

CAMPUS RESOURCES

Bookstore

Matthews Bookstore features a selection of reference books, scrubs, school supplies, medical instruments, lab coats in a variety of styles, and Des Moines University apparel and gifts. Special orders from books to clothing are welcome.

All Des Moines University course materials are readily available. As the members of the faculty submit their lists of required and recommended texts and supplies, the items are ordered by the bookstore staff so that they will be in stock when courses begin.

Additional information is available on the store website- www.dmubooks.com (<http://www.dmubooks.com/>)

Cafeteria

Summerfield's, the on-campus cafeteria, provides a morning coffee bar and lunch service. A self-service check out option is available outside of those hours. Summerfield's only accepts credit cards and ID badges. The cafeteria is located on the lower level of the Student Education Center.

Center for Educational Enhancement (CEE)

Mission Statement: The Center for Educational Enhancement provides services and resources dedicated to improving competence, performance, and/or patient care within the University and health professions community.

The Center for Educational Enhancement (CEE) provides student support, faculty development, Library services as well as continuing education. Additionally, CEE responds to student requests for accommodations. CEE is comprised of Library services, Academic Support team, and Continuing Education.

CEE Library Services is *both a virtual space and a physical place that actively serves and supports the University's medical and health education programs*. It provides a broad range of digital resources, accessible both on and off campus, including thousands of e-books, e-journals, and a wide variety of databases such as ClinicalKey and Access Medicine. The library also provides access to point of care databases like 5 Minute Consult, UpToDate and VisualDX. Specialty resources like JoVE, OrthoEvidence, Transparent Languages and Natural Medicines are also available to students as well as multimedia resources like AnatomyTV, Academic Video Online, and the New England Journal of Medicine NEJM Resident 360. The library licenses online question databanks like ExamMaster and BoardVitals, in addition to the Board Review Series, Case Files and numerous flashcard resources to help students prepare for their board exams. Study aids are available for checkout including bones and anatomical models, white boards, noise-cancelling headphones and more. If the library does not own or subscribe to a resource, it will try to obtain a copy from another library. These services are free to faculty, students, and staff. Requests for article are usually filled within five business days.

The library's information literacy instruction program provides an orientation to all incoming students, as well as in-depth curricular and co-curricular instruction and support in collaboration with faculty and campus partners. The library's curriculum focuses on evidence-based practice and research skills and is based on the Association of College

and Research Libraries' Framework for Information Literacy for Higher Education.

The Library offers group or one-on-one consultation services for students and faculty as well as access to helpful online guides on how to effectively find and use library resources and a variety of other topics including citation practices, conducting literature reviews, assisting with research identity and scholarly publication metrics, and identifying avenues for publication. Additional information on library resources and services is available on the Library's [website \(https://lib.dmu.edu/home/\)](https://lib.dmu.edu/home/).

The mission of CEE Academic Support team *is to support excellence within Des Moines University's academic community through innovation and collaboration which enhance instruction, student learning, and assessment*. It offers a broad range of support services and programs designed to help students and faculty achieve their academic goals. Students are offered one-on-one, group learning opportunities, presentations, and workshops relating to board preparation, study skills, time management, test-taking, and course specific guidance. The CEE also offers [Student Support Pulse page \(https://dmu365.sharepoint.com/sites/pulse/academics/cee/pages/studentssupport.aspx\)](https://dmu365.sharepoint.com/sites/pulse/academics/cee/pages/studentssupport.aspx) that highlights available resources to guide study and course specific recommendations.. The CEE also coordinates the peer tutoring program. Students interested in developing their abilities to teach may participate in CEE courses (Practical Foundations for Health Sciences Education – CEE 2078A, and Applications of Practical Foundations for Health Sciences Education – CEE 2078B). Students may e-mail academicsupport@dmu.edu or call 515-271-1516 to schedule an appointment.

Reasonable Accommodations

Students in need of accommodations to meet technical standards or other curriculum requirements should apply for [Accommodations in Educational Programming \(https://dmu.policystat.com/policy/6080704/latest/\)](https://dmu.policystat.com/policy/6080704/latest/). Students seeking accommodations are responsible for requesting reasonable accommodations through the Accommodations and Educational Support Specialist in the Center for Educational Enhancement. Students may e-mail accommodations@dmu.edu, or call 515-271-4452 to schedule an appointment. The Accommodations and Educational Support Specialist in the Center for Educational Enhancement reviews all requests for accommodations through an individualized, interactive process.

Please note students who are granted accommodations must still meet the applicable technical standards, with or without accommodations, for their academic program.

Continuing Education

The Des Moines University (DMU) Continuing Education (CE) mission is *to provide evidence-based health education and professional development opportunities that encourage interprofessional collaboration and enhance learners' competence, performance, and/or patient outcomes*. The focus is on compassionate, lifelong learners and advocacy for the health and welfare of diverse populations. The goal is to improve patient outcomes in the people served by the health providers we educate.

The educational offerings will advance the prevention, diagnosis, and treatment of disease. Our educational offerings include updates in clinical medicine and basic science research, review of current or best practice recommendations for clinical care, learning modules in quality improvement, procedural and communication skills, development

exercises, and professional development in academics, leadership, and patient safety.

DMU faculty, preceptors, alumni, staff, and students are the primary target audience. We welcome and encourage the attendance of all health professionals and actively seek to broaden our audience through collaboration with other healthcare-related organizations throughout the United States to expand the scope of learning related to their practice.

Please visit our website (<https://cme.dmu.edu/>) to learn more about the DMU CE program or register for an activity.

Clubs and Organizations

Clubs, local chapters of national groups, honorary societies and other organizations offer students a chance to get involved. Student participants engage to meet peers, learn more about a professional organization, voice an opinion or volunteer in the community. Student clubs and organizations offer the ability to attend national conventions, advocate for a cause and more. All clubs and organizations are free to join although some may have a mandatory national or chapter fee. Most clubs and organizations welcome students from all programs however some are program specific. All clubs and organizations have students in a leadership role with a designated faculty advisor as support. The Office of Student Affairs provides annual training to ensure policies and procedures that govern clubs and organizations are understood and consistently applied.

Diversity and Multicultural Affairs

The University is committed to fostering a community and campus climate that values and actively supports inclusiveness and diversity. The office of Diversity and Multicultural Affairs promotes supplemental programming designed to increase understanding and appreciation of diverse cultures, raise awareness, educate, and promote social justice.

DMU students have many opportunities and experiences to gain skill sets that will enhance and contribute to their personal and professional development. Part of that development is to learn and acquire cultural competency/humility skills. It is important to recognize that becoming culturally competent is an ongoing process. Students are challenged to examine their own cultural biases and stereotypes throughout their educational journey. One of our goals is to equip and empower students to be a part of a global health care system that responds appropriately to and is inclusive in delivering positive health outcomes for a diverse and ever changing society. Additional information is available on the office's website (<https://www.dmu.edu/diversity/>).

Faculty Advisor

All students are assigned a faculty advisor who provides assistance, advice and counsel, as needed, and who serves as a liaison between the student and the academic and administrative communities. Based upon students' needs and requests, faculty advisors are available to monitor academic achievement and provide guidance and assistance in meeting academic requirements; serve as a mentor to the student; provide referral information to other student support/departments as necessary; and inform appropriate departments of student concerns.

ITS Resources

Information Technology Services (ITS) maintains network accounts for all enrolled students. The account allows access to a wide variety of University resources, including Microsoft Outlook for email and calendar, our campus-wide SharePoint Site (Pulse), Office 365, Desire2Learn (D2L),

Zoom, Panopto, LinkedIn Learning, and various other university supported applications

The ITS Help Desk serves as a "one-stop" center for resolving campus technology problems and also as a call-center for other technology resources on campus. All requests for IT support services are logged through the Help Desk. ITS Help Desk has both on-campus support and 24/7 phone and D2L chat support.

Our University SharePoint Site, Pulse, contains general university and program specific announcements, links to valuable Library Resources, schedule information, the ITS Service Catalog and knowledge base, and many additional links useful to students' education at DMU.

Each student is assigned an e-mail account. This account is accessible through their DMU computer (as applicable), Office 365, Pulse and Outlook. Microsoft Outlook email app may also be installed on personal mobile devices with DMU credentials. The University-assigned e-mail address will be used by departments and programs as the official communication link with students. The University does not maintain a list of alternate addresses and does not support forwarding of e-mail to other accounts.

DMU provides access to several technology tools related to teaching and learning. D2L is the learning management system to which instructors post supplemental course information, quizzes, grades and other helpful course information. Panopto is our video management system and provides access to lecture recordings and other video content across campus. Zoom is our web conferencing solution that is available to all DMU faculty, staff, and students. Check out the ITS Service Catalog on Pulse for additional teaching and learning tools available at DMU. (Faculty, staff and student only)

Student Assistance Program

All enrolled DMU students have access to the Aetna Student Assistance Program (SAP). Services are available 24 hours a day, 7 days a week and are accessible by phone, email, or online. Please visit the SAP page on Pulse for access information (<https://dmu365.sharepoint.com/sites/pulse/students/studenthealthinsurance/pages/sap.aspx>). In addition to serving as an emergency resource, the SAP is a valuable option for mental health services for those students living outside the state of Iowa (e.g., on-line or distance students, students who are out of state for clinical rotations or internships). The SAP provides three (3) free annual face-to-face visits with an off-campus, licensed counselor within the nationwide Aetna provider network.

Student Counseling Center

The Student Counseling Center (SCC) provides mental health services to enrolled students for a wide variety of concerns, including (but not limited to) stress management, adjustment, anxiety, depression, and grief/loss. Partners of students may also participate in relationship counseling sessions. Psychiatric services are available through a contract with Central Iowa Psychological Services. The SCC also provides psychoeducational workshops and hosts campus events on topics such as stress management, healthy relationships, and preventing burnout. All SCC services are free and confidential, and the SCC's records are not a part of any academic or university records. Additional information regarding the SCC's services is available on their website (<https://www.dmu.edu/student-counseling-center/>) and Pulse page. The SCC is available by **Phone:** 515-271-1392 or **Email:** counseling@dmu.edu during business hours (Monday-Friday, 8:00-4:30).

Student Government

The Student Government Association (SGA) is the official governmental body for students enrolled in each College. The University has three SGA organizations reflecting the three distinct colleges. Upon admission, students in programs with full-time tuition (rather than hourly) are automatically members of the SGA, which is governed by elected representatives. The purpose of the SGAs, as defined in each organization's respective by-laws, is to provide students with a forum to express ideas concerning the academic, social and service aspects of the college. Each SGA is allocated money for their budget and decisions regarding the utilization of these funds are based on the vote or decision-making authority of the governing body.

Student Handbook

The Student Handbook is issued as a web-based publication to serve as a guide for enrolled students. It contains links to general information, policies and procedures to ensure that students understand and are meeting expectations for graduation and successful careers in health care. Specific information for courses/systems is available in each course syllabus.

The policies and procedures are defined to ensure that students succeed academically and attain the professional standards necessary to practice as a health care professional. Therefore, students are responsible for becoming familiar with the contents of the handbook and for abiding by the Student Code of Conduct and all other policies and procedures.

During the registration process, students sign a statement that they understand and agree to uphold all University and program regulations as stated in the handbook.

Student Health Insurance

DMU requires students in all programs, with exception of those delivered completely online, to provide proof of active comprehensive health insurance. All students must enroll in the Student Health Insurance Plan or submit a waiver request. Only those students who meet the waiver requirements will be allowed to waive the plan. Plan rates, Benefit Summary, Waiver Requirements and other information about the Student Health Insurance Plan can be found by visiting the [DMU Student Health Insurance \(https://dmu365.sharepoint.com/sites/pulse/students/studenthealthinsurance/pages/healthinsurance.aspx\)](https://dmu365.sharepoint.com/sites/pulse/students/studenthealthinsurance/pages/healthinsurance.aspx) page.

If students do not enroll or waive by the deadline, they will automatically be enrolled and billed for the Aetna Student Health Insurance on their DMU student account.

To meet the waiver requirement, students must verify coverage through the following:

- A plan coordinated through DMU.
- Parents or spouse/partner group plan.
- Tricare (Military)
- An individual plan that meets the hard waiver criteria.
- Iowa Medicaid will only be accepted during didactic years.

Student Health Services

Students have access to primary care through appointments in the DMU Family Medicine/Student Health clinic anytime during regular clinic hours. Annual TB skin testing and flu immunization are available to students through Family Medicine/Student Health to students at

no charge. All other available services will be billed to the student's insurance plan.

Wellness Center

DMU's state-of-the-art 25,000 square foot Wellness Center, located in the Student Education Center, is open daily and provides extensive opportunities that are free to the campus population. Wellness opportunities offered to all students, at any fitness level, include classes to promote weight management; fitness classes; body composition testing; individualized exercise programs; health coaching consultations; personal/athletic trainers; individual Personal Wellness Profile (PWP) – an assessment tool that identifies personal health risks and provides strategies for reaching health and fitness goals; chair massages for a nominal fee; plus a Plus One option available for all students and much more! Additional information is available on the center's [website \(https://www.dmu.edu/wellness-center/\)](https://www.dmu.edu/wellness-center/).