

ORIENTATION PACKET

Summer 2011

Dear Incoming Jefferson Student,

Congratulations on your acceptance to Thomas Jefferson University! We welcome you and look forward to meeting you at your Orientation program. Please note that completion of the Orientation program is mandatory for all incoming students. You can access the schedule of Orientation programs by visiting <http://www.jefferson.edu/jchp/studentlife/orientation.cfm>.

Your Orientation program consists of the following elements:

- Advising and Registration for classes
- School/Department Information Session (includes meeting with faculty)
- FAQ Session for Parents and Other Guests
- Honor Code/Civility Presentation
- Locker Reservations for the 2011-12 academic year (\$10 cash deposit required)
- Jefferson Overview
- Personal Safety Workshop
- Purchasing of Uniforms and required supplies (as needed)
- Taking picture for Photo ID
- Training on the University's Technology
- University Services Presentation
- Meeting with representatives from various University Offices including: Activities Office and Wellness Center, Career Development Center, Financial Aid, Housing and Residence Life, Library Services, Nutrition and Dietetics, Student Life, Tuition Office, and University Health Services. Also, representatives will be available to answer your questions about the school-sponsored health insurance and dental insurance plans.

The Office of Student Life manages the following three matriculation requirements and their corresponding holds.

- Orientation
<http://www.jefferson.edu/jchp/studentlife/orientation.cfm>
- HIPAA & Safety Training (SA Hold also called a “Student Affairs” Hold)
<http://www.jefferson.edu/jchp/HIPAA.cfm>
- Health Insurance (HI Hold)
<http://www.jefferson.edu/jchp/studentlife/health.cfm>

Please note that this is NOT a complete listing of your matriculation requirements, only the ones that our office manages. **Please refer to your admissions materials for information on all of the matriculation requirements and corresponding instructions for completion.** If you do not have that information readily available, you can access it online by visiting the Office of Admissions’ new student webpage at <http://www.jefferson.edu/jchp/newstudents.cfm>. You can also view the holds on your account at any time. To do so, log into Pulse and click the Banner tab. Follow the link for Student and Financial Aid, then access the Student Records link to view the holds on your account.

Please read on for information and instructions concerning your HIPAA & Safety Training requirement and your health insurance requirement.

SA Hold



FEDERALLY MANDATED HIPAA & SAFETY TRAINING PRESENTATIONS

This requirement will be available to complete beginning June 1, 2011.

Follow these instructions to complete this requirement:

1. Open a new web browser window and access Pulse: <https://pulse.jefferson.edu>.
2. Enter your username (campus key) and password in the appropriate boxes.

NOTE: If you do not know your campus key, you should select “Campus Key Lookup” from the links on the left.

3. Once you are logged in, select the “Organizations” tab at the top of the page.
4. Select the organization titled “Jefferson Schools HIPAA & Safety Training.”
5. Select “HIPAA Presentation” and watch the presentation in its entirety. After you have finished viewing the presentation, you must then take the quiz.
6. Return to the organization home page and select “HIPAA Training Quiz.”
7. Follow the onscreen instructions to complete the quiz and then view your results.

8. You must obtain a score of at least 80 out of 100 points in order to satisfy this matriculation requirement. If your score is less than 80 points, you should watch the presentation again and re-take the quiz.
9. Return to the organization home page and select "Safety Training Presentation" and watch the presentation in its entirety. After you have finished viewing the presentation, you must then take the quiz.
10. Return to the organization home page and select "Safety Training Quiz."
11. Follow the onscreen instructions to complete the quiz and then view your results.

NOTE: Once BOTH the HIPAA and Safety Training workshops have been completed, the SA hold will be removed from your account. Holds for this requirement are MANUALLY removed at least once a week by the Office of Student Life.

HI Hold



HEALTH INSURANCE REQUIREMENT

This requirement will be available to complete beginning July 1, 2011.

Jefferson requires all matriculated students to have health insurance, and to complete the enrollment/waiver process for **each** academic year (September 1st through August 31st). If you have health insurance through another provider, it must meet the minimum requirements listed below to qualify for a waiver. If you do not have coverage through another provider that meets the minimum requirements, then you must enroll in the Student Health Insurance Plan. Once enrolled, the plan will be in effect for the entire academic year. You may only terminate the insurance coverage if you have a qualifying life change event. For instructions on how to complete the enrollment/waiver process, please visit: <http://www.jefferson.edu/jchp/studentlife/health.cfm>.

PLEASE NOTE: Failure to complete the enrollment/waiver process by the first day of the fall semester (September 7, 2011) will result in the following:

1. An administrative fee in the amount of \$150 will be charged to the student's tuition account.
2. An insurance hold (HI) will be placed on the student's Banner account (for new students, this hold will have already been placed on your account when you were accepted).
3. The student will **not** be permitted to attend classes or clinicals.

Upon satisfactorily completing the health insurance requirement, the insurance hold will be removed from the student's Banner account. The administrative fee will NOT be removed from the student's tuition account; the student is responsible for paying that fee in full through the Tuition Office.

Minimum Health Insurance Requirements

In order to qualify for a waiver, your insurance must meet at least the following minimum requirements.

1. My plan provides in-patient care in the Philadelphia area.*
2. My plan provides out-patient care in the Philadelphia area.* Coverage for emergency- only care does not satisfy this requirement.
3. My plan provides for ancillary procedures, including laboratory tests and radiology.
4. My plan provides for outpatient and in-patient mental health care in the Philadelphia area.*
5. My plan includes prescription drug coverage.
6. This coverage will remain in force through August 31, 2012.**

* For students attending the Geisinger campus, coverage must be in effect for the Danville area (in place of the Philadelphia area). For students participating in distance learning, coverage must be in effect for your area of permanent residence.

** If your insurance will not be in effect for the entire academic year due to a life change event, you may qualify for a partial waiver during the period that your insurance will cover, and will later have to enroll in the school-sponsored insurance plan for the remainder of the academic year.

Enrollment/Waiver Process

All enrollments and waivers must be completed ONLINE. Procedures for enrolling or waiving health insurance coverage for the 2011-2012 academic year will be posted on the Office of Student Life's website by July - <http://www.jefferson.edu/jchp/studentlife/health.cfm>. If waiving coverage, please have information about your current health care coverage available.

NOTE: Holds for this requirement are MANUALLY removed at least once a week by the Office of Student Life.

DENTAL INSURANCE (OPTIONAL)

Optional dental insurance is available to Jefferson students. Enrollments are on an annual basis and will be in effect starting September 1, 2011 for a period of twelve months through August 31, 2012.

Open enrollment periods are as follows:

- July 1st - August 31st - All students may opt to enroll for the period of September 1, 2011 - August 31, 2011
- December 1st - January 1st - Only new students (those beginning in the spring semester) may opt to enroll for the period of January 1st, 2012 - August 31, 2012.

Please note that students are NOT able to enroll in the dental insurance plan once the coverage period has begun.

Information about the optional dental insurance will be sent out via email over the summer, but is also available on the Student Life website at <http://www.jefferson.edu/jchp/studentlife/health.cfm>

JEFFERSON PHOTO ID BADGES

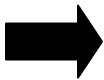
You will get your picture taken at Orientation for your Jefferson Photo ID Badge. Please note that each incoming student is required to present a valid government issued photo ID (i.e. Passport, Driver License, Military ID) for photo verification purposes at the time they have their picture taken for their Jefferson Photo ID Badges. Please be sure to bring this identification with you to your Orientation program so that you will be able to have your picture taken at that time.

LOCKERS

At the Orientation program, students will have the opportunity to reserve a locker for use when the academic year begins. Please note the following important information about locker rentals.

- There are a limited number of lockers available for each orientation group – approximately 35-40 lockers.
- Lockers rentals will be done on a first-come, first-served basis when you check-in that morning.
- Lockers may be located in either Jefferson Alumni Hall and/or the Edison Building – you can view the full list of locations at <http://www.jefferson.edu/jchp/studentlife/lock.cfm>.
- A \$10 cash payment is required, and must be presented at the time of rental.

SUBMIT YOUR RSVP FOR ORIENTATION



Now that you have read through your orientation packet, you must confirm your attendance at Orientation using our online RSVP form. You may bring up to one guest with you to your Orientation program. Please submit your RSVP by visiting <http://www.jefferson.edu/jchp/studentlife/orientation.cfm>.

OFFICE OF STUDENT LIFE WEBSITE

You should also feel free to explore the Office of Student Life website as it contains information on the programs and services our office provides to students (www.jefferson.edu/jchp/studentlife). Should you have any additional questions, please do not hesitate to contact our office at 215-503-8189, or refer to the list of enclosed phone numbers. Thank you!

Office of Student Life

William Thygeson, PhD
Assistant Vice President for Student Life

Jennifer M. Gronsky, M.A.
Director of Student Programs & Leadership

Diana Kestler
Administrative Assistant

APPENDIX A
JEFFERSON CONTACT INFORMATION

Activities Office	215-503-7743
Admissions <i>(Child Abuse Clearance, Criminal Background Check, Drug Testing, Fingerprinting, Transcripts)</i>	215-503-8890
Bookstore	215-955-7922
Commuter Services	215-955-2383
Career Development Center	215-503-5805
Center for Student Development	215-503-2797
Financial Aid	215-955-2867
Health Services <i>(Medical Records)</i>	215-955-6835
Housing and Residence Life	215-955-8913
Jeff IT Service Desk	215-503-7600
Registrar	215-503-8734
School of Health Professions	
Department of Bioscience Technologies	215-503-7844
Department of Couple & Family Therapy	215-503-8010
Department of General Studies	215-503-8414
Department of Occupational Therapy	215-503-8010
Department of Physical Therapy	215-503-8025
Department of Radiologic Sciences	215-503-6873
School of Nursing	215-503-7562
School of Pharmacy	215-503-9000
Student Life <i>(Health Insurance, HIPAA & Safety Workshops, Orientation)</i>	215-503-8189
Tuition and Cashier's Office	215-503-7669