Matriculation Requirements for Online Students

Congratulations on your acceptance to the Jefferson School of Population Health (JSPH)!

Below is a list of items you need to complete before you can start classes. It is very important to complete these requirements by the specified deadline. Failure to do so can result in cancellation of your course registration.

You can use this checklist to keep track of these items as you complete them!

☑ Requirements

☐ 1. Log onto http://jefferson.blackboard.com to obtain your Campus Key and Jefferson email address.
   - Blackboard Learn is the official University web portal. It provides access to JeffMail (your email account), Banner (student records, course registration, grades), Courses, and the Scott Library.
   - The Campus Key is your personal identifier that allows access to information and resources. Click on Campus Key Lookup under Support Links on the left side of the Blackboard Learn homepage.
   - When corresponding with Jefferson, it is University policy that you use your Jefferson email account at all times. You can forward your Jefferson email to any email account that you wish. Select Options and then Forward Your Email.

   Deadline: Immediately

For assistance, email bannerweb.admin@jefferson.edu or call 215-503-7600.

☐ 2. Accept the offer of Admission

   - Go to http://pulse.jefferson.edu after you have accessed your Campus Key and password (as outlined above) and log onto Pulse.
   - Click the Banner tab in the upper left corner of the page.
   - Choose Banner Web Login and access with Campus Key and password
   - Select Student link
   - Select Admission Information link
   - Select Pay Accept Deposit link
   - Pay the $300 non-refundable enrollment deposit.

   Deadline: Provided in your offer letter.
For assistance, or if you are a Jefferson employee looking to acknowledge your acceptance, contact April.Smith@jefferson.edu or 215-503-5305.

☐ 3. Update your permanent mailing address if it is different from the one you used on your application.
   - Follow the directions at: http://www.jefferson.edu/university/admissions-schools/admissions/address/update.html
   - If you move while enrolled in a Jefferson program, remember to update your mailing address.

☐ 4. Complete Federally Mandated HIPAA Training
   - You will not be able to register or participate in your class(es) until this training is completed.
   - Training is available online in June for students starting classes in the fall term and in December for students starting in the spring term.
   - You must successfully complete both the presentation and the quiz with a score of 80 or higher to satisfy the requirement.
   - To complete the training, follow the directions at www.jefferson.edu/HIPAAandSafety. Online students only need to complete the HIPAA training and not the Safety training.
   - The Office of Student Life will review your scores and notify us when you have satisfactorily completed the training requirements.

   Deadline: Prior to course registration

For assistance, contact the Office of Student Life at StudentLife@jefferson.edu or 215-503-8189.

☐ 5. Register online for class(es)
   - You will not be able to register for classes until you have completed HIPAA training and consulted with your advisor. Your advisor will contact you with registration information once you have deposited and started these steps.
   - To register:
     o Once in Blackboard Learn, go to the Banner tab and click Student
     o Click Registration and Select Term
     o Use the dropdown menu to indicate the term of your registration and click on Add or Drop Classes
At the bottom of this screen you will see several empty boxes to enter the 5 digit CRN (Course Reference Number) and register for those classes.

- You can click the **Class Search** button or confirm with your advisor regarding the appropriate CRN.
- Enter the numbers and click **Submit Changes** to register.

- Check with advisor and academic calendar for online registration availability and deadlines.

6. **Pay your tuition and fees**
   - Once you register, you can pay your bill online by logging into Blackboard Learn and selecting the **Banner** tab
   - Click **Student**
   - Click **Student Records**
   - Click on **Account Summary by Term**
   - Scroll to the bottom and **Select Payment**

   For assistance, contact Tuition and Cashier’s Office at tuition.office@jefferson.edu or 215-503-7669.

7. **Complete the required Blackboard Learn Foundations Training and Orientation to Online Courses**
   - You will **not** be able to start your online program unless you complete both of these trainings.

   - **Blackboard Learn Foundations Training** is a self-paced introduction to Blackboard Learn, the JSPH online course management system. It utilizes learning modules, a “knowledge check,” and takes 2-4 hours to complete.
     - Log on to Blackboard Learn and click the **Community** tab.
     - Select **JSFH Student Community**
     - Click **Training** in left-hand menu
     - Review the Foundations Training—Blackboard Learn materials
     - Go to Certification Test (Knowledge Checks/Practice Exercises folder)
     - Complete the Knowledge Check with score of 90% or higher
     - Online students do **not** need to complete the Practice Exercise

   - **Orientation to Online Courses** is a week-long, asynchronous, instructor-led online experience that begins one week prior to the start of your first class and takes about 4-6 hours of time during that week.
     - The Orientation ensures that you will have a smooth start to your online experience by providing hands-on practice with web-based tools used in JSPH online classes.
     - The training reviews academic and administrative policies and facilitates access to a range of University services.
Introduces the Online Programs Administrative Liaison (OPAL) who will be your link to campus.
Introduces the JSPH Online Student Community, an ongoing resource and communications vehicle that will be essential to you throughout your student career at Jefferson.

For assistance, please contact your advisor Lisa Chosed: Lisa.Chosed@jefferson.edu, 215-503-6125.

University Office Resources

Admissions
For questions about completing these requirements, call the JSPH Admission Coordinator at 215-503-5305 or email April.Smith@jefferson.edu.

Financial Aid
Information is available at www.jefferson.edu/financialaid or 215-955-2867

Housing
Information is available at www.jefferson.edu/housing or 215-955-8913

Special Learning Accommodations
Contact Jennifer Ravelli, JSPH Director of Academic and Student Services at 215-955-8069 or Jennifer.Ravelli@Jefferson.edu before the first day of class.

International Students
Contact Eugenia Kim, International Student and Scholar Advisor, at Eugenia.kim@jefferson.edu