

# Requirements for Students Accepted to Jefferson School of Health Professions

Plus Key University Offices Contact List

Congratulations on your acceptance to Jefferson School of Health Professions! This checklist is for students enrolling in the following programs:

- Bioscience Technologies
- Couple and Family Therapy
- AS-EMS
- BS/MSOT, Entry-level MSOT and Post-professional MSOT
- Doctor of Physical Therapy (DPT)
- Multicompetency and Advanced Placement BS in Radiologic Sciences

If you are enrolling in another program in Jefferson School of Health Professions, please go to [http://contribute.jefferson.edu/jchp/jsHP\\_checklist2.cfm](http://contribute.jefferson.edu/jchp/jsHP_checklist2.cfm) for your checklist.

Before you start your classes, please review the requirements and information listed below. All of this information is available with links and downloadable forms on our New Student Website at: [http://contribute.jefferson.edu/jchp/jsHP\\_checklist1.cfm](http://contribute.jefferson.edu/jchp/jsHP_checklist1.cfm). If you have any questions about completing these requirements, please call the **Admissions Office at 215-503-8890**.

**Please use this form as a checklist to keep track of your requirements as you complete them.**

***Please note that if you do not meet each requirement by the specified deadline, then you are subject to cancellation of your registration, loss of access to the Banner Web Student System and on-line Pulse course information, inability to remain in class, and/or inability to begin clinicals.***

## 1. Accept the offer of admission

- Sign and return to the Office of Admissions the *Enrollment Decision Form*, included in your acceptance packet, by the date indicated on your admissions offer letter.
- Include your \$200 enrollment deposit, if applicable.
- Include your birth date on the form.
- Return to:  
Office of Admissions  
130 S. 9<sup>th</sup> St., Suite 100  
Philadelphia, PA 19107

DUE DATE: WITHIN  
ONE MONTH OF  
ACCEPTANCE

## 2. Complete the Prerequisite Credit Agreement Form, if applicable

- Sign the form and return it to the Admissions Office.
- Complete all of the prerequisite credits prior to enrollment.

DUE DATE: WITHIN  
ONE MONTH OF  
ACCEPTANCE

### 3. Log on to Jefferson email and the Pulse Portal intranet

Pulse is the official University web portal, providing access to JeffMail, Banner and JEFFLINE (the library). For a tutorial on using Pulse, go here: <http://jeffline.jefferson.edu/Education/edservices/courseinfo/>.

- The campus key is your personal identifier that allows access to information resources on campus. To access your Campus Key go to <http://pulse.jefferson.edu/> (Click on the "Campus Key Lookup" under "Links" on the left hand side of the Pulse homepage.)
- Read the enclosed JEFF/IT letter to incoming students for technical information you need to know.

DUE DATE: WITHIN  
ONE MONTH OF  
ACCEPTANCE

### 4. Update your permanent mailing address

- Use the Permanent Mailing online form at [www.jefferson.edu/schools/admissions/AddressUpdate.cfm](http://www.jefferson.edu/schools/admissions/AddressUpdate.cfm) to update your mailing address every time you move.

DUE DATE: WITHIN  
ONE MONTH OF  
ACCEPTANCE

### 5. Attend Orientation

- You will receive an Orientation packet in the mail approximately one month prior to your scheduled Orientation date.
- Attendance is mandatory, so don't forget to register!
- View Orientation dates here: <http://www.jefferson.edu/jchp/studentlife/orientation.cfm>

DUE DATE:  
ASSIGNED DATE,

### and Attend Welcome Day (Fall start students)

This program is coordinated through the individual academic areas. Please contact your academic department or school for information.

- Participation in Welcome Day is a **required component** to starting your education at Jefferson.

BEFORE FIRST DAY  
OF FALL SEMESTER

### 6. Submit Student Medical Records to University Health Services

- Go to the Incoming Students Web page on the University Health Service's Web site at: [www.jefferson.edu/uhs/incoming.cfm](http://www.jefferson.edu/uhs/incoming.cfm)
- **Read, print and complete** all three items on the Medical Records Requirements for Incoming Students Web page:
  - Incoming Students - Cover Letter
  - Pre-Matriculation Physical Evaluation Form
  - Meningococcal Form
  - Hepatitis B Vaccination-Declination Form
- Mail completed forms to:

University Health Services  
833 Chestnut Street  
Suite 205  
Philadelphia, Pa. 19107

DUE DATE:  
ONE MONTH  
BEFORE FIRST DAY  
OF CLASS

***Begin this process as soon as possible. It may take up to EIGHT WEEKS for this process to be completed.***

## 7. Complete a Child Abuse Clearance

(<http://contribute.jefferson.edu/jchp/CBCletter.cfm>)

- The Child Abuse Clearance must be completed and received by TJU no later than:
  - December 1, 2009 for the spring 2010 term
  - August 1, 2010 for the fall 2010 term
  - December 1, 2010 for the spring 2011 term
- *It may take up to EIGHT WEEKS for this process to be completed.*
- Log on to the Verified Credentials website at [www.myvci.com/tju](http://www.myvci.com/tju) to download a form.
- Written instructions are included in your offer of admission packet
- When you receive the report, mail the **original** to:  
Office of Admissions  
130 S. 9<sup>th</sup> St., Suite 100  
Philadelphia, PA 19107

***Begin this process as soon as possible, but no earlier than January 1, 2010 for fall term. January 2010 applicants should begin the process immediately.***



DUE DATE:  
ONE MONTH  
BEFORE FIRST DAY  
OF CLASS

## 8. Complete a Criminal Background Check

(<http://contribute.jefferson.edu/jchp/CBCletter.cfm>)

- Log on to the Verified Credentials website at: [www.myvci.com/tju](http://www.myvci.com/tju)
- The Criminal Background Check must be completed by the first day of class.
- **Do not** mail the original criminal background check to TJU. Keep it for your records.
- Verified Credentials will send an electronic notification to TJU that the check has been completed.
- Written instructions are included in your offer of admission packet

***Begin this process as soon as possible, but no earlier than January 1, 2010 for fall terms. January 2010 applicants should begin the process immediately.***



DUE DATE:  
FIRST DAY OF  
CLASS

## 9. Complete the health insurance requirement

- All matriculated students must maintain health insurance. (Dental insurance is optional.)
- Follow this link for information about both health and dental insurance [www.jefferson.edu/schools/health.cfm](http://www.jefferson.edu/schools/health.cfm)



DUE DATE:  
FIRST DAY OF  
CLASS

## 10. Pay your tuition and fees

- Follow this link for information:  
<http://www.jefferson.edu/schools/Tuition.cfm>.



DUE DATE:  
FIRST DAY OF  
CLASS

**11. View and complete a quiz for the [Federally Mandated HIPAA & Safety Training Presentations](#)**

- Follow both of these links to take the on-line tests:  
[www.jefferson.edu/schools/HIPAA.cfm](http://www.jefferson.edu/schools/HIPAA.cfm)
- These **PRESENTATIONS WILL BE MADE AVAILABLE STARTING IN JUNE** for all students who will begin in Fall 2010. For all other students, the presentation will be made available approximately one month prior to your start date.

☐  
DUE DATE:  
FIRST DAY OF  
CLASS

**12. Submit Final Transcripts to the Office of Admissions**

- Have an official final transcript sent to:

Office of Admissions  
130 S. 9th St.  
Suite 100  
Philadelphia, PA 19107

☐  
DUE DATE:  
THE LAST DAY OF  
DROP/ADD

***\*\* Please note that if you do not meet each requirement by the specified deadline, then you are subject to cancellation of your registration, loss of access to the Banner Web Student System and on-line Pulse course information, inability to remain in class, and/or inability to begin clinicals.***

## University Offices

### Jefferson Admissions

If you have any questions about completing these requirements, please call the Admissions Office at 215-503-8890.

### Financial Aid

Complete financial aid paperwork. Information is available at [www.jefferson.edu/financialaid](http://www.jefferson.edu/financialaid) or 215-955-2867.

### Housing

Complete housing forms. Information is available at [www.jefferson.edu/housing/](http://www.jefferson.edu/housing/) or 215-955-8913.

### Special Accommodations

If you require special accommodations, please contact Dr. William Thygeson at [william.thygeson@jefferson.edu](mailto:william.thygeson@jefferson.edu) or 215-503-8189, as early as possible, before the first day of class.

### International Students

Please contact Eugenia Kim, International Student and Scholar Advisor, at [eugenia.kim@jefferson.edu](mailto:eugenia.kim@jefferson.edu) or at 215-503-4023.