

Newly Admitted Student Checklist

NOW THAT YOU'VE BEEN ACCEPTED: THINGS TO DO BEFORE YOUR ARRIVAL AND NEW STUDENT ORIENTATION

- 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.

- Transcripts** Verify with Enrollment Services Office to make sure your **official transcripts** have arrived if you've previously attended classes at other universities or colleges. If your school can send the transcripts electronically via SPEEDE, please use that method to send your transcripts to UTMB. Foreign students should [click here](#) and follow the instructions listed. If you have questions, please contact Enrollment Services at Enrollment.Services@utmb.edu. Please remember to include your UTMB student ID number on all correspondence. If you are currently enrolled, send your official transcripts at the end of the semester. Be sure to have the transcripts sent from your previous school **directly** to the Enrollment Services Office at:

The University of Texas Medical Branch
Enrollment Services
301 University Boulevard
Galveston, TX 77555-1305

- Authorize Background Check** All entering students must have undergone a security background check **no earlier than 60 days prior to matriculation**. A copy will be returned only to you and the Associate Dean for Academic and Student Affairs. Students should follow the link below depending on their matriculating Semester.
If you purchase your background check before the published date below, you will be required to purchase a background check again after the allowable date. Please make sure you retain a copy for your records.
 - Fall 2017 – July 1, 2017Click here at the appropriate time to purchase your background check:
https://shp.utmb.edu/asa/background_checks.asp.

- Immunizations** Visit the Student Health office website and click on "New Student UTMB" tab for more information on **required immunizations** and insurance policies. <http://www.utmb.edu/studenthealth/>. Immunizations can be submitted by mail (301 University Blvd., Galveston, TX 77555-1369), fax (409) 747-9330 or email to stdwappt@utmb.edu. Please make sure your full name and student ID is on all documents sent to Student Health.

- 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](#). Instructions for uploading proof of insurance may be found [here](#).

- Student Profile Sheet** One of the requirements as an SHP Student is a Student Profile. It allows you to actively update and maintain your student profile while you are a student. It also gives you the ability to PDF your profile to submit upon request at any time, much like a resume. If you have not already done so with your application or interview, return your profile sheet to your department directly as instructed. Clinical Laboratory Sciences will complete during orientation week.

Link: [SHP Student Profile System](#)

Directions:

- Instructions on how to add or create a student profile [here](#).
- Instructions on how to edit a student profile [here](#).

- Registration** Please check with your department for instructions and direction in registering for classes. 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. Deadlines are as follows:

- **Summer 2017 (all students except for PA) – the deadline is Midnight April 30, 2017**
- **Summer 2017 (PA Students Only) – the deadline is Midnight July 4, 2017**
- **Fall 2017 – the deadline is Midnight, August 27, 2017**

For payment processing visit the mySTAR website also known as, UTMB Student Services online at <https://mystar.utmb.edu/>.

For more specific information regarding Enrollment & Registration, visit

<https://www.utmb.edu/enrollmentservices/currentstudents/records-and-enrollment/registration>

- Mark your calendar for New Student Orientation Events** Each new student is required to participate in the onsite orientation programs or online if you are a distance student.

- **Summer 2017 (all students except for PA) –** There are no on-campus orientation events planned. Online orientation information will be emailed to you by The Office of Academic and Student Affairs. *Students are also invited to attend Welcome Weekend and Orientation events in the Fall.*
- **Summer 2017 (PA Students Only) –** On-campus orientation for incoming PAS students is scheduled for Thursday, June 29th and the White Coat Ceremony on Friday, June 30th. Information will be communicated to you by your department. *Students are also invited to attend Welcome Weekend and Orientation events in the Fall.*
- **Fall 2017 –** On-campus orientation events for incoming Fall SHP students held in August include Welcome Weekend, All School Orientation Day, SHP Orientation and SHP Department Orientations.

Complete orientation event schedules and details can be found at <https://shp.utmb.edu/asa/orientation/>

- Official Student Communications – UTMB Student Email Account**

Once accepted, all official communication will be through your UTMB email account, therefore you will be responsible for checking your UTMB email regularly. If you experience problems with your email account, contact the [UTMB Service Desk](#). The services of the UTMB Service Desk are available 24 hours a day, 7 days a week. The UTMB Service Desk can be contacted on campus at extension #25200, in Galveston at 409-772-5200, Houston at 281-554-1577, or toll-free at 1-888-898-2401. Less urgent inquiries can also be emailed to ishelp@utmb.edu. Service requests status and new Service requests may also be submitted by visiting <http://landesk/WebAccess/>.

- Other Important 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>
- Computer Access & Support for UTMB Students <http://ar.utmb.edu/studentinfo/>

- 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