

Enrollment Checklist

Due Date

Have Questions?

MARCH – APRIL 2023

- Submit FAFSA, It's not too late! (Recommended) ASAP financialaid@utsouthwestern.edu

It is very important to file your FAFSA as soon as possible. The earlier you [file your FAFSA](#), the better chance you have of being considered for all types of aid. For more information, read our [Financial Aid FAQs](#) and [Financing Your Medical Education](#) presentation. Please reach out to our [Office of Student Financial Aid](#) with any questions.
- Complete All Financial Aid Processing Requirements ASAP financialaid@utsouthwestern.edu

If you haven't, review any incomplete To Do List items on your [Student Self-Service Center](#). Within this site, click on "Accept/Decline Awards" near the center of the page. You can click on the name of each award to see application information as well as renewal requirements and other information. Use this screen to accept any loans you wish to utilize. If you are a **Federal Direct Unsubsidized Loan and Graduate PLUS Loan** recipient, e-sign a "Master Promissory Note" (MPN) at studentaid.gov. You may also need to complete the Entrance Counseling on that site if you haven't borrowed these types of loans before. **Funds will not be disbursed in August if these steps are not completed.**
- Complete Assigned Onboarding Guide in Self-Service ASAP (no later than 5/1) admissions@utsouthwestern.edu

Keep your contact and personal information updated on the [Student Self-Service page](#). Use your existing UT Southwestern ID and password to login. Click on Self Service -> Student Center -> Scroll down to the Personal Information Section. **You MUST verify and update your cell phone number, driver's licence, email address(es), emergency contact information, and Social Security Number (required by Parkland Hospital) through the self-service portal by 5/1.** While in self-service, you should also verify your UT Southwestern email address and ensure you've updated your email password.
- Start Apartment Hunting ASAP Aptmanager@UTSouthwestern.edu

UT Southwestern has limited campus housing. If you are considering living in Medical Park Apartments, it is always good to get on the wait list ASAP. Options for campus housing are outlined on the [campus housing website](#). There are also a number of apartment complexes not associated with UT Southwestern. You can join the [Class of 2027 Facebook group](#) to ask housing related questions and to meet future roommates!
- Resolve Multiple Offers of Admissions to One School 4/30 admissions@utsouthwestern.edu

If you received an offer of acceptance from more than one Medical School, you must choose the specific medical school you will attend by April 30th, and officially withdraw your application from those schools you won't attend. For more information on multiple acceptances, visit the [TMDAS website](#).
- Submit Immunization Documentation ASAP; Due by 7/14 studenthealth@utsouthwestern.edu

UT Southwestern requires completion of all [immunization requirements](#) advance of the first day of classes. The signed [immunization form](#), along with required documents, must be submitted to Student Health Services in a timely manner. Your immunizations and titer/s need to be complete by July 14, including series that require multiple vaccines. The immunization for meningitis must be documented **at least 10 days before the start of school**. Students 22 years of age or older are exempt from the meningitis requirement. UTSW's affiliate institutions do require students training at their locations to comply with all applicable site policies, including vaccination. Those policies vary by location and some e-site policies to not contain exemptions. Contact [Student Health Services](#) with questions regarding immunizations. Student Health Services is open 8a – 5p Mon – Fri.

| Enrollment Checklist | Due Date | Have Questions? |
|--|----------------------------|--|
| <ul style="list-style-type: none"> Send in Final College Transcript(s) <p>Submit all final official transcripts (including Spring and Summer grades and degrees conferred) to the Office of Admissions. Electronic transcripts are accepted via National Student Clearinghouse and other online services for sending secure PDF documents.</p> | ASAP; Due by 7/21 | admissions@utsouthwestern.edu |
| <ul style="list-style-type: none"> Review your Prescribed Course Report for Deficiencies <p>Review your Prescribed Course Report (PCR) delivered by TMDSAS to ensure you have no required coursework deficiencies. Applicants are responsible for ensuring all required coursework has been completed prior to matriculation to Medical School.</p> | ASAP; Due by matriculation | admissions@utsouthwestern.edu |
| MAY 2023 | | |
| <ul style="list-style-type: none"> Transition to your UT Southwestern Email Account <p>UT Southwestern will issue an email logon and password to you after you accept the Offer of Admission. Starting in May, all University correspondence will be directed to your utsouthwestern.edu account (MyUTSW access only). Be sure you have accessed your UT Southwestern email prior to May 1. Please be aware that your UT Southwestern Email Account will default to your primary first name (i.e. legalfirstname.lastname@UTSouthwestern.edu).</p> | 5/1 | admissions@utsouthwestern.edu |
| <ul style="list-style-type: none"> Submit Laptop Verification Form/Purchase Laptop <p>Please review the laptop requirements and FAQ document to determine how you would like to obtain your laptop. If purchasing your laptop from the University Store, you can fill out a Laptop Purchase form here, or submit this verification form by the deadline if you have purchased on your own. *Additional time granted to students admitted after this date.</p> | 5/5* | Christopher.Faulkner@UTSouthwestern.edu |
| <ul style="list-style-type: none"> Submit Medical Instrument Verification Form/Purchase Instruments <p>You will be required to purchase a set of medical instruments as you begin to learn the physical exam skills needed to become a physician. You must purchase these prior to your first day of classes and submit your verification form by 5/5 that you own equipment or will be ordering equipment from the University Store. Many vendors are reporting shipping delays due to international supply chain issues, so we would recommend ordering 3 or more months in advance. Here is a Medical Instruments Rescource Guide to help you make this selection for purchase by 5/5. The UTSW University Store offers competitive pricing, arranges delivery for you, and can coordinate funding with the Financial Aid office you receive loans. You must either purchase your equipment through the UTSW University Store using this purchase form, or submit this verification form by the deadline if you have purchased on your own. *Additional time granted to students admitted after this date.</p> | 7/1* | Blake.Barker@UTSouthwestern.edu |
| JUNE 2023 | | |
| <ul style="list-style-type: none"> Access Orientation Course/Website in D2L <p>You will receive instructions on how to login to our Learning Management System, D2L Brightspace where you are enrolled in your first UT Southwestern “course”, MS1 Orientation: Southwestern Style. Here you will find a wealth of information related to orientation, PRE+OP, and start of school including informational handouts and assignments included here. Keep an eye out as new information is added. Instructions will be emailed to your UT Southwestern email address in May 2023.</p> | Opens 6/1 | Melanie.Sulistio@UTSouthwestern.edu |

| Enrollment Checklist | Due Date | Have Questions? |
|---|-------------------------------------|--|
| <ul style="list-style-type: none"> Complete the AAMC Matriculating Student Questionnaire (MSQ) <p>The AAMC administers the Matriculating Student Questionnaire (MSQ) annually to all first-year medical students. The Web-based questionnaire asks first-year medical students to share their thoughts on a variety of topics ranging from pre-med experiences to future career interests. Student responses to the MSQ are analyzed and then reported, in aggregate, to each participating medical school. This feedback helps medical schools fine-tune their educational programs to fit the needs of their students. <i>This survey is optional but strongly encouraged.</i></p> | Opens 6/1 | Angela.Mihalic@UTSouthwestern.edu |
| <ul style="list-style-type: none"> Complete Orientation and PRE+OP, SAVE THE DATE <p>You will receive an email with instructions on how to register for events associated with the MS1 Orientation- <i>Southwestern Style</i> and PRE+OP scheduled for the Friday/Saturday of orientation week. PRE+OP's vision/mission is to develop and foster a program that builds on the UT Southwestern foundations for developing a student community environment that enhances learning and social interaction. Save the date and block your schedule for that week, including Saturday, for this important part of your curriculum.</p> | 6/9 | Angela.Mihalic@UTSouthwestern.edu |
| <ul style="list-style-type: none"> What Style Are you? Complete DISC Assessment <p>Learn about yourself, your peers, and significant others through the DISC behavioral style assessment. It will be invaluable as you begin to work closely in groups as part of team-based learning, Human Structure dissection groups, and on clinical teams. You will be sent a link to complete this assessment, which will be due in mid June.</p> | 6/9 | Angela.Mihalic@UTSouthwestern.edu |
| <ul style="list-style-type: none"> Submit Health Insurance Waiver Information <p>UT Southwestern will enroll you in Medical Coverage, unless a waiver is verified by AHP by Friday, June 30, 2023. There are many advantages to enrolling in Academic Health Plans especially if you anticipate needing regular health care including NO co-pays at Student Helath and Student Wellness and Counseling and improved overall access to care. Please carefully read the UT Southwestern Student's Guide to Health Insurance prior to making a decision about insurance. If you do not want coverage provided by AHP, you will have from July 6th to August 1st to provide proof of insurance and have the coverage removed. We will provide additional information during your Orientation Week.</p> | Due by 8/1 (6/30 priority deadline) | StudentAccounting@utsouthwestern.edu |

July 2023

- Sign Up for Direct Deposit (Highly Recommended) 7/1 studentaccounting@utsouthwestern.edu

Direct Deposit is **strongly** encouraged by the Office of Student Financial Aid and the Student Accounts office. It is by far the fastest way for your financial aid to get to you when you need it! You must sign up by mid-July for your financial funds to be available prior to the start of the term. You may sign-up for Direct Deposit through [Student Self-Service Center](#). Here are [detailed instructions](#). Please note: in order to sign-up for Direct Deposit **you must login through our network**. You can do so by either A) Login from an on-campus location; or B) Login from off-campus via Virtual Private Networking (VPN). Detailed instructions for signing-in via VPN can be found on [D2L website](#). Click on the content tab -> computer support -> VPN installation. Visit [Student Accounting FAQs](#) for additional information.

| Enrollment Checklist | Due Date | Have Questions? |
|--|----------|--|
| <ul style="list-style-type: none">• Submit Immunization Documentation <p>UT Southwestern requires completion of all immunization requirements advance of the first day of classes. The immunization form must be filled out and submitted to Student Health Services in a timely manner. Your immunizations need to be complete by July 14, including those that require multiple vaccinations/series. The immunization for meningitis must be documented at least 10 days before the start of school. Students 22 years of age or older are exempt from the meningitis requirement. UTSW's affiliate institutions do require students training at their locations to comply with all applicable site policies, including vaccination. Those policies vary by location and some e-site policies to not contain exemptions. Contact Student Health Services with questions regarding the required immunizations. Student Health Services is open 8 a.m. – 5 p.m., Mon – Fri.</p> | 7/14 | studenthealth@utsouthwestern.edu |
| <ul style="list-style-type: none">• Sign Documents Through DocuSign <p>You will receive a request via DocuSign to sign the following: Student Center Waiver; Talent Release; SIM Center Release; College Commons Etiquette.</p> | 7/14 | Leigh.McAtee@UTSouthwestern.edu |

| |
|---|
| IMPORTANT TRAINING MODULES: ALL AVAILABLE EARLY TO MID-JULY; DUE BY 7/21 4:59PM Blake.Barker@UTSouthwestern.edu |
|---|

As a valued member of the healthcare team, you will participate in patient care at many different healthcare institutions. Everyone (including faculty, residents, and students) are required to complete important trainings to ensure you understand your responsibilities related to patient privacy, ethics, and how to interact with your peers and other health care professionals. This training will also allow you to access our partner teaching hospitals to benefit from experiences in the curriculum as well as shadowing and other opportunities from day 1 of medical school. **All of the trainings will be available early July and have a due date of July 22nd at 4:59PM.** Please plan ahead – the content of these modules varies from year-to-year and can take 6+ hours to complete. *We strongly recommend you start the modules no later than July 17th so that you have time to complete and also resolve any technical issues you may run into (e.g. browser settings specific to your computer, etc) during business hours. The appropriate technical support may not be able to assist you after hours or over weekends.* Further information will be emailed to you over the summer for the following training modules:

- UT Southwestern New Medical Student Training

Complete all training in [Taleo Learn](#). Add TaleoLearn@UTSouthwestern.edu to your email contact list now, so you don't have problems receiving the email. Contact the UTSW Help Desk at 214-648-7600 with any technical issues. For anything the UTSW Help Desk cannot fix, please email TaleoLearn@UTSouthwestern.edu (and cc Student.Affairs@UTSouthwestern.edu from our office so that we are aware you are having problems). This combined module will include training on all of the following:

- HIPAA Training – All health care professionals are required to complete PHI/HIPAA (Health Insurance Portability and Accountability Act) training to ensure that personal health information and medical records are protected and kept private (required for all entering students even if you have completed it before).
- Title IX/Campus SaVE Act Training – This required training to help us ensure that we all work towards a safe and secure campus environment free from sexual violence and harassment.
- Computer and Information Security Training
- Children's Medical Student Supplemental Orientation- Required for access to Children's Health facilities and electronic medical record

| Enrollment Checklist | Due Date | Have Questions? |
|---|-------------------|--|
| <ul style="list-style-type: none"> Complete Parkland Memorial Hospital Required Training Information on completing this in Parkland Pathways system will be emailed to you in early July. Please note that in some years this training may take five hours or more, so please plan accordingly. Add pathwaysnoreply@phhs.org to your email contact list now, so you don't have problems receiving the email. For anything that the Parkland Help Desk cannot fix, please email Meredith.McCabe@PHHS.org (and cc Student.Affairs@UTSouthwestern.edu from our office so that we are aware you are having problems). | | |
| <ul style="list-style-type: none"> Register for an ORCID and complete ORCID training in Taleo Learn Register for an ORCID and complete the ORCID Training in Taleo Learn by the 7/21 deadline. Search for "ORCID" in Taleo if the training does not appear. Please save this unique identifier. You will be asked by the Office of Enrollment Services to submit this ID number via an Activity Guide in Student Self-Service. | | |
| <ul style="list-style-type: none"> Register for a National Provider Identifier (NPI) Register for an NPI number through CMS.gov. Please save this unique identifier. You will be asked by Admissions to submit this ID number around the time of matriculation through an Activity Guide in Student Self-Service. *Please note it can take up to 30 days to receive this number, please aim to complete this item early! | 7/21 | Angela.Mihalic@utsouthwestern.edu |
| <ul style="list-style-type: none"> Complete or Verify Selective Service (males only) The VA hospital requires that all male students have signed up for Selective Service. If you have not signed up for Selective Service and/or need to verify that you have, please go to: https://www.sss.gov. | 7/21 | stuinfo@utsouthwestern.edu |
| <ul style="list-style-type: none"> Basic Life Support In mid-June, you will receive an email with the details for the Basic Life Support (BLS). <u>Once completed, the BLS Certificate must be uploaded directly to D2L.</u> | 7/21 | Melanie.Sulistio@UTSouthwestern.edu |
| <ul style="list-style-type: none"> Complete Drug Screen & Background Check Background checks and drug screens are required for all medical students. You may not begin the process before receiving these instructions. You'll receive an email on or by July 1st with detailed instructions on how to begin this process. UT Southwestern accepts background checks facilitated through Castle Branch. A negative drug screen is required of all students to permit participation in clinical activities. You will be provided details and testing sites by email to your UT Southwestern email only. | 7/21 | Admissions@UTSouthwestern.edu |
| <ul style="list-style-type: none"> Complete Meningitis Acknowledgement | 7/21 | Admissions@utsouthwestern.edu |
| <ul style="list-style-type: none"> Send in Final College Transcript(s) Submit all final official transcripts (including Spring and Summer grades and degrees conferred) to the Office of Admissions. | ASAP; Due by 7/21 | Admissions@utsouthwestern.edu |
| <ul style="list-style-type: none"> Send in Say Your Name/Complete Phonetic Spelling Complete the Phonetic Spelling form, and send in a recording of your name pronunciation for White Coat Ceremony. | 7/21 | studentlife@utsouthwestern.edu |

| Enrollment Checklist | Due Date | Have Questions? |
|--|--------------------|--|
| <ul style="list-style-type: none"> Financial Aid Disbursement <p>If your To-Do list is complete in Student Self-Service Center, financial aid funds will move to your UT Southwestern Student Account 5 to 7 business days prior to the start of the term. If you've signed up for Direct Deposit (which we strongly encourage), any funds remaining after tuition and fees are covered will be deposited in your personal bank account 3 to 5 business days before the start of the term.</p> | 7/28 | financialaid@utsouthwestern.edu |
| <ul style="list-style-type: none"> Complete Careers in Medicine Assessments <p>Complete the AAMC Careers in Medicine Medical Specialty Preference Inventory online. You will also need to complete the Careers in Medicine Questionnaire through D2L. Results from both will be discussed in a workshop during orientation during the first week of classes. Both of these items will be available to you in July.</p> | 7/31 | Blake.Barker@UTSouthwestern.edu |
| <ul style="list-style-type: none"> Submit Health Insurance Waiver <p>UT Southwestern requires all students maintain health insurance coverage while enrolled throughout the Medical School curriculum. The State of Texas has contracted with Academic Health Plans (AHP) to provide an affordable insurance option. However, you may choose any private insurance company. There are many advantages to enrolling in Academic Health Plans especially if you anticipate needing regular health care including NO co-pays at Student Health and Student Wellness and Counseling and improved overall access to care. Please carefully read the UT Southwestern Student's Guide to Health Insurance prior to making a decision about insurance. If you plan to use health insurance coverage through an agency other than AHP, you must indicate what provider you are using through an AHP-hosted waiver request site no later than July 31, 2023. The waiver site is at https://utsouthwestern.myahpcare.com/waiver. Your waiver request will be reviewed by AHP to ensure your policy meets coverage requirements. Additional information will be sent to your UT Southwestern email.</p> | No later than 7/31 | StudentAccounting@utsouthwestern.edu |
| <ul style="list-style-type: none"> Pay Tuition/Fees <p>Tuition/fee payments must be paid before the first day of classes. Visit your Student Self Service to review your "To Do List" for any final items to complete.</p> | 7/31 | StudentAccounting@UTSouthwestern.edu |
| <ul style="list-style-type: none"> Create UT Southwestern Zoom Account <p>You will be receiving an email invitation from either Adolfo Ortuzar or Zoom with instructions for setting up your Zoom account. Please follow the instructions in the email to 'Approve the Request.'</p> | 7/31 | Christopher.Faulkner@UTSouthwestern.edu |
| <ul style="list-style-type: none"> Reviewing Orientation Packet in D2L, Complete Action Items <p>Review and complete ALL ACTION ITEMS in the Virtual Orientation Packet in D2L. This includes uploading your BLS certificate and all other ACTION ITEMS listed in this D2L course. Sign the attestation once completed.</p> | 7/31 | Melanie.Sulistio@UTSouthwestern.edu |

July 31, 2023 MARKS THE FIRST DAY OF SCHOOL AND THE START OF MS1 ORIENTATION - SOUTHWESTERN STYLE + PRE+OP