

Student Academic Services Newsletter *Spring 2013*

As we begin a new semester, we understand that you are busy with classes and clinicals and want to remind you of the administrative services that are here to help. The goal of Student Academic Services is to provide you with the support you need to fulfill the administrative requirements of your academic career. With that in mind, we hope that this newsletter will serve as one more tool to guide you through the administrative segment of your academic obligations.

Student Academic Services, comprised of the University Office of the Registrar (including Space Management and Graduation) and the University Office of Financial Aid, is here to serve as your source of information for anything from class registration, financing options, student organization and study room reservations, to applying for graduation and all related matters. Please, visit us on the Web at:

http://www.jefferson.edu/financial_aid/
<http://www.jefferson.edu/academic-affairs/tju/academic-services/registrar.html>

Financial Aid and Registrar Contact and Walk-in Hours

Monday through Friday: 8:30 a.m. to 5:00 p.m.

Financial Aid

215-955-2867
financial.aid@jefferson.edu

Registrar

215-503-8734
university.registrar@jefferson.edu

Commencement/Graduation

graduation@jefferson.edu

Room Reservations

roomrequest@jefferson.edu

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We're here to help!

General Announcements

Weather Emergency Procedures

Weather emergency information is available via Pulse, the Jefferson hotline at 800-858-8806, and the TJUH Intranet.

Adopt-a-Family Update

The Adopt-a-Family Gift Drive, coordinated for the Sixth consecutive year by the Committee of Student Advisors (CSA), Offices of the University Registrar and Financial Aid and the TJUH Volunteer Office, collected more than 600 gifts for 60 families at My Sister's Place, Interim House and the Juvenile Justice Center. Thank you to all who donated gifts and volunteered their time in making this year's drive overwhelmingly successful. We appreciate all of your efforts to help families in need.



Important Dates and Deadlines

Online Registration for Summer/Pre-Fall/ Fall 2013

(Please note these are anticipated dates.)

*JGSBS (Summer & Fall)
March 18, 2013

*JMC
Please refer to the Class Organization site on Pulse for add/drop dates for rotations.

*JSHP/JSN/JSP (Summer, Fall, & Pre-Fall)
March 25, 2013

*JSPH (Summer)
February 28, 2013

*JSPH (Fall)
July 1, 2013

*Please note that students should continue to check important dates on their College/School's academic calendar located at: http://www.jefferson.edu/registrar/academic_calendars.cfm

2013 Graduation/Commencement Ceremonies

Wednesday, May 29, 2013
The Pennsylvania Convention Center
Time: 10:00AM
Jefferson School of Health Professions
Jefferson School of Pharmacy
Time: 2:30PM
Jefferson School of Nursing

Thursday, May 30, 2013

The Kimmel Center

Time: 10:30AM

Jefferson Graduate School of Biomedical Sciences

Jefferson Medical College

Jefferson School of Population Health

Priority Deadline to Apply for Financial Aid 2013-2014

*Rising third- and fourth-year JMC students
March 1, 2013

*Returning JSHP, JSN, JSP students
March 18, 2013

*Incoming and rising second-year JMC students
April 1, 2013

*Incoming JSHP, JSN, JSP students
April 1, 2013

*Returning and new JGSBS and JSPH students
May 1, 2013



Financial Aid Announcements

Financial Planning Series

For the 29th consecutive year, the University Office of Student Financial Aid is sponsoring a series titled "Building a Financial Plan for School and the Future." A Q&A session will follow each presentation. These are free sessions, so please take advantage of the opportunity. Short bios on each speaker can be found at http://www.jefferson.edu/financial_aid/presentations/publications/SeminarSeriesBrochure2013.pdf.

First Session: February 7, 2013

"Managing Educational Debt"

Susan McFadden, University Director of Financial Aid
Room 101 Bluemle Building

Second Session: February 11, 2013

"What You Should Know about Insurance"

Richard D. Scott, CLU, Insurance Planning Group, Inc.
Room 101 Bluemle Building

Third Session: February 20, 2013

"What You Should Know about Mortgages"

Joan Kofsky, Sr. Loan Officer, Gateway Funding
Room 101 Bluemle Building

Fourth Session: February 26, 2013

"Practical and Legal Considerations of Planning Your Professional Future"

Joseph R. Pozzuolo, ESQ., Pozzuolo Rodden, P.C.
Room 101 Bluemle Building

Fifth Session: February 28, 2013

"What Everyone Should Know about Personal and Professional Financial Planning"

Timothy Valente, Sr. Vice President, Financial Advisor,
Accredited Wealth Manager, RBC Wealth Management
Room 307 JAH

Refreshments will be served starting 15 minutes before the start of each presentation. Registration emails will be sent to all students and hospital residents two weeks prior to each presentation. To register, please go to Event Brite: <http://www.eventbrite.com/org/973691461?s=12022186>

Graduating Students- Exit Interview Update

All students who have borrowed through the Federal Stafford, Federal Perkins, NSL, PCL, Grad PLUS, institutional and/or private alternative loan programs while enrolled at Jefferson are required to complete an Exit Interview prior to graduation. Through the Exit Interview, students are provided a comprehensive view of their educational debt and repayment responsibilities. Note that you may not be cleared for graduation and will not receive your diploma until this requirement has been met.

JMC Graduates

All JMC students must complete the online Exit Interview at www.nsls.ed.gov and attend a small group in-person Exit session. The dates for the in-person small group sessions are:

January 24, 2013, 5:00-7:00 p.m., Foerderer Lecture Hall

February 5, 2013, 5:00-7:00 p.m., Foerderer Lecture Hall

March 4, 2013, 3:00-5:00 p.m., Foerderer Lecture Hall

March 12, 2013, 5:00-7:00 p.m., Foerderer Lecture Hall

JGSBS, JSHP, JSN, JSPH, JSP Graduates

Students graduating from the above schools in May or August must complete an online Exit Interview. The process is expected to be available no later than March 15. Emails will be sent to all students when the process is available.

If you have any questions regarding the Exit Interview, please contact the Financial Aid Office.

File IRS Tax Return Before Completing Your FAFSA for 2013-2014 Year

For the 2013-14 financial aid application process, applicants and parents of dependent applicants will be required to complete the FAFSA after their Federal Income Tax Returns have been filed. This is to allow students and parents to transfer their IRS tax data directly into their FAFSA. The IRS Data Retrieval Tool will be available to use 1-2 weeks after the federal income tax return is filed if the return is filed electronically and 6-8 weeks after filing a paper return.

If the applicant allows the data to be transferred from the IRS Data Retrieval Tool to the FAFSA without modification, the transferred data will not be subject to verification. This will reduce the likelihood that the applicant's FAFSA will be selected for verification, potentially saving the applicant time.

In rare instances, some students and/or parents may not be eligible to utilize the IRS Data Retrieval Tool process. In these cases, an IRS Tax Transcript must be submitted. The Financial Aid Office will work with students individually when special circumstances arise. Please note that your financial aid award cannot be finalized (processed or disbursed) until the Verification Process is complete.

We highly recommend you file your Federal taxes first, wait 10 days and then use this IRS Data Retrieval tool for reasons listed below:

- It's the easiest way to provide your tax data.
- It's the best way of ensuring that your FAFSA has accurate tax information.
- You may not need to provide a copy of your or your parents' tax returns.

- If you do not use the IRS Data Retrieval Tool to provide tax information, you will be required to obtain an official tax transcript from the IRS which can add 4-6 weeks to the processing of your application.

For more information about the FAFSA IRS Data Retrieval process or the method to request a Tax Transcript from the IRS, please see check out our webpage at www.jefferson.edu/financial_aid.

Student Organization Room Reservations

Visit the Space Management and Room Reservations Web site for student organization and study space protocols, to check space availability and for other helpful information—http://www.jefferson.edu/academic-affairs/tju/academic-services/registrar/resources/room_rsvp.html. Do you need a space for your event? Just follow these steps!

1. Submit your completed event request to the Activities Office at Kimberly.Graham@jefferson.edu for event approval (include: student organization, date, start/end time, desired space, event name, number of attendees, requestor's name/number/Jefferson email, College/School affiliation)
2. The Activities Office will respond to the requestor and Academic Space Management with an event approval.

3. Academic Space Management will respond within two to four business days via email with a room confirmation.

Last minute requests are subject to available resources and may not be processed. Need a suggestion of which space to reserve? Try one of these:

- Bluemle Life Sciences Building (BLSB): Rooms 101 & Lobby, 105, 107
- Jefferson Alumni Hall (JAH): Rooms 139, 207, 307, 407, Cafeteria, Eakins Lounge, The Courtyard
- Solis-Cohen Auditorium, Brent Auditorium, the Mezzanine open space and Rooms M-21, M-23, M-24, M-25.
- Hamilton rooms are not available for student organization events.

Study Space Reservations at TJU

Up to eight classrooms in Hamilton (depending on classes and other events) will be provided as study space between the hours of 8 am and 2 am. Of these eight, six classrooms will be available for specific reservations of up to four hours during the day and up to six hours after 5 pm if the study group includes at least five people. The other two rooms will be designated as general "open study" rooms. Students using classrooms as study space must show their Jefferson ID, sign in at the Security Desk, indicate in which room they will be studying and sign-out when they leave. Students who do not sign-out maintain responsibility for that room.

- Smaller groups may use the two quiet open study spaces that will be posted at the Hamilton Security Desk.
- To accommodate all requests, written requests for study space for groups of five or more must be made one week prior to your study period.
- The procedure for reserving study space is as follows: Submit requests to roomrequest@jefferson.edu. Requests must include the following information (incomplete requests will not be processed and delays

scheduling): desired study dates for one week only through the next Sunday, start and end times, number of attendees with names of at least five participants, requestor's/contact's name, phone number and College/School (JMC, JGSBS, JSHP, JSN, JSP or JSPH), and requestor's Jefferson email address.

- Visit V-EMS for space availability <https://emscal.jefferson.edu/virtualems/BrowseForSpace.aspx>
- Additional study space is available in the Scott Library and Jeff Hall. Room listings and request forms can be found at <http://aisr2.jefferson.edu/Students/>.

Please remember: Students are expected to courteously leave all classrooms when asked to do so to allow cleaning of those rooms. Students are then allowed back in and are responsible for the room being ready for classes the next day. This includes but is not limited to erasing boards, replacing tables and chairs to the proper order, and disposing of all trash in the containers in the balcony area. No trash should be left in the classrooms. If there are three or more complaints about rooms being left in disarray and not ready for classes the next day, then providing Hamilton classrooms as study space cannot be continued.