

## Enrollment Checklist

## Due Date

## Have Questions?

### MARCH – APRIL 2024

Submit FAFSA, It's not too late! (Recommended)

January

[financialaid@utsouthwestern.edu](mailto:financialaid@utsouthwestern.edu)

It is very important to file your FAFSA as soon as possible once it's available, late December/early January. 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

March (no later than 7/1)

[financialaid@utsouthwestern.edu](mailto:financialaid@utsouthwestern.edu)

If you haven't, review any incomplete To Do List items on your [Student Self-Service Center](#). You can review the financial aid offers and accept any loans you wish to utilize for the year. For loans, click on "Accept/Decline Awards" near the center of the page, confirm or input the amount and then complete the next steps.

Review your Financial Aid Summary

April (no later than 7/1)

[financialaid@utsouthwestern.edu](mailto:financialaid@utsouthwestern.edu)

Return to the [Student Self-Service Center](#), review the financial aid summary and complete any new To Do List items. Also, if you are a Federal Direct Unsubsidized Loan and Graduate PLUS Loan recipient, this may include your "Loan Entrance Counseling" or the "Master Promissory Note" (MPN) at [studentaid.gov](https://studentaid.gov). **Funds will not be able to 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](mailto: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](mailto: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](mailto: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](#).

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Submit Immunization Documentation      ASAP; Due by 6/28      [studenthealth@utsouthwestern.edu](mailto: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 10, 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. Contact [Student Health Services](#) with questions regarding immunizations. Student Health Services is open 8a – 5p Mon – Fri.  
**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 site policies do not contain exemptions.**

Send in Final College Transcript(s)      ASAP; Due by 7/19      [admissions@utsouthwestern.edu](mailto:admissions@utsouthwestern.edu)  
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.

Review your Prescribed Course Report for Deficiencies      ASAP; Due by matriculation      [admissions@utsouthwestern.edu](mailto:admissions@utsouthwestern.edu)  
Review your Prescribed Course Report (PCR) delivered by TMDAS 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.

## MAY 2024

Transition to your UT Southwestern Email Account      5/1      [admissions@utsouthwestern.edu](mailto:admissions@utsouthwestern.edu)  
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).**

Submit Laptop Verification Form/Purchase Laptop      7/1\*      [Christopher.Faulkner@UTSouthwestern.edu](mailto:Christopher.Faulkner@UTSouthwestern.edu)  
Please review the [laptop requirements and FAQ document](#). Once you obtain a new laptop that meets the required specifications ,or if your current laptop already meets those requirements, please submit this [verification form](#) by the deadline. **\*Additional time granted to students admitted after this date.**

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Submit Medical Instrument Verification Form/Purchase Instruments 7/1\* [Blake.Barker@UTSouthwestern.edu](mailto:Blake.Barker@UTSouthwestern.edu)  
 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 Rescure 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.**

Access and Start Orientation Course Review in D2L Opens 5/30 [Angela.Mihalic@UTSouthwestern.edu](mailto:Angela.Mihalic@UTSouthwestern.edu)  
 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 2024.

## JUNE 2024

Complete the AAMC Matriculating Student Questionnaire (MSQ) Opens 6/1 [Angela.Mihalic@UTSouthwestern.edu](mailto:Angela.Mihalic@UTSouthwestern.edu)  
 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. *This survey is optional but strongly encouraged.*

Complete Orientation and PRE+OP, SAVE THE DATE 6/7 [Angela.Mihalic@UTSouthwestern.edu](mailto:Angela.Mihalic@UTSouthwestern.edu)  
 You will receive an email with instructions on how to register for events associated with the MS1 Orientation- *Southwestern Style* 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.**

What Style Are you? Complete DISC Assessment 6/7 [Angela.Mihalic@UTSouthwestern.edu](mailto:Angela.Mihalic@UTSouthwestern.edu)  
 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.

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Submit Health Insurance Waiver Information

Due by 7/29

[StudentAccounting@utsouthwestern.edu](mailto:StudentAccounting@utsouthwestern.edu)

UT Southwestern requires all students maintain major medical health insurance coverage while enrolled throughout the Medical School curriculum. UT Systems 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 such as 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 29, 2024**. The [waiver](#) request will be reviewed by AHP to ensure your policy meets coverage requirements. Additional information will be sent to your UT Southwestern email.

Submit Immunization Documentation

6/28

[studenthealth@utsouthwestern.edu](mailto:studenthealth@utsouthwestern.edu)

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. Contact [Student Health Services](#) with questions regarding the required immunizations. Student Health Services is open 8 a.m. – 5 p.m., Mon – Fri.

## July 2024

Sign Up for Direct Deposit (Highly Recommended)

7/1

[studentaccounting@utsouthwestern.edu](mailto: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.

Sign Documents Through DocuSign

7/12

[Leigh.McAtee@UTSouthwestern.edu](mailto:Leigh.McAtee@UTSouthwestern.edu)

You will receive a request via DocuSign to sign the following: Student Center Waiver; Talent Release; SIM Center Release; College Commons Etiquette.

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IMPORTANT TRAINING MODULES:	ALL AVAILABLE EARLY TO MID-JULY; <b>DUE BY 7/19 4:59PM</b>	<a href="mailto:Blake.Barker@UTSouthwestern.edu">Blake.Barker@UTSouthwestern.edu</a>
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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) is 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. These trainings 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 19<sup>th</sup> 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 15<sup>th</sup> 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](mailto: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](mailto:TaleoLearn@UTSouthwestern.edu) (and cc [Student.Affairs@UTSouthwestern.edu](mailto: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 Center CART training – Required for access to Children's Health facilities and electronic medical record.

#### 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](mailto: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](mailto:Meredith.McCabe@PHHS.org) (and cc [Student.Affairs@UTSouthwestern.edu](mailto:Student.Affairs@UTSouthwestern.edu) from our office so that we are aware you are having problems).

Register for an ORCiD and submit this ID number to Enrollment Services

Enrollment Checklist	Due Date	Have Questions?
Register for an ORCID ( <a href="https://orcid.org/register">https://orcid.org/register</a> ) by 7/19/24. . 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.		
Register for a National Provider Identifier (NPI)	7/19	<a href="mailto:Angela.Mihalic@utsouthwestern.edu">Angela.Mihalic@utsouthwestern.edu</a>
Register for an NPI number through <a href="https://cms.gov">CMS.gov</a> . 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. <b>*Please note it can take up to 30 days to receive this number, please aim to complete this item early!</b>		
Complete or Verify Selective Service (males only)	7/19	<a href="mailto:stuinfo@utsouthwestern.edu">stuinfo@utsouthwestern.edu</a>
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: <a href="https://www.sss.gov">https://www.sss.gov</a> .		
Complete Drug Screen & Background Check	7/19	<a href="mailto:Admissions@UTSouthwestern.edu">Admissions@UTSouthwestern.edu</a>
Background checks and drug screens are required for all medical students. You may not begin the process before receiving these instructions. <b>You'll receive an email on or by July 1<sup>st</sup> with detailed instructions on how to begin this process.</b> 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.		
Complete Meningitis Acknowledgement	7/19	<a href="mailto:Admissions@utsouthwestern.edu">Admissions@utsouthwestern.edu</a>
Send in Final College Transcript(s)	ASAP; Due by 7/19	<a href="mailto:Admissions@utsouthwestern.edu">Admissions@utsouthwestern.edu</a>
Submit <b>all</b> final official transcripts (including Spring and Summer grades and degrees conferred) to the <a href="#">Office of Admissions</a> .		
Send in Say Your Name/Complete Phonetic Spelling	7/19	<a href="mailto:studentlife@utsouthwestern.edu">studentlife@utsouthwestern.edu</a>
Complete the Phonetic Spelling form, and send in a recording of your name pronunciation for White Coat Ceremony.		
Financial Aid Disbursement	7/26	<a href="mailto:financialaid@utsouthwestern.edu">financialaid@utsouthwestern.edu</a>
If your To-Do list is complete in <a href="#">Student Self-Service Center</a> , 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 <b>strongly</b> 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.		
Read 'The Immortal Life of Henrietta Lacks' and 'Make it Stick'	7/28	<a href="mailto:Angela.Mihalic@UTSouthwestern.edu">Angela.Mihalic@UTSouthwestern.edu</a>
Complete Online Portion of Basic Life Support (BLS)	7/28	<a href="mailto:Angela.Mihalic@UTSouthwestern.edu">Angela.Mihalic@UTSouthwestern.edu</a>
In mid-June, you will receive an email with the details for the Basic Life Support (BLS).		

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Complete Scrubbing/Gowning/Gloving Quiz in D2L	7/28	<a href="mailto:Angela.Mihalic@UTSouthwestern.edu">Angela.Mihalic@UTSouthwestern.edu</a>
Complete Careers in Medicine Assessments	7/28	<a href="mailto:Blake.Barker@UTSouthwestern.edu">Blake.Barker@UTSouthwestern.edu</a>
Complete the AAMC <a href="#">Careers in Medicine</a> 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.		
Submit Health Insurance Waiver	No later than 7/29	<a href="mailto:StudentAccounting@utsouthwestern.edu">StudentAccounting@utsouthwestern.edu</a>
UT Southwestern requires all students maintain major medical health insurance coverage while enrolled throughout the Medical School curriculum. UT Systems has contracted with Academic Health Plans (AHP) to provide an affordable insurance option. However, you may choose any private insurance company. <b>There are many advantages to enrolling in Academic Health Plans especially if you anticipate needing regular health care such as NO co-pays at Student Health and Student Wellness and Counseling and improved overall access to care. Please carefully read the <a href="#">UT Southwestern Student's Guide to Health Insurance</a> prior to making a decision about insurance.</b> 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 <b>no later than July 29, 2024</b> . The <a href="#">waiver</a> request will be reviewed by AHP to ensure your policy meets coverage requirements. Additional information will be sent to your UT Southwestern email.		
Pay Tuition/Fees	7/29	<a href="mailto:StudentAccounting@UTSouthwestern.edu">StudentAccounting@UTSouthwestern.edu</a>
Tuition/fee payments must be paid before the first day of classes. Visit your <a href="#">Student Self Service</a> to review your “To Do List” for any final items to complete.		
Create UT Southwestern Zoom Account	7/28	<a href="mailto:Christopher.Faulkner@UTSouthwestern.edu">Christopher.Faulkner@UTSouthwestern.edu</a>
You will be receiving an email invitation from <b>either</b> Adolfo Ortuzar <b>or Zoom</b> with instructions for setting up your Zoom account. Please follow the instructions in the email to 'Approve the Request'.		
Attest to Completion of Orientation D2L Course	7/28	<a href="mailto:Angela.Mihalic@UTSouthwestern.edu">Angela.Mihalic@UTSouthwestern.edu</a>
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.		

**July 29, 2024 MARKS THE FIRST DAY OF SCHOOL AND THE START OF MS1 ORIENTATION - SOUTHWESTERN STYLE + PRE+OP**