

II. OFFICES/RESOURCES OF PARTICULAR INTEREST TO STUDENTS

1. Cashier

The cashier is located on the first floor of the McDermott Academic Administration Building (AB@ building). Upon presentation of a student identification card, you may cash a check for an amount of up to \$100. There is no fee. Hours are 8am - 5pm, Monday - Friday.

2. Financial Aid

The Office of Financial Aid is co-located with the registrar's office on the 5th floor of the Florence Biomedical Information Building (AE@ building).

3. Learning Resources

All medical students are smart, but even the brightest ones can benefit from a learning skills or residency-related consultation. These consultations, provided by **PERSON YET TO BE SELECTED** and John Vanatta, MD, help hone learning and test-taking skills so you can succeed in fast-paced and information-rich courses or deal with career-related activities such as preparing a resumé. Some students have been out of school a few years and must adapt their study practices to meet medical school demands. **PERSON YET TO BE SELECTED** and Dr. Vanatta's services are free and confidential to Southwestern medical students.

PERSON YET TO BE SELECTED services include:

- Assistance with learning, study, test-taking, and time-management skills for pre-clinical courses and clerkships.
- Help with planning and implementing a study plan for the United States Medical Licensing Examination (USMLE) Steps 1, 2, and 3.
- Guidance for writing CVs and personal statements for residency applications.
- Guidance on residency program interviews.
- Information about learning disability assessments.

Dr. Vanatta's services include:

- Counseling with regard to study habits, especially on deciding what is important.
- Special tutoring in Integrative Human Biology.
- Help in review of Physiology for the USMLE Step 1.
- Help in review for Internal Medicine shelf examination.

For more information on Learning Resources or to schedule an appointment...

PERSON YET TO BE SELECTED

Learning and Teaching Skills Consultant
K1.208 (The Office of Medical Education)
Telephone: (voice mail available for messages)
E-mail:

John C. Vanatta, M.D.
Professor of Physiology (certified, Board of internal medicine, 1953).
K1.208 (The Office of Medical Education)
Telephone: 214-648-3328
E-mail: jvanat@mednet.swmed.edu

Hours: 8:00 AM - 5:00 PM, Monday - Friday

Sessions: Appointments strongly suggested, walk-ins welcomed in emergencies.

4. Library

a. UT Southwestern Library Hours and Phone Numbers

Library Homepage: www.utsouthwestern.edu/library

South Campus Library (entrance on second floor of Fred F. Florence Bioinformation Center, a.k.a. E Building) 214-648-2001

Monday - Thursday 7:00 a.m. - 12:00 midnight

Friday 7:00 a.m. - 10:00 p.m.

Saturday 9:00 a.m. - 6:00 p.m.

Sunday 1:00 p.m. - 10:00 p.m.

North Campus Library (entrance located on second floor of Biomedical Research Tower, a.k.a. ND Building).

Information Desk: 214-645-6191

Monday – Friday 8:00 a.m. – 6:30 p.m.

Saturday -- Sunday: Closed

b. Assistance

Staff is at the Information Desk (phone numbers given above) to answer questions and help find information all hours the Libraries are open. For assistance from the Library's Web site (www.utsouthwestern.edu/library), click on "Ask-A-Librarian" (under "Get Help/Ask Us").

c. Collection

The Library's resources include a 250,000 volume collection, more than 40,000 electronic journal subscriptions, 230 paper journal subscriptions, 170+ bibliographic and full-text databases; and a World Wide Web site receiving well over 2 million hits per year.

(www.utsouthwestern.edu/library). In addition to the circulating book collection, the South Campus (main) Library houses a collection of approximately 300 popular medical textbooks for in-library use and the Information Desk offers a reserve collection of materials for some courses.

d. Use of Library Materials

You will receive a photo ID badge from the Office of Student Affairs that also functions as your Library card. Once you complete a short registration form for the Library, this card will allow you to check out materials, use the Library's Ovid database system, and access the Library's photocopiers.

- Books are checked out for two weeks.
- Audiovisual materials are checked out for one week.
- Academic reserve materials are typically checked out for two hours for in-library use.
- Renew books in person or call 214-648-2001 or 214-645-6191, or use the online catalog renewal function.
- Check out items at other local universities using a TexShare card which is available from the library's Information Desk.

e. Computers

In addition to the student curriculum workstations located at the South

Campus (main) Library, both libraries have a variety of general-purpose computers available for use by affiliated clients to support the educational, scientific, and clinical missions of the campus. Software includes Microsoft Office applications, GroupWise (e-mail), Internet Explorer, and various other applications.

Resources available at both South and North Campus Libraries include PCs running on the Microsoft Windows NT operating system, Zip® drives, USB (Flash/Jump) drives, color scanner, and networked laser printers.

The computers are secured so that you may not save work to the hard drive. You will need to bring your own 3.5" floppy disks, Zip® disks or USB drives.

Networked laser printing is available at a cost of \$0.10 per page for black and white copies and \$1.00 per page for color copies.

f Use of Library's Electronic Resources

The Library's electronic resources are accessed through its homepage. Popular resources include: the electronic journals accessed via the "Ejournals A to Z" list, MD Consult, UpToDate, the Ovid databases (MEDLINE, Current Contents, PsycINFO, etc.), MICROMEDEX, Web of Science (Science Citation Index), Harrison's Online, Cochrane, ExamMaster, and ScienceCareers.org. The Library's online catalog lists all of its print and many of its electronic resources.

Note: From off-campus, Parkland or Children's, UT Southwestern affiliates access ejournals through the "Ejournals A to Z" list via EZProxy using campus login ID and password.

Internet and power connections for laptops are available at both libraries. Many Library resources can be accessed from student labs and from home as well as within the Library. For connecting to Library databases from home, students will need to use the Virtual Private Networking (VPN) solution provided by UT Southwestern Information Resources. VPN creates a secure, authenticated, remote connection to the Library and other university resources. Students may obtain a copy of the VPN software and installation instructions by choosing one of the following options:

- Download a copy of the software and installation instructions from the Web Curriculum
- Purchase a CD from the University Store

g Learning to Use Electronic Resources

The Library offers free classes on the use of many of its electronic resources. The Library currently offers hands-on classes, online tutorials, individual training sessions, and sponsors programs focusing on new Internet- and Library-based electronic resources. Students will find a Library class schedule on the Library Web site by clicking on the "Classes" link from the home page, or go to <http://www4.utsouthwestern.edu/library/education/registration.cfm>

h Group Study Rooms

The South Campus (main) Library offers individual and group study rooms for student use. Individual study rooms are checked out from the Information Desk. The upper two floors of the Library are reserved for silent individual study. The North Campus Library offers two group study rooms on a first-come, first-served basis.

5. Registrar

The Office of the Registrar is located on the 5th floor of the Florence Biomedical Information Building (better known as the AE@ building). Having come this far in the pursuit of your education, it is unimaginable that you need a description of the registrar's role. We do the traditional

that you need a description of the registrar's role. we do the traditional registrar stuff... enrollment verification, registration, address changes, etc. ... with a flair, we hope.