



### **LOCATION OF GRADUATE SCHOOL**

The Graduate School Office is located on the first floor of the Sullivan Building in Room 101. The Sullivan Building is located on the North Campus at the intersection of Loring Avenue (Rt. 1-A) and Lafayette Street (Rt. 114).

### **OFFICE HOURS**

The Graduate School Office is open from 8:00 a.m. to 7:00 p.m. Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday.

### **PHONE NUMBERS**

Graduate School Office: 978-542-6323

Campus Police: 978-542-6511

### **PUBLIC PHONES**

Sullivan Building

1st floor (near Graduate School Office)

Ground floor (near Callan Studio Theatre)

Meier Hall

1st floor (near Bookstore)

O'Keefe Center

1st floor (near vending machines)

South Campus-Harrington Building

Lobby

### **STUDENTS WITH DISABILITIES**

All questions concerning disabled students may be directed to the Office of Equal Opportunities and Human Rights at 978-542-6106. All disabled students should identify themselves to the Director as soon as possible to assure accommodation of their disability and smooth coordination of available services.

### **HEALTH INSURANCE**

Graduate students registered for a minimum of 9 credits hours or more are required to produce evidence that they are covered by a qualified student health insurance program. Uninsured students must purchase health insurance from a program available through the college, or purchase a health benefits program with comparable coverage with a carrier of their choice and furnish evidence of this coverage to the Registrar before registration. The health insurance waiver is on the course registration form. Individual and family coverage is available through the college plan. For further information, students may call the Health Services Office.

### **NURSING – HEALTH REQUIREMENTS**

Prior to the start of clinical specialization and/or role practicum, a Health Form must be submitted to the Health Service Office. Regardless of age, the requirements are:

1. Tetanus/Diphtheria booster within 10 years. Tetanus only not sufficient.
2. MMR - Measles, mumps, rubella vaccine. Initial vaccine after 1967.
3. Measles vaccine #2, must be after 1980.
4. Mantoux TB test (Tine not acceptable) within 1 year Chest x-ray if TB test is positive.



5. Physical exam within one (1) year.

If clinical agencies have additional specifications, students who are assigned to these agencies will be required to meet them.

### **NURSING – LIABILITY INSURANCE**

Students must carry current liability insurance. “Institutional” coverage is not an acceptable substitute for individual malpractice coverage. Evidence of current liability insurance must be on file with the Graduate School Office prior to entry into any clinical area.

### **CAMPUS POLICE ESCORT SERVICE**

The Campus Police Department provides a personal safety escort service which is available to members of the Salem State College Community. Escorts will be provided with specific restrictions between the North Campus, O’Keefe Center and Central Campus. Escorts are also provided on the South Campus.

If you desire an escort on the North, Central or South campus or the O’Keefe Center, please call 978-542-6511. Occasionally, situations may arise where the Campus Police are unable to respond immediately to your request. The dispatcher will advise you at the time of your original call of any expected delays. If your escort has not arrived after a reasonable amount of time, please call again.

When you request an escort, please provide the dispatcher with your name and your exact location.

The Campus Police are committed to the goals of providing a safe, efficient and courteous escort service. Therefore, certain restrictions must be placed on this service. The escort service is not designed to:

- Provide transportation to/from places of employment, restaurants, taverns, airports, mass-transit, etc.
- Provide transportation for large groups or persons intoxicated or otherwise exhibiting obnoxious behavior.

If the Campus Police are unable to provide an escort for any reason, the dispatcher will make a telephone available for you to call for alternate transportation, such as a taxi.

### **PARKING**

The following areas are available for student parking:

1. O’Keefe Center Parking Lot on Canal Street near the North Campus
2. Peabody Hall Parking Lot
3. South Campus on lower level
4. Central Campus

Parking stickers may be obtained through the Office of Public Safety. A fee is charged. Emergency temporary registration may be made at Public Safety. Parking zones reserved for handicapped persons, visitors, or guests are clearly designated.

### **SHUTTLE SERVICE**

The Department of Public Safety is pleased to announce an expanded shuttle service