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## Directory

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History of the College

1915 - 1922: The Ohio College of Chiropody was founded by C.P. Beach, M.S. Harmolin, O. Klotbach, L.E. Siemon, C. Spatz, and C.T. McConnell. The Ohio College of Chiropody was located in the Republic Building on 647 Euclid Avenue in Cleveland, Ohio, and consisted of one lecture hall, one laboratory, and eight clinical chairs. Students graduated after an 8-month curriculum, and the first class of 14 students did so in 1917.

1929: The College moved from its original location to Playhouse Square on the fourth floor of 1620 Euclid Avenue in Cleveland, Ohio. The Ohio College of Chiropody began participating in intercollegiate sports, gaining notoriety through its winning basketball team.

1932: The College constructs its third location at 2057 Cornell Road in University Circle, Cleveland, Ohio. Later in this same year, the curricula increases to three years.
1940 - 1950: 1932 sees a significant drop in enrollment at the Ohio College of Chiropody in response to WWII, and the college basketball team is disbanded. In 1940, the curricula increases to four years.

1958: The profession of Chiropody becomes the profession of Podiatry, and soon following, the school is again renamed the Ohio College of Podiatry.

1969: The College is renamed the Ohio College of Podiatric Medicine (OCPM)

1976: The Ohio College of Podiatric Medicine once again outgrows its Cornell Road location, and moves to the much larger 10515 Carnegie Avenue in University Circle, Cleveland, Ohio.

1982: The Ohio College of Podiatric Medicine establishes a Quasi-Endowment Fund.

1986: The Ohio College of Podiatric Medicine develops its first full-time Graduate Placement Office, dedicated to assisting students find post-graduate residency experiences.

1987: The Ohio College of Podiatric Medicine receives the full five-year accreditation from three accrediting agencies: The Council on Podiatric Medical Education (CPME), the Ohio Board of Regents (OBR), and the North Central Association (NCA).

1990: The Ohio College of Podiatric Medicine establishes and builds the Cleveland Foot and Ankle Clinic at 7000 Euclid Avenue, greatly expanding its size to 10,000 square feet. The CFAC features the latest in diagnostic imaging, vascular testing, and other comprehensive modalities for the advanced treatment of your foot and ankle problems, while also serving as the clinical teaching and outpatient treatment facility for OCPM.

1995: The College offers a 4-year curriculum concentrating on both lecture and laboratory classes in the basic and applied medical sciences taught by M.D.s, PhDs, and doctors of Osteopathy.

2007: The Ohio College of Podiatric Medicine establishes the Cleveland Foot and Ankle Institutes at Huron Hospital in East Cleveland and in the Midtown Corridor Neighborhood of Cleveland. Later the same year, OCPM officially moves to its present location at 6000 Rockside Woods Blvd., Independence, Ohio. The property is a beautiful 27-acres, boasting state-of-the-art facilities for education, research, and patient care. It is a newly designed, 137,000 square foot Georgian building including three, 150-seat lecture halls, high-tech anatomy, histology/microbiology, surgical skills, podiatric medical skills, radiology, research, and computer labs, as well as indoor/outdoor recreation facilities.

2012: The Ohio College of Podiatric Medicine affiliated with Kent State University to become the Kent State University College of Podiatric Medicine.
Accreditation

Kent State University College of Podiatric Medicine is accredited by the Council on Podiatric Medical Education. Accreditation is an indication of public approbation, attesting to the quality of the podiatric medical education program and the continued commitment of the institution to support the educational program. The Council is recognized as the professional institutional accrediting agency for podiatric medical education by the U. S. Department of Education and by the Council for Higher Education Accreditation. For further information, please contact the Council on Podiatric Medical Education at the following address:

Council on Podiatric Medical Education
9312 Old Georgetown Road
Bethesda, MD 20814
(301) 571-9200

If a student has a complaint directed toward accredited, approved, and recognized entities has been established in order to provide further assurances of the integrity of the policies and systems employed by sponsors of podiatric medical education and specialty boards in podiatric medicine, the student may contact the Council on Podiatric Medical Education to file a complaint. You may find additional information on the CPME website at [www.cpme.org](http://www.cpme.org).
Kent State University Policies

Kent State University College of Podiatric Medicine attempts to provide for all students an environment that is conducive to academic growth and individual self-discipline. In pursuit of this goal, we expect students enrolled in the Doctorate of Podiatric Medicine program to maintain professionalism at all times. You are expected to abide by local, state and federal laws, as well as all policies and guidelines as noted below.

College of Podiatric Medicine students are expected to be familiar and comply with Kent State University policies whether noted in this Student Guidebook (campus-specific policies), the KSUCPM Academic Catalog (academic policies) or on the Kent State University website (university policies). A clinical handbook will be provided to students as they prepare for clinical rotations.

You may find the academic catalog online: http://www2.kent.edu/catalog/2016/pm

You may find the Kent State University Policy Register online: https://www.kent.edu/policyreg

You may find the Kent State University College of Podiatric Medicine Student Guidebook online: http://www.kent.edu/cpm/student-affairs
Campus & Facilities

Lower Level (LL)

- Anatomy Lab
- Student Lockers
- Game Room
- Fitness Center
- Multi-Purpose Meeting Room
- Cafeteria
- Food & Beverage Vending
- Lecture Halls: Classroom A, B, and C

1st Floor

- Library
- Media Center
- Group Study Rooms
- Quiet Study Room
- Student Academic Services
- Student Affairs
- Enrollment Management
- Financial Aid
- Educational Resources/Tutoring
- Information Desk
- Visitor Reception/Campus Security Office
- Histology Lab
- Radiology Room
- Bone Room
- Cleveland Foot and Ankle Clinic (Independence)

2nd Floor

- Computer Lab
- Faculty Offices
- Tutor Rooms
- Simulated Patient Lab
- Academic Support
- Podiatric Medicine Classroom
- Podiatric Medicine Skills Lab
- Surgical Skills Lab
- Mock OR

**3rd Floor**
- Dean’s Office
- Senior Associate Dean’s Office
- Office of Institutional Advancement
- Business Office
- Human Resources
- Physical Plant Office (Student IDs, Parking Permits, Student Food/Vending Cards)

**4th Floor (Limited Access)**
- Information Services
- Print Shop
- Mail & Package Services
Building Hours
KSUCPM campus/building opens at 6:30 a.m. and closes at 12:00 midnight, seven days a week (during non-exam times.) Exam hours are 6:30 a.m. to 2:00 a.m. Security provided evenings and weekends when building is accessible to students.

Anyone attempting to remain in the building after regular hours will be escorted out by the police officer on duty. This is for your safety and to prevent any potential liability issues.

During certain pre-determined holidays throughout the year, KSUCPM buildings will be inaccessible to all students, faculty and staff. These dates will change yearly depending on the current years Kent State academic calendar. Prior email notification will be provided as the designated days approach.

Campus Security Office
You can find Campus Security information from our website at the following link:
http://www.kent.edu/cpm/campus-safety

The security officer carries a portable security phone at all times they are on duty. They can help you with any tasks including (but not limited to) key sign-outs, opening doors for scheduled events, and parking lot escorting.

Any events that happen in the parking lot like accidents and car lock-outs will still require an on-duty Independence Police Officer to be called but please feel free to call our security officer first to assist you!

A security officer is generally on duty during the following hours but please remember that they are not always at the front desk. They are required to make multiple rounds both inside the building and outside across campus on an hourly basis.

- Monday - Friday: 1 p.m. - 2 a.m.
- Saturday - Sunday: 8 a.m. - 2 a.m.

Campus Phones (if dialing from a CPM phone): 17539
Any Phone: 216-916-7539

Please call the security line at ANYTIME during the day or night if there is an issue on campus or you need assistance. The Security line also rings at the desks of the Director of Operations and the Director of Human Resources.

Campus Visitors
In order to insure the safety and security of both the students, faculty and staff and the college campus, all visitors (anyone not currently enrolled here or working here) to the college are required to do the following:
1. Enter through the main Rotunda doors and sign in at the front desk.
2. Obtain a visitors badge (leaving a form of ID with the front desk attendant).
3. Wait in the Rotunda for the staff member or student they are visiting to come and meet them.

Visitors to the college are not allowed to check in and leave the Rotunda by themselves. The Visitors Badge must be returned to the Info desk upon exit of the building to receive the ID back.

**Winter Weather and Campus Closures**

Generally speaking, the university does not close or cancel classes because of cold weather, winter ice and/or snow conditions. However, there are those rare occasions when weather conditions may delay or cancel classes, or close the KSUCPM Campus and/or Cleveland Foot and Ankle Clinic. If conditions do require the closure of the campus & clinic, the dean, in conjunction with other CPM offices and the Independence Police Department, will make the decision early in the morning.

Campus closings are announced using the following resources in the order presented:

- KSUCPM email
- Local Media (TV Channels 3, 5, 8, 19 and 43) along with their websites
- KSU Flash Alerts (text message system you opt into via Flashline)

Students on External Local Rotations:

- Please be advised, in advance, that the closure of KSUCPM does not cancel your attendance requirement at your rotation. Each rotation director controls how this works for your group. This is a great question and clarification point to address at your rotation prior to any rough weather. It is your responsibility to reach out to your rotation contact directly to inquire about the attendance requirement for any days with inclement weather. If you’re in doubt, assume the rotation is maintaining their operating schedule and report as normally scheduled.

KSUCPM utilizes an outside service company to plow parking lots and maintain the sidewalks consistently throughout the winter season. The main rotunda entrance has a heated stairway and ramp leading from the parking lot. The maintenance crew work very hard to keep the parking lots, walks and doorways clear and safe. We ask your support in making sure that exterior doors close and latch properly to maintain heat in the building while avoiding frozen/burst pipes. Personal heaters or heat generating appliances are specifically prohibited from public buildings per Ohio revised code. Please do not open any windows during the winter months.

**Fire Alarm Procedures**

Fire evacuation routes are posted in common areas throughout the building. In case of fire, evacuate the building immediately. If the fire alarm sounds, evacuation of the building is mandatory.
Smoking Policy
The entire KSUCPM campus is a “No Smoking” campus. This includes all buildings, grounds, and parking lots which are owned by KSUCPM. The college owns approximately 28 acres spanning from the Holiday Inn to Embassy Suites.

Firearms
Firearms are not permitted within the college building. This Kent State University policy is also noted through signage at each college entrance.

Lost and Found
The Information Desk in the Rotunda is the main point of contact for campus Lost & Found.

Please turn in any found items to the Information Desk. All items turned in to the Information Desk (or found by cleaning or security) will be delivered to the Physical Plant office on the 3rd floor and held for 6 months. After 6 months, all items will be donated or disposed of.

Please check with the Information Desk attendant if you are missing any items.

Cafeteria/Dining Facilities
The dining facilities are located on the lower level. Hours of operation are Monday through Friday from 7:00 a.m. to 1:30 p.m. during the school year. In addition, vending machines are located in the main dining room. There will be times throughout the academic year in which the cafeteria will be closed. The CPM community will be made aware of these closures through e-mail.

Food and Drink
As a policy, no food is permitted in the lecture halls, classrooms, library, computer center or any medical lab space (anatomy lab, microbiology lab, surgical skills lab, etc.) As a policy, no beverages are permitted in the library, computer center or medical labs at any time. You may have beverages in the lecture halls in a CPM approved, spill proof container.

Room Reservation Request
If a student is interested in reserving a room for an event or other function, you must do so online: https://www.kent.edu/cpm/room-request. You will indicate any special needs, like A/V at the time of reservation. A KSUCPM staff member will e-mail you once your request has been approved.

Digital Signage Request
If a student is interested in having a digital sign created to promote an event or other function, you must request the digital signage online: https://www.kent.edu/cpm/digital-signage-requests.
Morton and Norma Seidman Memorial Library
Located on the 1st floor, the CPM Library has a comprehensive medical collection of books, journals and electronic resources with emphasis on literature relating to the lower extremity to fill the needs of our podiatric medical students. Through OhioLINK, KSUCPM students have access to other university and public library collections throughout the state of Ohio including 50 million library items, 17,000 e-journals, 140 research databases, and 68,000 e-books. An interlibrary loan service and MEDLINE computer searches for obtaining medical and scientific research, bibliographies and abstracts are available by contacting the librarian.

The Morton and Norma Seidman Memorial Library houses a Media Center with facilities for viewing DVD’s and video cassettes on various podiatric and medical subjects. The Library loans laptop computers for use within the college, and iPods, loaded with lecture recordings, for seven day use.

Computer Center
Located on the 2nd floor is a computer center fully equipped with PC’s, printers, and scanners. General, educational and medical software is available for users. Students have full access to both the internet and e-mail. Please note that the entire campus has wireless access.

The computer center is available to aid students in pursuit of academic excellence. Any student who generates, mails, prints or receives illegal or inappropriate material will be subject to disciplinary action.

Recreational Area Usage Guidelines
The college has a walking trail and park/pavilion area located on campus near the Holiday Inn.

- In the event that you are using the park or walking trail after dark (as it is open until 11:00 pm), please protect yourself by stopping by the security desk and letting them know that you will be on the trail/field and provide them with a rough estimate of how long you will be there. Doing so will allow the officers to “check up” on you and make sure all is well.
- Any planned events (things other than going out there to walk, study, play Frisbee, throw a ball, etc.) should be scheduled like any other event on campus – by using the room scheduler online (and selecting Rec. field /Pavilion). As with any other room request, you need to request two weeks prior for proper approval. Any special needs must be listed on the room reservation, including if gate access is needed for drop off of supplies.
- If you use the grill, do not, under any circumstances, try and clean out the charcoal after you are done. Maintenance will check this regularly as we want to dispose of it safely and properly.
- Security makes regular patrols on the property during their afternoons/evenings here. Anything that seems out of the ordinary to you should be reported immediately to the Info Desk in the Rotunda.
- When using the restroom, you MUST lock the deadbolt after you enter with your ID to avoid embarrassing greetings by the next person wanting to use the facility!
- All vehicles relating to Park use need to be parked in our parking lots only. Parking is not allowed on the street, nor is it allowed on any grass throughout the campus.
- To insure the enjoyment of the space for everyone and to be environmentally responsible, users of the areas are responsible for fully cleaning up after themselves (with the exception of the charcoal). It should look like it did when you arrived. All trash needs to be picked up and placed in the provided trash receptacles.
- Please read and follow all of the posted guidelines posted on the property signage including: hours of operation, no pets, no smoking, etc.

**Fitness Center**
The student fitness center is located on the lower level, adjacent to the dining facilities and game room. The fitness center provides a space on campus for students, faculty and staff to exercise.

The following regulations are intended to protect the Fitness Room and ensure the safety of all patrons. The Office of Student Affairs will enforce all regulations and notify the appropriate administrator of any infraction.

- Safety is the top priority and must be practiced at all times.
- Tennis shoes must be worn inside the fitness center
- Return dumbbells to the rack in proper order
- Wipe down any piece of equipment following use
- Food and drink of any kind are not permitted
- Spitting or defacing the facility is not permitted
- No sitting down or leaning on equipment unless it is exercise required
- Use fitness room lockers while exercising only
- Use a lock when using a locker. The college is not responsible for any lost or stolen items
- Items left in the lockers for an extended period of time (with or without a lock) will be removed by the Student Affairs Office
- Damaged or defective fitness equipment should be reported immediately to the Student Affairs Office
- Students may be suspended from the Fitness Room for failure to adhere to any fitness room regulations

**Student Lounge/Game Room**
The Student Lounge/Game Room provides a designated campus location for students to socialize, network and engage with one another.

The following regulations are intended to protect the Student Lounge/Game Room and ensure the safety of all patrons. The Office of Student Affairs will enforce all regulations and notify the appropriate administrator of any infraction.

- Entering the Game Room is only permitted during normal facility business hours
• Gambling, betting and/or similar activities are not permitted
  o This includes video games
• Students caught gambling will be reported to the Office of Student Affairs
• Food and beverages are not permitted. This includes snacks (i.e. chips, cookies, gum, etc.). All cleaning and damage expenses due to spillage will be billed to the student
• Game room patrons are not permitted to lean and/or sit on any game tables (i.e. pool tables, foosball etc.).
• No one is permitted to leave the Game Room with equipment; this includes stepping out of the Game Room to make a telephone call. All patrons forfeit their game when leaving the Game Room to conduct a phone call
• Damaged or defective fitness equipment should be reported immediately to the Student Affairs Office
• Students may be suspended from the Game Room use for failure to adhere to any Game Room regulations

Print Shop
KSUCPM offers very limited printing services to students on campus. Copy machines are located in the library and on the lower level near the fitness center. You may secure pay-per-copy using your KSUCPM student funds (accessed with your ID badge) or by coin.

General print services are made available to area students with discounted pricing at FedEx/Kinko’s located in Independence, Ohio. Please visit the Academic Support Office on the 2nd floor for details.

Student Lockers
Lockers for students are available on the lower level. If you would like to request a locker, please see the Student Affairs Office. Locker registration information must be on file in the Office of Student Affairs.

If an unregistered locker is being used, the Office of Student Affairs may remove lock and items.

Parking Rules and Regulations
Any student at CPM who parks on college property consents to the enforcement of parking fines or charges through student account deduction, withholding of grades and transcripts, or such other measures as the institution prescribes.

No student parking is ever permitted in Faculty/Staff lots and the main circle. The front circle is reserved for visitor and clinic parking only. Students must park in designated areas.

Unless otherwise directed by the parking monitor, all vehicles must be parked in marked parking spaces. No vehicle shall be parked to extend beyond one space. Except for flat tires, jump-starts, and similar unavoidable problems, vehicle maintenance/repairs are not permitted in the parking areas. KSUCPM parking is not intended for overnight or extended term parking. If a car, for some reason
must remain in the lot for a night, the student must request permission in writing, from the Physical Plant Office, 3 days in advance, stating the reason why the car will be left in the lot overnight. All permit holders must display a hangtag fully viewable from the front of the car around the rear view mirror in the front window. Anyone found to be parking without a parking hangtag will be subject to ticketing and/or towing.

The college shall exercise due care in operating the parking areas, but assumes no responsibility for the loss, theft, or damage to parked, towed, or stored vehicles.

In the rare event that a temporary or rental car is driven to and parked on campus, it is the student’s daily responsibility to leave information about the car (make, model, color, and license plate number) at the front desk to avoid a parking violation.

KSUCPM does not maintain reciprocal parking agreements with the City of Independence or our neighboring businesses. KSUCPM students are NOT authorized to park in any location other than our lots. Parking off campus is done at your own risk and may subject you to fines and/or towing charges.

Fourth year students must waive for the entire year as the parking fee is already discounted to reflect the time spent on campus.

- All students are required to park in their designated areas 24/7, 365 days per year.
- Student parking areas are not to be used for long-term parking while on clerkship or vacation.
- Parking rules and regulation will be enforced at all times, and the college assumes no responsibility for loss, theft or damage to such vehicles.

Additionally, please be aware at all times that the campus speed limit is 15 MPH.

**Violations and Fines**

For first violation, a fine of $15.00 will be assessed and $30.00 for a second violation. For the third infraction, a wheel lock may be placed on the vehicle. Cost to remove the wheel lock will be $65.00. All subsequent infractions will result in the towing of the vehicle.

Persons negligently or intentionally damaging gates, fences, signs, lawns, landscaping or other property shall pay all costs of restoration or replacement. Vehicles parked in fire lanes or obstructing traffic or walkways will be towed at the owner’s expense. In cases where a state’s Bureau of Motor Vehicles must be contacted to determine vehicle ownership, all costs incurred will be added to the student’s assessed fine.

Only one hangtag permit will be issued to each student. Loss of this hangtag will result in a $75 Parking Registration Replacement fine.

All students must complete and electronically submit a parking registration available on the CPM website.

Please visit the Physical Plant office for parking needs.
Academic Resources

Academic Catalog
Kent State University College of Podiatric Medicine has an online academic catalog. The academic catalog should be the first point of reference if you have any questions about the coursework or academic policies. The academic catalog link includes valuable information and policies, including, but not limited to:

- Laboratory Participation During Pregnancy
- Board Prep Exam
- Student Malpractice Insurance Coverage
- Mediasite
- American Podiatric Licensing Examination
- Transfer and Advanced Standing Admissions
- Professional Behavior
- Course Exemptions
- Promotion
- Academic and Summary Dismissals
- Clerkship and Senior Medicine Rotations
- Attendance
- Immunizations
- Eligibility for Doctor of Podiatric Medicine Degree
- Essential Requirements for Student Education
- Examination Policy
- Leave of Absence Procedure
- Professionalism Deficiency Evaluation
- Readmission
- Registration for the College of Podiatric Medicine
- Remediation and Mandatory Academic Counseling
- Test Review Procedure
- Withdrawal from the College of Podiatric Medicine
- Clinical Rotations
- Senior Experience
- Background Checks and Drug Testing

You may find the 2015-2016 academic catalog at http://www2.kent.edu/catalog/2015/pm

Family Educational Rights and Privacy Act (FERPA)
Kent State University gives designated individuals access to view selected student information online. However, it doesn't allow other people to discuss student information with university representatives. To have those conversations, your student must give you Family Educational Rights and Privacy Act (FERPA) authorization.
What is FERPA?
The Family Educational Rights and Privacy Act of 1974 (FERPA), is a federal law that sets forth requirements regarding the privacy of student records. FERPA governs the disclosure of student records maintained by an educational institution as well as access to those records. FERPA grants four specific rights to the student:

- The right to review and inspect their educational records;
- The right to have their educational records amended or corrected;
- The right to limit disclosure of some portions of their educational records; and
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by institutions to comply with the act.

When a student begins attending Kent State, the student is automatically protected under FERPA, regardless of age. Concerns such as progress in a course, deficiencies in a subject area, scores and grades on papers, exams, etc. are all examples of personally identifiable information that constitute part of the student's education record. Kent State is not permitted by FERPA to release or provide access to this information to a student’s parent or legal guardian, except under the following conditions:

1. A student provides written authorization to the Registrar’s office that specifically identifies what information may be released to the parent(s). At Kent State, the student may complete this authorization online through FlashLine, or in person at the Registrar’s office.
2. The parent(s) establish that the student is a tax-dependent according to the Internal Revenue Code of 1986, Section 152.

For more information regarding Kent State University’s policy on student records, please [http://www.kent.edu/registrar/student-records-policy-ferpa](http://www.kent.edu/registrar/student-records-policy-ferpa)

**Registration**
KSUCPM Students do not need to register for classes. You will be automatically registered for classes according to year and academic progress. However, all KSUCPM students must complete a registration form (to be distributed by the Office of Academic Services & Enrollment Analytics each year. Students who fail to complete registration requirements by the assigned deadline are subject to a professionalism deficiency.

**Education Resources and Tutoring**
The KSUCPM Office of Educational Resources mission is to empower and support our students to achieve their full potential as active, self-directed life-long learners and highly competent doctors of podiatric medicine who excel in residency training.

Our goal is to enhance and support the learning and professional development process through advising, advocacy, counseling, opportunities for personal and professional growth including special emphasis on the knowledge, attitudes and skills expected of a medical professional. To achieve these goals we offer confidential counseling, diagnostic screening and/or referrals, peer tutoring, computer-assisted instruction, Boards prep counseling and testing, workshops, e-resources, study aids, and health and wellness information.
Tutoring is provided at no charge to KSUCPM students who voluntarily request the service or who are referred to Educational Resources by their Instructor. Additionally, the Office provides optional course specific study aids designed to support mastery of the material. Group tutoring available to all students regardless of current standing in any class.

All students are eligible for either group or individual tutoring. Students who do not pass a course exam are highly encouraged to immediately seek help. Prior to attending a tutoring session students are expected to prepare in the following ways:

- Attend or Mediasite all classes and be current in reading assignments
- Be familiar with the course syllabus and learning objectives
- Review exam(s) if posted
- Attend any Faculty led review session and/or office hours
- Attend any Tutor led Large Group Review Sessions offered
- Attempt assignments and formulate questions before arriving for a session
- Arrive promptly or notify Tutor 24 hours in advance if re-scheduling

Students wishing to improve their study habits and learning skills often request help in the following areas:

- Time management
- Test taking skills
- Note Taking skills
- Interpersonal and group communication skills
- Managing test anxiety
- Stress Management
- Health and Wellness

Office Hours: Monday – Friday, 8:30 a.m. – 4:30 p.m.; 1st Floor of KSUCPM Campus. Feel free to contact Teri Novak at tnovak7@kent.edu or 216-916-7499 for more information.

**Student Accessibility Services**
Kent State University does not discriminate based on disability in its programs and activities. Visit Student Accessibility Services for more information about services available to KSUCPM students.

**Learning Disability Guidelines**
In compliance with policies and procedures established by Kent State University, CPM students with a clear and specific evidence of a learning disability and diagnosis are guaranteed protections and rights to accommodations based on timely, acceptable, professional documentation.

CPM students identified as requiring accommodations to meet academic success are to be treated in a professional, courteous manner by peers, staff, faculty and administrators.
To learn more about accommodations or the process to secure accommodations, please visit the website: http://www.kent.edu/cpm/student-accessibility-services
Financial Aid

The Office of Financial Aid understands your concern in financing a podiatric medical education. Given the increasing educational costs, unless you are fortunate enough to have adequate family resources, it is likely you will acquire sizable loan obligations. Our Financial Aid staff works closely with prospective students to ensure eligibility for the best packaging of available funds. Applying for financial aid is free. Applicants can be considered for the programs in which the College of Podiatric Medicine participates by completing the Free Application for Federal Student Assistance (FAFSA) form along with other institutional forms as required. While the FAFSA may be accessed online, other documents are available by request from the CPM Financial Aid Office for all eligible candidates and continuing education students.

Depending on the applicant's level of need, academic status in the podiatric program, and available resources, a student may be able to receive funding that will cover the entire career costs of securing a podiatric medical education, including transportation, books, supplies, and room and board. Please contact the Office of Financial Aid to obtain additional information on the programs listed, as well as information on the institutional scholarships that are available through the College of Podiatric Medicine.

In 2012, CPM will continue its support to the student population through more than one-half million dollars in internal institutional scholarship awards. Our external resources will add $200,000 or more, culminating in awards in excess of $800,000 which will be made available to our student population annually in recognition of exhibiting academic excellence in our rigorous podiatric medical study.

Students can search more than 600,000 scholarships worth more than $1 billion by visiting http://www.fastweb.com/. It's free and CPM is a proud FastWeb member school.

Students can access financial aid forms online https://www.kent.edu/cpm/college-podiatric-medicine-forms

Refund Policy
Kent State University students are issued a KSU Choice Card once they are registered for classes. KSUCPM students are registered automatically in the early summer. The KSU Choice Card will be mailed to your permanent address about 5-7 days after your initial registration. It is important that you log into the KSUChoiceCard.com website once you receive your card and make a refund selection. Students can chose from three different refund delivery options (direct deposit, paper check or the HigherOne account.) Failure to make a refund selection will result in a delay in you receiving your student refund.

Bursar
Payment Options - To find tuition and fee rates for the CPM campus, go to http://www.kent.edu/bursar/. The Bursar’s Office accepts cash, money orders, checks, Visa, MasterCard, Discover, American Express or Diner’s Club for tuition payments or fees. Payment methods include:
• Electronic payments using a credit card, checking, or savings account can be made through https://payonline.kent.edu. Credit or debit card payments cannot be accepted over the telephone or in person.
• In-person at the KSUCPM campus, the Bursar’s Office on the Kent campus or any of KSU Regional campuses. The Bursar’s Office is open Monday-Friday 8am-5pm. A drop box is available for payments dropped off after normal business hours.
• Mailed payments can be sent to Kent State University, Attn: Bursar’s Office, P.O. Box 5190, Kent, OH 44242-0001. Checks should be made payable to Kent State University.

Scholarships
Incoming Student Scholarships
Incoming students are awarded scholarships based upon a candidates MCAT score, science GPA and components of the interview. Scholarships for incoming students range from $2,500 to $10,000. Candidates are notified of their scholarship award in the letter of admission.

Continuing Students in the classes of 2017, 2018 and 2019
Continuing students are awarded merit scholarships. Students in the classes of 2017, 2018 and 2019 are eligible to receive a half-tuition scholarship for achieving a 4.0 GPA following a full academic year. This GPA must be carried as a 4.0 each year to receive the half-tuition scholarship. The scholarship is half of the current cost of tuition only. It does not include fees.

Students who fall short of the 4.0 GPA may still qualify for merit-based scholarships, depending on the remaining funding for scholarships. These scholarships typically range from $500 to $2,000.

Scholarship awards are handled in the late Fall/early Winter of each academic year once all grades have been posted. The Financial Aid office will notify students who receive a scholarship award via e-mail.

Continuing Students in the class of 2020 and beyond
Students who will graduate in the class of 2020 or beyond qualify for different scholarships. This scholarship module is different in that a finite number of students will receive scholarships. Twenty students in each class will earn a scholarship based on their class ranking.

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 10 (Ranked 1-10) students receive:</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Next 5 students (Ranked 11-15) receive:</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Next 5 students (Ranked 16-20) receive:</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

If there is a tie in class ranking among students, the office of enrollment analytics and academic services will work with the office of financial aid to determine the class ranking. The following
differentiators were established to eliminate GPA ties among students. If a tie remains after each differentiator, the next differentiator will be considered and so on.

After First Year:

1.) Highest score in Lower Anatomy overall
2.) Highest score in Lower Anatomy final exam
3.) Highest score in Gross Anatomy overall
4.) Biomechanics final exam

After Second Year:

1.) Highest score in Pharmacology overall (Both semesters)
2.) Highest score in Radiology overall (Both semesters)
3.) Highest score in Human Systems Pathology overall (Both semesters)
4.) Introduction to Podiatric Surgery final exam

After Third Year

1.) Highest score in Podiatric Surgery overall
2.) Highest score in Trauma overall
3.) Highest score in Trauma final
4.) Highest score in General Medicine overall

Scholarship awards are handled in the late Fall/early Winter of each academic year once all grades have been posted. The Financial Aid office will notify students who receive a scholarship award via e-mail.

If you have any questions about internal scholarships, please see the office of financial aid.

External Scholarships
The office of financial aid will notify students periodically as external scholarships become available. In addition, links to external scholarships are always available on the financial aid website.
Student Conduct

Kent State University has a Code of Student Conduct that all students must abide by while enrolled at the university. Explore its contents below to find out the rules you must follow while attending Kent State University College of Podiatric Medicine. The code also includes student discipline procedures. You can find the entire code of student conduct on the university website: http://www.kent.edu/studentconduct/code-student-conduct

A printable PDF is available: https://www.kent.edu/sites/default/files/COSC%208-1-14.pdf
Technology Requirements, Access, Service and Support

Laptop Requirement
Kent State University College of Podiatric Medicine (KSUCPM) requires all students to have a laptop (PC or Mac) for computer based testing (ExamSoft). Unfortunately, an iPad or other tablet will not suffice—a laptop is mandatory for testing purposes.

The Information Technology Department at KSUCPM advises that candidates purchase or utilize a Business-Class laptop, which offers the user great performance and reliability, as well as durability.

PC Recommendations:
Windows 7, Intel i5 processor and at least 4 Gigs of Ram

MAC Recommendations:
Any MAC purchased in last two years
- Access your Mediasite lectures by logging into http://mediasite.cpm.kent.edu. Use your Flashline id and password to log in.
- Register your clickers on Blackboard before the first day of class! Visit http://learn.kent.edu and register.

Access
Access your Mediasite lectures by logging into http://mediasite.cpm.kent.edu. Use your Flashline id and password to log in.

Register your clickers on Blackboard before the first day of class! Visit http://learn.kent.edu and register.

Service and Support:
Contact CPM’s IT department by emailing cpmit@kent.edu or by calling 216-916-7545 (from an internal Kent phone, you can also simply dial our extension at 17545 to reach us).
  - We are more than happy to set up a specific appointment to meet with you individually for Tech Help, or you can stop by the Information Desk for access to the fourth floor in the event of an emergency. The Information Desk will provide elevator access to visit our offices.
**FlashLine**

FlashLine is Kent State University’s Web-based portal that provides access to the university’s online academic, student and administrative services, such as email, Blackboard Learn, financial aid, bursars account and registrar. (These tools and other informational resources are organized and arranged by user groups (e.g., student user groups, faculty user groups and staff user groups) for easy access.

You can access FlashLine by logging in from Kent State’s home page at [http://www.kent.edu](http://www.kent.edu).

Most student services are available via the Student Tools tab. To get to the Student Tools tab, log in at [http://flashline.kent.edu](http://flashline.kent.edu). You should see a Student Tools tab at the top of the page. Click on this tab and you will have access to most student services, including basic financial aid information, and student information.

You may also update your Emergency Contact through FlashLine. We would encourage all students to provide an emergency contact.

For students who are employees, the “My HR” tab will appear. This is where you will access your pay stubs and tax forms, and set up or modify your direct deposit. Information regarding these options can be found on the Payroll website at [http://www.kent.edu/about/administration/business/business/payroll](http://www.kent.edu/about/administration/business/business/payroll). Once your account is established in FlashLine, you can find additional support at [http://support.kent.edu/password](http://support.kent.edu/password).

**Kent State University E-mail**

Kent State University provides you with an email address which you may keep, even after you graduate. E-mail is the main form of communication at the university and should be checked regularly once enrolled. Note that any Kent State email may be forwarded to another address through FlashLine. For information about how to access your Web mail account, contact the Helpdesk at 330-672-4357 or visit support.kent.edu.

KSUCPM provides each class (Class of 2017, Class of 2018 Class of 2019, etc.) with its own email address which will automatically default into your email address. This address will be used by faculty, staff, class officers and tutors to communicate with the whole class.

Your Kent State email account is hosted by Google and typically referred to as Kent State Gmail. You can access your Kent State Gmail through FlashLine by clicking on the E-mail symbol in the upper right-hand corner of the page. Gmail offers many services: virtually unlimited storage capacity (7300 MB and counting), calendars, groups and online document editing. For more information about Kent’s Gmail service, including forwarding instructions, please visit [http://support.kent.edu/email-student](http://support.kent.edu/email-student).
KSUCPM Student ID Card

Students receive a student ID card upon matriculation. The student ID card should be on your person at all times when on campus. Your KSUCPM Student ID is your link to many services here on campus as well as the Kent Campus.

1. Identification: Your ID identifies you as a KSUCPM student. You may be asked to produce it anytime by security, faculty, or staff.

2. Door Access: KSUCPM is a secure campus. Your ID serves as your “key” on campus, allowing you access to the building entrance doors both day and evening hours. Your ID will allow you entry by waving it near door readers.

3. FreedomPay: Freedom Pay is the vendor KSUCPM uses to manage your food card money. Funds are placed on your card at the beginning of each semester to be used in the café, vending machines, and copier.

4. Timekeeping Badge: If you are a Work Study Student here on campus your ID allows you to punch in/out at either of the two time clocks located on campus.

5. Clinic Access: As a KSUCPM student, you may be required to scan your ID badge when you enter and exit Cleveland Foot and Ankle Clinic.

6. Library Card: Your ID is your library card on the KSUCPM and other Kent Campuses.

Do not punch any holes in the card. Use the provided badge holder and clip. Your ID is a Smartcard that contains both antennas and a microchip.

If you lose your card report it immediately to Freedom Pay (1-888-495-0222) and KSUCPM so your funds are secure and it can be deactivated on the doors.

Freedom Pay

- FreedomPay is the cashless way to pay for purchases that is a speedy, convenient, and secure alternative to cash.
- Your KSUCPM funds will be automatically allocated to you once 1) you receive your new badge and 2) you register your badge online at my.freedompay.com.
- Once registered, you simply wave your ID badge over the FreedomPay reader at the register, copier, or vending machine instead of paying with cash. Your account is automatically debited.
- Additional funds can be added to your badge online via check, ACH* (electronic bank transfer), or credit/debit card*.
- FreedomPay grants full visibility online into your account. Member services is also available via my.freedompay.com or toll-free at 888-495-0222.
How do I register my badge online?

- To activate your badge, visit FreedomPay online at my.freedompay.com
- Select “Sign Up Now”
- Select “Kent State University College of Podiatric Medicine - Students” in the location drop down menu.
- Enter your KSUCPM student ID number.
- Enter your ID number located on the back of your badge. (The numbers between the * and the dash - )
- Personalize your account and add additional funds if you wish. Your KSUCPM funds will be automatically granted once the registration is completed.
- *Funding with a credit/debit card or bank account enrolls you in FreedomPay’s Platinum Service
- Program allowing unlimited electronic funding for $2 per month.

How do I check my balance?

- You can check your personal profile, account balance and personal history via the FreedomPay Web site at www.myfreedompay.com or by calling Member Services at 888-495-0222.
- On the back of your ID the numbers between the * and the dash - will be your ID for FreedomPay
**Health Insurance**

**Student Medical Insurance**
Kent State University College of Podiatric Medicine students are required to have and maintain medical health coverage while enrolled at KSUCPM. To ensure compliance, KSUCPM students are automatically enrolled in and billed for the Student Accident and Sickness Insurance Plan.

The official Kent State University College of Podiatric Medicine 2015-2016 insurance plan is administered by Consolidated Health Plans. CIGNA is the brand name/network for the products and services provided by these companies and their applicable affiliated companies. It is managed by GDK & Company.

Visit the [Consolidated Health Plan](#) to print out an ID card, view claims and more. Payment is due in accordance with KSUCPM’s tuition schedule. Only if a student is currently insured under a comparable health insurance plan, may the student waive off of the KSUCPM plan and receive a credit on the student account. Covered Students enrolled in the KSUCPM Student Accident & Sickness Insurance Plan, may also insure their dependents.

Students who were enrolled in the insurance for the Fall Semester cannot waive the insurance for the Spring semester.

Covered students may also enroll their lawful spouse or domestic partner and dependent children up to the age of 26. To enroll the dependent(s) of a covered student, please complete the Enrollment Form at [Consolidated Health Plans](#). The annual enrollment deadline is September 4, 2015. Dependent enrollment applications will not be accepted after **September 4, 2015** unless there is a significant life change that directly affects their insurance coverage.

Students who successfully waive coverage from the school-sponsored Plan but lose that coverage any time after the Waiver Deadline Date, may enroll in the Student Health Insurance Plan at a pro-rated insurance rate. Applications must be received with 31 days of the Qualifying Life Event (date of the loss of other coverage). Coverage will be effective the date after the event. When applying due to a life event, appropriate documentation showing proof of loss must be provided and attached to application. Please contact the Office of Student Affairs if you lose coverage and need to enroll in the plan.

**Waiver Process and Deadline**
Students who are currently insured by a health insurance policy (i.e., their own or through their parents) may waive the KSUCPM insurance plan with proof of other approved insurance. Online waivers must be completed by September 4, 2015. The Fall waiver will be in effect for 08/01/2015 to 07/31/2016.

**Waiver request is valid for fall and spring semesters.** Students who elect to waive the KSUCPM Student Accident & Sickness Insurance Plan must submit a waiver during Fall semester, within the time frame indicated via e-mail from Kent State University. All waiver information will be verified with your insurance company as part of the insurance verification process. If insurance status cannot be verified, the waiver will be revoked and the insurance premium will be charged to your student account.
Waiver submissions may be audited by Consolidated Health Plans, Kent State University College of Podiatric Medicine, and/or their contractors or representatives. You may be required to provide, upon request, any coverage documents and/or other records demonstrating that you meet the school's requirements for waiving the student health insurance plan. By submitting the waiver request, you agree that your current insurance plan may be contacted for confirmation that your coverage is in force for the applicable policy year and that it meets the school's waiver requirements. No waivers will be accepted after the last day of the waiver deadline for the term. If the waiver deadlines are ignored, you will be responsible for the insurance premium. Your insurance charge will not be removed from your tuition bill without an approved waiver.

Questions/comments about the Student Accident & Sickness Insurance Plan for Kent State College of Podiatric Students can be directed to the Office of Student Affairs, Lorie Evans at lfranck2@kent.edu or 216-916-7489.
University Health Services and Counseling

University Health Services located at Case Western Reserve University
University Health Services located at Case Western Reserve University is a source for primary care, preventative care and occupational health. All students are automatically enrolled to the service. Students may not waive this service. Please note that this is not insurance. All students receive primary care through the Health Service. You can and should see the same clinician every time you come so you develop a relationship with a clinician who knows you and your health needs. You do not get charged any fee for visits at the Health Service; this is covered by a health fee billed to you each semester. Students will be responsible for the other expenses such as laboratory fees and pathology.

Students are seen for infections, injuries, anxiety and depression, routine women's exams, sexually transmitted infection screening, etc. To see what is available, visit: http://studentaffairs.case.edu/health/

To schedule a time to be seen, you may call (216) 368-4539 or you can make your own appointment by going to https://myhealthconnect.case.edu

For advice about exposures to blood borne pathogens (needle sticks), phone (216) 368-7777. In case of emergency, a nurse, physician and counselor are always on-call (216)-368-2450

University Health Services
Case Western University
2145 Adelbert Rd
Cleveland OH 44106
The campus map is: http://www.case.edu/maps/

University Counseling Services at Case Western Reserve University
University Counseling Services (UCS) at Case Western Reserve University (CWRU) include individual, couples, and group counseling, psychological testing and learning disability screening, psychiatric medication evaluation, substance use/abuse and recovery support. In general, these services are offered on a short-term basis (usually 12 or fewer sessions) to help KSUCPM students make adjustments to their personal, social, educational and professional areas of life.

There are two counseling offices on the CWRU campus:
- University Counseling Services: 201 Sears Building
- Center for Collegiate Behavioral Health: 2145 Adelbert Road, Second Floor

Both locations are staffed with licensed social workers, psychologists, and psychiatrists who are experienced in helping KSUCPM students with their concerns.
Students are seen by appointment, except in cases of emergency, in which case, brief consultation sessions are available Monday-Friday from 9:00am to 5:00 pm at the Sears Building location. For emergencies after business hours or on weekends and holidays, a member of the UCS staff is always available by calling 216-368-5872 and following the prompts to be connected with the Counselor-On-Call.

Confidentiality is taken very seriously at UCS; information is not disclosed to any other persons, e.g., faculty, parents, or employers, without the student's written consent. The release of information without the written consent of the student would occur only in cases of imminent danger to oneself or another person, or when compelled by law to do so. All psychotherapy records are confidential and kept separate from the UHS medical records unless the student consents to a collaborative care plan with the UCS & UHS.

Generally, services are offered on a short-term basis. Students needing long term therapy may be referred to a therapist or local clinic by the counseling staff. There is no cost for any of these services, except for psychological testing and learning disability assessment, for which there is an additional fee. Joining a UCS workshop or group can be beneficial and can promote a sense of belonging and increased trust. Current group topics are listed on our website: https://students.case.edu/counseling/. They include stress & anxiety management, drug/alcohol recovery support, women's issues, meditation training, coping with grief and loss, couples enrichment, healthy sleep, students with children, overcoming shyness, and eating disorders.

Alcohol, drug and substance abuse prevention & recovery support services help students achieve their academic goals, strengthen personal relationships with family and friends, and focus on wellness. Information about the Recovery House at Case, campus and community Alcoholics Anonymous, Al-Anon and other recovery programs is available.

**Student Foot Care**

All students of the Kent State University College of Podiatric Medicine are eligible for expert foot care at no cost to them, with the exception of lab work, pathology, surgery and orthotics. Students who have medical insurance that does not cover their foot care needs will be responsible for the fees for outside expenses such as Pre-admission testing, laboratory fees, anesthesia and pathology. They will be billed for these services.
The Office of Sexual & Relationship Violence Support Services

The Office of Sexual and Relationship Violence Support Services, (SRVSS - pronounced "serves"), at Kent State University, was established to educate students about personal safety and violence prevention, to empower them to build healthier relationships, and to be responsive to students in need.

The SRVSS office offers resources and education for:

- Students
- Faculty and Staff
- Personal Safety
- Sexual Assault and Rape
- Relationship Violence
- Stalking

It is our hope that this website will be helpful to anyone in our community who may be dealing with power-based personal violence and are in need of services, education, or support.

The Office of Sexual and Relationship Violence Support Services (SRVSS) is located on Kent State’s main campus. It provides a safe space to anyone who has experienced sexual violence (including sexual assault, intimate partner/relationship violence and stalking) to access resources, get support when participating in a criminal or conduct process and navigate support within the campus community. The office is open to all KSUCPM students, faculty and staff. You can learn more on their website: https://www.kent.edu/cpm/support-services-sexual-assault

Please reference the below brochure for KSUCPM resources. The brochure may be downloaded in .pdf format via this link: https://www.kent.edu/cpm/support-services-case-sexual-assault-brochure
The Kent State University Lesbian, Gay, Bisexual, Queer, Questioning, & Ally (LGBTQ) Student Center is located on Kent State’s main campus. The center is open to KSUCPM students. The LGBTQ Student Center supports the mission of Kent State University through a commitment to diversity, equity, and inclusion with particular respect to sexual orientation, biological sex, gender identity, and gender expression. The LGBTQ Student Center promotes an inclusive campus and community that welcomes all people. In reaching these goals, supportive services are offered through the center including trainings, programming, resources, advocacy, and leadership development for students and the greater University community. The focus of the Center is to provide a welcoming environment where LGBTQ students, their allies, families, and friends may connect with caring and informed staff that can provide assistance, resources, and referrals.

The LGBTQ Student Center office is located in the Kent Student Center, room 024 lower level. The phone number is 330-672-8580. Their website is [http://www.kent.edu/lgbtq](http://www.kent.edu/lgbtq).

A brochure with additional information can be found here: [https://du1ux2871uqvu.cloudfront.net/sites/default/files/file/LGBTQ%20Brochure%202015.pdf](https://du1ux2871uqvu.cloudfront.net/sites/default/files/file/LGBTQ%20Brochure%202015.pdf)

Brochures and contact information can also be found in the Student Affairs hallway on the CPM campus.
Student Organizations

KSUCPM offers a number of student organizations, fraternities and sports clubs to serve the student population.

The University is committed to the belief that students have a right to organize and participate in groups whose purpose centers on the interests and goals of the individuals involved. The University requires all student organizations and clubs comply with administrative policies and procedures established for this purpose. All student organizations and clubs are required to follow the University Policies and the Constitution of the Ohio Podiatric Medical Association (OPMSA). You may contact the President or President-Elect of OPSMA to obtain a copy of the Constitution.

Student organizations, fraternities and clubs are subject to the college policies. The Office of Student Affairs has the right to review and revoke the privilege to continue as a recognized chapter of any organization or fraternity.

You may find a full listing of organizations on the KSUCPM website. Below is a description of some student organizations, fraternities and honor societies:

**American Association of Women in Podiatry (AAWP)**
AAWP attempts to provide support and an informational network, which addresses the special needs of women podiatry students. Membership is open to all students. The group provides guest speakers, including local members of the profession.

**American College of Foot and Ankle Surgeons (ACFAS)**
This organization provides opportunities for students to gain more information and exposure to the practice aspects of surgery. Activities include various special labs and guest lecturers.

**American Podiatric Medical Students’ Association (APMSA)**
The American Podiatric Medical Students’ Association is composed of all dues-paying students in good standing regardless of race, creed, color, religion or sex, enrolled in schools of podiatric medicine. By virtue of enrollment at a college of podiatric medicine, all students are members of the Association. APMSA functions to provide a forum to discuss problems, to further the profession of podiatry on a national level, and to establish the means for obtaining desired goals.

**Jewish Podiatric Medical Student Association (JPMSA)**
This organization provides students with the opportunity to learn about Jewish scholarships in medicine, to stimulate fellowship between all the different denominations of Jewish students and to organize social events for students.

**Ohio Podiatric Medical Student Association (OPMSA)**
The Kent State University Podiatric Medical Student Association is an affiliate of the American Podiatric Medical Student Association. The Association is governed by a president, a
president-elect and an executive board, which coordinates all facets of student activities, including local and national affairs, business administration, clinic management, public information, and extracurricular activities. The elected and appointed representatives of the OPMSA serve on many administrative committees at the college.

Each year, OPMSA provides the student body with a lecture series, social events, sporting events, and a short-term emergency loan fund, along with a yearbook. On the national level, OPMSA represents the students from the college in all academic and national affairs concerning the profession of podiatric medicine.

**Podiatric Association for Diabetes (PAD)**
The objectives of this club are to enhance podiatric medical education by providing seminars in diabetic care, management of diet and weight control, and to work with the American Diabetes Association (ADA) to educate the community on diabetes, to provide early prevention and intervention of diabetic complications, as well as to provide additional practice in treatment of diabetes.

**Sports Medicine Club**
This organization sponsors lectures on sports medicine, participates in local athletic events and promotes good athletic training.

**Student National Podiatric Medical Association (SNPMA)**
The Kent State University Chapter of the Student National Podiatric Medical Association represents the interests of minority students, including American Indians, Blacks, Asians, and Spanish surname students. SNPMA works toward disseminating information regarding podiatric medicine to minority and ethnic sections of the local community. The association helps in recruitment and retention of qualified ethnic minority students at KSUCPM. SNPMA provides information regarding podiatric medicine to local and national ethnic minority health organizations.

**Kappa Tau Epsilon (KTE)**
Kappa Tau Epsilon is an active fraternity that provides special lectures and programs for podiatric medical students. The fraternity sponsors many outside activities, both social and professional to provide as many experiences for its members as possible while they are students at the college.

**Pi Delta National Honor Society — Beta Chapter**
Pi Delta National Honor Society — Beta Chapter Pi Delta is the National Podiatric Honor Society demonstrating high standards of intellectual and scholarly activity.

A student may become a candidate for active membership in the Pi Delta Honor Society and participate in chapter activities and meetings who:

- Has a grade point average of at least 90 percent (3.6/4.0) or its equivalent.
- Is in the top 20 percent of his/her class.
• Has completed a minimum of two years of scholastic work applicable toward the Doctor of Podiatric Medicine degree.
• Possesses an aptitude for achievement in the art and science of podiatric medicine.
• Possesses high moral character.
• Demonstrates leadership ability.

Active membership may be granted after the second year to the podiatric medical student who:

• Has a grade point average of at least 90 percent (3.6/4.0) or its equivalent.
• Has completed a suitable scholarly activity as determined by the Pi Delta advisor at the institution in which the student is enrolled. The possibilities include:
  o Preparation of a paper suitable for publication. The format of the paper is to be designated by the individual college.
  o Active involvement in a research project that includes a written description by the student of his/her participation in the project and verification of participation by the principal investigator.
  o Completion of an oral or poster presentation at a national, state, local or institutional meeting.
• Possesses an aptitude for achievement in the art and science of podiatric medicine.
• Possesses high moral character.
• Demonstrates leadership ability.

**Student Organization Guidebook**
The Office of Student Affairs has created a Student Organization Guidebook for easy reference for any club, fraternity or organization officer or member. You may find this helpful resource on the CPM Student Affairs webpage or stop by the Student Affairs office with any questions.

**Alcohol Policy for CPM Student Organizations**

• There will be NO ALCOHOL served on campus at student-sponsored organizational events.
• KSUCPM students will be permitted to have alcohol served at an off-campus location during a student or organizational event.
• These alcohol-related events are never college-sponsored. References to an alcohol-related event cannot be advertised nor promoted as part of the event. The event must have a designated third party serving the alcohol on a "pay-per drink" basis. Drinks cannot be absorbed nor hidden within an admission or ticket fee.
By state law, such alcohol-related events require the securing of an "F-Permit" thirty days prior to the event through approval by Kent State Campus Life administrators and related sanctions.

CPM student organizations are encouraged to contact the Office of Student Affairs for approval of events to ensure all requisite compliance with Kent State University and CPM guidelines.

Social Media Guidelines for Student Clubs and Organizations

Know the Rules:

- Social media sites will hold individuals liable for any content or material posted to their site. Social media site users should be familiar with the Terms of Service for the social media outlet they choose to use and respect general copyright and Fair Use policies.
- Be sensitive to posting confidential information. Do not post student information, (including phone numbers, e-mail addresses, or student identification numbers) without student permission.

- Consider creating a Facebook “group,” instead of a “business” or “personal” page. A group allows all group members to see posts, add content, and maintain their privacy. A group allows members greater privacy, and still uses the administrator function to add or remove group members.
- Student clubs and organizations are strongly encouraged to have their faculty advisor as an administrator on their social media page. If club leaders change or graduate, the club advisor can still grant access to new club officers and members.
- Every effort should be made to pass along login information and administrator privileges from one club president to the next so that new pages do not have to be created each academic year. This reduces confusion among club members as to which club page is the “official” or “correct” page for the club.
- Post contact information for the student club when possible. If your page is used to recruit new members, they need to know how to get in touch with the group.
- Student clubs and organizations are considered “unofficial” social media pages and should not use the Kent State University College of Podiatric Medicine or Kent State University logo. These sites are also encouraged to post a statement in their profile announcing that they are not an officially recognized KSUCPM or KSU social media page and all postings reflect their own personal opinions or their organization’s opinions. An example of this statement is: The views expressed on this (Facebook page, Twitter feed, etc.) are those of the (Insert Club Name) and are not endorsed by Kent State University College of Podiatric Medicine nor do they constitute any official communication from Kent State University College of Podiatric Medicine.

Best Practices for Social Media Usage

Best practices for social media accounts should be considered. Best practices consist of widely recognized guidelines, ethical considerations, and conventions for creating successful social media campaigns and accounts.
Be Authentic

- Be open about your identity and professional affiliations.
- Keep deletions to a minimum; only remove content that is clearly offensive or spam.
- Admit mistakes and be upfront and prompt with corrections.
- Never post information that you do not have first-hand knowledge of. Post a link directly to the source of the information. For example, post a link to the National Weather Service for a weather alert.

Be Sensible

- When creating a username be prepared to stick with it. Some sites won’t let you change a username once it is set.
- Check for accuracy before posting. Make sure you have proper permissions to post written content, images, and videos. Be careful not to post confidential information.
- Use proper etiquette – be constructive and respectful, don’t speak poorly of other clubs, organizations, universities, or institutions.
- Be thoughtful about controversial or volatile topics. Many times it may be best to leave them out of the conversation.

Be Vigilant

- Questions and concerns (as well as compliments) should receive quick responses: an appropriate goal is to respond within 24-36 hours, with shorter response times being even more desirable.
- Keep social media profiles/pages updated with fresh content. A good goal is at least one new post per week. If you are no longer able to maintain and monitor the page, assign the task to another club member or delete the profile/page.

Be Available

- All club profiles/pages should include a contact e-mail address.

Be Interesting

- Use a natural and conversational tone.
- Post a variety of content using multiple media (text, photo, video, poll questions, etc.).

For any additional social media needs or for questions about guidelines or best practices, please contact the Communications and Marketing department at ksuaccm@kent.edu or 440-964-4567.
Stay Connected

Want to stay in the know? We can help. Kent State extends its campus community to the world of social media.

Kent State University College of Podiatric Medicine, as well as the Cleveland Foot and Ankle Clinic have a presence on social media. Check out the below links for details about current events and news at KSUCPM and our Clinic

KSUCPM Facebook Page:  https://www.facebook.com/KentStateUniversityCollegeOfPodiatricMedicine

CFAC Facebook Page:  https://www.facebook.com/ClevelandFootAnkleClinic

KSUCPM Twitter:  https://twitter.com/kentstatecpm

CFAC Twitter:  https://twitter.com/CFAI1

KSUCPM Instagram:  http://instagram.com/kentstatecpm1

KSUCPM Blogspot:  http://ksucpm.blogspot.com/
KSUCPM Merchandise

A collection of KSUCPM-themed merchandise including sportswear, hats and jackets are available for purchase during designated time periods. An e-mail will be sent notifying students when merchandise is available for purchase.