

# Onboarding Resources



## Fall 2024

### Welcome to Rush University!

We are pleased to have the opportunity to welcome you during your New Student Onboarding Experience and look forward to helping you settling into your role as a student at Rush University.

This Onboarding Resource Guide serves as a tool to allow you to acquaint yourself with university offices and student support services that will assist you during your time at Rush University. Many more resources—including guidelines for using Rush University technology, tip sheets for e-learning and more—can be found on the [Onboarding Resources webpage](#). We strongly encourage you to review all the resources presented to make sure you have the best experience possible during your program. Please remember to **complete the mandatory onboarding checklist by Monday, July 22.**

Always feel free to reach out and ask questions of any of these offices. If you aren't sure who to ask about a specific question, you can email [Student\\_Affairs@rush.edu](mailto:Student_Affairs@rush.edu) and we will direct you to the right place.

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**Rush University**

**Resources**

## Library

The Library of Rush University Medical Center is here to make your life easier! We can help you locate resources, search the literature, manage citations and more. Our resources include the following:

- Collection of e-books and e-journals
- Citation management tool (RefWorks)
- Databases (e.g. PubMed, CINAHL, EMBASE)
- Silent and collaborative study spaces on the fifth and seventh floors of the Armour Academic Center
- Computer lab
- Copier/printer

### Library Account Registration

Incoming students are automatically registered as borrowers before they begin their first term, and their registration will be kept up to date based on their enrollment status as long as they attend Rush University. To update contact information or other borrower registration details, students should inform the Registrar's Office of the changes, or use Student Self-Service.

### Off-Campus Access

With your proxy login, you can access resources from off campus. Simply go to the Library homepage, browse resources as usual. When prompted, simply log in with your Rush Network ID.

### Staffed hours

Monday to Friday: 8:00 a.m. to 5:00 p.m.

Saturday: 10:00 a.m. to 5:00 p.m.

All library spaces are available 24/7 via badge access.

### Beyond Rush

If you can't find what you're looking for in our collection, you have access to I-Share and ILLiad, which allow you to request materials from other libraries.

[ASK A QUESTION](#)

You can use your Rush account to access the library's online resources. Click on the [Ask a Question](#) button at the top of our website. Or make use of the chat widget during staffed hours. For off-hours requests, please either send us an email or make use of the Ask a Question button.

#### The Library of RUMC

Email



[library@rush.edu](mailto:library@rush.edu)

Phone



(312) 942-5950

Location



Armour Academic Center,  
600 S Paulina St., Suite 571

Website



[https://library.rush.edu/  
LibraryHomePage](https://library.rush.edu/LibraryHomePage)

## Student Accessibility Services

Rush University is committed to attracting and educating students who will help to make the population of health care professionals reflective of the national population, including individuals with disabilities.

### Services

Our goal is to ensure equal access to facilities, programs and services at Rush for students with disabilities. The Office of Student Accessibility Services is your go-to resource for disability-related questions, providing an individualized, interactive experience to help meet your needs.

Students are encouraged to apply for accommodations promptly after being admitted but may apply at any time throughout their program. Students seeking accommodations are required to complete and submit the following:

- A request for accommodation online form
- Documentation stating a disability

“We’re here to help you fulfill your potential as a valued member of the Rush University community as a future health care leader.”

— **Marie Lusk**, *Director*  
Office of Student Accessibility Services

**Forms can be found online.**

#### The Office of Student Accessibility Services

Email	➔	<a href="mailto:studentaccessibility@rush.edu">studentaccessibility@rush.edu</a>	Phone	➔	(312) 942-5237
Location	➔	Armour Academic Center, 600 S Paulina St., Suite 901			
Website	➔	<a href="https://rushu.rush.edu/office-student-accessibility-services">rushu.rush.edu/office-student-accessibility-services</a>			



## Rush Wellness

Rush Wellness is driven by the philosophy that quality patient care is directly tied to the well-being of our providers, students, and staff. At Rush, we believe wellness is a journey, and while this journey is different for everyone, we can all benefit from a little help along the way.

### Center for Clinical Wellness

All currently enrolled students are eligible to receive free, confidential services throughout their time at Rush. Our trained mental health professionals are here to support you with both on-site and telehealth appointments.

#### Services:

- **Counseling:** Our psychotherapists are trained mental health professionals and are here to support you.
- **Case Management:** Our psychotherapists can help you to get connected with community psychiatry providers.

When initiating services, you will first set up an intake appointment with one of our psychotherapists. This visit will be utilized to learn more about you and your needs and will allow the psychotherapist to provide individualized recommendations for the next steps on your wellness journey.



[Watch our Center for Clinical Wellness video on YouTube.](#)

[Schedule an Appointment here](#)

#### Rush Wellness Center for Clinical Wellness

**Online** ➔ [rushu.rush.edu/rush-experience/student-services/center-clinical-wellness](https://rushu.rush.edu/rush-experience/student-services/center-clinical-wellness)

**Location** ➔ **Rush Triangle Office Building, 1700 W Van Buren Street, Suite 150**

## Additional Wellness Resources

### Mental Health First Aid Certification

Rush Wellness is pleased to offer free Mental Health First Aid training to all Rush students. This training provides participants with the skills they need to reach out and provide initial healing and support to someone who may be struggling with mental health or a substance use concern.

[Learn more.](#)

### Rush University Fitness Center

The Rush Fitness Center is free to all students and features cardio equipment, circuit, and free weights, a variety of group exercise classes, and personal training. Locker rooms with showers and towel service are also available. An energy pod is also available in the fitness center. Access the energy pod to rest and reenergize your wellness.

[Students can sign up for their free membership here.](#)

### Rush University Student Wellness Association

The Rush University Student Wellness Association (RU Well) strives to support Rush students in their quest to lead truly healthy lives, in all aspects of the word healthy. Join us on our quest as we focus on changing the mindset of the healthcare profession, one student at a time!

[Learn more.](#)

### Rush Student Assistance Program

Rush University provides students and their families with a free, confidential resource for support and counseling — the Rush Student Assistance Program (SAP).

[Learn more.](#)

### RU Wellness Toolkit

Quick and easy resources to help you promote your well-being, even when so much is uncertain.

[Access your RU Wellness Toolkit here.](#)



### Wellness Talks

A menu of wellness-related presentations are available for student groups and departments to request.

[Click here to request a talk for your next workshop or retreat.](#)

### Peer Connect

Looking to expand your network at Rush? Peer Connect is a way to connect with Rush employees and students and find supportive relationships.

[Learn more.](#)

#### The Rush Wellness Assistance Program

Online



[rushu.rush.edu/wellness-services](https://rushu.rush.edu/wellness-services)

Phone



(833) 304-3627



# Student Health Insurance Plan

Rush University policy requires all students to have quality health insurance.

**Rush University offers students the opportunity to enroll in the student health insurance program OR provide proof of alternate insurance, should you choose not to enroll in our plan. All students must complete the student health insurance waiver or enrollment process. Enrollment in the plan is required unless the student provides proof of coverage under an alternate plan.**

**The Student Health Insurance Plan meets or exceeds a Gold-medal level of coverage.**

- Affordable, quality coverage compatible with the Affordable Care Act
- Academic Emergency Services (AES)\*
- Covers you at school, at home and while traveling abroad
- Access to a broad Participating Provider Organization (PPO) Network from BCBSIL
- Access to multilingual 24/7 Nurseline
- Discounts on vision, fitness and much more

**All students who wish to add dependents will need to do so during enrollment periods. For any questions, please contact the Student Business Office; call (312) 942-5257 or send an email to [sbo@rush.edu](mailto:sbo@rush.edu).**

Enrollment in the plan for all students is required unless the student provides valid proof of coverage under an acceptable plan during

the open enrollment and waiver periods. Students may enroll online or submit waivers at [rush.myahpcare.com](http://rush.myahpcare.com).

Once enrolled in the Student Health Insurance Plan, coverage will be in effect until the student graduates or provides proof of other acceptable coverage. Also, please note that no pro-rata refunds will be given once enrolled in the program.

**If you do not waive coverage by the open enrollment and waiver period deadline, the premium already charged, will remain on your Rush student account. No changes will be made to a student's Rush account after the waiver deadline.**

Please note that dependents must be enrolled at the time the student enrolls and their coverage will coincide with that of the student. Dependent coverage will automatically be advanced from one coverage period to the next (the same as the student) until we are advised by the student to remove the dependent coverage or until the student is no longer covered under the plan. Dependents cannot purchase coverage unless the student has purchased coverage. **To view rates and enrollment information, please go to [rush.myahpcare.com](http://rush.myahpcare.com).**

**Learn more: [RMC](#), [CON](#), [DTS](#), [CHS](#)**



## Academic Blue<sup>SM</sup> Student Health insurance Plan

For additional info



[rush.myahpcare.com](http://rush.myahpcare.com)

Phone



(855) 343-8388

**Rush University**

**Organizations**

## Office of Student Life and Engagement

The Office of Student Life and Engagement is committed to providing an atmosphere that will enhance each student’s academic experience and connection to Rush.

### Student Organizations

Rush University is home to 40 student organizations that you can get involved in, including special interest, academic and multicultural groups. For more information about getting involved please visit: [rushu.rush.edu/getting-involved](https://rushu.rush.edu/getting-involved).



### Food Pantry

Our office provides fresh produce and nonperishable items on a weekly basis for food insecure students. For more information or to book an appointment with our food pantry, [click here](#).

### Career Services

We offer curriculum vitae (CV) and résumé review and provide interview preparation support. To book an appointment, [click here](#).

### Chicago Services

Our office can provide you with information on transportation in Chicago. Student benefits also include free or reduced rates for local museums and Divvy bikes.

## Student Lounge

**Armour Academic Center, Room 992**

Take advantage of our kitchenette with microwaves and refrigerators.

### Office of Student Life and Engagement

**Email** → [student\\_life@rush.edu](mailto:student_life@rush.edu)

**Phone** → (312) 942-6302

**Location** → **Armour Academic Center,  
600 S Paulina St., Room 984**

**Website** → <https://tinyurl.com/2c8yvvs>

## Student Senate

**Mission:** To bring together student representatives from each college at Rush University to serve as liaisons between students, faculty and administration to address common issues affecting all students and to promote interdisciplinary activity.

### Responsibilities

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Student Senate meetings are held twice a month. It is the obligation of every officer to attend a minimum of 12 meetings an academic year. Each elected board member shall serve for at least one year. Other duties include planning Student Senate events, voicing student concerns, serving on search and university committees, etc.

### Membership

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If interested in joining Student Senate or for more information, please email **Student\_Senate@rush.edu**.

Elections for open positions are held in fall.

### Officers

- **Chair**
- **Vice Chair**
- **Treasurer**
- **Secretary**
- **Media Liason**
- **Wellness Chair**
- **(8) Student Senators –**

*College Representatives:*  
Such representatives are responsible for the faithful and diligent representation of the interests of their constituents.

#### Rush University Student Senate

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Email



**Student\_Senate@rush.edu**

Webpage



**[tinyurl.com/rushu-student-senate](https://tinyurl.com/rushu-student-senate)**

## Office of Student Diversity and Community Engagement

Our goal is to help develop health care professionals who are reflective of the communities, patients and region we serve, and who have gained an understanding of the many forms of diversity.

### Student Affinity Groups

Our student affinity groups strive to create a welcoming and supportive environment for students from all backgrounds. In collaboration with our office, these groups host co-curricular activities that raise the level of awareness and appreciation for the many types of diversity at Rush.

The following is a list of our student affinity groups:

- American Medical Women's Association (AMWA)
- Asian Pacific American Medical Student Association (APAMSA)
- American Women Surgeons (AWS)
- Interprofessional Minority Student Association (IMSA)
- Latino Medical Student Association (LMSA)
- Student National Medical Association (SNMA)
- Rush Christian Fellowship (RCF)
- Rush Jewish Student Association (JSA)
- Rush Muslim Student Association (MSA)
- Rush South Asian Student Association (SASA)
- Rush PRIDE
- Rush University Diversity and Inclusion (RUDI)

### Rush University Cultural Center

The Rush University Cultural Center is located in Suite 202 in the Academic Building across from the cafeteria. The center provides space for safe conversations, community, cultural awareness, special gatherings and to enjoy a sense of belonging. It's a welcoming space where both the RCSIP team and Rush University Chief DEI Officer are housed.

Students have access Monday through Friday, from **9 a.m. to 5 p.m.**, by using their badge. The center also includes an Energy Pod. Students can reserve the Energy Pod by signing up [here](#).

### Rush Community Service Initiatives Program

The mission of the Rush Community Service Initiatives Program, or RCSIP, is to provide community-based volunteer experiences for students. These experiences enhance our students' ability to work in interprofessional teams, develop patient relationships, care for diverse populations and provide targeted services based on community need. RCSIP achieves its mission through the following:

- Aligning volunteer experiences with the findings from the Rush Community Health Needs Assessment
- Developing community programs that align with Rush's community implementation plan
- Providing appropriate support and training for student volunteers
- Accessing the outcomes of community programs
- Evaluating the effects of community service experiences on the personal learning and development of the students

For additional information please contact:  
Sharon Gates, *Senior Director, Student Diversity and Community Engagement*  
**(312) 942-3670** or [Sharon\\_Gates@rush.edu](mailto:Sharon_Gates@rush.edu)

#### Office of Student Diversity and Community Engagement

Email



[Student\\_Diversity@rush.edu](mailto:Student_Diversity@rush.edu)

Webpage



[tinyurl.com/rushu-SDMA](http://tinyurl.com/rushu-SDMA)



## The Office of Global Health

Rush University promotes involvement in voluntary global health initiatives that allow our students, residents, fellows, faculty and staff to bring their skills to populations in need and grow as health care professionals.

### Service Learning Opportunities through the Office of Global Health

All students are eligible to participate in service learning opportunities through multiple avenues. Opportunities for the 2024-25 primary care and surgical service trips are available on the [Global Health webpage](#).

### Rush Students for Global Health

Rush Students for Global Health seek to introduce and cultivate an interest in global health and global health medicine within the Rush University community by promoting awareness of current issues in the practice of global health and medicine through lectures and forums and by advertising international medical experiences available to all Rush University students, residents and attending physicians.

### M4 Elective

The purpose of this elective is to provide medical students with exposure to a global health curriculum and an opportunity for service-learning in a developing country. Curriculum is delivered primarily through self-study. It covers social determinants, ethics, and framework for addressing communicable and noncommunicable diseases from clinical, epidemiologic and public health perspectives. Options for clinical service-learning include all sites endorsed by the Office of Global Health and the AAMC VSLO program.

### Rush Interdisciplinary Service Experience

RISE provides students with a public health focused service-learning experience in the Dominican Republic over spring break. This experience consists of three brief didactic sessions about global health ethics prior to the week of the on-site service project. Last year's service project consisted of hand laying concrete floors in the homes of community members who previously had only dirt floors, promoting health and sanitation. All students are invited to apply. For more information, please [visit the RISE page](#).

#### The Office of Global Health

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Call  (312) 563-6395

Email  [Global\\_Health@rush.edu](mailto:Global_Health@rush.edu)

Website  [rushu.rush.edu/about/faculty-affairs/global-health](https://rushu.rush.edu/about/faculty-affairs/global-health)

**Rush University**

**Essentials**

## Dining

### West Side Food Hall

- The West Side Food Court is located on the 2nd floor of the Armour Academic Center off Paulina Avenue.
- The West Side Food Court offers a widely diverse menu that caters to all appetites. New entrees are added on a regular basis. A large variety of “Grab and Go” items are available daily.

#### Hours of Operation:

**6:30 a.m. to 3:30 p.m., Monday - Friday**  
**Closed Saturday and Sunday**

### In a RUSH Kiosk

- Located in the North dining room of the cafeteria, on the 2nd floor of the Armour Academic Center.
- In A RUSH offers a variety of espressos, gourmet coffee drinks, teas and smoothies. The kiosk has an assortment of freshly baked pastries, “Grab and Go” sandwiches and salads.

#### Hours of Operation:

**6:30 a.m. to 4:30 p.m., Monday - Friday**  
**Closed Saturday and Sunday**

## Vending

A variety of vending machines are located throughout campus including Farmer’s Fridge.

## Additional Food Options



### Starbucks

Starbucks is located on the first floor of the Armour Academic Center, on the southwest corner of Paulina and Harrison Streets.

A Starbucks Pick Up café location is now open on the fourth floor of the Joan and Paul Rubschlagler Building, located next to the retail pharmacy.

### Panera Bread

Panera Bread is located on the fourth floor Atrium Building. A Panera To-Go is open on the first floor of the Professional Building.

**For other campus dining options please visit:**  
[rush.edu/patients-visitors/dining-options](https://rush.edu/patients-visitors/dining-options)



## How should you be informed in an emergency?

Emergency situations can happen anywhere, at any time. Be ready with RU Alert — Rush’s emergency alert system for Rush employees, faculty and students.

### What do you need to do?

RU Alert only knows your Rush email, so tell us ALL the ways you want to be contacted—text, phone, email—so we can reach you quickly when seconds count. [Update your profile here.](#)

**RU Alert will only be used for critical emergencies.**

#### RU Alert system

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Website



<http://mobileweb.rush.edu/secure/optin>

When something just doesn't seem right

# Speak up!

Confidential, anonymous toll-free phone or web reporting available 24 hours a day, 7 days a week.

## Student Complaint Portal

Student complaints regarding services, academic programs, improper conduct or other challenges impacting the student's experience may be addressed informally such as following up with the specific staff or faculty affiliated with a particular issue.

In the case where a student feels their complaint would be best handled through formal procedures, Rush University offers a process for students to confidentially submit their formal complaints through the Student Complaint Portal.

Certain complaints have specific procedures, such as Title IX sexual misconduct or grade appeals. Under circumstances where a student files a formal complaint through the Student Complaint Portal requiring a specific procedure or contact person, the complaint will automatically be routed to the appropriate area for additional review and follow-up.

## Rush Hotline

Rush is an organization with a strong commitment to compliance, ethics and respect in the clinical and academic settings.

Rush wants you to feel comfortable in approaching your supervisor/management or faculty/college administrator with questions and concerns including instances where you believe violations of standards, policies or inappropriate behavior may have occurred.

To encourage and support reporting of issues or concerns by our employees, students, patients, vendors and others, Rush has established phone and internet-based reporting Hotline services.

### Student Complaint Portal

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**Online** → **Complaint Portal site**

**Phone** → **(833) 625-3778**  
**(833) MAKERPT**

### Rush Hotline

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**Online** → **rush.ethicspoint.com**

**Phone** → **(877) 787-4009**



## Social Media

All are encouraged to engage with our social media channels and follow them for the latest Rush University news and announcements. Use social media to connect with the Rush University community and foster vibrant and thoughtful interaction.

### Smart Social Media Use

While we welcome participation, be aware of best practices for smart social media use. Using social media appropriately will help protect your personal and professional reputation.

- Don't post any details that can be used to identify a patient or student.
- Don't seek out "friends" who are patients or respond to such requests.
- Don't disclose personal information (home address, home and cell phone numbers, email addresses, etc.).
- Don't use abusive language, ethnic and racial slurs or hateful speech.

In addition, no student may speak on behalf of Rush or use a Rush seal or logo in any form of social media. For more information, Rush University Medical Center's full social media policy can be found on Inside Rush.

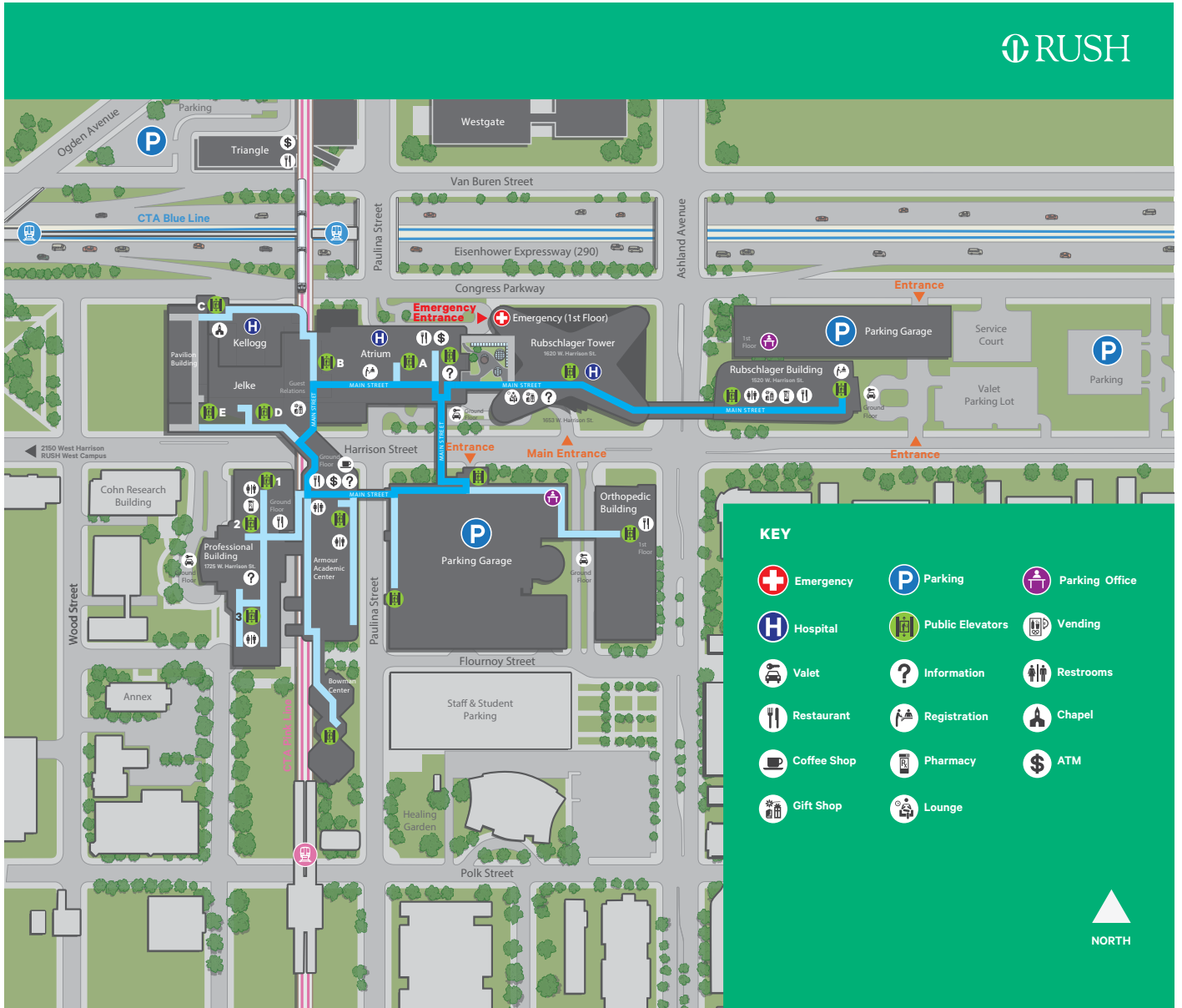
	<a href="https://facebook.com/RushUniversity">facebook.com/RushUniversity</a>
	<a href="https://instagram.com/rushuniversity">instagram.com/rushuniversity</a>
	<a href="https://twitter.com/RushUniversity">twitter.com/RushUniversity</a>
	<a href="https://bit.ly/RUlinked">bit.ly/RUlinked</a>
	<a href="https://youtube.com/user/rushuniversity">youtube.com/user/rushuniversity</a>



[#rushuniversity](#)

[#rushu](#)

# Rush University Campus Map Armour Academic Building



**Welcome to Rush University!**

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Excellence is just the beginning.