PREVENTION

The following precautions should be taken to protect oneself against crime:

- Be aware of your surroundings
- Always walk in well-lit areas; walk with a friend or classmate if possible
- When on the Optometry campus, always request an RSO guard to accompany you to your car
- When on the main campus, be familiar with the emergency call box locations.
- Always lock your car doors; never leave valuable items in plain view inside your car
- Park in well-lit areas
- Do not lend your keys to anyone
- Never leave valuables (i.e. purses, laptops, books, backpacks, etc.) unattended
- Never give out personal information such as your social security number, student id number, etc.
- Do not carry large sums of money
- Listen to your instincts; if something looks suspicious, avoid contact if at all possible; if you suspect that you are being followed, head into a campus building, toward a group of people, or to a well-lit area
- Keep emergency phone numbers readily accessible
- Report suspicious activity or hazardous conditions immediately

CONCEALED WEAPONS POLICY

Pursuant to the Texas Penal Code, Sections 30.06 (Trespass by License Holder with a Concealed Handgun) and 30.07 (Trespass by License Holder with an Openly Carried Handgun), a person licensed under subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter a UIW property with a concealed handgun, or a with a handgun that is carried openly. The use, possession or carrying of any weapon, including but not limited to a concealed handgun, by any person on UIW property (with the exception of authorized weapon(s) carried by Campus Police officers while on duty or as otherwise specifically permitted by Texas law) is prohibited and in violation of a state law. Any UIW student violating this policy will be required to leave the premises immediately and not return until he/she has disposed of the weapon. Violation of this policy may also result in disciplinary action up to and including expulsion from the university. Guests or visitors of UIW carrying any weapon(s) will be advised of this policy and asked to immediately leave the premises. Any student who becomes aware of someone on campus possessing a weapon should immediately report it to Campus Security at 210-930-8684 or Security cell 210-304-9638.

STUDENT SUPPORT SERVICES

COUNSELING

Counseling Services are offered to students experiencing difficulty of a non-academic nature, which can impact their ability to succeed in the professional program. A trained counselor is on staff through UIWRSO, who will serve in a liaison function when available. Students can contact the UIWRSO Office of Student Affairs to facilitate referrals for community based counseling near the UIWRSO campus. Additionally, students may seek assistance through the UIW Counseling Services at the main campus. UIW Counseling Services are located in the Watson Enrollment Center, Rm 216 at the main campus. The Counseling Services office hours are by appointment, Monday – Thursday, 8:00 a.m. to 6:00 p.m., and Friday 8:00 a.m. to 5:00 p.m. The Counseling Services office number is 210-832-5656. Two full-time professional counselors and doctoral interns are present on a daily basis to assist students.

In the event a student feels they are experiencing a mental health crisis & cannot reach their counselor, we advise the student to report directly to the closest emergency room of a local hospital & request mental health services. If the crisis is life threatening, dial **9-1-1**.

Furthermore, resources are provided below for immediate, evening, or weekend crisis services:

Center for Health Care Services 24 hr Crisis Line:

1-800-316-9241

210-223-7233

www.chcsbc.org

CAMPUS MINISTRY

Campus Ministry is available to UIWRSO students, providing a variety of services including: locations of places to worship, information on Campus Ministry weekly meetings, UIW worship services, community service opportunities, faith development, and retreats/trips. Campus Ministry engages in University life through prayer, liturgy, outreach, faith development and pastoral care. The offices are located on the first floor of the Administration Building, right outside Our Lady's Chapel. Office hours are Monday-Friday, 8:00 am – 5:00 pm. More information can be found at the following website: <http://www.uiw.edu/ministry/>

UIWRSO has a permanent office, Room 334, for Mission and Ministry at the Datapoint campus. Representatives of UIW's ministry are present at the Datapoint campus and meet with optometry students, faculty & staff on a weekly basis to provide additional spiritual guidance & support.

STUDENT DISABILITY SERVICES

UIWRSO is committed to providing a supportive, challenging, diverse, and an integrated environment for all students.

In accordance with Section 504 of the Rehabilitation Act -Subpart E and Title III of the Americans with Disabilities Act (ADA), UIWRSO ensures accessibility to its programs, services and activities for qualified students with documented disabilities who are able to meet the necessary functional standards for the practice of optometry.

To initiate the process of seeking accommodations for a disability, the student must meet in person with the RSO Assistant Dean for Student Affairs (ADSA) and/or staff of the UIW Office of Student Disability Services. Information will be shared with the UIW Student Disability Services to ensure compliance with federal law. For questions, student's may contact the Office of Student Affairs and/or Student Disability Services at 210-829-3997

<http://www.uiw.edu/sds/>

It is strongly recommended that a student take this step prior to or within the first week of a given semester. In order to receive university approved accommodations, appropriate documentation of his or her disability must accompany the official request.

APPROPRIATE DOCUMENTATION OF A DISABILITY

In order to be recognized as eligible for accommodations, a student with a disability/chronic medical condition must provide documentation on letterhead, signed by the appropriate licensed educational, mental health, or medical professional who is not related to the student and who is licensed/certified in the area for which the diagnosis is made.

All documentation must provide the following information:

- Date of the evaluation
- Specific diagnosis or description of the disability
- Method of evaluation/examination
- Specific limitation(s) with respect to the current impact of the disability in the University and related educational environments as it relates to the accommodations requested.
- Medication – the expectation of how use of specific, prescribed medications will impact the functioning of the individual.

Additional documentation may be required depending on the disability in question. Documentation guidelines by disability can be found at www.uiw.edu/sds/sdsdocs.html

Once the official documentation is received and reviewed, eligibility of accommodations are made on a case-by-case basis. If eligibility of accommodations are made, an official letter will be developed for each course outlining (1) your course responsibilities and (2) what accommodations are prescribed for your disability. Please note, day-to-day accommodations are between the student and the faculty member. Additionally, it is the student's responsibility to initiate this process each term for a given set of courses.

PRE-MATRICULATION IMMUNIZATION & HEALTH STANDARDS

UIWRSO provides information to incoming students regarding pre-matriculation health standards and standards for immunization against infectious disease. These requirements are in place to safeguard UIWRSO itself and the public we serve, against infectious disease. It is the student's responsibility to obtain the required pre-matriculation immunizations and necessary signatures, and forward the documentation (by fax, mail or in person) to the office of Student Affairs, prior to the start of classes.

Pre-matriculation immunizations must be filed with the Office of Student Affairs. Documentation will include: 1) the immunization given and the date 2) physician/ registered nurse's signature. These basic immunizations are the financial responsibility of the student. Any entering student who has not completed all requirements for immunizations by matriculation, will meet with the Assistant Dean for Student Affairs (ADSA) or designee to discuss the need for documentation and further action. This meeting will outline the timeline for immunization completion, beyond which the student will risk loss of enrollment status.

Pre-matriculation immunizations and standards:

- ☐ Tetanus-Diphtheria-Pertussis (booster with Td or Tdap)
- ☐ Varicella (chicken pox) (positive IgG antibody titer or proof of 2 vaccines)
- ☐ Measles-Mumps-Rubella (MMR1 and 2); (immunity documented by positive IgG antibody titer)
- ☐ Tuberculosis screening (Mantoux only); if TB skin test is found positive, then evidence of medical follow-up with recommendations must be provided
- ☐ Bacterial Meningitis (tetraivalent conjugate MCV4) as required by Texas state law. Students under the age of 30 must be vaccinated against bacterial meningitis, or have received a booster during the five years preceding enrollment at the university

After matriculation, and prior to patient care, professional optometry students are also required to complete patient contact requirements.

Patient Contact Requirements:

- ☐ Annual two-step PPD testing in the Spring semester of the 2nd & 3rd Year pre and post the start of clinical training
- ☐ Complete Hepatitis B vaccination series, prior to the start of clinical training (positive titer or proof of 3 vaccine series)
- ☐ CPR certification: students will have the opportunity to gain certification during the summer session of the third professional year

If necessary, UIWRSO will make arrangements for students to receive/schedule Tuberculosis testing and Hepatitis B vaccination. Documentation of these requirements is to be submitted to the ADSA or designee of the Dean, within the Spring semester of the 2nd Year for Hepatitis B and Spring semester of the 2nd & 3rd Year for Tuberculosis testing. Failure to comply with the requirements listed above could result in suspension of patient care privileges or eventual probation and dismissal.

ACCESS TO HEALTH CARE

The Campus Health Center provides basic health services that focus on primary prevention care, health education and counseling, emergency care, and the maintenance of health records and insurance. Information regarding access to Health Services can be found at: <http://www.uiw.edu/health/index.html> or a student may call 210-829-6017.

All UIWRSO students are required to carry medical insurance. If the student does not have medical insurance, they may obtain this coverage through the University Health Insurance Plan. Once a student is enrolled, eligible dependents may also be enrolled. A copy of insurance coverage policy may be obtained at the following link

<http://www.uiw.edu/health/hinsurance.html>

As a UIW Rosenberg School of Optometry student, you are automatically enrolled and billed. You do not need to fill out an enrollment form. *You ONLY have to complete an Insurance Enrollment Form IF you want to add dependents.* Individual student insurance must be purchased *prior* to availability for dependent coverage.



The insurance may be waived if a domestic student has his/her own private insurance. A waiver form must be submitted online prior to the established deadline date. Students with medical insurance should have their information ready in order to fill out the waiver form completely and have it approved.

International students must carry the University Health Insurance Plan.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

STUDENT EDUCATIONAL RECORDS AND STUDENT CONFIDENTIALITY

The UIWRSO complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by institutions to comply with the Act. Written complaints should be directed to The Family Policy Compliance Office, Department of Education, Washington, D.C. 20202-4605.

Under FERPA, schools must generally afford students who are 18 years of age or older, or attending a postsecondary institution access to their educational records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. Educational records are those records directly related to a student for the purpose of recording the educational endeavor of the student. They do not include law enforcement records, employment records, medical records, alumni records, or faculty advisor/instructor notes. Educational records may be stored in many mediums and are not limited to an individual file.

The University of the Incarnate Word will not disclose any personally-identifiable information about students (except directory information) without the written consent of the student. Directory information includes the following: student's name, address, telephone listing, email address, photograph, degrees, honors & awards received, participation in officially-recognized activities, date and place of birth, field of professional study, dates of attendance, year of program, and most recent educational institution attended.

Each student has the right to restrict the release of any or all of this information by submitting a written request to the Registrar's Office. School officials with legitimate educational interests may have access to educational records, without the student's consent, if the record is needed in order to fulfill his or her professional responsibilities. School officials are identified as: a person employed by the University in an administrative, supervisory, academic or research, or support staff position, a person or company with whom the University has contracted, a person serving on the Board of Trustees, or a student serving on an official committee, or assisting another school official in performing his or her tasks.

Students have the right to inspect and review their educational records. All requests must be submitted in writing to the Registrar's Office, and must specify the record(s) they wish to inspect. The student may request an amendment to the educational records if they believe they are inaccurate or misleading.

An amendment of the educational record does not pertain to the grades assigned by faculty. The student should write to the Registrar to request the amendment. The request must clearly identify the portion of the record he/she wants changed, specifying why it is inaccurate or misleading.

If the University does not amend the record as requested, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

PROXY ACCESS TO ACADEMIC RECORDS

Students own their academic record, but there are times in which they may wish to grant access to certain aspects of their records to others, particularly in the case of a parent/guardian or partner. In such cases, students have the ability to establish third parties as 'Proxy' in Banner Self-Service (under Proxy Management) to share their internal academic record. In doing this, students are authorizing view access to their unofficial academic transcript, including grades, their schedule of classes, account summary for charges and financial aid. Proxies will then receive email instructions on how to access a separate, secure online portal. The portal does require a log in to view the information pages to which the student has granted them access.

More information on Proxy Access can be found at: <http://uiw.edu/registrar/proxyaccess.html>

ALCOHOL, DRUG, AND CHEMICAL ABUSE POLICY

OVERVIEW

UIWRSO has a significant interest in ensuring the health, safety and well-being of its students, employees and patients. To comply with the Drug Free Schools and Communities Act of 1989 and Amendments, students and employees of The University of the Incarnate Word are informed that strictly enforced policies are in place which prohibit the unlawful possession, use or distribution of any illicit drugs on university property or as part of any University-sponsored activity. Policies are also in place which prohibit the abuse of pre-scribed medications and alcohol on university property. Students and employees are subject to all applicable legal sanctions under local, state, and federal law for any offenses involving illegal drugs on university property or at university activities. Sanctions imposed by the university may include suspension and/or completion of an appropriate educational rehabilitation program. The School of Optometry upholds and enforces these University-wide policies.

The presence and use of drugs and alcohol in the workplace, learning centers, and clinical settings, while often in violation of law, is also inconsistent with effective business operations, the educational process, and provision of safe and appropriate health care. While the university has no intention of intruding into the personal lives of its students and employees, it recognizes that drug and alcohol abuse can be successfully treated. Therefore, all students and employees will be given a copy of this policy and must abide by its rules as a condition of employment and/or enrollment.

The university affirms that illegal drug use is wrong and harmful. The use of illegal drugs and alcohol abuse by students and employees results in cognitive deficits, loss of productivity, and other health risks. These risks include an increased incidence of accidents, which may result in death or permanent injury. Moreover, UIWRSO faculty, students and staff have the privilege of being involved in many aspects of patient care and in the service of patients at UIWRSO's clinical facilities and programs.



Illegal drug use and alcohol abuse may affect an individual's ability to maintain required standards of patient care. Additional policies and information is included in the UIWRSO Clinic Manual.

Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through Counseling Services (<http://www.uiw.edu/campuslife/counseling.html>) and through the Campus Health Center (<http://www.uiw.edu/health/index.html>). Other referral resources may include assessment, individual counseling, referral, and case management through community agencies, sometimes for a fee. Educational programs and materials are also available.

DISCIPLINARY ACTION

“Illegal drugs” are defined as a substance or substances defined and regulated under the provisions of the Federal Controlled Substances Act and of Article 4476-14 or Article 4476-15 of Vernon’s Texas Civil Statutes, and includes but is not limited to CNS depressants, CNS stimulants, hallucinogens, other illegal drugs such as PCP (angel dust) and cocaine or crack.

“Use of a drug” includes possession of drug paraphernalia; use, possession, manufacture, sale or distribution, on or off campus, of any one or more illegal drugs as previously mentioned. It also includes misuse of prescription medication.

A student who has been found in violation of the policies on illegal possession, use, sale, manufacture or distribution of any drug, narcotic or controlled substance, or any misuse of prescriptions drugs, whether the infraction occurred on or off campus, is subject to appropriate sanctions, including suspension from enrollment at UIWRSO.

Students are also subject to all legal sanctions under local, state and federal law for any offenses involving illegal drugs on university property or at university activities.

The University/School will impose at least a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession, or distribution of drugs that are prohibited by state, federal, or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damages to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, dismissal, or such other penalty as may be deemed appropriate under the circumstances.

ON CAMPUS ALCOHOL POLICY

The University of the Incarnate Word expressly forbids possession and/or consumption of alcohol by students, employees or guests who are under the legal drinking age (21 years).

Alcoholic beverages may not be possessed or consumed on campus (to include classrooms, hallways, labs, clinics) and campus public areas (to include parking lots, streets, and sidewalks) or any other area as designated by the Dean of the Rosenberg School of Optometry. Any area on campus can be designated for “temporary special use” at the discretion of the Dean.

Any person or organization sponsoring an on-campus event must obtain prior written approval from the Office of the Dean for the service and consumption of alcoholic beverages for that specific event. The Dean reserves the right to deny the sale or consumption of alcoholic beverages at any event.

UIWRSO will not sell, serve or permit the sale of alcohol on campus except in specifically designated buildings or facilities named by the Dean.

Alcoholic beverages may be served or consumed in special-use facilities only if: It is in compliance with law; It is done at social gatherings approved by the Dean; Alcohol is dispensed by a licensed third-party vendor.

ON CAMPUS SMOKING POLICY

Whereas environmental tobacco smoke contains human carcinogens; and whereas absorption of environmental tobacco smoke has been documented from involuntary smoking in the worksite; and **whereas exposure to environmental tobacco smoke occurs for individuals within the same ventilation systems as active smokers; and whereas epidemiological studies have shown an increased risk of lung cancer for individuals exposed to environmental tobacco smoke:** no smoking is permitted in any University of the Incarnate Word community facilities or buildings.

All employees and students share in the cooperative responsibility of compliance with this policy. In addition to tobacco, this policy also includes vaporizers and e-cigarettes. When conflicts arise, the health of the nonsmoker will prevail. Employees and students who do not comply with this policy will be subject to the same disciplinary actions that accompany noncompliance with other university rules and/or policies.

UIWRSO & ITS CLINICAL FACILITIES: NO SMOKING POLICY

A smoke-free environment helps create a safe, healthy atmosphere for our students, employees, patients and visitors. UIWRSO maintains a mandatory smoke-free environment on all campus buildings, including parking lots and clinical facilities, in an effort to eliminate the serious health risks of second-hand smoke exposure. This no-smoking policy includes vaporizers and e-cigarettes.



SEXUAL HARRASSMENT POLICY

Sexual Misconduct, Sexual Harassment, Stalking and Relationship Violence Policy

In accordance with the Campus SaVE, Violence Against Women Act (VAWA), as amended, Title IX, the Clery Act, and other state and federal laws, the University of the Incarnate Word is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from sexual misconduct, including sex based discrimination; sexual harassment; sexual assault; sexual exploitation; stalking; relationship violence (including domestic and dating violence), and retaliation. The University of the Incarnate Word is committed to addressing and working towards preventing crimes of sexual violence. The university encourages the prompt reporting of any incidents.

For more detailed information, go to: <http://uiw.edu/titleix>

The university's Title IX and Compliance Coordinator manages all concerns related to alleged violations of the University's Sexual Misconduct Policy, including sex based discrimination; sexual harassment; sexual assault; sexual exploitation; stalking; relationship violence (including domestic and dating violence), and retaliation.

To report a complaint or incident of that nature, please go to <http://uiw.edu/titleix> and click on the "Report an Incident" button or contact:

Kristine Benne, Assistant Dean for Student Affairs
University of the Incarnate Word Rosenberg School of Optometry
9725 Datapoint Drive, rm. 312
210-883-1199
benne@uiwtx.edu

Caitlin McCamish, Title IX and Compliance Coordinator
University of the Incarnate Word Main Campus
Agnese Sosa, 7th Floor, Office 101
210-283-6977
mccamish@uiwtx.edu

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

Discrimination and harassment are antithetical to the Mission of the University of the Incarnate Word and will not be tolerated. UIW is committed to providing a professional and collegial work and learning environment that values the diversity, respect and worth of every individual. Accordingly, no form of harassment or conduct which is inappropriate and that may lead to or suggest harassment is tolerated by or against all employees, students, vendors, contractors or any other individuals engaged in activities on behalf of UIW.

The University of the Incarnate Word complies with all applicable federal and state non-discrimination laws, and does not engage in prohibited discrimination on the basis of race, color, national origin, sex, gender, age, disability, genetic information, veteran status, or any other factor protected by law in either employment or the provision of services. As a Catholic institution of higher education sponsored by the Sisters of Charity of the Incarnate Word, the University of the Incarnate Word is, however, exempt from compliance with some provisions of certain civil rights laws, including some provisions of the Title IX of the Education Amendments of 1972. The University of the Incarnate Word is exempt from the prohibition against religious discrimination of the Civil Rights Act of 1964. In accordance with 41 CFR Chapter 60, it shall not be a violation of the equal opportunity clause required by Executive Order 11246 for the University of the Incarnate Word to establish a hiring preference for applicants of the Catholic faith. The university reserves the right to exercise this hiring preference as required to maintain its Catholic identity.

The University of the Incarnate Word is firmly committed to a working and educational environment free from all forms of discrimination and harassment. This includes a strict policy against any harassment, bias or prejudice on the basis of race, color, national origin, sex, gender, age, disability, genetic information, veteran status, or any other factor protected by law in either employment or the provision of services.

The University is also committed to responding swiftly and firmly to any acts of discrimination, and retaliation of which it becomes aware. Students having a complaint should report the harassment to the Assistant Dean for Student Affairs in person, by telephone or by email. Complaints regarding faculty and students may also be made to the Associate Dean for Academic Affairs by telephone or email. Complaints related to the Sexual Misconduct Policy should be referred to the Title IX Compliance Coordinator and/or Assistant Dean for Student Affairs as outlined above on pg. 47.

STUDENT GRIEVANCE PROCESS

DUE PROCESS/STUDENT GRIEVANCE PROCESS

UIWRSO is committed to fostering a learning environment that promotes academic excellence and personal development. Currently enrolled UIWRSO students with a dispute or grievance may pursue a variety of options to seek resolution. Students are encouraged to voice their concerns in a manner that is respectful of the dignity of the individual, if any, who is the subject of the complaint. It is typically best for all involved to attempt to resolve any dispute or grievance as directly as possible, with the individual(s) involved.

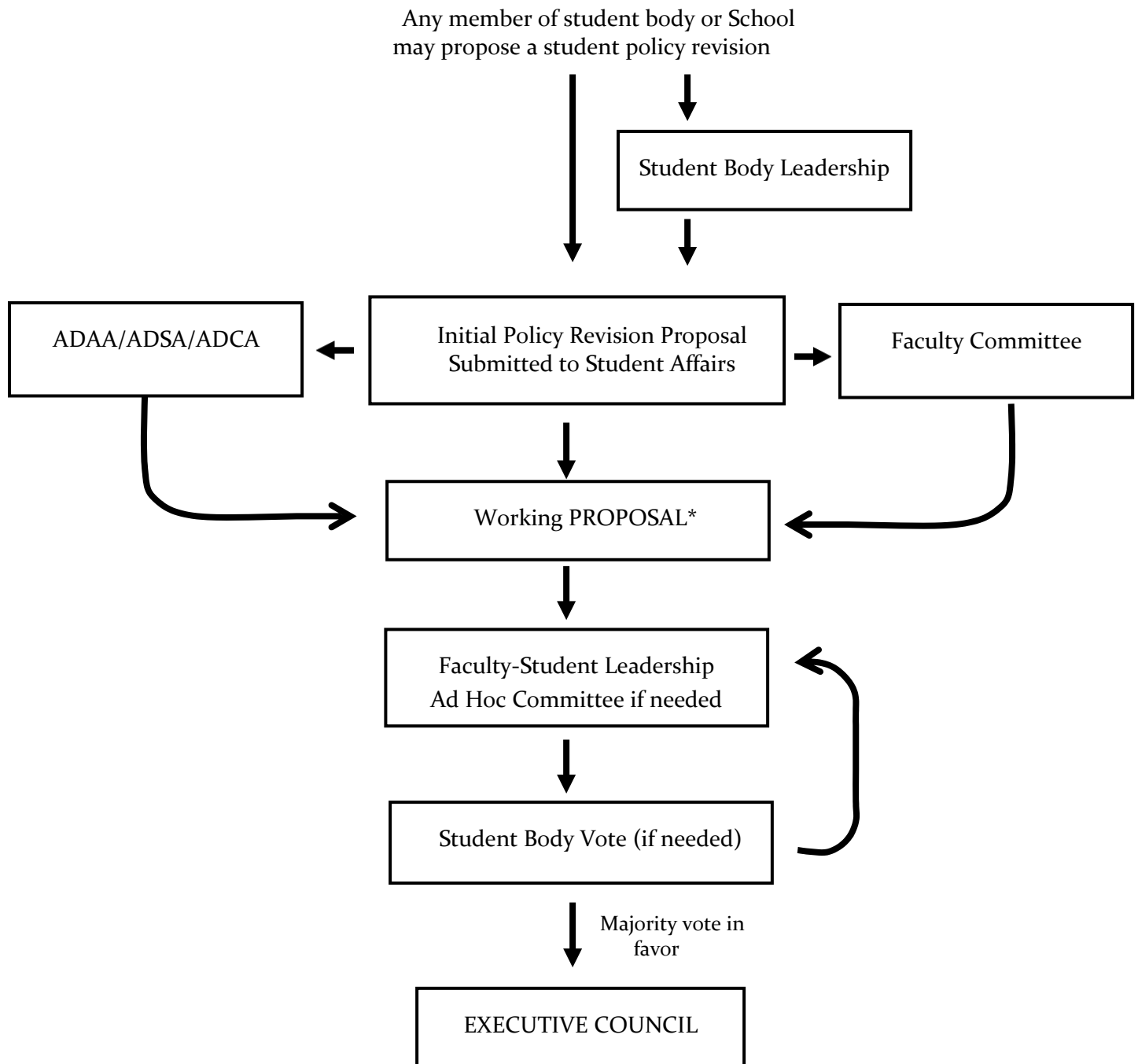
If a student feels they cannot initiate these discussions due to a given situation and/or if these discussions do not produce a resolution, the student may present his/her complaint to the Assistant Dean for Student Affairs (ADSA). The ADSA will typically attempt to resolve the complaint informally, if appropriate. If the complaint cannot be resolved informally, or if it is not resolved to the satisfaction of the student, the ADSA will recommend that the student initiate the formal grievance process, which begins with a written request. Following completion of the formal process, a final decision will be transmitted to the student. If satisfactory resolution has not been reached and only if the outcome meets specific grounds for appeal, the student shall have the right to appeal the decision to the Dean of UIWRSO.

Complaints regarding specific incidents should be initiated within five (5) working days of the event. Students who have questions about this policy are strongly urged to discuss them with the ADSA.

GRADES/ACADEMIC WORK

The grades you receive each semester are considered final and are rarely over-turned. However, if you believe that you received a grade in error, you must initiate your appeal through the instructor of the course. If there is no resolution with the instructor, the official appeal process can be initiated through the ADAA and/or designee of the Dean. All appeals must be in writing. Grades are not subject to challenge after one calendar year.

Pathway for Student Policy Revision



* Proposals may be denied further processing at this stage secondary to feedback/input from outlined participants. Denied proposals may be appealed to the Dean of Optometry.

STUDENT VOLUNTEER POLICY

GUIDELINES FOR STUDENT VOLUNTEERS

UIWRSO encourages students to participate in volunteer activities and organizations. As one of the core values of the University of the Incarnate Word, our student's commitment to service is a priority for the Rosenberg School of Optometry. The concept of giving back and providing assistance to others without expectation of reciprocity is an opportunity to gain a better understanding of the communities we serve as well as an opportunity for personal reflection & growth. In this effort, we are requiring all interns to complete a service learning requirement. Details of this requirement will be released to each class during the Fall term of the first year. Questions regarding this requirement can be addressed by the Office of Student Affairs and/or the Director of Outreach.

Service opportunities will be routinely advertised/offered by student organizations such as SVOSH and FCO as well as by RSO through the Director of Outreach. Participation in these activities should be scheduled outside class and clinical assignments. Off-site volunteer opportunities, organized by student organizations must be approved by RSO through the Director of Outreach and Office of Student Affairs. Student organization officers should refer to the Student Organization Handbook and/or the Office of Student Affairs for questions regarding off-site event/program approval.

With regards to expenses incurred through volunteering, some funding may be available depending on the program in question, i.e., Mission trips. However, ultimately the financial responsibility to participate in a volunteer opportunity such as a mission trip rests with the individual student.

Transportation to volunteer events may also be provided but is not guaranteed. For example, a student organization may reserve a UIW fleet van to travel to an off-site location. However, the faculty/staff/student must be an approved driver through the University. This process can take time, so a student organization interested in taking advantage of this option should meet with the Office of Student Affairs to coordinate well in advance of the event.

Many times, a student volunteer should be prepared to sign a waiver of liability when participating in and/or when being transported to an event.

Please remember that service requires dedication. Although service opportunities are voluntary, once a student indicates that he/she will participate, the school expects the student to meet their commitments. Cancelling last minute, showing up late/leaving early or not showing at all can negatively impact not only the other volunteers and officers coordinating the event but also the organization that has requested our assistance and ultimately the community members we will be serving. Therefore, to ensure all students understand the expectations of a volunteer, all students are required to adhere to the following policy when volunteering:

- ◆ Always be at the event at least 10-15 minutes early. Many times the program requires a check-in and assignment or brief orientation process so **DO NOT BE LATE**.
- ◆ Dress comfortably but professionally based on the expectations of the student organization or community organization you will be volunteering with.
- ◆ Be prepared and willing to assist with any tasks that the event coordinator assigns. If you are unsure of or uncomfortable with a specific assignment, please ask the officer/staff/faculty supervisor on site for clarification.

STUDENT VOLUNTEER POLICY

GUIDELINES FOR STUDENT VOLUNTEERS cont'd

- ◆ If a student needs to cancel, the student should contact the officer/staff/faculty member coordinating the event within a reasonable timeframe prior to the program.
 - ◆ Cancellation Policy:
 - ◆ Participants must give 24hour notice for cancellation of local vision screenings. Local vision screenings are defined as in the greater San Antonio area.
 - ◆ Participants are required to give 7 days' notice for cancellation of regional vision screenings. Regional vision screenings are defined as trips in the state of Texas, outside of San Antonio.
 - ◆ Participants are required to give 14 days' notice for cancellation of domestic mission trips or vision screenings. Domestic vision screenings or mission trips are defined as trips outside of the state of Texas, within the boundaries of the United States.
 - ◆ Participants are required to give 30 days' notice for cancellation of an international mission trip. International mission trips are defined as trips outside of the United States.
- ◆ If a student becomes ill or experiences a family emergency which prevents them from attending the volunteer activity, this is considered a valid excuse. The student should contact the officer/staff/faculty member coordinating the volunteer activity immediately however no further action will be taken.
- ◆ If a student does not give the proper notice to cancel participation in a volunteer activity and does not have a valid excuse as outlined above, the student will be reported to Student Affairs and professional conduct processes may be initiated.
- ◆ All professional conduct expectations as outlined in the Student Handbook apply when representing RSO in a school related volunteer activity.

Policy and Process for Mission Trips

UIWRSO considers mission trips a valuable supplement to the educational and clinical experience of our interns. Considerations when coordinating and/or participating in mission trips include:

- ◆ A proposal must be drafted and submitted to the Director of Outreach outlining:
 - ◆ the organizations coordinating and participating in the mission trip with point of contact information
 - ◆ tentative location,
 - ◆ tentative dates,
 - ◆ # of interns/# of faculty needed,
 - ◆ Mission Trips must include at least one O.D. or licensed health care provider, possibly more depending on size of group traveling
 - ◆ summary of projected intern duties and anticipated skill level needed for mission trip
- ◆ Approval process and coordination of mission trips requires months of advanced planning.
 - ◆ Submission of a proposal with a short timetable can be cause for denial
- ◆ The safety of our interns and doctors is the most important consideration. Each potential international location must be vetted by the UIW Office of International Affairs. Considerations include travel warnings listed by the US Department of State. Approvals can be rescinded at any time should there be a change to the travel advisory status. For this reason and many others, we require the student to purchase trip insurance.
 - ◆ Please note, if traveling abroad, it is the responsibility of the student to complete the appropriate immunizations and documentation. Required immunizations will vary depending on mission trip location. All required documentation must be completed and on file in advance of travel as specified by the Director of Outreach and/or the organization coordinating the mission trip. A participant should be prepared to sign a waiver of liability to participate in a mission trip.

STUDENT VOLUNTEER POLICY

Policy and Process for Mission Trips cont'd

- ◆ Once the mission trip proposal is approved, the student organization can begin recruiting volunteers
- ◆ A complete list of interns who plan to participate in a given mission trip must be submitted to the Director of Outreach for final individual intern approval
 - ◆ All interns participating on mission trips must have a 2.5 cumulative GPA or better and cannot be on academic, clinic or disciplinary probation
 - ◆ Specific class/intern eligibility for mission trips will be partly determined by the specific level of optometric skill required for the mission
 - ◆ Additional considerations for mission trip approval include the academic schedule and clinical assignments.
 - ◆ 4th Year externs must have approval from extern preceptor
 - ◆ 4th Year interns on in-house assignment & 3rd Years on clinical rotations must have approval from Asst. Dean of Clinical Affairs
 - ◆ The clinical experience involved in the mission trip will be considered when determining whether the clinical time missed will need to be made up at a later date.
 - ◆ Other activities scheduled for an intern that would cause said intern to miss clinic will also be evaluated when determining individual approval (i.e., conferences)
 - ◆ 1st, 2nd and 3rd Years must receive approval from all lead instructors by completion & submission of an 'approval form' to the Director of Outreach. The form can be picked up from the Office of Student Affairs and/or the Director of Outreach
 - ◆ For interns completing the first semester of the professional program, no trips requiring absence from lecture or lab will be approved
 - ◆ Student Organizations and/or coordinating groups may have additional eligibility requirements for specific intern participation.
- ◆ Mission trips are expensive, especially when traveling abroad. Although there may be travel grants and other funding opportunities, this is not guaranteed. Ultimately the financial responsibility rests with the individual intern.

STUDENT ORGANIZATIONS AND GOVERNMENT

GUIDELINES FOR STUDENT ORGANIZATIONS

UIWRSO encourages participation in student organizations and clubs, as an enhancement to the educational and professional growth component. Participation in these recognized student organizations provides opportunities in leadership, self-government, responsibility, special interest development, and peer collaboration. Each student organization and its publications, if applicable, has a responsibility to its members and UIWRSO, to conduct its affairs in a responsible and professional manner. It is expected that the activities of the organization will not conflict with the purposes or mission of UIWRSO or UIW.

To be elected or appointed, and to maintain a *leadership* position in any student organization, a minimum cumulative grade point average of 2.50 is required. A student being placed on academic, clinic or professional conduct probation may not hold office in any student organization.

Student organizations whose purpose, membership, and activity remain constant from year to year, and are formally recognized by UIWRSO, are considered official student organizations. To develop and maintain official organization status, the student organization is expected to meet policy guidelines. Student organizations that are interested in conducting activities on a yearly basis, should seek formal recognition from UIWRSO through CardinalSync and the Office of Student Affairs.



All Student Organizations are responsible for knowing and meeting current University policy and procedures. All Student Organizations can gain access to University policy and procedure through yearly officer trainings coordinated by Student Affairs, review of the Student Organization Handbook provided by Student Affairs and/or regular advising provided by Student Affairs. A Student Organization who fails to adhere to current policy and procedure may face sanctions including probationary status and/or revocation of official student organization status at UIWRSO.

To be considered for official status, interested potential officers should first meet with Student Affairs and submit a written request for formal recognition by UIWRSO. If the initial request is accepted, final approval is contingent on completing the student organization registration/renewal process through CardinalSync. The organization should be prepared to provide 1) a copy of the organization's official constitution; the bylaws and constitution must include: name of the organization (and any national affiliation), purpose of the organization, requirements for membership, procedures for election of officers, meetings and quorums to conduct business, process for the assessment of dues and other finances, procedures to change bylaws and statement of dissolution. 2) A yearly listing of the current officers 3) a UIWRSO advisor from the administration, faculty or staff. 4) A yearly complete list of members.

The Assistant Dean for Student Affairs (ADSA) or designee will consider the registration/ renewal request and make a decision within a four-week period. If the organization is granted official status, formal recognition will continue as long as the organization remains active & in compliance with all mandatory trainings as well as its agenda and function remain consistent with the mission of UIWRSO. If major changes occur in the purpose or function of an official organization, or if dereliction of responsibilities occur, the ADSA will review the organization's status, deciding to continue or cease official recognition.

Any student organization which conducts activities at UIWRSO, is required to support policies prohibiting discrimination on the basis of race, color, creed, religion, sex, age, disability, sexual orientation, or national origin.

Official student organizations will be permitted to use UIWRSO facilities on a pre-arranged basis, provided that these arrangements do not conflict with other scheduled UIWRSO activities or established policy.



UIWRSO is legally accountable for monies raised through student organization fundraising. Under this arrangement, student organizations must obtain prior approval by the Assistant Dean for Student Affairs (ADSA) and the Assistant Dean of Professional Advancement, to solicit funds or request goods/services from any external entity (company, business, vendor). These requests will be reviewed and authorized on a case-by-case basis. Donations, in the form of gifts, funds, and/or services received must be appropriately referenced, and subsequently reported to the office of Student Affairs for recording purposes.

All organizations are responsible for maintaining their own account balances. Student Organizations requesting access to funds in their account for an event should set an appointment to see the Student Support Services Coordinator.

Please review the Student Organization Handbook posted to CardinalSync in the RSO Community Resources Portal for specific policies and procedures related to student organizations at RSO.

UIWRSO STUDENT ORGANIZATIONS

The following is a listing and general description of the UIWRSO active student organizations. To support our student's professional and personal development, UIWRSO mass enrolls and pays membership dues for all students to participate in the SGA, AOSA, STOA and AAO. For additional details on all organizations at UIWRSO, please contact the student organization officers and/or review their portals via CardinalSync.

***STUDENT GOVERNMENT ASSOCIATION (SGA)**

The SGA is the official student representation regarding student policy and governance recommendations. The SGA serves to enhance communication between optometry students, faculty, and administration. SGA representatives collaborate and discuss issues pertinent to the entire UIWRSO student body, and help organize events for the purpose of unifying the student body.

Active members include: any optometry student in good standing, one advisor, the student Trustee & Trustee-elect of the AOSA, one SGA president, one SGA secretary/ treasurer, and three voting members from each class, as follows: class president, class vice

-president and class secretary/treasurer. SGA members serve for one year; each member is entitled to full privileges of the organization.

The SGA meets regularly to discuss issues and review opinions brought forth by representatives, for further action, if indicated. More information on SGA structure and function is listed below, in the subsection on student governance.

***AMERICAN OPTOMETRIC STUDENT ASSOCIATION (AOSA)**

The AOSA is an independent national optometric student organization whose policies and activities are determined by its membership. The AOSA includes students representing all the Schools and Colleges of Optometry in the U.S., Canada and Puerto Rico. Its main goals are representation and welfare of optometry students, as well as promoting vision education to the public.



Each optometric institution selects an AOA Trustee & Trustee Elect as representatives at all AOSA functions. The AOSA Trustee & Trustee Elect are voting members of the Student Government Association. The AOSA is the voice of optometry students directed to the policy-making bodies of national optometric organizations, such as the American Optometric Association, the National Board of Examiners in Optometry and the Association of Schools and Colleges of Optometry to name a few. The national AOSA Congress is held annually at one of the optometry schools or colleges, usually in January.

*AMERICAN ACADEMY OF OPTOMETRY STUDENT CHAPTER (AAO)

The American Academy of Optometry is the major academic and research arm of organized optometry. Offering the most up-to-date clinical continuing education and vision research at the Annual Meeting and with the journal *Optometry and Vision Science*, the AAO upholds its mission of promoting the art and science of vision care through lifelong learning. Members include students, vision scientists, and ODs of all practice modalities. The majority of Fellows (FAAO) are private practitioners, and 86% are involved in direct patient care. Student membership may be granted to students who are in good academic standing at an accredited school or college of optometry, to full-time students in vision sciences and related sciences, and to residents in accredited optometric residency programs. Benefits include all the Academy publications, and complete access to the Academy Annual Meeting at a reduced rate. The RSO Student Chapter strives to increase student membership of the AAO, offer travel grants to students attending the Annual Meeting, facilitate the Academy programs of Student Fellowship and conversion of students to Candidates, and provide opportunities for students to participate in scholarly activity.

*STUDENT COUNTRY & STATE OPTOMETRIC ASSOCIATIONS

Student Country/State Optometric Associations function to provide fellowship for students of particular residencies and to act as a liaison between students and the optometric associations. Student associations often maintain close contact with state associations, to provide communication and services for students who wish to practice in a particular state. Currently the Student Texas Optometric Association (STOA) and the Canadian Association of Optometry Students (CAOS) are active associations at UIWRSO.

*NATIONAL OPTOMETRIC STUDENT ASSOCIATION (NOSA)

The National Optometric Student Association is an organization dedicated to increasing minority representation in Optometry and is a valuable support group for minority students. NOSA chapters frequently conduct screenings in minority communities throughout the year, and represent optometry in health career programs at high schools and colleges.

*STUDENT VOLUNTEERS IN OPTOMETRIC SERVICE TO HUMANITY (SVOSH)

This charitable organization is dedicated to providing uncompensated eye care and spectacles to needy communities in the United States and other areas of the world, typically Central America, who would not otherwise receive care. Optometry students and optometrists conduct vision care ten-day mission trips, which include vision examinations, dispensing of eyeglasses, and detection, treatment and appropriate referral of ocular pathology.

Annually, SVOSH team members work to collect, inspect, and sort eyeglasses donated by various individuals and organizations, and conduct projects and activities aimed at financing travel expenses. In addition to mission trips abroad, it is anticipated that UIWRSO SVOSH will provide eye care to underprivileged areas in southwest Texas.



***SOUTHEASTERN CONGRESS OF OPTOMETRY STUDENTS ORGANIZATION (SECO)**

The SECO student organization keeps students from the southeast and students looking to move to the southeast connected with the Southern Council of Optometry. States involved under SoCO and SECO are Georgia, Tennessee, South Carolina, Kentucky, North Carolina, Florida, Alabama, Louisiana, Mississippi, Arkansas, Virginia and West Virginia. The UIWRSO chapter maintains communication with the SECO International and relations with its student advisory committee, annual convention and continuing education courses.

Student Honorary Organizations

***GOLD KEY INTERNATIONAL OPTOMETRIC HONOR SOCIETY**

The purpose of the Gold Key is to recognize upper-class students who have demonstrated outstanding professional and ethical attitudes through leadership in their class, school and profession. Typically, Gold Key membership is restricted to third and fourth year students; no more than five percent of third year and ten percent of fourth year students may hold membership. The present student membership of Gold Key is solely responsible for the selection of new members, based upon pre-determined leadership and professional qualities. All selected candidates are chosen for lifetime membership.



***BETA SIGMA KAPPA (BSK)**

Beta Sigma Kappa is an international optometric honor society. Founded in 1925 by a small group of optometrists in Illinois, Beta Sigma Kappa now has student chapters in every school and college of optometry in the United States, with two in Canada, and one in Puerto Rico. To be eligible for BSK membership, a student must attain a grade point average of 3.5 in their first professional year, a cumulative GPA of 3.4 in the first two years, a 3.3 cumulative GPA for the first three years and a 3.2 cumulative GPA for all four professional years.

***STUDENT AMBASSADORS**

Ambassadors assist in student recruitment, admissions, and public relations functions of UIWRSO. Additionally, Ambassadors can be used by RSO committees for student representation. Ambassadors are selected from members of every active class based upon an application process. The application process is coordinated by the Office of Student Affairs in collaboration with the Faculty Scholarship & Awards Committee. Student Ambassadors serve one year terms.

Special Interest Organizations and Clubs

*COLLEGE OF OPTOMETRISTS IN VISION DEVELOPMENT (COVD)

The College of Optometrists in Vision Development is an international membership association of eye care professionals including optometrists, optometry students, and vision therapists. The mission of COVD is to serve as an advocate for comprehensive vision care emphasizing a developmental and behavioral approach. The RSO chapter is dedicated to encouraging students interested in developmental optometry, facilitating the transition from optometry school to vision therapy residencies and private practice, and promoting community awareness of developmental vision problems.

*FELLOWSHIP OF CHRISTIAN OPTOMETRISTS (FCO)

FCO is a student organization, and local chapter of the National FCO, that provides pre- optometry and optometry students with a vehicle for spiritual growth and fellowship. FCO encourages opportunities for students to successfully combine their professional skills with mission work consistent with their Christian faith. Organization's activities may include luncheon seminars with featured speakers, Bible studies, and a yearly mission trip for humanitarian purposes.

*SPORTS VISION ASSOCIATION (SVA)

The Sports Vision Association provides opportunities for its student members to gain experience in vision care as it relates to various sports fields. SVA members will provide vision screenings for student-athletes in the San Antonio area, helping to identify athletes who would benefit from visual enhancement or vision therapy. The SVA will also maintain membership with the Sports Vision Section (SVS) of the American Optometric Association, the nation's largest group of students and doctors of optometry, and allied sports professionals, who are dedicated to advancing the quality and delivery of sports vision care through education, eye injury prevention, and the enhancement of the visual performance of athletes.



*CONTACT LENS SOCIETY (CLS)

CLS is dedicated to extending contact lens interest and knowledge among students and thereby improving contact lens patient care. This society is open to all third and fourth year professional students, and will involve seminars, presentations, and invited lecturers regarding updates on lenses, equipment and clinical care.



*PRIVATE PRACTICE ASSOCIATION (PPA)

This club is designed to help prepare UIWRSO students for entering private practice by introducing and exposing interested students to the business and practice management aspects of the profession. This club will promote private practice as a career choice and will involve seminars, presentations, and invited lecturers regarding practice management, and a variety of private practice-related topics.

Special Interest Organizations and Clubs cont'd

*LOW VISION & REHAB (LVR)

LVR's primary purpose is to improve our student's academic knowledge of ocular disease, facilitate ongoing development in the areas of low vision care, and to increase recognition of their effect on quality of life. LVR strives to constantly improve as future optometrists and to enhance the delivery, effectiveness and efficiency of eye and vision care services.

STUDENT GOVERNANCE

The SGA is the official student representation regarding student policy and governance recommendations. The SGA serves to enhance communication between optometry students, faculty and administration.



The SGA Executive Council is comprised of our 3rd Year Class President, Vice President, Secretary Treasurer and Clinic Representative. Additionally, SGA is comprised of Class Representatives (President, Vice President and Secretary Treasurer) representing Years 1 and 2 of the UIWRSO classes. 4th Years have a representative in SGA by term. Additional members of SGA include the AOSA Trustee and Trustee-Elect.

General elections for SGA positions will take place during the spring semester of each academic year, excepting the 1st Years who will complete elections at the start of the Spring term. SGA officers serve one year terms, excepting the 1st Year class representatives who serve one semester.

To be elected and to maintain a governance position (e.g. SGA officer, Class representative, Student Organization officer), a cumulative GPA of 2.50 is required. A student being placed on academic, clinic or professional conduct probation may not hold office in any student organization.

The official SGA constitution, including mission, goals, bylaws and membership can be reviewed through the SGA portal in CardinalSync, by contacting an SGA executive council member and/or reviewing the current constitution on file within Student Affairs. The SGA will meet regularly to fulfill the mission and goals of the organization. The faculty advisor for the SGA attends meetings and provides feedback when needed.

Student Governance Structure:

1. **STUDENT GOVERNMENT ASSOCIATION (SGA) EXECUTIVE COUNCIL:**
 - 3rd Year President
 - 3rd Year Vice-President
 - 3rd Year Secretary/Treasurer
 - 3rd Year Clinic Rep
2. **CLASS REPRESENTATIVES (representing Years 1-2; 4 of UIWRSO classes):**
 - President
 - Vice-President
 - Secretary/Treasurer
 - 4th Year Summer, Fall, Spring Representatives
3. **AOSA trustee and AOSA trustee elect**

FINANCIAL AID

A number of financial assistance programs exist to help students meet the cost of attending the UIW School of Optometry. These programs include student loans, student employment, institutional scholarships, and outside scholarships. In order to be awarded financial aid, students must complete the financial aid application process and submit all required forms by the appropriate deadline.



The UIWRSO Director of Admissions and Student Services will work closely with the University's main financial aid office to ensure that optometry students are awarded financial assistance for which they qualify. All students will be awarded and packaged financial aid up to their total cost of attendance, which includes a budget for tuition, fees, room, board, books, supplies/equipment, transportation, and personal expenses.

Upon admission and enrollment in the School of Optometry, students will be encouraged to meet annually with the UIWRSO Director of Admissions and Student Services to review their financial needs and determine their financial packaging for the upcoming academic year. Financial aid and debt counseling information sessions designed specifically for optometry students will be conducted periodically. Students may also meet individually with the Director of Admissions and Student Services at any time, to review their financial aid status, discuss debt management strategies, or obtain financial information.

Students are kept informed of any changes or updates regarding financial aid through email communication, printed materials, and the financial aid websites for UIW and UIWRSO.

Student Tuition Payment Policy

All UIWRSO students are responsible for ensuring that tuition & fees are paid in full each term throughout the four-year professional program. Upon registration, all students are required to pay the full semester's tuition and fees by the first day of classes. Failure to clear an account by the first day of classes for each term will result in a business office hold, late fees and will prevent a student from being registered in subsequent semesters. Should any student foresee difficulty with meeting the tuition payment policy outlined above, it is the student's responsibility to immediately contact the UIWRSO Office of Student Affairs for further instruction & assistance.

SAN ANTONIO LIVING

HOUSING

Bella Madera at Shavano Park 2914 Olmos Creek Dr. San Antonio, TX 78230 (210) 493-1700	4.6 miles	La Maison 7600 Callaghan Rd San Antonio, TX 78229 (210) 342-8959	2.3 miles
Broadstone Colonnade 4330 Spectrum One San Antonio, TX 78230 (210) 877-9926 www.broadstoneliving.com	0.9 miles	Mirada Apartments 13515 West Ave. San Antonio, TX 78216 (210) 481-3404 www.mirada-apts.net	6.7 miles
Broadstone Medical 4900 Medical Dr. San Antonio, TX 78229 (210) 614-1928 www.broadstoneliving.com	2.0 miles	New England Village Apartments 130 Melrose Place San Antonio, TX 78212 (210) 824-5131	7.6 miles
Crescent Apartment Homes 340 Treeline Park San Antonio, TX 78209 (210) 822-5540 www.thecrescentapartments.com	3.8 miles	Oak Terrace Apartments 9603 Powhatan Drive San Antonio, TX 78230 (210) 690-0148	1.4 miles
Hidden Oaks Apartments 13129 NW Military Hwy San Antonio, TX 78231 (210) 493-3801 www.hiddenoakstexas.com	1.5 miles	Parliament Bend 11838 Parliament Dr. San Antonio, TX 78216 (210) 341-9761	4.8 miles
		Rosemont Olmos Park 401 Holland Ave. San Antonio, TX 78212 (210) 829-1022 www.rosemontolmospark.com	7.7 miles

Saddle Ridge Apartments 3.2 miles
5711 North Knoll
San Antonio, TX 78240
(210) 694-4100

San Antonio Station 0.6 miles
7458 Louis Pasteur
San Antonio, TX 78229
(210) 614-3679
www.sastation.com

Signature Ridge 1.8 miles
3711 Medical Dr.
San Antonio, TX 78229
(210) 615-8088
www.riverstoneres.com/SignatureRidge

The Vintage Apartments 1.3 miles
7733 Louis Pasteur
San Antonio, TX 78229
(210) 949-2900

Ventana Apartments 1.0 miles
11020 Huebner Oaks
San Antonio, TX 78230
(210) 558-6911
www.ventana-apts.com

Villas at Oak Creste 2.1 miles
5315 Fredericksburg
San Antonio, TX 78229
(210) 340-0345

Windridge Apartments 2.1 miles
2502 Babcock
San Antonio, TX 78229
(210) 614-3343
www.windridgeapthomes.com

UTILITY CONNECTION

SAWS - San Antonio Water System
Phone: (210) 704-SAWS (7297)
Call for connection, specific address is needed
www.saws.org

CPS Energy
Phone: (210) 353-2222
www.cpsenergy.com

VEHICLE REGISTRATION

San Antonio DMV
4611 Northwest Loop 410
San Antonio, TX
(210) 615-1776
OFFICE HOURS: M-F 8:00-5:00
www.dot.state.tx.us

VOTER REGISTRATION

Bexar County
233N. Pecos La Trinidad , Suite 350
San Antonio, TX
(210) 335-6625
www.sos.state.tx.us



PUBLIC NOTARY

The UPS Store - 1.1 miles
4319 Medical Dr., #131
San Antonio, TX 78229
(210) 615-0385
M-F 8:30-6:30; S-10-5
www.theupsstore.com

The UPS Store - 0.4 miles
10004 Wurzbach Rd
San Antonio, TX 78230
(210) 697-8481
M-F 8-7; S-9-5; Sun-12-5

VIA METRO TRANSIT INFORMATION

Customer Service:

(210) 362-2020
(866) 362-2020
www.viainfo.net

Crossroads Park and Ride

151 Crossroads Blvd
(210) 731-6616
Monday - Friday 7:00 a.m. -1:00 p.m.
& 2:30 p.m.-6:00 p.m.

Ingram Transit Center

3215 Northwestern Dr.
(210) 521-6773
Monday - Friday 7:00 a.m. -1:00 p.m.
& 2:30 p.m.-6:00 p.m.

Medical Center Transit Center

7535 Merton Minter
(210) 614-4615
Monday - Friday 7:00 a.m.-1:00 p.m.
& 2:30 p.m.-6:00 p.m.

534 – Wurzbach Road

Ingram Transit Center / Wurzbach &
Bandera / Medical Center Transit Center /
Wurzbach & Fredricksburg / Wurzbach &
Vance Jackson / Lockhill Selma & Belair /
North Star Mall



CAMPUS AREA RESTAURANTS

Walking distance:

Arby's 9323 Wurzbach Rd San Antonio, TX 78240 (210) 691-8449 www.arbys.com	0.10 miles	Jack In The Box 9330 Wurzbach Rd San Antonio, TX 78240 (210) 593-0420 www.jackinthebox.com	0.11 miles
Bill Millers 9202 Wurzbach Rd San Antonio, TX 78240 (210) 692-7373 www.billmillers.com	0.15 miles	Pasha Medit. Grill 9339 Wurzbach Rd San Antonio, TX 78240 (210) 561-5858	0.12 miles
Church's Chicken 9331 Wurzbach Rd San Antonio, TX 78240 (210) 696-9735 www.churchs.com	0.11 miles	Taco Bell 9300 Wurzbach Rd San Antonio, TX 78240 210-593-0009 www.tacobell.com	0.19 miles
El Gallito De Jalisco 9226 Wurzbach Rd San Antonio, TX 78240 (210) 614-7114	0.10 miles	Taco Cabana 9339 Wurzbach Rd San Antonio, TX 78240 (210) 690-6004 www.tacocabana.com	0.12 miles
Fujiya Japanese Garden 9030 Wurzbach Rd San Antonio, TX 78240 (210) 615-7553 www.fujiyajapanese garden.com	0.27 miles	Wendy's 9340 Wurzbach San Antonio, TX 78240 (210) 593-0244 www.wendys.com	0.09 miles
IHOP Restaurant 9210 Wurzbach Rd San Antonio, TX 78240 (210) 616-0959 www.ihop.com	0.11 miles		

Within a 1 mile radius:

		Golden Wok Chinese	0.40 miles
		8822 Wurzbach Rd	
		San Antonio, TX 78240	
		(210) 615-8282	
		www.golden-wok.com	
Aldo's Ristorante Italiano	0.88 miles	India Palace	0.91 miles
8539 Fredericksburg Rd		8474 Fredericksburg Rd #100	
San Antonio, TX 78229		San Antonio, TX 78229	
(210) 696-2536		(210) 692-5262	
www.aldos.us		www.indiaplacesa.com	
Bombay Hall Indn. Cuisine	0.42 miles	Mc Donald's	0.41 miles
8783 Wurzbach Rd		9600 IH 10 W	
San Antonio, TX 78240		San Antonio, TX 78230	
(210) 691-5900		(210) 593-0344	
		www.mcdonalds.com/usa	
China Garden	0.45 miles	Pizza Hut	0.63 miles
8742 Wurzbach Rd		9403 Wurzbach Rd	
San Antonio, TX 78240		San Antonio, TX 78240	
(210) 593-9393		(210) 696-5064	
www.cg-delivery.com		www.pizzahut.com	
China Sea 2	0.33 miles	S. A. Burger Company	0.94 miles
9919 Colonial Sq.		8440 Fredericksburg Rd	
San Antonio, TX 78240		San Antonio, TX 78229	
(210) 696-8787		(210) 949-0303	
Denny's	0.47 miles	Subway	0.46 miles
9550 IH 10 W		8727 Wurzbach Rd	
San Antonio, TX 78230		San Antonio, TX 78240	
(210) 593-0343		(210) 696-8339	
www.dennys.com		www.subway.com	
Dry Dock Oyster Bar	0.87 miles	Thai Corner	0.88 miles
8522 Fredericksburg Rd		8498 Fredericksburg Rd	
San Antonio, TX 78229		San Antonio, TX 78229	
(210) 692-3959		(210) 595-3000	
www.drydocktexas.com		www.thaicorner-sat.com	
El Taco Tote	0.54 miles	Tommy's Restaurant	0.40 miles
9502 IH 10 W		8823 Wurzbach Rd	
San Antonio, TX 78230		San Antonio, TX 78240	
(210) 593-1553		(210) 558-9777	
www.eltacotote.com		www.tommysrestaurant.com	

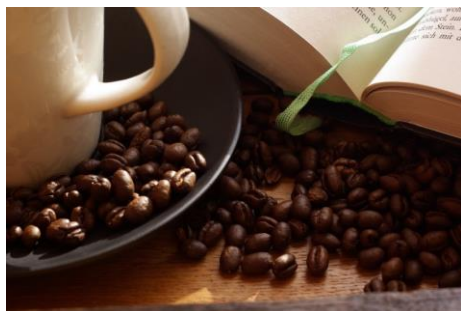
COFFEE HOUSES

Whole Lotta Latte 0.2 miles
9102 Wurzbach Rd
San Antonio, TX
(210) 593-9858

Petra café 1.3 miles
7959 Medical Suite 215
San Antonio, TX
(210) 614-0700

Starbucks Coffee 1.5 miles
4739 Medical Dr.
San Antonio, TX
(210) 949-0259
www.starbucks.com

It's A Grind 1.9 miles
11255 Huebner Rd # 100
San Antonio, TX
(210) 561-5551
www.itsagrind.com



MOVIE THEATERS

Regal Cinemas 2.08 miles
11075 Huebner Rd.
San Antonio, TX 78230
(210) 558-9988

Fiesta 16 3.7 miles
12631 Vance Jackson
San Antonio, TX 78230
(210) 641-6909

NW Stadium 14 Theatres 2.1 miles
7600 W IH 10
San Antonio, TX 78230
(210) 349-6514

BOOKSTORES

Barnes & Nobles 4.7 miles
12635 W IH 10
San Antonio, TX 78230
(210) 561-0205
www.barnesandnoble.com

SCHOOL ENROLLMENT

Northside Independent School District

ELEMENTARY SCHOOLS

Colonies North
Kris Cotton, Principal
9915 Northampton Dr.
San Antonio, TX 78230
Campus #: (210) 397-1700

McDermott Elementary
Debra Tatum, Principal
5111 USAA Blvd
San Antonio, TX 78240
Campus #: (210) 397-5100

Mead Elementary
Annette Lopez, Principal
3803 Midhorizon Dr
San Antonio, TX 78229
Campus #: (210) 397-1750

MIDDLE SCHOOLS

Hobby Middle School
Tracy Tietze, Principal
11843 Vance Jackson
San Antonio, TX 78230
Campus #: (210) 397-6300

Rudder Middle School
Mary Jewell, Principal
6558 Horn Blvd.
San Antonio, TX 78240
Campus #: (210) 397-5000

DAYCARES

This website, obtained using the Google search engine, is a listing of local San Antonio daycares:
<http://maps.google.com/maps?hl=en&q=day%20cares%2C%20sa%20tx%2078229&um=1&ie=UTF-8&sa=N&tab=wl>

For information on the quality of local daycares you may use the site listed below:
http://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp

SHOPPING CENTERS

Alamo Quarry Market
255 E Basse Rd
San Antonio, TX
(210) 824-8885
www.quarrymarket.com

Huebner Oaks Mall
11745 Interstate Hwy
San Antonio, TX
(210) 696-9880

Ingram Park Mall
6301 NW Loop 410
San Antonio, TX
(210) 684-9570
www.ingramparkmall.com

North Star Mall
7400 San Pedro
San Antonio, TX
(210) 340-6627
www.northstarmall.com

The Shops at La Cantera
15900 La Cantera Parkway
San Antonio, TX
(210) 582-6255
www.theshopsatlacantera.com

**HOSPITALS—MEDICAL CENTER AREA**

CHRISTUS Santa Rosa Hospital 2.9 miles
2827 Babcock Road
San Antonio, TX 78229
(210) 705-6300
www.christussantarosa.org

Methodist Hospital 2.2 miles
7700 Floyd Curl Drive
San Antonio, TX 78229
(210) 575-4000
www.methodisthospital.org

Methodist Children's Hospital 1.5 miles
7959 Fredericksburg Rd
San Antonio, TX
(210) 575-7000
www.mhschildrens.com

St. Luke's Baptist Hospital 1.5 miles
7930 Floyd Curl Drive
San Antonio, TX 78229
(210) 297-5000
www.baptisthealthsystem.com

University Hospital 1.8 miles
4502 Medical Dr
San Antonio, TX 78229
(210) 358-4000
www.universityhealthsystem.com

MINOR EMERGENCY

Texas Med Clinic 0.4 miles
9885 IH 10 W
San Antonio, TX
(210) 696-5599
www.texasmedclinic.com





BANKS - within a 2 mile radius

Bank of America 9901 W. IH 10, #100 San Antonio, TX 78230 (210) 694-4141 www.bankofamerica.com	0.54 miles	Frost Bank 10215 Wurzbach Rd San Antonio, TX 78230 (210) 220-4011 www.frostbank.com	0.63 miles
Broadway Bank 8056 Fredericksburg Rd. San Antonio, TX 78229 (210) 283-6500 www.broadwaybank.com	1.34 miles	San Antonio Credit Union 8403 Wurzbach Rd San Antonio, TX 78229 (210) 614-4960 www.sacu.com	1.01 miles
Chase Bank 7959 Fredericksburg Rd San Antonio, TX 78229 (210) 617-6015 www.chase.com	1.48 miles	Security Service Federal Credit 9543 W. IH 10 San Antonio, TX 78230 (210) 476-4000 www.ssfcu.org	1.47 miles
BBVA Compass Bank 7575 Wurzbach Rd. San Antonio, TX 78229 (210) 592-5751 www.bbvacompass.com	1.87 miles	Wells Fargo 4351 Medical Dr. San Antonio, TX 78229 (210) 856-3310 www.wellsfargo.com	1.52 miles





PLACES OF WORSHIP— within a 4 mile radius

Emmanuel Worship Center 8308 Fredericksburg San Antonio, TX (210) 684-2687	1.11 miles	Rodfei Sholom 3003 Sholom Dr. San Antonio, TX (210) 492-0629	3.89 miles
Evers Road Christian Non-Denominational 7959 Fredericksburg Rd San Antonio, TX (210) 684-2043 www.erccsa.com	1.55 miles	St. Francis Episcopal 4242 Bluemel Rd. San Antonio, TX (210) 696-0834 www.sfcsa.org	0.71 miles
Grace Point Church 9750 Huebner Rd. San Antonio, TX (210) 447-0032	2.66 miles	St. Matthew's Catholic 10703 Wurzbach Rd San Antonio, TX (210) 478-5000 www.stmatts.org	1.09 miles
Islamic Center of SA 8638 Fairhaven San Antonio, TX (210) 614-0989 www.icsaonline.org	0.63 miles	Shepherd of the Hills Lutheran Church 6914 Wurzbach Rd. San Antonio, TX (210) 614-3742	2.73 miles
Medical Center Baptist 7015 Wurzbach San Antonio, TX (210) 614-3383	2.53 miles	Trinity United Methodist 6800 Wurzbach Rd. San Antonio, TX (210) 684-0261 www.tumcsa.org	2.90 miles
Oak Hills Presbyterian 6739 Callaghan San Antonio, TX (210) 342-0271 www.oakhillspresbyterian.com	3.02 miles	Journey Church San Antonio 24135 West IH-10 San Antonio, TX 78257 Service times are 9:30 am & 11 am http://www.journeychurchsa.com	