Matriculation Requirements for Newly Accepted MPH and PhD 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 Scott Library.

- The Campus Key is your personal identifier that allows access to information resources on campus. 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, if you are a Jefferson employee looking to acknowledge your acceptance, contact April.Smith@jefferson.edu or call 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.

**Deadline:** Prior to course registration

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

4. Submit medical records to University Health Services (UHS)

*Begin as soon as possible because it may take up to eight weeks to complete this process!*

- Review the forms **immediately** to understand the requirements and before reviewing them with your doctor.
- Complete all forms **at least 30 days prior to the first day of class.** You will incur financial penalties and be denied access to your classes if your medical record information is not received in time.
  - **NOTE:** If you are a current Jefferson employee, you must still contact UHS and update your records.
- Go to http://hospitals.jefferson.edu/departments-and-services/university-health-services/students/. Your program is in Tier 3.
- Mail completed forms to:
  
  University Health Services  
  833 Chestnut Street, Suite 205  
  Philadelphia, PA 19107

  - Do not send information in by facsimile (fax)!

**For assistance, email** JeffUHS@Jefferson.edu

**Deadline:** One month prior to the first class.

5. Complete federally mandated HIPAA and Safety 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 http://www.jefferson.edu/university/student-life-engagement/hipaa-training_safety-training.html.

• 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

☐ 6. Complete the required Blackboard Learn Foundations Training

• 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 JSPH 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

**Deadline:** Prior to first day of class

For assistance, please contact Jennifer Ravelli (Jennifer.Ravelli@jefferson.edu or 215-955-8069).

☐ 7. Register online for class(es)

• You will **not** be able to register for classes until you have completed HIPAA training and consulted your advisor. Your advisor will contact you with registration information once you have deposited and started these steps.

• To register:
  - Once in Blackboard Learn, go to the Banner tab and click **Student**
  - Click **Registration** and **Select Term**
  - 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.

**Deadline:** Check with advisor and academic calendar for online registration deadlines.
8. **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.

   **Deadline:** Prior to the first class meeting.

9. **Confirm Attendance at New Student Orientation** at jsph@jefferson.edu.
   - Attendance is required. Please acknowledge your attendance via the Outlook Calendar invite that you receive. Check your acknowledgement letter for the date, time and location of the Orientation.

   **Deadline:** At least one week prior to Orientation.

**University Offices**

**Admissions**
For questions about completing these requirements, call the JSPH Admissions Coordinator at 215-503-5305.

**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 as soon as possible, but before the first day of class.

**International Students**
Contact Eugenia Kim, International Student and Scholar Advisor, at eugenia.kim@jefferson.edu or at 215-503-4023.