

ORIENTATION PACKET

November 2009

Dear Incoming Jefferson Student,

Congratulations on your acceptance to Thomas Jefferson University! We welcome you and look forward to working with you during your time at the University. This packet contains specific information about the matriculation requirements managed by the Office of Student Life. 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>.**

Each of the following three requirements (Orientation, HIPAA & Safety Training Workshops, and Health Insurance) will be **available to complete beginning December 1, 2009**. The holds on your account will NOT prevent you from registering from classes; however, we strongly advise you to complete the Orientation requirement prior to registration as it contains instructions that will assist you in that process. Please read on to find detailed information each of the three above referenced matriculation requirements.

ONLINE ORIENTATION

Please note that Orientation is mandatory for all incoming students. In order to better meet the needs of some of our special populations we have established an online orientation that provides comparable information and training to what you would experience in person. You are expected to complete the online orientation PRIOR to registering for and taking classes in the spring semester. An orientation hold (OR) has been placed upon your student account, and will be removed upon completion of this requirement.

Follow these instructions to complete the orientation 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 "Jefferson Schools Online Student Orientation."
5. Carefully read through the information posted on the "Home" page and follow the online instructions to complete your orientation.

Your Orientation program consists of the following elements:

- Welcome from your School Dean
- Technology and Registration Training
- Honor Code/Civility Presentation
- Overview of Thomas Jefferson University
- University Services Presentation
- Personal Safety Workshop
- Virtual Campus Tour
- Jeff Alert Security Notification

OR Hold
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FEDERALLY MANDATED HIPAA & SAFETY TRAINING PRESENTATIONS

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.

HEALTH INSURANCE REQUIREMENT

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 offered through UnitedHealthcare. 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. You may visit the Plan's website (www.firststudent.com) for additional information on the plan and qualifying life change events.

PLEASE NOTE: Failure to complete the enrollment/waiver process by the first day of the spring semester (January 11, 2010) 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).

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, 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.

Enrollment/Waiver Process

Students that will be starting their academic program in the spring semester (January) will need to complete the insurance requirement for the remainder of the 2009-10 academic year. This waiver/enrollment will be in effect for the months of January through August 2010. Students will then need to complete the health insurance requirement in July for the new academic year, which starts September 1st. Students should follow the instructions below to complete the process online.

Please note the following procedures for enrolling/waiving health insurance coverage for the 2009-2010 academic year. All enrollments/waivers must be completed using the online process outlined below.

NOTE: If waiving coverage, please have information about your current health care coverage available.

1. Go to www.firststudent.com.
2. Select the "Enroll/Waive Insurance" link on the left side of the page.
3. Click on the link that says "Jefferson – School of Health Professions, School of Nursing, School of Pharmacy".
4. Read through the information on the welcome page.
5. Click on the appropriate "Enrollment" or "Waiver" link to begin the process.

6. Log in by entering your Date of Birth and your Student ID# (Campus Key). Do NOT enter your Social Security Number.
7. Complete the online waiver or enrollment form and then print out the confirmation and keep it for your records.

Please contact the Office of Student Life at 215-503-8189 if you experience any of the following:

- Your Campus Key or Date of Birth was not accepted.
- You gave incorrect information about your current healthcare coverage.
- You encountered other difficulties while attempting to complete the process.

DENTAL INSURANCE (OPTIONAL)

Optional dental insurance is available to Jefferson students. Enrollments will be in effect starting January 1, 2010 for a period eight months through August 31, 2010. For more information about the optional dental insurance, please visit our Student Life Health Insurance webpage at:

<http://www.jefferson.edu/jchp/studentlife/health.cfm>.

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

Diana Kestler
Administrative Secretary

APPENDIX A
JEFFERSON CONTACT INFORMATION

Activities Office	215-503-7743
Admissions (<i>Child Abuse Clearance, Criminal Background Check, 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
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