**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.

___ **M1 and M2:**
- Completion of the M1 and M2 curriculum with a minimum gpa of 2.0
- A passing grade in each course.

___ **Required M3 Clerkships:**
- All core clerkships must be completed with a passing grade.
  - Family Medicine, Medicine, Neurology (4 wks), Ob/Gyn, Pediatrics, Psychiatry (4 wks), Surgery

___ **Required M4 Clerkships:**
- Ambulatory Medicine Senior Clerkships (MED1-3003/F, MED2-3003/F & MED3-3003/F)
- JI Any (3000 series)
- JI Medicine (MED1-3002/F, MED2-3002/F, MED3-3002/F & MED4-3002/F)
- Surgery Specialties (SUR1-3002/F, SUR2-3002/F & SUR3-3002/F)
- Specialty Clerkship (SPE1-3001/F, SPE2-3001/F & SPE3-3001/F)
- Patient Safety / Quality Improvement Clerkship (longitudinal) **Final deadline is January 16, 2015.**
- M4 Principles of Clinical Medicine – PCM (longitudinal)
- Capstone Course (IDE1-4040/F, IDE2-4040/F, IDE3-4040/F) **(May be substituted for elective, Class of 2015 only)**

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

___ **Option Blocks:**
- Three four-week option blocks

___ **Board Exams:**
- USMLE Step 1 – spring of M2 year
- USMLE Step 2 CK – no later than **November 1, 2014.** Passing score must be submitted in order to graduate.
- USMLE Step 2 CS – no later than **November 1, 2014.** 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 Chris Pollard,

CHRISTOPHER POLLARD
FINANCIAL LITERACY COORDINATOR
910 MADISON AVENUE, ONE STOP
(901) 448-2190
EMAIL: MBJS46@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)
- Infirmaries 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
   901-448-5413

**STUDENT LIFE REQUIREMENTS**

_____ Have your graduation photo taken (October)

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

Revised 9/23/2014
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