

Graduate Student Information Guide

Baylor University
Louise Herrington School of Nursing
Dallas Campus



(2014-2015)
Revised 2014



Dear Graduate Nursing Student:

Welcome to the next phase of your nursing career – graduate study at the Louise Herrington School of Nursing (LHSON) of Baylor University. The faculty, administration and staff of the LHSON are delighted you have chosen to further your professional career with us. We are committed to offering you the best possible education to prepare you for your progression into advanced nursing practice.

Graduate nursing school is more than taking courses for a master's or doctorate degree. It is an opportunity to receive guidance and mentorship from seasoned faculty, advanced practice nurses, and colleagues. And more importantly, as a faith-based academic institution, you will have an opportunity to participate in Christian scholarship and serve our Lord, Jesus Christ, by learning new truths about yourself, your patients and the world we live in. As 1 Peter 4:10 states: "As each one has received a special gift, use it to serve another as good stewards of the manifold grace of God." We hope you will begin to build a network of colleagues and mentors who will be helpful to you throughout the remainder of your nursing career.

As with any new experience, it is important to learn the policies and procedures of the organization. This ***Graduate Student Information Guide*** provides information on important policies, procedures and guidelines pertinent to graduate nursing education at the LHSON. This document is to be used in conjunction with the official [Graduate Student Handbook](#). You must review and familiarize yourself with these policies and procedures.

Again, welcome to Baylor and to the Louise Herrington School of Nursing. We look forward to an exciting year and getting to know you better.

Sincerely,

Barbara Camune, DrPH, CNM, WHNP-BC, FACNM
Graduate Program Director, Clinical Professor

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Academic Professionals and Support Staff

Academic Affairs (3rd floor)

Henson, De-De	Academic Support Specialist, Undergraduate Program
Milam, Debbie	Project Support Manger
Robbins, Rebecca	Manager of Business & Fiscal Operations
Kristin Singletary	Assistant to the Dean

Faculty Support (various)

Elizabeth Calverley	Administrative Assistant
Jeanne Carey	Lab Coordinator
Wendy Craver	Office Manager
Roberta Black	Academic Support Specialist, Graduate Program
Mary Johnson	Event Coordinator, GNI
Victoria Valerio	Administrative Assistant

Information Technology (4th floor)

Randy Adams	Technology Support Manager
Trent Morelock	Senior Academic Consultant, Technology
Desrick Shelton	Senior Academic Consultant, Technology
Mike Troutt	Senior Academic Consultant, Technology

Learning Resource Center (4th floor)

Susan Bader	Director
Jean Hillyer	Assistant Director

Student Services (1st floor)

Cam Armstrong	Director of Student Services
Elaine Lark	Coordinator of Recruitment and Enrollment
Jennett Hale	Office Manager
David Kemerling	Director of Student Ministries
	Academic Support Specialist, Pre-Nursing (Waco campus)
Erin Mulvey	Coordinator of Academic Success
Tina Glaspie	Coordinator of Career Services and Alumni Affairs
Endalk Tulu	Financial Aid Coordinator

Baylor University

Louise Herrington School of Nursing

Philosophy

The faculty of Baylor University Louise Herrington School of Nursing (LHSON) believes in the philosophy, the Christian mission, and the goals of Baylor University and, in harmony with these, provides an environment in which the nursing student may grow in professional competence and Christian spirit. The faculty believes nursing is a service to humanity and is motivated by love for God and society. A commitment to this belief provides a foundation for teaching and learning in the LHSON.

The faculty believes the aim of undergraduate and graduate education in nursing is to provide an opportunity for personal and professional development. Professional education includes a study of the arts, sciences and humanities and is best achieved in a Christian setting beginning at the Baccalaureate level. The faculty believes that baccalaureate education in nursing is the basis for professional practice as a nurse generalist and should be equally accessible to generic students and to other students who have previous formal educational experience in nursing. The nurse generalist has the knowledge, skills, and competencies necessary for assuming the responsibility of entry-level professional nursing positions and for graduate study in nursing.

The faculty believes specialization occurs at the level of graduate education in the refinement of existing skills, expansion of knowledge, and development of competencies in a specific area of nursing practice.

The faculty believes individuals learn in a variety of ways. Learning is a life-long process built upon previous knowledge and experience. Learning occurs in a variety of situations and settings and should become self-directed over time. Knowledge acquisition, critical inquiry, reflection and decision-making prepare learners to respond to issues that confront them as professionals.

The faculty believes effective teaching employs a variety of strategies to foster independence, critical thinking and self-discovery. The teacher as a facilitator strives to be innovative and flexible in planning, implementing, and evaluating educational experiences consistent with curriculum goals and objectives. The teacher as scholar participates in endeavors to acquire, create, and use new knowledge. As members of the academic community, the faculty recognizes that its professional role includes formal teaching, scholarly pursuits and community service.

The faculty believes the individual, in constant interaction with the changing environment, responds as a unified whole to life situations. In addition, the individual impacts the environment and his/her own welfare through a personal relationship with the Creator. As an integral part of a family, group or community the individual affects, and is affected by both culture and society.

The faculty believes health is a basic human condition which is uniquely perceived by individuals and groups. Health is a dynamic state of human functioning wherein clients exist with varying degrees of wellness and illness. The higher the level of human need fulfillment, the

more optimal the state of wellness for the client. Individuals have the right to pursue that level of health perceived by them to be optimal, taking into account their social and cultural definitions of health. The level of health individuals can attain is influenced by the levels of health of families and communities of which they are a part and with whom they coexist.

The faculty believes professional nursing is the caring for individuals, families, groups, communities and society through the diagnosis and treatment of the responses to actual or potential threats to health and through facilitating human need fulfillment. Professional nursing is a practice discipline which has evolved from a rich, unique heritage. It encompasses the arts, sciences, ethics, and politics. Nursing has a dynamic body of knowledge based on nursing research and on the application of theories and concepts from the physical and behavioral sciences and the humanities. Professional nursing utilizes the nursing process in a caring, interactive manner to promote optimal wellness. Through a variety of roles, professional nursing contributes to the improvement of health care services to society.

History of the School of Nursing

Baylor University, chartered by the Republic of Texas in 1845, was established by the Union Baptist Association under the leadership of Judge R.E.B. Baylor, Rev. James Hickins, and Rev. William Milton Tyron. Originally located in Independence, Texas, the university was moved to Waco, Texas, in 1886 and merged with Waco University, another Baptist School.

The mission of Baylor University is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community. The present university system includes the College of Arts and Sciences and the Schools of Business, Education Law, Engineering & Computer Science, Institutes & Special Studies, Music, Nursing, Seminary and the Graduate School. Enrollment stands at approximately 15,000 students.¹

The School of Nursing was established in 1909 as a diploma program of the Texas Baptist Memorial Sanitarium, the forerunner of the present Baylor University Medical Center. In 1950 the School became one of the six degree-granting schools within Baylor University. Graduating its first collegiate class in 1954, the School is one of the oldest baccalaureate programs in the United States.

A number of nurse educators have provided outstanding leadership and have contributed significantly to the history of the School of Nursing. Helen Holliday Lehmann served as Director when the School was a diploma program. She held this position from 1912 until 1923 and again from 1930 until 1943. Under her administration, the program obtained a "Class A" rating and became one of two schools to meet all of the requirements of the New York Board of Nurse Examiners at that time. In 1943 Mrs. Lehmann was succeeded by Zora Fiedler who held the position of director until 1951. It was largely through her efforts that the baccalaureate program was developed. Though the newly developed program was established on the Waco campus, Baylor University Medical Center in Dallas was utilized as a clinical teaching facility in addition to clinical facilities in Waco.

In 1954 the first class completed the new program and its members were granted the Bachelor of Science in Nursing from Baylor University. Further refinement of the program continued as nursing courses were taught on both the Waco and Dallas campuses.

Anne Taylor was appointed Dean in 1961. By this time, the School of Nursing, including administration, was based in Dallas on the Medical Center campus. During Miss Taylor's tenure, plans for Wilma Bass Residence Hall, which included classrooms and offices for the School of Nursing, were developed. In 1965 the School moved into the new facility, the same year in which Dr. Geddes McLaughlin succeeded Miss Taylor as dean. Under Dean McLaughlin's leadership, the School experienced significant increases in the number of students and faculty. The Harry Bass Memorial Education Center was built to provide offices and classroom facilities for the School of Nursing in 1977.

Succeeding Dr. McLaughlin upon her retirement was Dr. Opal Hipps. Under the direction of Dean Hipps, Baylor University School of Nursing began admitting students in January as well as September. The library facilities were separated from the College of Dentistry and a Learning Resources Center was established in Wilma Bass Hall. Lines of administrative authority were clarified in that the dean reported directly to the University administrators in Waco. A BSN completion program was begun for RN's.

¹ "Fall 2011 Facts" prepared by the Office of Institutional Research and Testing, Baylor University

Dr. Phyllis Karns was appointed dean in 1987. Under her direction the Learning Resources Center was expanded and moved to the Harry Bass Education Building. The graduate program in Patient Care Management (later Advanced Nursing Leadership) admitted the first student in the Fall of 1990. The graduate program received initial accreditation from the NLN in the Fall of 1994. In Fall, 1998, the Family Nurse Practitioner track was added, followed by the addition of the Neonatal Nurse Practitioner track in the Fall of 2000. A joint BSN-MSN program was added in the Spring of 2001 to replace the previous RN completion program.

A major facility expansion and renovation was completed in August 1999, nearly doubling the size of the facility. Full national accreditation of the baccalaureate and graduate programs was granted by CCNE from 1999 through June 30, 2010. In the Fall of 2000, the school was endowed by Mrs. Louise Herrington Ornelas and was named the Louise Herrington School of Nursing in her honor.

Dr. Judy Wright Lott was appointed as Dean in December 2002 and guided the transition of the Louise Herrington School of Nursing into the 21st century. Under her leadership, the school grew in student numbers, programs, endowed funds, academic standing and promotional activities. During her tenure the Barnabas Success Center, the Don and Ruth Buchholz Simulation Laboratory, the Doctor of Nursing Practice (DNP) program and the Accelerated Second Degree (FastBacc) track were developed based on strategic plans for the school. Guiding us through our Centennial anniversary and receiving full accreditation from CCNE for both undergraduate and graduate programs, Dr. Lott strengthened the Christian focus of the school and constantly promoted the new motto of the school: Learn, Lead, Serve.

In 2012, Dr. Shelley F. Conroy joined the LHSON team as dean and professor of nursing. Dr. Conroy holds a Doctor of Education degree in curriculum and instruction from the University of Central Florida, a Master of Science degree in maternal-infant nursing from Virginia Commonwealth University's Medical College of Virginia and a Bachelor of Science in Nursing degree from Virginia Commonwealth University. Dr. Conroy's extensive background as a tenured professor and dean at previous universities and her significant background in research, grants and sponsored projects will equip her to skillfully guide the nursing school during this important time of progress and transition in the area of health professions education. With more than 30 years of experience in higher education, health care administration, and nursing and health care research, she believes the Lord has used her life story and experiences to prepare her for this leadership position at Baylor.

Calendar of Events Fall 2014 Semester			
	Date	Day	Event
August	25	M	Classes Begin
	26	T	Graduate New Student Orientation
September	1	M	LABOR DAY HOLIDAY
	10	M	Last day to drop class without “W” on transcript
	19-20	F-S	Family Weekend in Waco
October	17-19	F-S	FALL BREAK
	31-1	F-S	Homecoming
November	4	T	Last day to drop a class for the semester
	4	T	Last day to withdraw for the semester
	24	M	Thanksgiving Luncheon
	26-30	W-S	THANKSGIVING HOLIDAYS
December	8	M	Last day of classes for the semester
	9-10	T-W	Study Days
	11-16	TR-W	Final Examinations
	17	W	Pinning Rehearsal
	19	F	Pinning Ceremony, Dallas Baptist University 7p.m.
	20	S	Commencement , Ferrell Center, Waco
Calendar of Events Spring 2015 Semester			
January	12	M	Classes begin
	19	M	MARTIN LUTHER KING HOLIDAY
	28	W	Last day to drop a class with a “W” on transcript
March	7-15	M-F	SPRING BREAK
	30	M	Last day to drop a class for the semester
	30	M	Last day to withdraw for the semester
April	3-6	F-M	EASTER HOLIDAY
	14	TR	DIA DEL OSO HOLIDAY
May	1	F	Last day of classes for the semester
	4-5	M-T	Study days
	6-11	TR-W	Final Examinations
	12	T	Pinning Rehearsal
	13	W	STTI Induction & Pinning Ceremony
	15-16	F-S	Commencement , Ferrell Center, Waco

GENERAL INFORMATION, POLICIES, PROCEDURES

Address Changes

It is important for University officials to be able to locate and send official correspondence to students. Address changes are made through BearWeb. Failure to receive University notices because of an incorrect address provided by the student will not relieve the student of responsibility for responding to the notice.

To change an address, go to BearWeb by typing in the following address in a web browser: www.baylor.edu/bearweb. Log in to BearWeb; click on “Personal Information” and then “Update Addresses and Phone Numbers.” If you need assistance, please check with Student Services or contact the HELP desk at 254-710-HELP.

Badges

Baylor University Medical Center

Photo I.D. Badges

All students are required to have an official BUMC photo I.D. badge as a means of identification. This badge must be worn at all times and is used for parking lot and building access. Students will be given applications for vehicle registration and name badge requests during Orientation and will also be directed to the appropriate office within the Department of Parking Services.

If a student badge is lost or stolen, a \$25.00 fee is assessed for replacement badges. There is no fee for replacement of a badge that is broken when you present your existing badge to the DPS office. In order to qualify for a hospital cafeteria discount at BUMC, students must wear this badge.

Louise Herrington School of Nursing Name Badges

Forms for ordering Baylor University Louise Herrington School of Nursing name badges are included in the student welcome packet. If additional or replacement badges are needed, forms are available in the Student Services office.

Baylor University Campus Identification Card

At the beginning of each semester, photos are taken of all incoming new students. This photo will be submitted to Baylor University for printing of your official University identification card. Current Baylor students qualify for a new ID card but must notify Student Services by the end of the 5th class day if they want a new Baylor University identification card. Students must use this identification card anytime they are on the Waco campus, especially if they plan to use facilities or participate in events on the Waco campus.

Cafeteria Information

Students are entitled to a 20% discount when eating in the Baylor cafeterias located in the basement of Truett Tower, The Atrium located in the Roberts Tower, and Charles café in the

Sammons building. In order to obtain a discount, students must wear a BUMC issued photo I.D. badge from Parking Services.

Criminal Background Check and Drug Testing

Clinical agencies require background checks and drug screens as a condition for clinical placement. Students are required to have a drug screening and criminal background check(CBC) completed before the student begins classes at LHSON. Fees connected with drug screening are included in student fees. A positive drug screen will prohibit the student from attending the school of nursing. The student is responsible for all required fees to process the Texas Board of Nursing CBC.

Failure to clear your criminal background check with the Texas Board of Nursing will prohibit the student from attending the school of nursing. The student is required to forward their Texas Board of Nursing “Blue Card” confirming FBI clearance to the office of Academic Affairs. A copy of all Texas BON correspondences related to the CBC must be provided to the office of Academic Affairs. Failure to forward this card, will prohibit the student from attending the school of nursing.

Baylor University policy prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or another dangerous drug such as a controlled substance analogue (designer drug) on or off the campus. It is also a violation of University policy for anyone to possess, use, or be under the influence of an alcoholic beverage on the campus or at a University-related activity off campus. Anyone violating these policies is subject to disciplinary action ranging from warning to expulsion.

The University believes that spiritual, intellectual, emotional, physical, and social development have their greatest growth free from mind-altering chemicals. Its goal is to provide an environment where the entire campus community is challenged and motivated to live a chemical-free lifestyle.

As a first step toward reaching that goal, the University makes every effort to seek full compliance with University policy and federal, state, and local laws and ordinances; to discourage by every means possible the use of alcohol; to promote sobriety; to provide social and recreational alternatives to the use of alcohol and other drugs; and to offer confidential, effective, and redemptive assistance to employees and students who seek help for substance-abuse problems, while focusing on the development of a comprehensive program of non-residential services.

A student or employee found guilty of noncompliance with the Baylor University policy on alcohol and other drugs is subject to sanctions commensurate with the offenses and any aggravating and mitigating circumstances. Sanctions that may be imposed against a student are found in the Student Disciplinary Policy detailed in the student Code of Conduct, which can be found online at Baylor.edu/judicial_affairs.

Furthermore, as a student of the School of Nursing, students must submit to a urine drug test upon enrollment. In accordance with the DFW Hospital Council's Community Standards document, "an individual with a positive drug screen will not be allowed to attend any clinical agency/rotation for a minimum of 12 months. Prior to returning to the clinical agency/rotation, a student must provide proof of a negative drug screen as verified by the college/school." A positive drug test, and therefore inability to participate in clinical courses, will result in the inability to continue in the nursing program for a minimum of 12 months and a referral to the Baylor University Office of Judicial Affairs.

Hazardous Weather

Information regarding closure/delay will be sent via our University Emergency Notification System. The alert system will send notice by **phone**, **SMS text** and **e-mail** to all information registered on BearWeb. To stay informed of important updates, please make sure your information is always current. [Login to BearWeb](#) to update your information.

Weather related school closings and/or delays will also be posted on the Undergraduate Nursing and Graduate Nursing Current Student pages under [Hazardous Weather Policy](#).

In addition to the above notifications, notice **may also be posted to WFAA TV (Ch. 8)*

Judicial Administration

In addition to the policies set forth in this handbook, Louise Herrington School of Nursing students are also held to the Baylor University Code of Conduct. This Code of Conduct can be found online at baylor.edu/judicial_affairs. Conduct violations not related to the Honor Code may be handled by the Office of Judicial Affairs in Waco. Procedures for navigating the judicial process are available on their web page listed above. Any questions about this process may be directed to their office in Waco or to the Director of Student Services in Dallas.

Name Changes

To report a name change, a student must fill out an [official name change form](#). These forms are available on the 3rd floor of Harry Bass Educational Center in Academic Affairs. Please follow the procedure below to officially change your name with the University:

1. Complete a "Request for Change of Name."
2. Bring original documentation showing official name change (i.e. Marriage License, Social Security Card etc.)
3. Have the notary in Academic Affairs make a copy of the original document and notarize the copy verifying that the original was presented.
4. Have the notary fax the form and notarized document to the Waco Campus

NOTE: You may also fill out the form and mail it along with your original, official document to the Registrar Office on the Waco campus.

Parking Facilities

(The fees and procedures in this section are subject to change by the Baylor University Medical Center Public Safety Office. Students will be notified of any and all changes.)

The Parking Services Department of Baylor University Medical Center handles all matters pertaining to parking for students in the School of Nursing. The Office of [Parking Services](#) is located at [4005 Crutcher Street](#), Suite 200. Hours are 8:00am - 5:00pm Monday through Wednesday and 7:00am - 5:00pm on Thursday and Friday. Students must arrive by 4:30 to have identification badges made. Students will be given the necessary forms during Orientation to fill out and present to Parking Services. Student Services provides a list of qualified students each semester to verify your applications. It is the students' responsibility to obtain their parking decal and ID Badge from Parking Services. If you have questions, please contact their office at 214-820-7275.

A \$25.00 per semester fee will be required for all student-parking decals. Parking is assigned by the Parking Services Department at Baylor University Medical Center. Students are assigned to park on the BHCS campus according to their LHSON level status. If your assigned lot is full, then you may park on the Garage 7 Rooftop **only**, Lot 47 or the church lot located off Simpson and Hill, as an alternative. Students are not permitted to park in any other parking lots or visitor spaces. **Under NO circumstances are students allowed to park at the Landry Center.** Vehicles will be ticketed and/or towed at the students' expense. Security escorts to and from parking areas are available upon request, day or night. For a security escort, dial 214-820-4444.

Security

To provide security in the Bass Education Center, the front door is locked at all times. Students have access to the building 24 hours a day but will need their BUMC issued ID badge for entering the parking lots, the building, and the computer lab. The first floor and the stairwell doors are locked between the hours of 5:00 p.m. and 7:00 a.m. during the week and all day on Saturday and Sunday. If your badge does not work, you must take it to Parking Services for replacement.

University Correspondence

The University, School of Nursing, faculty, and staff will send official correspondence to a student via e-mail using the student's e-mail address as assigned by Baylor. Each Baylor student is personally responsible for checking his or her e-mail at least **daily** for receipt of official University correspondence. For further information regarding each student's responsibility concerning e-mail usage, please visit the Baylor website at: <http://www.baylor.edu/lib/techguide/index.php?id=17855>

The flat-screen televisions on each floor of the Nursing School display important and necessary information for students' benefit. Information relating to student activities, deadlines, upcoming events, and general information will be posted there.

STUDENT SERVICES

Health Services for Students

The School of Nursing has an arrangement with the Family Medical Center at Baylor, located at 3600 Gaston Ave. Suite 1109 in Barnett Tower. Although these services do cost the student, the practice takes most insurance plans. The practice has four physicians and has committed to same-day appointments for nursing students. Students should call ahead (214-820-8300) to make an appointment and must take their insurance card to the appointment. The Employee Health Clinic is also available to students for immunizations. The clinic is located on the ground floor of A. Webb Roberts Hospital, and their phone number is 214-820-3323.

Counseling Services

Various avenues for personal counseling services are available to students on the Dallas campus. LHSO has contracted with [Sparrow House Counseling](#), a professional practice close to the campus, to provide a spectrum of counseling services to LHSO students. Students may attend up to six individual sessions at no cost. After that, Sparrow House counselors are available for an hourly fee but do accept many insurance policies. The counselors have experience with a wide range of issues such as anxiety, depression, eating disorders, and family counseling. All members of their staff are professional counselors who provide sound counseling from a Christian perspective. To take advantage of this service, please see the Director of Student Ministries or the Director of Student Services for a referral. Also, the group periodically sends counselors to the LHSO campus to host workshops and group sessions open to all students at no cost.

The Director of Student Ministries is available to assist students with certain types of counseling needs—usually related to issues centering around relationships, family, dating, preparation for marriage, goals, etc. The faculty often provides informal counseling related to academic performance and makes referrals to those students having the need for more in-depth, long-term assistance.

Event Tickets

Athletic Events

Nursing students are entitled to free athletic tickets to all home (Waco) games. Football tickets are available for online reservation beginning at 5:00 pm 6 days prior to the next home game. Students will have the capability of using their smart phone or print at home options for their tickets. A student ID is required for admittance to the stadium. Students that have reserved a ticket and are no longer able to attend may return tickets through the online return process by noon two days in advance of kick-off. Student tickets are not transferable and not able to be sold. For all other home athletic events, students may show their ID at the door. If any student wishes to attend games not played in Waco, the full gate price will have to be paid.

Student Activities

Students may find out more information and order tickets to Student Activities events such as Sing and Pigskin Review by accessing the Bill Daniels Student Center Ticket Office website at <http://www.baylor.edu/studentactivities/ticketoffice/> For event tickets that are not being sold online, nursing students may contact the Ticket Office, identify themselves as students from the school of nursing, and the staff will take their order by phone (254.710.3210) and either place their tickets at will call or mail them to the students. A fee will be attached with mailing.

Financial Aid

Baylor is committed to helping students from all financial backgrounds achieve their dreams of gaining a quality education. There are several options for financing your education. The Financial Aid Office will work with you to determine your eligibility for scholarships, grants, loans and work-study programs. To be considered for need-based financial aid and deferred repayment on federal and state student loans, students will need to complete the FAFSA at www.fafsa.ed.gov. There is no fee to file a FAFSA. **Baylor's Title IV School Code: 003545**

For question regarding financial aid, please contact the Office of Student Financial Aid at: Email: Financial_Aid@baylor.edu ; Toll Free: 1-800-BAYLOR-U, option 8; Phone: 254-710-2611; Fax: 254-710-2695 or the Financial Aid Coordinator at the school of nursing in Dallas at 214-820-4143.

Fitness Center

The Tom Landry Fitness Center is located just to the south of the Harry Bass Educational Center. It provides a comprehensive fitness facility for all nursing students. Swimming, racquetball, basketball, jogging and running tracks are just a few of the activities provided by the Landry Center. Full-time traditional nursing students have a restricted membership in the Landry Center at no additional cost during the fall and spring semesters. Because of their strenuous schedule, FastBacc students do not have restricted hours. Registration for this membership is coordinated each semester through Student Services. The Landry Center is open seven days a week from 5:00am-10:00pm on weekdays, 7:00am-8:30pm on Saturdays, and 11:00am-6:00pm on Sundays. The following hours are restricted and not open for use by nursing students:

Monday – Friday	11:30 am – 1:30 pm
Monday & Wednesday	4:30pm-close
Tuesday, Thursday, Friday	4:30 pm – 7:00 pm

Membership may be obtained during the summer months at a discounted rate. Contact the Landry Center for details at 214-820-7800.

Please note: students have a restricted membership which does not allow students to park at the Landry Center. If you park in the Landry parking lot, you will park at your own risk. If caught, you will receive a ticket, which must be paid prior to grades being released, transcript requests, or graduation.

Insurance

Professional Liability Insurance

Baylor University Louise Herrington School of Nursing pays each student's professional liability insurance premium. Limits of Professional Liability are \$1,000,000/\$3,000,000, which pay up to \$1,000,000 for each claim and up to a total of \$3,000,000 in any one year. Payment is made by the insurance company on claims arising out of real or alleged malpractice, regardless of the number of claims or persons involved, when the injury being claimed is the result of error, accident or omission. Payment of all court costs is also provided. Expert legal counsel and claims adjusters are immediately available in all sections of the country to aid and defend the insured without cost.

Under this program students are covered only for malpractice related to their normal curriculum, studies and assignments 24 hours a day, working in or out of school including vacation and days off. Coverage under your Student Blanket Insurance policy terminates on the date of your graduation.

Student Health Insurance

All students are required to carry their own health insurance throughout the entire program. Student health insurance is available for all Baylor University students who have a need for protection beyond that which may be available under a family or personal hospitalization/major medical program. This plan is underwritten by ACE American Insurance Company, Philadelphia, PA, and is administered by: Academic Health Plans
P O Box 1605
Colleyville, Texas 76034-1605
Local 817-479-2100 Toll Free 888-308-7320

You may visit their website at www.AHPCare.com/baylor or contact the Waco Insurance Claims Coordinator Betty Fornelius at 254-710-1493 or e-mail: Betty_Fornelius@baylor.edu

Monday Lunch Bible Study Discussion

Monday Lunch Bible Discussion will provide an opportunity to sit around a table with other students, each lunch and talk about a passage of scripture. Students are welcomed to bring their lunches to this gathering. The Office of Student Ministries will provide some lite lunch options each week. The Director of Student Ministries will introduce a scripture passage each week along with some discussion questions. Monday Lunch Bible Discussion will meet most Mondays in the Dorm Rec room from 11:30am to 12:20pm.

Notary Public Service

Notary Public services are available to all students free of charge. The following staff members, serve as a notary public:

[Debbie Milam](#), Project Support Manager, Academic Affairs, third floor, Bass Education Center

[Wendy Craver](#), Office Manager Academic Affairs, third floor, Bass Education Center

Student Organizations

Baylor Student Nurses' Association (BSNA)

Baylor Student Nurses' Association is a local chapter of the National Student Nurses' Association, the only national organization for nursing students and the largest independent student organization in the United States. Membership is open to all students in programs leading to initial licensure as a registered nurse. Although the BSNA is student-led, this organization does have a faculty sponsor. For more information, please contact the faculty sponsor, Beth Hultquist at 214-818-7554 or mailto:Beth_Hultquist@baylor.edu.

NSNA's mission is to mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession. Benefits of belonging to BSNA are eligibility for scholarships, a year's subscription to Imprint (the only magazine for nursing students), malpractice insurance, the NSNA annual convention, uniform discounts, and a voice in Washington, among others.

Baylor Student Nurses' Association meets monthly to plan events for community service and fund-raising activities. Members are offered opportunities to broaden their nursing education by being exposed to special seminars and the state convention of nursing students. Money raising projects are planned to provide scholarships to attend conventions and seminars and to provide a budget for recruitment of new members in NSNA. Offices to be filled for Baylor Student Nurses' Association are: president, vice-president, secretary, treasurer, community, and chaplain.

Baylor Student Nurses' Association is intended to facilitate the transition to the professional organization, American Nurses' Association, upon graduation of the student nurse. It is also intended to enhance your educational experience at Baylor University Louise Herrington School of Nursing.

Sigma Theta Tau International (STTI)

Sigma Theta Tau International is the National Honor Society for Nursing. The Eta Gamma Chapter, at the Louise Herrington School of Nursing, was established in the spring 1984 semester.

The purpose of the organization is to:

- a) recognize the achievement of superior quality scholarship;
- b) development of leadership qualities;
- c) foster high professional standards;
- d) encourage and support research and other creative work in nursing;
- e) Completion of at least one-half of the required Nursing Curriculum.
- f) Must demonstrate evidence of professional leadership ability or potential ability.

- g) Must have a GPA of at least 3.0 on a 4.0 scale, and rank in the upper 35 percent of the graduating class. (Thirty-three percent of any one graduating class is offered admission to the Society)
- h) Must be present at the Induction Ceremony to be inducted.
- i) Must pay all fees before admission to membership.

Recreational Activities

Recreational activities for nursing students are under the direction of the Director of Student Ministries. Various social and cultural activities are sponsored during the school year. Students are provided with information regarding Waco campus events and activities such as football games, the annual Pigskin Revue, and All University Sing, Dia del Oso, as well as cultural activities and events occurring in the Dallas metroplex area. Our local activities will also include a variety of intramural sports throughout the year. Information about these activities can be obtained in the Student Ministries Office.

Students with Disabilities

All students admitted to Baylor University Louise Herrington School of Nursing must be able to meet the **Core Performance Standards** for admission and progression with or without accommodations. Students sign and submit the form at the time of application. Students who are seeking support services from the Baylor University Office of Access and Learning Accommodation (OALA) on the basis of diagnosed disability are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973.

Steps for Requesting Accommodations with the Office of Access and Learning Accommodation (OALA) at Baylor University:

1. Students who are seeking support services from the Office of Access and Learning Accommodation, on the basis of a diagnosed disability, are required to fill out an application and present current (preferably within the last three years) and appropriate documentation, so as to verify eligibility under Section 504 of the Rehabilitation Act of 1973. The Office of Access and Learning Accommodation is located in the Paul L. Foster Success Center, in the Sid Richardson building, Suite 190. The application can be found online at <http://www.baylor.edu/oala/> Drop off, Mail, Fax, or Email any paperwork that documents your disability, along with your OALA application to:

Office of Access and Learning Accommodation
Baylor University
One Bear Place #97204
Waco, Texas 76798
FAX: 254-710-3608
Email: OALA@baylor.edu

2. The application and documentation will go before the Documentation Review Committee (DRC) where eligibility for services will be determined. The committee meets each week

throughout the year (except holidays). All required documentation must be received in the OALA office before 5 p.m. on Thursdays to be evaluated during each week's review process. Anything received after 5 p.m. on Thursday will be reviewed the following week. Please allow two (2) business days for an OALA Disability Advisor to contact you after your documentation has been reviewed via email.

3. Once the documentation has been reviewed by the Documentation Review Committee and it has met the documentation standards, the student must make an appointment with an assigned Disability Advisor in order to be considered "registered" with the office. Note: Because of the distance from the main campus, nursing students may schedule a phone appointment rather than an in-person meeting.

4. At the beginning of each semester, students will be responsible for logging into their BearWeb account and selecting the professors who would need to receive an accommodation letter. Once the students have completed that step, the professors will receive an email displaying the accommodation letter. Students will still need to arrange a meeting with each course instructor at the beginning of each semester in order to discuss and pre-arrange accommodations. The faculty can then work with the student on arranging accommodations or assistance appropriate for the disability and as defined by law after the student provides documentation from the Office of Access and Learning Accommodation.

5. Repeat step 4 at the beginning of each semester.

Contact the Director of Student Services if you have questions or need assistance with this process.

ACADEMIC POLICIES

Classroom and Clinical Etiquette

Mutual respect, a sense of integrity and responsibility are essential attributes of the learning environment at Baylor. Students are expected to display appropriate classroom behavior at all times. Please be considerate and refrain from conducting ‘private’ conversations while someone else is speaking, coming to class unprepared, bringing children and/or pets to class, leaving class early, and other such behaviors which disrupt learning.

Attendance: Students are expected to adhere to the attendance policies provided in the syllabus of each course in which they are enrolled.

Dress code: When representing the School of Nursing during class lectures or labs held at BUMC, Sammons Cancer Center, and/or BGCT, the student is required to dress professionally. No open toe shoes. Blue jeans or denim style jeans, mini-skirts, sleeveless shirts, shorts, T-shirts, jogging outfits, thong sandals, etc., are NOT considered professional dress.

Punctuality: Time is a precious commodity; therefore, students are expected to be on time for all classes and to return promptly from all breaks. Faculty reserve the right to refuse entrance to the classroom for tardy students until the next official break.

Cell phones and other electronics: Cell phones and other electronic equipment with sound alerts must be placed on silent mode or turned off during class time. Phone calls should be made outside of the classroom, the Learning Resource Centers, and other locations where students are studying. Please keep the nature of your conversation appropriate to a professional setting where classmates, staff and faculty are within listening range.

Course of Study

A degree plan for each student is developed shortly before or upon admission. The plan consists of courses to be taken in a designated sequence, including any previous courses that may be transferred for credit. Each semester the course of study will be reviewed and confirmed by the student, and coordinator of academic success. Any changes will be approved by the appropriate program coordinator.. Students are responsible for retaining a copy of the degree plan for their records.

Doctoral Programs

The SACS-mandated rule for doctoral programs is that the majority of the work toward the degree be done at Baylor University. The Doctor of Nursing Practice (DNP) degree is 75 credit hours. We can allow students to transfer in 37 hours from their master’s program. That leaves 38 hours to be completed on the doctoral degree at Baylor University. You are welcome to petition for an exception for students that completed the 37 hours in the MSN degree at Baylor University. The Graduate School will review each individual case and if it merits approval, the student will be allowed to complete electives at another university.

Faculty Office Hours

Faculty office hours are available to students each week. The schedule of office hours is posted outside of each faculty office. Students are encouraged to make an appointment to see a faculty member during these times.

Grades and Grading Scale

At any time during a course, a student has the right to know his/her status, for example, whether or not the student has a passing grade. If there is any question, the student should contact the teacher of record of the course.

It is the policy of the LHSON graduate program that a student will receive a grade of “F” for any didactic course in which she/he has not attended 75% of the scheduled classes.

Grade Reports: End of semester grades will be available through BearWeb.

Incomplete (I) Grades

A grade of Incomplete (I) is usually given when a student in good standing who has completed the majority of the coursework in a class experiences an emergency or serious situation that prevents him/her from taking the final exam and/or submitting final paper(s), e.g. illness requiring hospitalization over Thanksgiving break and the student is unable to return to class until mid-December. The emergency or serious situation must be considered an ‘excused absence’ by the faculty. The faculty member will determine a new deadline to finish the course requirements in conjunction with the student. The new deadline is usually no later than the end of the following semester. Incomplete grades will automatically change to an “F” grade after completion of the following semester.

Grade Appeal Process

Students have the right to appeal any grade through the appropriate chain of faculty/administration as outlined in the official student handbook. This chain of individuals within the LHSON is as follows: faculty member who assigned the grade, Graduate Program Director, Associate Dean, and Dean. If the student is not satisfied with the appeal at this point, he/she may elect to pursue the appeal to the Provost on the Waco campus.

Grades are computed in the Graduate Program of the School of Nursing according to this scale:

A+	97 -- 100
A	93-96.99
A-	89-92.99
B+	85-88.99
B	81-84.99
B-	77-80.99
C+	74-76.99
C	71-73.99
C-	68-70
D+	65-67
D	62-64
D-	60-61
F	59 and below

The minimum passing grade for all graduate nursing courses is an “81.” Each student in the Graduate Program in Nursing must achieve a grade of “81” or better in *ALL* courses, clinical and/or didactic, in order to advance in the program. If a student does not achieve a grade of “81” or above, the course may be repeated the NEXT time it is offered. A course may be repeated one time only. When any course is repeated and an “81” is not attained, there is cause for termination from the Graduate Program in Nursing.

A maximum of two courses can be repeated. In other words, any student who fails a total of three courses, regardless if the student passes a repeat course for two of them, will be terminated from the Graduate Program in Nursing.

GPA: Graduate students must maintain an overall “B” (3.0) grade point average (GPA). Any fully admitted student whose overall GPA falls below a “B” average during any semester will be placed on probation for the next nine (9) hours of coursework. If, after completion of the ninth semester-hour credit, the student’s overall grade point average is still below 3.0, the student will receive notification of degree termination from the Graduate School.

Probation: A student admitted to Graduate School on probation must maintain a “B” (3.0) overall grade point average during the first nine semester hours of graduate coursework. Failure to do so will result in notification of dismissal by the Graduate School. Students are automatically removed from probation upon completion of the first nine semester hours of graduate level coursework if an overall 3.0 GPA is attained.

Student Responsibility: It is the student’s responsibility to be informed and observe all regulations and procedures concerning the degree completion requirements of the graduate program.

End of semester grades will be available through BearWeb. Students who wish to receive a printed copy of their grades must complete a written request for grades to be mailed, which may be mailed or faxed to the Office of Academic Records on the Waco campus at 254-710-2233. A request for a written copy of grades must be completed each term. Forms are available in the Administrative Suite on the 3rd floor and also on the Nursing website.

Grievance (Student) Process

Students have the right to grieve unfair academic treatment by faculty through the appropriate chain of faculty/administration as outlined in the official student handbook. This chain of individuals within the LHSON is as follows: faculty member involved in the grievance, Graduate Program Director, Associate Dean, and Dean. If the grievance is not satisfactorily settled by this point, the student may pursue the complaint to the Provost on the Waco campus. This process follows the official Baylor University process.

Guidelines for Papers According to APA Publications Manual

All papers must be written using the most recent edition of the American Psychological Association’s (APA) Publication Manual. The APA Publication Manual can be purchased at any bookstore or ordered online from www.apastyle.org.

Honor Code

The conduct of all students while attending Baylor University must adhere to the provisions of the Baylor University Honor Code. Students must be familiar with the Honor Code and actions in the classroom, lab and clinical site which could result in an Honor Code violation. Honor Code violations can result in sanctions including failure from the course, probation, suspension, or expulsion. Any student who violates the Honor Code will be disciplined in accordance with the policies of the faculty member, Honor Code and the University.

Baylor University students and faculty shall act in academic matters with the utmost honesty and integrity. A Baylor University student violates the honor code if the student engages in dishonorable conduct in connection with an academic matter. A student who violates the honor code is unworthy of the trust of the faculty. If a faculty member suspects that one of his or her students has engaged in dishonorable conduct, the faculty member may: (1) handle the matter

directly with the student or (2) refer the matter directly to the honor council. If a student witnesses another student engaged in dishonorable conduct, the witnessing student shall report the incident within one semester of its occurrence to either the faculty member in whose class the incident occurred or to the Director of the Graduate Program.

For specific details regarding Honor Code, please visit the Baylor website:

<http://www.baylor.edu/honorcode/>

Immunizations and CPR

Prior to the beginning of the graduate practicum, written documentation of current Tb test (PPD or chest X-ray within the last 12 months) verification of hepatitis immunization (or sign a waiver), and up-to-date tetanus, measles, mumps, Tdap, and rubella immunization & CPR must be provided. Neonatal nurse practitioner and Nurse-Midwifery students must also provide current NRP. No student will be allowed in the clinical setting until fulfillment of these requirements is documented.

Licensure

All graduate students must be licensed to practice nursing in the State of Texas. Proof of current unencumbered licensure must be documented annually with the Office of the Director of the Graduate Program.

Make-up Exam Policy

In the graduate program, make-up exams are reserved for emergency situations and offered at the discretion of the course faculty. Immediately upon learning of a situation that would preclude the taking of a regularly scheduled examination, the student is responsible for notifying the course faculty. If a make-up exam is approved, the course faculty will determine the length, type, and date of exam to be offered. Replacement exams may be significantly different in format.

Pinning

Ceremony

Graduating students are honored with a pinning ceremony and a hooding ceremony for DNP graduates at the conclusion of each semester. The date is usually the day prior to the University Graduation in Waco. There is no fee for participation in the Pinning Ceremony. A reception is provided following the ceremony. Currently there is no limit on guests and no fee.

Pins

Graduating students are given the opportunity of purchasing a Baylor University MSN or DNP pin in their final semester of the program. Purchase is not mandatory. Students will be notified by email of the deadline for purchasing online through our approved vendor.



Registration and Advisement

Upon acceptance, graduate students must work with the Coordinator of Academic Success and their program coordinator to establish an initial degree plan. The Coordinator of Academic Success will assist students with registration for the first semester. After that, as long as students progress along their proscribed degree plans, they may register for the following semesters using Bear web (www.baylor.edu/bearweb). If at any time students need to alter their degree plans, they must consult with their program coordinator and create a new degree plan with the Coordinator of Academic Success. Dates for registration are set by the Registrar's Office in Waco and students may not register prior to the set date. Students will receive email notification from the graduate school each term informing them of registration dates and processes.

Textbooks and Supplies

MAJOR'S BOOKS, INC. serves as the School of Nursing "bookstore" where all texts and other school supplies may be purchased. A current book list is available for student use at the bookstore. Major's is located at 2137 Butler Drive in Dallas (near Parkland Hospital). Their telephone number is (214) 631-4478. Students may also order textbooks online at www.majorsbooks.com or other sites as desired.

Time Limitation

The maximum time limit for the doctoral degree is eight years from the time the student first matriculates into the doctoral program. After this time the student may request a one-year extension. Any DNP student wishing to return to complete their degree after a one year absence, must reapply for admission to the graduate school. The student would enter under the current catalog and the appropriate course work for degree completion may be revalidated or not, according to the policy of the individual program in consultation with the Graduate School.

The maximum time limit for the masters' degree is five years from the time the student first matriculates into the master's program. After this time the student may request a one-year extension. Once a student's time limit expires, any student wishing to return to complete their degree after a one year absence, must reapply for admission to the graduate school. The student would enter under the current catalog and the appropriate course work for degree completion may be revalidated or not, according to the policy of the individual program in consultation with the Graduate School.

Transfer Credit

The majority of all course work toward completion of any degree must be taken at Baylor.

For doctoral degrees, the accepted number of transfer credit will be determined by the individual academic departments within the following general guidelines:

- Course work must be from an accredited university and appear on a graduate transcript
- Course work must have been taken within five years immediately prior to matriculation

- Course work must carry a grade of “B” or better (cannot accept P/F, CR/NC or certificates of completion)
- None of the transfer course work consists of extension, workshop courses, or master’s thesis credits
- Acceptance of transfer credit is determined by the program coordinator in consultation with the teacher of record

For master’s degrees, the accepted number of transfer credits will be determined by the individual academic departments within the following general guidelines:

- 25 percent of the required Baylor course work (excluding internships, practica, and theses) may be petitioned for transfer
- The total number of transferred credits may not exceed nine semester hours
- Course work must be from an accredited university and appear on a graduate transcript
- Course work must have been taken within five years immediately prior to matriculation
- Course work must carry a grade of “B” or better (cannot accept P/F, CR/NC or certificates of completion)
- None of the transfer work consists of extension or transfer courses
- Acceptance of transfer credit is determined by the program coordinator in consultation with the teacher of record

Transcripts: Procedure for Obtaining Procedure for Obtaining on the Dallas Campus

Official transcripts

Complete the request form, which is available in the Student Services Office, Suite 100 or in the Office of the Associate Dean, Room 300. A fax machine is available for students to fax their transcript requests or the student may mail it to the address shown on the form. Students may order up to 5 transcripts per day.

Unofficial transcripts

Students may print unofficial transcripts from BearWeb or request one from the Graduate Program Office.

LIBRARY SERVICES

Mabel Peters Caruth Learning Resources Center (LRC)

The Learning Resource Center (LRC), located on the top floor of the Harry Bass Educational Building, specializes in nursing information and resources that support faculty research and nursing student learning.

LRC resources include research, full text, and image databases; reference material; course reserves; print and electronic journals; books and e-books; high speed printers; a full color

digital scanner; audiovisual items and viewing stations; computer lab; study room with white boards; additional study areas; student e-mail and internet access; and clinical equipment for check out. The LRC is a hotspot for AirBear wireless access. The LRC has access to all of the BU Central Libraries electronic resources plus some that are LHSON access-only.

Hours

The LRC is open during the fall and spring semesters approximately 83 hours a week. Fall and spring hours begin on the first class day of the semester. Below are the standard hours of operation during the fall and spring semesters.

Monday through Thursday	8:00 a.m. – 11:00 p.m.
Friday	8:00 a.m. – 5:30 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 11:00 p.m.

Hours are posted on the LRC website and on signs around the nursing school building http://www.baylor.edu/nursing/nursing_undergrad/index.php?id=28818 Hours for holidays, summer school, intersessions and breaks vary. These special hours will be posted in advance. For more information, go to the LRC website, call (214) 820-2100 or email nursinglrc@baylor.edu.

Have a Question? Need Help?

Two professional librarians and a library associate are available to answer questions and provide research assistance weekdays between 8:00 a.m. and 5:00 p.m. Stop by the LRC, call (214) 820-2100, or email nursinglrc@baylor.edu. The nursinglrc@baylor.edu email is checked at least three times per day Monday through Friday. LRC users may also schedule an appointment for assistance.

Borrowing Books and Equipment

Students may borrow books from the LRC for three weeks. Books may be renewed for another three weeks by stopping by, emailing nursinglrc@baylor.edu or calling (214) 820-2100 and asking to renew the item. You do not need to have the item with you. However, if someone else has requested the item, it must be returned on the due date and cannot be renewed. When the LRC is closed books, clinical equipment or other LRC items may be returned in the slot on the right wall inside the entrance to Room 400.

The following clinical equipment may be checked out at the LRC desk for one week:

- sphygmomanometers (blood pressure cuffs)
- otoscope/ophthalmoscope kits
- Denver Development kits and manuals

Journals and audiovisual items are for LRC use only.

Late Fees

Returning LRC materials on time is a courtesy to other LRC users. Late items will be charged a fee for each day late past the original due date. Computer-generated overdue notices are automatically sent to the user's Baylor email account. Avoid late fees by renewing an item on the due date. Late fees must be paid with cash or by check. They are not added to a student's monthly Baylor bill. The LRC does not accept credit cards. In the case of chronically overdue items, a transcript hold may be placed on the student's account.

Books: 25¢ per day up to the cost of replacing the book, plus a \$10.00 processing fee.

Clinical items: \$1.00 per day up to the cost of replacing the item, plus a \$10.00 processing fee.

Reserve materials: 25¢ per hour up to the cost of replacing the item, plus a \$10.00 processing fee.

Two-day Reserve materials: \$1.00 per day up to the cost of replacing the item, plus a \$10.00 processing fee.

Except for Reserve items students usually may avoid late fees by renewing the item on the day the item is due. To request a renewal, you may stop by the LRC in person, or send an email to nursinglrc@baylor.edu or call the LRC at 214 820-2100. You do not have to have the item(s) with you when renewing.

Reserve Items

The LRC has copies of all required and recommended textbooks on Reserve. These are for use in the LRC or computer lab only. In most cases, Reserve textbooks may be taken out for overnight use 15 minutes before closing time. They are due immediately upon opening on the next day the LRC is open or late fees will apply. Reserve items may not be renewed.

Food and Beverage Policy

Eating is not permitted in the LRC or computer lab to avoid attracting insects and rodents, and the damage they cause as well as to minimize trash.

Beverages in *covered* containers are permitted in the LRC. This policy may be discontinued without notice if the beverage policy is abused. NO beverages are permitted in the computer lab at any time in order to protect the equipment.

Student Workers

The LRC hires student workers for the evening and weekend shifts during the fall and spring semesters. In the summer I and summer II sessions, the LRC is staffed evenings by student workers. Please contact Mrs. Jean Hillyer, Assistant Director, Jean_Hillyer@baylor.edu about available openings. Students must already be approved for financial aid.

Learning Skills Laboratories

The Health Assessment Lab, the Professional Practice Lab, and Simulation Lab are located on the second floor of Bass Education Center. They contain equipment for learning and practicing nursing skills and techniques in a simulated environment. This is the campus lab setting for Nursing 3314, 3414, and Simulation Lab. Questions about the lab area or supplies can be directed to the Lab Coordinator, [Jeanne Carey](#).

Portable Physical Assessment & Skills Equipment

Students may borrow the following clinical equipment from the LRC circulation desk ONLY: sphygmomanometers; otoscope/ophthalmoscope kits; Denver Developmental kits and manuals. Late fees will be charged for overdue clinical items.

Waco/Dallas Resources for Graduate Students

Name	Campus Address	Mailing Address	Telephone
Attorney to Students	Robinson Tower, Suite, 440	One Bear Place 97161 Waco, TX 76798-7161	(254) 710-3586
Baylor Bookstore	1 st Flr, Parking Garage Dutton Street	One Bear Place 97104 Waco, TX 76798-7104	(254) 710-2161
Baylor Department of Public Safety	1521 S. 4 th Street	One Bear Place 97090 Waco, TX 76798-7090	(254) 710-2222
Baylor U Vehicle Registration	Robinson Tower, Suite 100	One Bear Place 97255 Waco, TX 76798-7255	(254) 710-3804
Career Services	Robinson Tower, Suite 340	One Bear Place 97036 Waco, TX 768798-7036	(254) 710-3771
Cashier's Office	Robinson Tower, Suite 100	PO Box 97048 Waco, TX 76798-7048	(254) 710-2311 or 800-229-5678, option #8, #1 & #3
Ferrell Center	Corner of S. University Parks Dr. and LaSalle Ave	PO Box 97082 Waco, TX 76798-7082	(254) 710-1915
Financial Aid & Scholarships	Robinson Tower, Suite 150	One Bear Place 97028 Waco, TX 76798-7028	(254) 710-2611 or 800-229-5678, option #8 and #2
Graduate School	Morrison Hall, # 200	One Bear Place 97264 Waco, TX 76798-7264	(254) 710- 3588 or 1-800-229-5678, option #2
Health Center	McLane Student Life Center, 2 nd Floor	One Bear Place 97060 Waco, TX 76798-7060	(254) 710-2461
Computer Help Line	Dutton Street Parking Garage	Waco, TX 76798	(254) 710-4357
International Programs	1 st Fl., Poage Library	One Bear Place 97381 Waco, TX 76798-7381	(254) 710-1461
Office of Access & Learning	Sid Richardson	PO Box 97204 Waco, TX 76798-7204	(254) 710-3605
Registrar Office	Robinson Tower, Suite 370	One Bear Place 97068 Waco, TX 76798-7068	(254) 710-1814
Success Center	Sid Richardson	One Bear Place 97021 Waco, TX 76798-7021	(254) 710-8919
Testing Center	Robinson Tower, Suite 540	One Bear Place 97032 Waco, TX 76798-7032	(254) 710-2061
Transcripts	Robinson Tower	One Bear Place 97068 Waco, TX 76798-7068	(254) 710-1059

BUMC Police			(214) 820-4444
BUMC Parking Services	4005 Crutcher St Dallas, TX 75246		(214) 820-7275
Majors Bookstore	2137 Butler Street Dallas, TX 75235		(214) 631-4478
Nursing Graduate Program	333 Washington Dallas, TX 75246		(214) 367-3752 Fx (214) 820-3375
School of Nursing	3700 Worth Street Dallas, TX 75246		(214) 820-3361 Fx (214) 820-3835
Learning Resource Center	3700 Worth Street Dallas, TX 75246		(214) 820-2100