

ORIENTATION PACKET

Summer 2009

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.

Your Orientation program consists of the following elements:

- Advising and Registration for classes
- FACT Nursing Program Information Session (includes meeting with faculty)
- FAQ Session for Parents and Other Guests
- Honor Code/Civility Presentation
- Locker Reservations for the 2009-10 academic year (\$10 cash deposit required)
- Overview of TJU and JCHP
- Personal Safety Workshop
- Purchasing of Uniforms and required supplies
- Taking picture for Photo ID
- Training on the University's Technology
- University Services Presentation
- Meeting with representatives from various University Offices including: Activities Office, Alumni Office, Career Development Office, Financial Aid, Housing and Residence Life, Library Services, Nutrition and Dietetics, Student Development Center, and University Health Services. Also, representatives will be available to answer your questions about the school-sponsored health insurance and dental insurance plans.

Please carefully read through this letter as it contains important information about matriculation requirements handled through the Office of Student Affairs. 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 or visit the Office of Admissions' new student webpage at <http://www.jefferson.edu/jchp/newstudents.cfm>.

FEDERALLY MANDATED HIPAA PRESENTATION

Follow these instructions to complete the HIPAA requirement:

1. Go on the internet and access Pulse: <https://pulse.jefferson.edu>.
2. Enter your username (campus key) and password in the appropriate boxes.
 - a. 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 "JCHP 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 JCHP HIPAA & Safety Training 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 pre-matriculation requirement. If your score is less than 80 points, you should watch the presentation again and re-take the quiz.
9. Once completed, you may log out of Pulse. You do NOT need to notify the Office of Student Affairs that you have completed the requirement; your scores will sent automatically.
10. The Office of Student Affairs will review your scores and record if you have satisfactorily completed this requirement.

FEDERALLY MANDATED SAFETY TRAINING PRESENTATION

Follow these instructions to complete the Safety Training requirement:

1. Go on the internet and access Pulse: <https://pulse.jefferson.edu>.
2. Enter your username (campus key) and password in the appropriate boxes.
 - a. 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 "JCHP HIPAA & Safety Training."
5. Select "Safety Training 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 JCHP HIPAA & Safety Training organization home page and select "Safety 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 pre-matriculation requirement. If your score is less than 80 points, you should watch the presentation again and re-take the quiz.
9. Once completed, you may log out of Pulse. You do NOT need to notify the Office of Student Affairs that you have completed the requirement; your scores will sent automatically.
10. The Office of Student Affairs will review your scores and record if you have satisfactorily completed this requirement.

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 Affairs.

HEALTH INSURANCE REQUIREMENT

The Enrollment/Waiver Site is anticipated to be available by July 1st. Please visit the Student Affairs Health Insurance Webpage listed below for the most current updates.

Jefferson College of Health Professions requires all matriculated students to have health insurance, and to complete the annual 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 university-sponsored Student Health Insurance Plan.

You will be expected to complete the enrollment/waiver process as outlined on the Student Affairs Health Insurance webpage: <http://www.jefferson.edu/jchp/studentlife/health.cfm>. **Failure to complete the process by the first day of the fall semester will result in your automatic enrollment in the university-sponsored Student Health Insurance Plan.** The premium for the Plan will be added to your tuition bill. Please note that even if you do wish to enroll, you still must complete the online process - **do NOT fail to take action** and assume that you will be automatically enrolled - doing so may result in a delay in benefits and inaccurate subscriber information. 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.

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, 2010.**

* 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.

WELCOME DAY

Welcome Day takes place the day before the start of the fall semester. Participation in Welcome Day is a **required component** to starting your education at Jefferson. All incoming students should plan on being in attendance. The presentations given at Welcome Day will build upon the knowledge you have already gained through attending your Orientation program. This second component to your overall orientation to Thomas Jefferson University is designed to provide you with the means for a successful start to your educational endeavors.

Additional information about the Welcome Day program can be found on our Orientation and Welcome Day webpage at: <http://www.jefferson.edu/jchp/studentlife/orientation.cfm>.

DENTAL INSURANCE (OPTIONAL)

Optional dental insurance is available to Jefferson students. Enrollments will be in effect starting September 1, 2009 for a period of one year. For more information about the optional dental insurance, please visit our Student Affairs Health Insurance webpage at: <http://www.jefferson.edu/jchp/studentlife/health.cfm>.



Now that you have read through your orientation packet, you must confirm your attendance at Orientation using our online RSVP form, which can be accessed by visiting <http://www.jefferson.edu/jchp/studentlife/orientation.cfm>. Select your Orientation program from the list and then select the “Click here to RSVP” option.

You should also feel free to explore the Office of Student Affairs 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 Affairs

William Thygeson, PhD
Associate Dean for Student Affairs

Jennifer M. Gronsky, M.A.
Assistant Director of Student Affairs

Diana Kestler
Administrative Secretary - Student Affairs

APPENDIX A
CONTACT INFORMATION

Jefferson College of Health Professions Offices

Admissions (Child Abuse Clearance, Criminal Background Check)	215-503-8890
Career Development Center	215-503-5805
Center for Student Development	215-503-2797
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 Affairs (HIPAA and Safety Workshops, Health Insurance)	215-503-8189

Thomas Jefferson University Offices

Activities Office	215-503-7743
Bookstore	215-955-7922
Commuter Services	215-955-2383
Financial Aid	215-955-2867
Health Services (Medical Records)	215-955-6835
Housing and Residence Life	215-955-8913
Registrar	215-503-8734
Tuition and Cashier's Office	215-503-7669