



2026-2027 OCIS HANDBOOK



Addendum for the LSU Health Sciences Center – New Orleans

School of Public Health

Off-Campus Instructional Site

at Louisiana State University A&M – Baton Rouge

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Welcome to LSU Health Sciences Center-New Orleans (LSUHSC-NO) School of Public Health (SPH), Off-Campus Instructional Site (OCIS) at Louisiana State University A&M-Baton Rouge

The following information in this LSUHSC-NO SPH Student Handbook Addendum is additional information to the [LSUHSC-NO SPH Student Handbook](#) for students attending OCIS courses on the Baton Rouge campus.

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

The LSUHSC-NO SPH parent site address is Louisiana State University Health Sciences Center – New Orleans, School of Public Health, 2020 Gravier Street, New Orleans, LA 70112.

The Off-Campus Instructional Site at Baton Rouge address is Huey P. Long Fieldhouse at 50 Fieldhouse Dr, Suite 1100E Baton Rouge, La 70803 at Louisiana State University.

<https://www.lsuhschool.edu/regionalaccreditation/ocis.aspx>.

The faculty of the Louisiana State University Health Sciences Center-New Orleans School of Public Health offers a 46-credit degree program that prepares individuals to improve the health of the population through evidence-based practice and research in Community Health Science & Policy and Epidemiology & Population Health. Coursework along with the Culminating Experience and Practice Experience provide students with a foundation in the basic disciplines of public health, while allowing them to pursue individual interests and build upon existing strengths and previous experiences. Students further their knowledge and develop analytical skills to define, evaluate, and solve complex problems encountered in public health and health care systems.

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER – NEW ORLEANS SCHOOL OF PUBLIC HEALTH

Students enrolled at the OCIS in Baton Rouge are members of the LSUHSC-NO School of Public Health community and have full access to academic, administrative, and student support resources available on the New Orleans campus, in addition to those at the Baton Rouge campus.

Faculty and staff across both campuses are dedicated to student success and are available to support students regardless of location. Students are encouraged to engage with faculty, advisors, and staff for academic guidance, professional development, and support throughout their program.

The following faculty and staff serve as key resources for students at the New Orleans campus and the Baton Rouge OCIS:

[TEKEDA FERGUSON, PhD, MSPH, MPH](#)

Epidemiology & Population Health Program Director

[STEPHEN PHILLIPPI, PhD](#)

Community Health Science & Policy Program Director

[MADISON LEDET, MS](#)

OCIS Program Administrator

OCIS – BATON ROUGE CAMPUS

CAMPUS SAFETY

The Department of Public Safety on the campus of LSU A&M is located at 204 S Stadium Drive. The LSU Police Department (PD) is organized as a traditional police department and officers are commissioned with statewide arrest authority, per Louisiana Revised Statute (LRS) 17:1805. This means all LSU police officers are police officers with authority to enforce state law. They provide a full range of law enforcement services 24 hours a day, 365 days a year.

All officers receive training that exceeds state standards.

LSU PD has jurisdiction on all LSU property. However, when a crime originates on LSU property, LSU PD's jurisdiction extends to any area in the state of Louisiana where the investigation may lead.

The department also services nine satellite locations, located in Baton Rouge and St. Gabriel:

- South Campus off Nicholson Drive (Hwy 30)
- Rural Life off Essen Lane (Hwy 3064)
- Hilltop Arboretum on Highland Road (Hwy 427)
- CAMD (Center for Advanced Microstructures and Devices) on Jefferson Hwy (Hwy 73)
- Ag Center Central Research Station on Ben Hur
- Ag Center Sugar Research Station in St. Gabriel
- Bird Refuge on West Lakeshore
- Crest Property on July Street

LSU Police works closely with federal, state, and local public safety partners.

The department provides police and security services twenty-four hours a day, seven days a week, to campus patients, visitors, staff, faculty, students, and employees at all local facilities. The LSU PD can be contacted at: (225) 578-3231. Dial 911 for emergencies.

Complete information on campus safety, applications, and policies are located at <https://www.lsu.edu/police>.

The following quick links can be accessed with the above link:

Anonymous tip reporting

File a police report

LSU cares reporting

LSU mental health

Obtain a crash report

Obtain an incident report

Safety Tips

LSU Shield

Title IX and Sexual Misconduct.

INFORMATION TECHNOLOGY SUPPORT

For LSUHSC-NO School of Public Health OCIS IT support, please visit <https://publichealth.lsuhschool.edu/resources/computer-support.aspx>.

The Service Desk at LSU A&M campus in Baton Rouge serves as the primary customer interface for information, access, and assistance related to the services provided by Information Technology Services. Service Desk employees think of themselves as ambassadors representing both LSU and the ITS organization. For a complete listing of services, contact <https://www.lsu.edu/its/units/service-desk/index.php>.

ITS Service Desk Hours

Sunday: 12 PM - 7 PM

Monday - Thursday: 7 AM - 8 PM

Friday: 7AM - 7:30PM

Finally, IT can be contacted by phone at 225-578-3375, by email at servicedesk@lsu.edu, or you may visit us in person on the first floor of the Frey Computing Services Center or the first floor of the LSU Library.

More information is located at: [How to use the Service Catalog to Request a Service or Report an Issue](#).

OFFICE OF THE REGISTRAR LSU HEALTH NEW ORLEANS

Location:

433 Bolivar Street, RCB 1st floor
New Orleans, LA 70112

Contact:

Office: (504) 568-4829

Fax: 504-568-5545

Email: Registrar@lsuhsc.edu.

Link: <https://www.lsuhschool.edu/registrar/default.aspx>.

Regular office hours:

8:00am to 4:00pm

Monday through Friday

The Registrar's Office provides quality, timely, and exceptional services to the University community through the maintenance of academic records, courses & curricula management, and academic calendars. It is the responsibility of each student to read, understand and appraise themselves of all the terms, conditions, and regulations set forth in the current LSU Health Sciences Center New Orleans Academic Catalog/Bulletin. Please [click here](#) for the current catalog.

LSUHSC-New Orleans has authorized the [National Student Clearinghouse](#) to act as our agent for verification of student degrees. Outside agencies requiring a verification of a degree should be directed to contact the Clearinghouse online at <http://www.degreeverify.org> or by phone at (703)742-4200.

Enrollment Verification Certificates are available to currently enrolled students. Students may print their own verification certificate after the 14th day of class, by using National Student Clearinghouse. Outside

agencies requiring a verification of enrollment should contact the Clearinghouse online at www.studentclearinghouse.org or by phone at (703) 742-4200.

Student Self-Service allows currently enrolled students to print unofficial transcripts, update mailing address, view enrollment history at their request, loan deferments sent to lenders, and link to real-time information on their student loans. Students can access [Student Self-Service](#) by logging onto our Student Self-Service Portal using their LSUHSC user id and password.

ACCOMMODATIONS

Statement on Accommodation

Under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, LSUHSC School of Public Health instructors must make reasonable accommodations for students who have physical, mental, or learning disabilities.

Responsibilities of the Student

Upon acceptance to the School of Public Health, if accommodations are needed, students are required to work with the [Office of Disability Services \(ODS\)](#) to submit a [Student Intake Form](#) to their office. Once the final documentation has been approved, **it is the responsibility of the student to notify the course directors** of the approved accommodations as noted by the Office of Disability Services.

Accommodation Procedures

- Self-disclose to the [Office of Disability Services](#) by completing and submitting the [Student Intake Form](#).
- Submit appropriate documentation from a licensed professional evaluator or medical professional. Documentation must include the following:
 - Specific diagnosis
 - Detailed testing results
 - Current functional limitations
 - Evidence of any past accommodations or medications
 - Recommendations for academic accommodations
 - Credentials of the professional
- Participate in an Intake Meeting with Disability Services to set up an accommodation plan.
- Provide your accommodation letter and set up accommodation arrangements with faculty members and school.
- Request a new accommodation letter every term/semester.

Accommodation Guidelines

- Accommodations are not official unless they have been created through the Office of Disability Services
- Accommodations are not retroactive; they are active once a plan has been created through this office and disclosed to faculty members.
- Documentation and diagnosis information will remain completely confidential.
- The Office of Disability Services reserves the right to request more documentation if documentation submitted is deemed dated or insufficient; documentation needs to be current within the last three (3) years

Responsibilities of Faculty

Faculty are not expected to make any accommodations unless documented by ODS. The student will receive an accommodation letter from ODS after completing the intake form and submitting required

documentation. It is the responsibility of the student to provide that letter to each course director. The following should appear on the course syllabus:

LSUHSC-New Orleans is committed to creating an accessible environment according to the ADA, ADAA, and Section 504 of the Rehabilitation Act of 1973. Students in need of classroom accommodations should contact the Office of Disability Services at ods@lsuhsc.edu. Please keep in mind that accommodations are effective when an accommodation letter has been generated; they are not retroactive. More information can be found at <https://www.lsuhs.edu/administration/academic/ods/>.

Faculty members are to make reasonable course-related accommodations for qualified persons as certified by the Office of Disability Services. These may include, but are not limited to:

- allowing extended, but not unlimited, time for completion of examinations;
- allowing examinations to be written in a quiet, low-stimulus environment;
- permitting the use of dictionaries during in-class writing assignment;
- using alternative methods to assess mastery of course content (e.g., narrative tape instead of journals);
- allowing papers to be proofread for spelling and grammatical errors (stating who can proofread);
- providing specially trained tutors for course content;
- using computer software to assist in the completion of assignments (e.g., spell check, computer-based adaptive devices);
- allowing the use of taped materials and resources to assist the student in reading, listening, and speaking;
- allowing students to dictate essays to a scribe.

Note on Technical Standards

Some programs require students to meet certain technical standards encompassing the following skills: observation; communication; motor function and coordination; intellectual abilities: conceptual, integrative, and quantitative; and behavioral and social attributes. Students are expected to be able to perform these skills with or without reasonable accommodations. An otherwise qualified student may not be excluded solely because of a disability, if a reasonable modification or accommodation can be made by the institution. Reasonable accommodations must not fundamentally alter a program, service, or activity or create an undue burden on the institution.

SCHOOL COMMITTEES AND COUNCILS WITH STUDENT REPRESENTATION

Many of the committees and councils of the SPH have student representation. Students from the OCIS campus will be invited to be student representatives on each committee or council with student representation. Please inform your SGA Representative if you would like to be considered for membership of one of the committees or councils.

HOUSING

LSU A&M campus has traditional housing options open to all first-year students and rising sophomores and beyond. Please [click](#) the link for complete housing information with rates, compare options, and maps.

PARKING AND TRANSPORTATION RESOURCES

Parking and Transportation services offers a wide range of transportation options to the LSU community. This includes Tiger Trails, the main bus system, paratransit for students registered through disability services, on demand transit, and night express. Student, faculty, and staff parking areas are located around the LSU A&M main campus. Handicapped parking and faculty/staff parking areas are designated. All students who wish to park on LSU property must register their vehicle with the Parking Office. Upon vehicle registration, students are given a parking decal. All registered vehicles parked on campus must display a current registration decal. New students are prompted to register their vehicles during orientation. All vehicle registrations, parking decals, fine payments, and ticket appeals are conducted at the parking and transportation services at 310 LSU Student Union, Room 109, Baton Rouge, LA 70803. Check out the [LSU Parking Map](#) for assistance. If you need additional assistance locating the office, please contact (225) 578-5000.

As an LSU Health Sciences Center School of Public Health student at OCIS, students will need to complete a non-affiliate form for LSU main campus to add you into the parking.

TIGER CARD INFORMATION

Welcome all Tigers!

144 LSU Student Union

Baton Rouge, LA 70803

Office Phone: (225) 578-4300

Email: tigercard@lsu.edu

*Please note that the Tiger Card Office hours are Monday through Friday from 9:00 a.m. to 3:00 p.m.

Students enrolled in the LSUHSC-NO SPH OCIS will have an identification card for both the New Orleans and Baton Rouge campuses. Any student currently registered for classes and verifiable by the Registrar's Office is eligible for a Tiger Card. Faculty and Staff may obtain a Tiger Card once employment is verified by Human Resource Management (HRM) and submitted to the Tiger Card Office. HRM updates are typically submitted to the Tiger Card Office once per week. All persons **MUST** present a government issued photo ID, such as a license or passport, must be presented when receiving your first Tiger Card. No exceptions will be made. The Tiger Card is your official LSU ID card, and all Tigers are required to have one! The card also serves as an electronic key for residence halls as well as a mechanism for using your TigerCASH funds. In addition, the card allows you to use other services for which you have privileges such as libraries, UREC, athletics events, meal plans, and more.

- Easily submit your student or employee information and photo taken against a white background onto the [MyPhoto webpage](#) and get approved for a Tiger Card!
- Press the "Get Started" button, then log in using your myLSU credentials.
- Read and agree to the requirements, then continue to step two!
- Check your information, select your LSU affiliation, and upload your passport-style photo with a white background.
- Crop your photo with the correct dimensions and preview your card. After that, agree to reading the requirements.
- Upload a clear photo of your form of government identification and edit accordingly.
- Compare to the sample photo and agree to the requirements.
- Sign and save your signature.

After receiving an approval email to your LSU email address, pick up your Tiger Card when you arrive on campus for your scheduled orientation session.

LIBRARY

The LSU libraries include the LSU Library, located in which is the main library, centrally located on the quad, and the adjacent Hill Memorial Library that provides access to historical, cultural, and artistic research materials. Together, these libraries contain more than 4 million volumes and provide a multitude of resources. To contact, visit <https://www.lib.lsu.edu/about> to search the website. Contact staff directly at 225-578-5652.

Students will also have access to the LSUHSC New Orleans Library. Off campus access is available using EZproxy and your LSUHSC-NO e-mail and current password.

Use is restricted to faculty, residents, students, and staff of LSU Health New Orleans. Once your LSUHSC-NO e-mail account is active, you can access all Library resources off campus.

BOOKSTORE

The LSU Bookstore, located at 2 Union Square, Baton Rouge, LA 70803, is open Monday-Friday from 8:00 am – 6pm and Saturday-Sunday 11am to 4pm. The bookstore sells textbooks, computer software, and materials required as necessary tools for student education. Also available is a selection of men's, women's and children's apparel and gifts.

In addition, LSUHSC-NO has a bookstore on the LSUHSC campus in New Orleans. The address is 433 Bolivar Street, New Orleans, LA 70112. Phone: (504) 568-2504. Email: aehsb@lsuhsc.edu. Hours are 9am to 4pm Monday-Friday.

Textbooks and course materials are available for all LSUHSC's programs. In addition to books, we stock apparel, uniforms, scrubs, medical instruments, and gift items.

UNIVERSITY RECREATION

LSU A&M campus in Baton Rouge has a recreation facility (University Recreation: UREC) that is a one stop shop for student and community health and exercise. Student recreation includes basketball and tennis courts, a climbing wall, lap pools and a lazy river. Located at LSU 102 Student Recreation Complex, Baton Rouge, LA 70803.

Explore membership options, Hours and facilities and how to UREC at <https://lsu.edu/urec/hours-facilities/index.php>.

STUDENT COUNSELING CENTER

The [Campus Assistance Program \(CAP\)](#) at LSUHSC-NO is the point of first contact for student counseling services. Phone: (504) 568-8888, Email: cap@lsuhsc.edu

A counselor from CAP at LSUHSC-NO will complete an intake assessment. Recommendations will be discussed after the initial assessment. You may continue counseling services at the Campus Assistance Program at LSUHSC-NO or decide on services at the Baton Rouge OCIS location.

LSU Health Sciences Center at New Orleans

The Campus Assistance Program is a free service provided by LSU Health Sciences Center at New Orleans to assist faculty, staff, residents, students, and their immediate family members in resolving personal, academic, or work-related problems. Faculty, staff or residents who are enrolled or employed with LSUHSC-NO programs in other cities are also eligible for CAP services.

CAP is a resource that offers individuals assistance with solving life, school and work problems. Any problems, regardless of severity, that interfere with one's peace of mind or personal effectiveness are appropriate to bring to this service. The counselors will work with you to either resolve the problem or find the resources in the community to help you. The program also aids supervisors who are working with troubled individuals. Examples of problem areas include:

- Crisis Management
- Mental Health
- Interpersonal / Family Relationships
- Child / Adolescent Development
- Workplace Conflict Resolution
- Job Productivity
- Career Satisfaction
- Alcohol and Other Drug Use
- Loss / Bereavement
- Financial

CAP Location and Contact Information

Human Development Center

411 S. Prieur St., Suite 233

New Orleans, LA 70112

*Appointments are available by zoom

Phone: (504) 568-8888

Email: cap@lsuhsc.edu

<https://www.lsuhs.edu/orgs/campushealth/cap.aspx>

LSU A&M Baton Rouge

The Student Counseling Center at LSU A&M main campus is in the Student Health Center. Emergency and mental health crisis intervention is offered. This includes:

- Initial consultation
- Brief consultations
- Eating disorders treatment
- Mental health 101: Walk in appointments
- Case management and referrals
- Sexual assault and interpersonal violence support.

The LSU Student Health Center is located on the corner of Infirmary Lane and West Chimes Street, across from the School of Music on the north side of campus. Please [click here](#) for hours by semester and appointment schedule.

For a critical or life-threatening medical emergency, call 911. For 24-hour crisis and emotional support, contact by call or text at 225-924-LSU1 (5781) or [CHAT ONLINE NOW WITH A PARAPROFESSIONAL COUNSELOR.](#)

[VIEW MORE EMERGENCY RESOURCES](#)

STUDENT HEALTH CENTER

LSU A&M main campus partners with Our Lady of the Lake Health to provide comprehensive health resources and education that empower students to take ownership of their personal health and wellness — preparing you for a lifetime of excellent health. All existing services and treatments you've come to expect from the Student Health Center are still available and others have been added.

To provide students with quality care, some Student Health Center units will continue to be operated by LSU, including the Sexual Health & GYN Clinic, Lighthouse Program, and Wellness & Student Support. Our Lady of the Lake will partner to operate the Medical Clinic and Mental Health Service.

Students must present with a picture ID at the time of their appointment. The Student Health Center bills for medical, sexual health / gynecology and psychiatry appointments and lab and diagnostic/ X-ray services. Students should also bring their health insurance card and a form of payment if they have a related appointment.

Students are also encouraged to complete the check-in process and any paperwork in the appropriate student health portal to decrease wait times and expedite the check-in process upon arrival.

Cancellations & No-Show Fees

Students needing to cancel an appointment, please contact the Student Health Center in the same way you scheduled the appointment with at least 24-hour notice to support student access. Failing to do so could result in a [No Show Fee](#).

The LSU Student Health Center is located on the corner of Infirmary Lane and West Chimes Street, across from the School of Music on the north side of campus.

Hours vary by semester. Contact the [Student Health Center](#). For information on Fall, Spring, Summer and Winter break hours.

Mental Health Service To make an appointment, call 225-578-8774. Walk-in visits and urgent care are available. [Mental Health Service](#) is located on the 2nd floor of the Student Health Center.

Wellness & Health Promotion To make an appointment call 225-578-5718. Walk-in visits are available. [Wellness & Health Promotion](#) is located on the Ground Floor of the Student Health Center.

The Lighthouse Program To make an appointment, call 225-578-5718. **The Lighthouse Program** is located on the Ground Floor of the Student Health Center.

STUDENT UNION

The Student Union is located on campus at 310 LSU Student Union, Baton Rouge, LA 70803. You can contact LSU Auxiliary Services Monday-Friday from 8am to 4:30pm. Normal hours of operation are Monday-Friday 7am to 10pm and Saturday and Sunday 8am to 10pm.

Student Resources and Services located in the LSU Student Union:

Tiger Card Office, Tiger Lair, Campus Life, Greek Life, Intercultural Center, Student Advocacy & Accountability, LSU Olinde Career Center, LSU Food Pantry, Parking and Transportation Satellite Office, Office of Student Affairs, The UPS Store, Campus Federal Credit Union, and ATMs.

Private lactation spaces as well as prayer & meditation rooms are available. Visit the Information Desk on the second floor for access.

The UPS Store at LSU provides a wide range of services. Postal services and package shipments are easy and convenient. The UPS Store also provides copying and printing services including booklets, display signs, catalogs, brochures, and more. Whether it's a school project, a care package, or a business plan, where's the rest of the sentence? Or did you mean to say, please contact:

Students, faculty, staff, alumni, and guests have visited the Union, to attend programs and meetings, to shop in the retail stores, have a meal or a cup of coffee with friends, participate in events, check their mail, or e-mail, and use a myriad of other services available to them. <https://www.lsu.edu/auxiliary-services/about/index.php>

Contact UPS:

101 Student Union
225-578-6756
lsumailsvc@lsu.edu