NEW STUDENT ORIENTATION • HANDBOOK & RESOURCE GUIDE

NSO

FIRST STEPS
August 10-14
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This information is also located on the UTHSC College of Medicine Admissions website at: www.uthsc.edu/medicine/admissions
We in the UT Health Science Center College of Medicine Admissions Office congratulate you on your acceptance and welcome you to our UT family. You are a member of a very fine class and we eagerly await your arrival. We wish to do all we can to facilitate your transition to medical school and to support you once you are enrolled. To assist you in your transition, the Medicine Admissions Office has prepared this orientation handbook to help you get acquainted to the life you will have at UTHSC campus. Additional information with specific details regarding New Student Orientation, the White Coat Ceremony, Parents Appreciation Day and other activities, are made available via the Medicine Admissions website. Bookmark this link and refer to it periodically for all updates and changes.

http://www.uthsc.edu/Medicine/Admissions

Your offer of admission represents the Admissions Committee’s confidence in your abilities and accomplishments. We look forward to working with you and extend our very best wishes for a most stimulating, challenging and fulfilling four years.

Sincerely,

Nelson Strother
Assistant Dean for Admissions and Student Affairs
College of Medicine
THE UTHSC COLLEGE OF MEDICINE ADMISSIONS OFFICE RESPONSIBILITIES

The UTHSC College of Medicine Admissions Office is responsible for managing the processing of application materials, screening applications as received, notifying applicants of interviews, notifying applicants of committee decisions, advising prospective students, counseling unsuccessful applicants, up-to-date contact information, scholarship selection and new student orientation to include the White Coat Ceremony and Parents Appreciation Day. The Parents Appreciation Day is a special event designed to provide an opportunity for parents and families to learn more about the academic program and campus life. Best of all, our annual White Coat Ceremony is the capstone event of our new student orientation. New Student Orientation allows us to fill you in on important information about the curriculum, students and provides you the opportunity to get to know your classmates and the faculty prior to the beginning of classes. Attendance is mandatory. For more complete detailed information regarding new student orientation week visit the Medicine Admissions website at: www.uthsc.edu/medicine/admissions.

WHAT YOU WILL NEED TO DO BEFORE ORIENTATION?

To download and print an updated copy of the NSO New Student Orientation checklist “Getting Ready for Medical School”, go to the Medicine Admissions website and click on the admitted students link.

FINANCIAL AID INFORMATION-FIRST YEAR EXPENSES

Various loans funds and scholarships are available for students who have demonstrated financial need. The FAFSA is utilized in the determination of need. Part-time employment during the first two years is discouraged. To receive a copy of the first year expenses and more information contact the Bursar’s Office at 901-448-5550.

FINAL TRANSCRIPTS

A final official transcript should be forwarded to the UTHSC Office of Student Affairs and Enrollment Services at 910 Madison Avenue, Suite 520, Memphis, TN 38163 from each college or university you have attended no later than July 30. Should you have any questions or concerns, please contact their office at 901-448-1035.

NOTE: Transcripts issued directly to the student, faxed or photo copied are considered unofficial.
IMMUNIZATIONS REQUIREMENTS FOR MEDICAL SCHOOL ADMISSIONS

Students must document prior immunity by validated immunization. Students must provide dates of immunizations and documentation of any titers and TB Skin Tests. Any questions regarding this policy should be directed to University Health Services, 910 Madison Avenue, Suite 922, Memphis, TN 38163, 901-448-5630.

Mandatory Student Health Insurance Verification
All full-time enrolled students at the UTHSC are required to be covered by health insurance.
If you wish to enroll in the student insurance plan, visit the United Healthcare’s Student Center. For complete details of the University’s Health Insurance Plan contact University Health at 901-448-5630, UTHSC Student Life at 901-448-4860 or visit the Student Health Insurance at: http://www.uthsc.edu/univheal/student%20services/health_insurance.php.

CLASSES BEGIN - ACADEMIC CALENDAR - CURRICULUM
Classes are scheduled to begin Monday, August 17. Should you have any questions, visit the Medical Education’s website or contact their office at 901-448-5506.

DEADLINES AND FORMS TO COMPLETE BEFORE NSO WEEK BEGINS IN AUGUST
(VISIT THE COLLEGE OF MEDICINE ADMISSIONS WEBSITE AND POINT YOUR CURSOR TO THE NEW STUDENT ORIENTATION LINK)

SELF-SERVICE - BANNER REGISTRATION FOR CLASSES
You will be required to register for classes each term including the upcoming fall term. In addition, financial aid awards cannot be applied until you have registered for classes. The deadline for fall registration for incoming students is August 1st. To complete this process, you will need to log-in the Self-Service Banner Registration by using your netID and password. To avoid late fees, please contact the Bursar’s/Cashier’s Office at (901) 448-5552 or visit their website to retrieve a copy of the Cost of Attendance.
WHEN SHOULD I PURCHASE BOOKS?
Outside of certain college expenses where cost is “fixed” the most expensive single item that you will face is the purchase of books, required or recommended. Here are a few guidelines which you may wish to consider as you purchase your textbooks:  
(1) Don’t buy any textbooks until the instructor has been consulted or has a class;  
(2) The UTHSC Bookstore usually has enough of the required textbooks;  
(3) Consider buying used textbooks from bulletin board notices at the beginning of each semester and  
(4) Don’t be afraid to consult current medical students for advice on textbooks and about the possibility of borrowing/buying their books. If you purchase books before July 1st, there is no guarantee you will receive an exchange or refund on those books. For additional questions and more detailed information, contact the UTHSC Bookstore at (901) 448-5623.

WHEN WILL I GET MY E-MAIL?
In order to finalize your acceptance, the institution requires that ALL students be fully admitted to the University. The UT Health Science Center, Office of Student Affairs and Enrollment Services, will contact you via e-mail regarding your NetID and default password which may take 2-3 weeks after you have been offered an acceptance. Once you receive your NetID and default password you can log-in to Banner Self-Service to begin the acceptance process. By completing the acceptance process, this will enable you to be awarded financial aid and register for classes.

NEW STUDENT ORIENTATION WEEK [schedule]
The UTHSC College of Medicine Admissions New Student Orientation Schedule can be found on the Medicine Admissions website at http://www.uthsc.edu/medicine/admissions. [ADMITTED STUDENTS LINK]
UTHSC HELP DESK
Should you experience any problems, setting up your NetID and password, contact the UTHSC helpdesk. If you are already in the UT system, e.g., UTK, please keep in mind that once you set-up your UTHSC netID and password your access to your previous UT account may not be accessible.

ROSTER OF INCOMING NEW STUDENTS
The UTHSC College of Medicine Admissions Office is pleased to announce the new members of the 2015 entering class. To view a PDF copy of the list, you will need your UTHSC NetID and password. Please keep in mind this list will change without notice and you are asked to check periodically for the most up-to-date list. Visit the Medicine Admissions website at http://www.uthsc.edu/medicine/admissions and click on the Admitted Students link to the left. From there, point your cursor to the first paragraph.

COMPUTER REQUIREMENTS
You may already have a laptop, but may wish to consider a new purchase or upgrade. You are encouraged to delay your purchase until you arrive on campus. To learn more about the computer requirements for the College of Medicine, visit the Office of Medical Education’s website at: http://www.uthsc.edu/Medicine/medicaleducation/computer_requirement.php.

ARE YOU LOOKING FOR A ROOMMATE?
Information regarding finding a roommate should be directed to the UTHSC campus-wide website at: http://www.uthscoffcampus.com/. [The UTHSC campus does not provide on-campus housing]

UTHSC CAMPUS PARKING SERVICES
To receive a valid parking permit, you must register your vehicle. You will be given the opportunity to complete the process by submitting the on-line application provided by the UTHSC Parking Services. Their office is located at 740 Court Avenue 9. Marilyn Knolls will be available between the hours of 8:00 a.m. – 11:00 a.m. and 12:00 p.m. – 3:00 p.m. CST, Monday through Friday. Parking fees are paid each semester (at the time of assignment) and you will be charged a $99.00 fee. Payments will be accepted by check or if you would like to include this payment on your fee sheet, you must notify the Bursar’s Office (62 South Dunlap, 1st Floor, Hyman Building) corner of Union and Dunlap) to ask that your parking fees be included or you might be able to make these changes in the Self-Service Banner Registration. For campus guidelines to park your bicycle and/or motorcycle, please contact Marilyn Knolls at 901-448-5414. To read important information with regard to the UTHSC campus parking, visit: http://www.uthsc.edu/campuspolice/parking_faqs.php.
GROSS ANATOMY ORIENTATION
Dr. Angela Cantrell, PhD Associate Professor of Anatomy and Neurobiology, provides direction on forming dissection groups in preparation for the Gross Anatomy Orientation on the morning of Wednesday, August 12. To view a copy of the Gross Anatomy orientation webpage go to: http://www.uthsc.edu/Medicine/Admissions/index.php?doc=Gross_Anatomy_LTR.html

MEDICAL SCHOOL MAILBOXES AND LOCKERS
You will be issued a mailbox and locker located in the General Education Building. The faculty and administration of the medical school utilize the GEB mailboxes and e-mail as primary ways to contact students instead of the U.S. Postal Service. A branch of the U.S. Postal Service does serve the medical center and is located in the lower level of the 920 Madison Building. Outgoing stamped U.S. letter mail may be dropped in the GEB mail box, as well as, interoffice “campus mail”. It is imperative that you check your UTHSC e-mail daily.

UTHSC HONOR CODE INFORMATION
On the morning of Monday, August 10, during New Student Orientation, the Student Honor Council will present the honor code system in significant detail. There will be small group discussions led by members of the Honor Council during which time you may ask any questions you may have about the process and your responsibility to the code. After the small group discussions, the class will sign the honor code pledge as a group. Read the Honor Code and be prepared to sign the pledge Monday, August 10. To download a copy of the Honor Code, visit the College of Medicine’s Student Affairs website at: http://www.uthsc.edu/Medicine/students/policies/honor.php.

HISTORY OF THE WHITE COAT CEREMONY
The tradition of coating at the UTHSC College of Medicine began with the entering class of 1996 and was one of the first established in the U.S. medical schools. This solemn ceremony is the culmination of the orientation to medical school. It consists of a processional of the new class led by the presidents of the junior and senior medical classes followed by faculty and the College of Medicine Executive Dean’s party. Following introductions and welcome to family and friends, a distinguished visitor gives the charge to the entering class. The remarks generally focus on professionalism in medicine. The coating ceremony itself includes the Executive Dean and his party. The ceremony is followed by a reception for family, College of Medicine faculty, administrators and staff. It has been said that the white coat is a symbolic nonverbal communication used to express and/or affirm a fundamental belief in a system that society observes. The authority of dress is serious and purposeful not social, casual or random. It is a guide to patient and doctor on how to react and to relate to one another. Interestingly enough, Hippocrates advised his young neophytes on how they should dress. In primitive societies, the healer’s dress was an important part of the paraphernalia of their healing. This uniform should convey to even the most anxious a sense of seriousness and purpose that helps provide reassurance and confidence that his or her complaints will be dealt with competently and seriously. The white coat provides the milieu for you to become a physician; some would say that it is a cloak of compassion.
WHITE COAT CEREMONY
The annual White Coat Ceremony and reception are made possible by the Bland W. Cannon, MD Endowment. The Cannon Endowment was established and funded by family, friends and colleagues of Dr. Cannon and recognizes the qualities Dr. Cannon exemplified as a physician. The income from the Endowment is also used to award scholarships to medical students who demonstrate compassion, empathy, respect and humanism towards patients, as well as, a high level of scholarship. In addition, the Endowment may provide teaching awards to faculty members who possess and teach those traits which Dr. Cannon believed necessary to become a dedicated and accomplished physician.

GET THE RIGHT MEASUREMENTS FOR YOUR WHITE COAT
If you are planning to be in Memphis between June 1 through August 7, you are encouraged to visit Landau Uniforms at 1004 Madison Avenue to be fitted for your white coat. Office Hours are 8:00 a.m. until 4:30 p.m., Monday through Friday and 9:00 a.m. until 12:00 p.m. on Saturday. Contact Landau Uniforms at (901) 523-9655. Those students not fitted during this time, will be fitted on Monday, August 10 from 12:15 pm-3:00 pm in the lobby of the General Education Building (GEB) corner of Madison and Dunlap. All fittings must be completed by August 7 to insure that your coat will be ready for the White Coat Ceremony August 14. If after you have worn your white coat during the White Coat Ceremony and you find that you may need additional alterations, the deadline to make complimentary alterations will be no later than Monday, August 17, 2015 at the Landau Uniform location at 1004 Madison Avenue location [only] at no charge.

WEAR COMFORTABLE CLOTHING
The Memphis weather is normally very hot this time of the year and we suggest that you dress comfortably. [WEAR COMFORTABLE WALKING SHOES] It is a good idea to wear something lightweight and comfortable. At the White Coat Ceremony it is suggested that male students wear slacks, shirt and tie, NO JACKET. It is suggested that female students wear dresses, skirts or slacks. Landau Uniforms will bring your white coat to the church. Please leave your purses and other miscellaneous items with your guests or locked in your car.

SPOUSES AND SIGNIFICANT OTHERS
The campus wide Office of Student Life administers student activities which provide co-curricular growth opportunities for students and their families. Social, cultural and entertainment programs are announced through campus publications including the Student Life Line newsletter and publicity flyers. This office is also responsible for the Center Scope student handbook, the Asklepiosian yearbook and other publications relating to student life. The UTHSC Office of Student Life also offers assistance to student organizations, fraternities and spouse organizations. Please contact the Office of Student Life with additional questions or concerns at (901) 448-5610.
PARENTS APPRECIATION DAY AND WHITE COAT CEREMONY RSVP

The UTHSC College of Medicine cordially invites parents, spouses, family members and significant others to attend "Parents Appreciation Day", which is held during New Student Orientation Week. Parents Appreciation Day is a special event designed to provide an opportunity for families to learn more about the academic program and campus life. It will include a welcome from the Executive Dean, an introduction to the medical curriculum and information regarding academic support services, financial planning and student life. In addition, families will have the opportunity to ask questions, meet with faculty, staff, students, administrators and other parents, relatives and friends. Best of all, families will attend the annual White Coat Ceremony which is the capstone event of our new students' introduction to their chosen profession. A copy of the White Coat Ceremony and Parents Appreciation Day RSVP form can be found at: http://www.uthsc.edu/Medicine/Admissions/PARENTS_INFORMATION.php.

DIRECTIONS, PARKING, CAMPUS MAP

To download a copy of the directions to the Parents Appreciation Day and the White Coat Ceremony go to: http://www.uthsc.edu/Medicine/Admissions/PARENTS_INFORMATION.php.

UTHSC COLLEGE OF MEDICINE STUDENT AFFAIRS OFFICE [responsibilities]

The UTHSC College of Medicine Student Affairs Office is responsible for the coordination and direction of Student Affairs, as well as, for the administration of student activities. This office is an administrative function of the Executive Dean of the College of Medicine and is headed by the Associate Dean for Student Affairs. To take advantage of the College of Medicine Student Affairs service visit their website at: http://www.uthsc.edu/Medicine/students/. The Student Affairs Office is ready to provide support and guidance through your tenure at the UTHSC College of Medicine.

PEER MENTORING PROGRAM

The Peer Mentoring Program matches small groups of entering students (usually three to four new students) with second year Peer Mentors and a Faculty Mentor. This provides a “touchstone” group which helps new students navigate their first year, beginning in new student orientation week. M-2 Peer Mentors “know the ropes” and can empathize with the experience of being a first year medical student. Students interested in becoming Peer Mentors are encouraged to contact the Office of Student Affairs early spring at (901) 448-5684.

UTHSC CENTER SCOPE

The purpose of the Center Scope provides students and the UTHSC campus community with information about the opportunities, rights and responsibilities of students at this institution. Certain rules and regulations along with guidelines for being a member of the university are included. The information should be used by all as a directory, explanation of services and agencies and as a guide to student policies. The Center Scope is available on-line via the UTHSC Office of Student Life at: http://www.uthsc.edu/centerscope/.

TRANSPORTATION SERVICES

The Main Street Trolley Services serve several downtown attractions while the Medical Center Rail Extension serves the medical center area. For specific route and schedule information contact the Memphis Area Transit Authority [MATA] at (901) 274-6282 or visit their website at: http://www.matatransit.com/.
AAMC MATRICULATING STUDENT QUESTIONNAIRE

In the past, the questionnaire was completed during orientation in a paper and pencil format and we have had 100 percent participation. We urge you to access and complete the MSQ on-line by logging on to: https://www.aamc.org/data/msq/ prior to New Student Orientation. To access the MSQ, you will need to have just two things: [1] AAMC ID number and [2] the easy to remember MSQ website address.

PHONE BROWSERS WILL NOT WORK

Tell Medical Schools
What You Think
Matriculating Student Questionnaire

All your hard work has paid off, and you’re entering medical school. We know you have opinions about the process that got you here—your peers’ experiences, the medical school application system, how you chose your medical school. You probably have a few thoughts about your future, too, such as what type of medicine you might eventually want to practice.

We’d like to know what you think. With the Matriculating Student Questionnaire (MSQ), you can share your thoughts on issues such as why you chose medicine as a career goal to what specialty you’re considering. Your medical school can use this information to help fine-tune their curriculum and programs to fit with your background and interests.

Did you know... that 20% of first-year medical students are considering Pediatrics as their specialty?

Since 1987, the MSQ has been helping medical schools understand what medical students need. The survey is easy to use and you can complete it from any computer with access to the Web. And don’t worry - the survey is fully secure and individual responses will remain confidential. Reports derived from the questionnaire will not identify you personally unless you provide your consent for the purposes described at the end of the survey.

You’ll spend the next few years listening to professors and administrators tell you what they think. Don’t miss this opportunity to let them know your opinions! Help us make your medical education the best it can be.

To complete the Matriculating Student Questionnaire online please visit our Web site at www.aamc.org/msq
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<th>IF YOU HAVE QUESTIONS ABOUT...</th>
<th>CONTACT INFORMATION &amp; KEY AREAS</th>
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| Medical Education                | Academic issues, including curriculum, clinical programs, visiting students, outreach programs                                                                                                                           | UTHSC College of Medicine  
Office of Medical Education  
910 Madison Avenue Suite 1002  
901-448-5506               |
| Admissions Office (College of Medicine) | Managing the processing of application materials, screening applications as received, notifying applicants of interviews, notifying applicants of committee decisions, processing supplemental applications, advising prospective students, counseling unsuccessful applicants, up-to-date contact information, scholarship selection, new student orientation | UTHSC College of Medicine  
Admissions Office  
910 Madison Avenue Suite 500  
901-448-5559               |
| Bursars/Cashier’s Office        | Payments including tuition, parking fees, health insurance, malpractice insurance, immunization fees, loans, grants, scholarships, other payments related to registration                                                                 | UTHSC Bursars/Cashier’s Office  
62 South Dunlap Avenue  
Hyman Building Suite 103  
901-448-5550               |
| Enrollment Services/Registrar   | Transcripts for all required coursework, up-to-date contact information, providing guided tours, residency issues, graduation activities, loan deferment, enrollment verification, student records                                                                     | UTHSC Office of Enrollment Services  
910 Madison Avenue Suite 520  
901-448-5560               |
| Financial Aid                    | Applying for federal financial assistance [FAFSA] award letters, promissory notes, scholarships                                                                                                                            | UTHSC Office of Financial Aid  
910 Madison Avenue Suite 520  
901-448-5568               |
| Information Technology Services  | Computer assistance for technical support, including your UT email account                                                                                                                                                | UTHSC Information Tech Services  
877 Madison Avenue  
901-448-2222 or 901-448-5848               |
| [UTHSC Computer Help Desk]       |                                                                                                                                                                                                                             |                                                                     |
| Parking Services                 | Parking options, restrictions, permits, parking application, fee information                                                                                                                                             | UTHSC Parking Services  
45 North Manassas Street  
901-448-5414               |
| Student Affairs (College of Medicine) | Honor Council, student groups, student organizations, career counseling, residency placement [MATCH], Underserved Areas Program, student travel, professionalism, convocation and non-academic activities involving ALL medical students                                               | UTHSC College of Medicine  
Office of Student Affairs  
910 Madison Avenue Suite 1043  
901-448-5684               |
| Student Affairs and Student Life [UTHSC] | Obtaining health insurance, verification of current health insurance, graduation activities, insurance verification form                                                                                     | UTHSC Office of Student Affairs & Student Life  
Student Alumni Center  
800 Madison Avenue Room 309  
901-448-4860               |
| University Health Services       | Immunization and documentation health care services                                                                                                                                                                         | University Health Services  
910 Madison Avenue Suite 922  
901-448-5630               |
College of Medicine Admissions Staff

Our office is open between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. [CLOSED WEEKENDS AND HOLIDAYS] When the office is closed, or when all phone lines are busy, you can leave a message on our voice mail and we will contact you as soon as possible. We hope this Orientation Handbook and Resource Guide will assist you in your transition to medical school and if we have left something out you feel should be included, please let us know.

Nelson Strother, Assistant Dean for Admissions and Student Affairs
nstrother@uthsc.edu
901-448-5561 (voice mail)

Diane Harris, Admissions Coordinator
dharris@uthsc.edu
901-448-5559 (voice mail)

Charmagyne Akram, Senior Administrative Services Assistant
cakram@uthsc.edu
901-448-4851 (voice mail)

To contact us via USPS postal service, our mailing address is:
UTHSC College of Medicine
Admissions Office
910 Madison Avenue, Suite 500
Memphis, TN 38163

Our fax number is:
901-448-1740