

III. OTHER INFORMATION DEEMED NOTEWORTHY

1. Address Changes

Please keep the Registrar's Office informed as to your current address. The address on file in the Registrar's Office will be considered your official, current address. It will be presumed that any materials sent to this address will be received by you. Updating your address in the Registrar's Office will also update your Financial Aid Office records.

Address changes may be made in person in the Registrar's Office. However, you may change your address via the internet. [Up date Your Address](#)

2. Computer Access

First and second year medical students are required to own a computer of certain specifications to access the curriculum. As backup, students are provided with computers in their lab carrels (one computer for every four to six students) and at the library. All these machines are linked to the campus network and the Internet. Much of the curriculum is provided via these machines.

Third and fourth year students are not based in lab carrels; they share access to a wide variety of computers in the medical library with the whole student body. These computers are configured similarly to the lab carrel computers.

Students with computers at home can configure them to access the computerized curriculum from home by obtaining an Internet Service provider.

E-mail is provided for students via a user-friendly program. Soon, e-mail access will be required for each student for communication of deadlines, announcement of special events, and general information.

More details about computer resources on campus can be obtained by accessing the on-line student computer resource manual on the student affairs web site.

3. Mailboxes

Each medical student is assigned a mailbox near the D1.600 Lecture Hall and provided a key that will lock and unlock the mailbox. Every reasonable attempt is made to control access to the mail room, and therefore, your mailbox. In recent years, there has been at least one instance of mail fraud, taking advantage of a student's open mailbox while he was away. You are *strongly* encouraged to lock your mailbox.

A \$6.00 fee will be charged to replace a mailbox key. If you lose your mailbox key, first go the Registrar's office (E5). See Mary Armstrong or Val Rodriguez and get a form to request a duplicate. Then go to the cashier's office (B1) and pay your fee. Take the receipt showing that you've paid along with the form to the locksmith at the physical plant (ask for directions...it is impossible to write them). It is unlikely that a replacement can be made while you wait. Expect to leave your pager number or telephone number.

4. Name Changes

If you wish to change your name, present appropriate legal documents (e.g. marriage certificate or court order) to the registrar's office.

5. Insurance

a. Disability Insurance

The Association of American Medical Colleges encourages medical students to seriously consider enrolling in a disability insurance program. It is not required. If you are interested in disability insurance options, contact the Associate Vice President for Student and Alumni Affairs.

b. Health Insurance

Health insurance is not required for enrollment; however, it is strongly recommended. In addition to health insurance options that may be available through your parents or your spouse, medical students are eligible for the plan offered to all students of any UT System institution. Medical Students may also get insurance from the Texas Medical Association, the American Medical Student Association and the Southern Medical Association. Information about the UT System plan is available in the Office of Student and Alumni Affairs. Information about other plans is often available in the same location.

c. Malpractice Insurance

All UT Southwestern medical students purchase malpractice insurance at the time of registration. Coverage in the amount of \$25,000 per claim and \$75,000 aggregate is in effect in any circumstance for which a student is receiving academic credit.

In recent years, senior medical students wishing to take electives at other medical schools have occasionally been required to have more malpractice insurance than the UT Southwestern plan -- as much as \$1 million. Exhaustive efforts have failed to solve this problem by allowing purchase of more insurance through UT Southwestern or purchase of insurance at the host school. Purchase of supplementary private insurance from companies willing to write such policies has recently been successfully accomplished. Such supplemental policies, if available, are suggested by the host school.

6. Parking

Parking on the campus requires the purchase and display of a parking permit. The Parking Services office is located in building AA@ (the small building at the entrance to the plaza).

At the time a permit is purchased, you will be given a booklet of campus parking regulations. This summary will not suffice but keep the following rules in mind:

- Parking is restricted to designated lots from 6am - 6pm on weekdays.
- Don't bother to park at loading docks, handicapped spaces, red curbs, on the plaza, on grass, in crosswalks, or even backwards...you get the idea.
- Some students are tempted to park in the visitor's lot. Students are not visitors! Students are family!

Should you receive a traffic citation that you believe is unjust, you may appeal if you act within 10 days of the issuance of the citation. Go to the parking services office to complete a written appeal.

We recognize that female medical students face a higher risk when walking to remote parking lots after dark, and third/fourth year medical students have no control of their time of departure. Special parking arrangements are available for third/fourth year female medical students. Check with Ann Wentz, Student Affairs, for a special temporary permit.

7. Student Identification Cards

Upon enrollment, each student will be provided with an identification card. Additional or replacement cards may be purchased for \$5. If you need a replacement or additional card (up to two are allowed), first go to the cashier's office (B1) and pay \$5. Take the receipt to the Registrar's office to have your card made.

8. Transcripts

Transcripts are available at no charge from the Registrar's Office. Official transcripts will be mailed directly to persons/offices designated. Transcripts issued directly to students will be stamped AIssued to Student@. If you are past due on any debt to the university, a transcript will not be available.

9. Veteran's Affairs

Information about benefits available to armed services veterans and enrollment certification of a veteran is available in the Registrar's office. For assistance, contact [Kim Kearney](#).