SENIOR HANDBOOK

BY USING THIS CHECKLIST, YOU SHOULD MAKE IT TO GRADUATION WITHOUT ANY BUMPS OR BRUISES.

ACADEMIC REQUIREMENTS

All requirements must be met before we can certify you for graduation – no exceptions.

Required M3 clerkships
- All core clerkships must be completed with a passing grade.

Required M4 clerkships:
- Ambulatory Medicine Senior Clerkships (MED1-3003/F, MED2-3003/F and MED3-3003/F)
- JI Any (3000 series)
- JI Medicine (MED1-3002/F, MED2-3002/F, MED3-3002/F and MED4-3002/F)
- Surgery Specialties (SUR1-3002/F, SUR2-3002/F and SUR3-3002/F)
- Specialty Clerkship (SPE1-3001/F, SPE2-3001/F and SPE3-3001/F)
- Patient Safety / Quality Improvement Clerkship (longitudinal)
- M4 DRS/PCC (longitudinal) (now Principles of Clinical Medicine – PCM)

Electives:
- Sixteen weeks of Elective Credit (four 4-week rotations or the equivalent combination of 4 and 2 week rotations)

Board Exams:
- USMLE Step 2 CK – no later than December 31st. Passing score must be submitted in order to graduate.
- USMLE Step 2 CS – no later than December 31st. Passing score must be submitted in order to graduate.

If you have any questions, please contact the office of Medical Education,
910 Madison Avenue, RM 1002
Memphis, Tennessee
38163
Phone: 901-448-5506

FINANCIAL AID REQUIREMENTS

Attend Exit Counseling (No later than April 30th)

If you have any questions, please contact Janice Maddox,

JANICE MADDOX
LITERACY COORDINATOR
910 Madison Avenue, Suite 520
(901) 448-1601
Email: JMADDOX9@UTHSC.EDU
**BURSAR’S OFFICE REQUIREMENTS**

___ Pay all debts or obligations owed to the University  
(No later than March 31st)  
- Bookstore  
- Libraries  
- Food service centers  
- Student Housing (if applicable)  
- Infirmary or hospitals.  
- Parking  
- Tuition/Loans  
- Emergency Loans  
- Print Services  

If you have any questions, please contact the Bursar’s office,

62 SOUTH DUNLAP, SUITE 103  
PHONE: 901-448-5550  
FAX: 901-448-6795  
Email: CASHIER@UTHSC.EDU

**STUDENT AFFAIRS REQUIREMENTS**

___ Pick up Convocation packet from Student Affairs Office (April 15)  
If you have any questions, please contact,  

910 MADISON AVENUE, SUITE 1043  
901-448-5684

___ Fill out “Intent to Graduate” form; please fax or hand-deliver (No later than April 30th)  
If you have any questions, please contact,  

OFFICE OF THE REGISTRAR  
910 MADISON AVENUE, SUITE 520  
(FAX) (901) 448-1017

___ Order regalia from UT Bookstore (April) (If measurements weren’t taken during graduation photo)  

___ Pick up Regalia from UT Bookstore (Week of Graduation)  
If you have any questions, please contact,  

930 MADISON AVENUE, PLAZA LEVEL  
901-448-5413
STUDENT LIFE REQUIREMENTS

_____ Have your graduation photo taken (October)

_____ Read the Graduation Instructions http://www.uthsc.edu/studentlife/graduation/

_____ Pick up your Yearbook (before leaving campus)

If you have any questions, please contact,

OFFICE OF STUDENT LIFE & SGAEC
800 MADISON AVE ROOM 300
LIZ ROEMER: 901-448-4860
lroemer@uthsc.edu

MISCELLANEOUS

_____ Close your VAMC account (Last rotation day)

If you have any questions, please contact,

ELSTON HOWARD
VA MEDICAL CENTER
1030 JEFFERSON AVE
(901) 577-7395
ELSTON.HOWARD@VA.GOV

_____ Name change forms turned in by March to the Registrar’s office (No later than March 30th)

If you have any questions, please contact,

OFFICE OF THE REGISTRAR
910 MADISON AVENUE, SUITE 520
TEL: 901-448-5568
FAX: 901-448-1017
REGISTRAR@UTHSC.EDU

_____ Return your GEB locker key (No later than April 30th)

If you have any questions, please contact,

GEB SCHEDULING OFFICE
8 SOUTH DUNLAP, ROOM CB17
901-448-6960 (PHONE)
cmason@uthsc.edu
Return/Donate Textbooks to SASS (No later than May 20)
If you have any questions, please contact,

STUDENT ACADEMIC SUPPORT SERVICES
8 S. DUNLAP GEB, RM BB9
PHONE: 901-448-5056
EMAIL: SASS@UTHSC.EDU

○ Please remember, Graduation Attendance is MANDATORY