

To ensure that your matriculation is complete, use the **New Student Checklist** to complete all university required items **before** you arrive for New Student Orientation and classes.

Enrollment Services Checklist

[Click Here](#)

Accept Admission

Go to MyStar (<https://mystar.utmb.edu/>) and **accept admission** in The School of Health Professions. Please make sure to add Enrollment.Services@utmb.edu to your contacts to avoid important emails going to your junk email folder.

Activate Student Email Account

Once accepted; students will receive a communication from Enrollment Services with instructions on how to activate their student email account. All official university e-mails will be sent to your UTMB e-mail address ending in @utmb.edu. E-mails regarding classes, grades, registration, status, financial aid, or other important university information will only be sent to your university e-mail address. Students are expected to check their UTMB email regularly.

For troubleshooting assistance, contact the [UTMB Service Desk](#) at Campus extension #25200, Galveston 409-772-5200, Houston 281-554-1577, or toll-free 1-888-898-2401.

Transcripts

Verify that Enrollment Services has received your official transcripts. Please note: it is mandatory that official transcripts be sent electronically via SPEEDE or other electronic means if your school has this capability. If your institution does not send transcripts electronically, we will accept a hardcopy transcript as official only if mailed by the institution directly to UTMB Office of Enrollment Services, 301 University Boulevard, Galveston, Texas 77555-1305. We cannot accept transcripts sent or delivered by a student as official.

International Applicants should visit the [International Applicant Information Page](#).

If you have questions or need assistance, contact Enrollment Services at Enrollment.Services@utmb.edu.

□ Background Checks, □ Drug Screen, & □ Immunization Requirements (CastleBranch)

All entering students must have undergone a security background check, drug screen and submit required proof of immunizations **within the timeline provided below outlined by semester of admission**. Students will receive an email at their UTMB student email providing the link to complete the requirements. Please expect to receive the email 60 days prior to the start of the semester of enrollment.

For more information on immunization requirements, please visit the [Student Health website](#).

Secure mandated health insurance coverage and submit proof

All enrolled UTMB students are required to have and to maintain health insurance. Students may enroll in the plan offered to UTMB students through The University of Texas authorized insurance program, AcademicBlue, or furnish proof of existing health insurance coverage equal to the plan approved by The University of Texas System Board of Regents. Proof of insurance is required each semester you are enrolled. Failure to provide proof of insurance prior to beginning of each semester may result in removal from classes.

[Click here](#) for more information about AcademicBlue, the UT system student health insurance plan.

Registration

Registration process is mentioned in the online orientation program and reviewed in depth during your department orientation sessions. Please note that your registration is not complete until tuition and fees are paid. Tuition and fees must be paid before the first day of class. Please note that the midnight deadline is only for credit card payments. All other payments must be received during normal business hours. For payment processing visit the mySTAR website (UTMB Student Services) online at <https://mystar.utmb.edu/>.

For additional information visit the [Enrollment Services Registration webpage](#).

Complete New Student Online Orientation

Each new student is required to complete on-line orientation.

The purpose of this required New Student Online Orientation program is to provide information and tools for each student's success from the point of program entry to degree completion. Instructions and the access link will be emailed to you by The Office of Academic and Student Affairs.

 Attend Campus New Student Orientation

On-campus orientation events are held in the Fall (August) and include All School Orientation Day, SHP Orientation and SHP Department Orientations. New Student Orientation (NSO) is a program aimed at providing students with an introduction to life on campus, in the classroom, and at UTMB. **Attendance for these events is mandatory for SHP Campus Students unless excused in writing by your Department Chair.**

- Online/Distance Students should check with their individual departments to verify if they are required to attend any campus events.

Complete orientation event schedules and details can be found on the [SHP New Student Orientation webpage](#)

 Student Profile Sheet

One of the requirements of all SHP Students is an SHP Student Profile. Student Profiles assess students' eligibility for possible award nomination for external awards and other accolades. The Student Profile should contain the students' most up-to-date contact information along with student demographics. All students are encouraged to keep their student profile sheets updated following each semester. Information related to awards and honors and other accomplishments should be documented on the Student Profile.

Please visit the [Student Forms and Information](#) webpage, locate the Student Profile section – download, complete and submit to your department.

 Other Important University Resources

- Admissions <https://www.utmb.edu/enrollmentservices/future-students>
- Enrollment Services <https://www.utmb.edu/enrollmentservices/home>
- Financial Aid <https://www.utmb.edu/enrollmentservices/resources/financial-aid>
- Scholarships <https://www.utmb.edu/enrollmentservices/resources/scholarships>
- Student Accounts <https://www.utmb.edu/enrollmentservices/resources/studentaccounts>
- Students with Disabilities <http://www.utmb.edu/studentervices/disabilities.asp>
- Student Housing <https://www.utmb.edu/auxiliaryenterprises/Housing/>
- Student Parking <https://www.utmb.edu/AuxiliaryEnterprises/ParkingFacilities/StudentParking.aspx>
- Academic Computing for UTMB Students <https://www.utmb.edu/ar/Academic%20Computing/>
- Information Services Help Desk <https://www.utmb.edu/is/assistance/service-desk>

 Miscellaneous

- New Student Welcome Guide [Click here](#)
- SHP Academic Calendar [Click here](#)
- UTMB Campus Maps, visit <http://www.utmb.edu/map/> or [click here for a printable campus map.](#)
- Get Social: Facebook Fan Pages [UTMB School of Health Professions](#) [UTMB Office of Student Life](#)
Twitter: @UTMBSHP <https://twitter.com/UTMBSHP>

Helpful Contact Information

UTMB School of Health Professions

Office of Academic and Student Affairs

Phone: (409) 772-3030

E-mail: shp.studentaffairs@utmb.edu

Office of Student Life

Phone: (409) 772-1996

E-mail: studentlif@utmb.edu

Office of Enrollment Services

Phone: (409) 772-1215

E-mail: enrollment.services@utmb.edu

Student Health and Counseling

Phone: (409) 772-1215

E-mail: stdwappt@utmb.edu