

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:

- All general studies programs **except** AS-EMS
- Doctorate in Occupational Therapy (OTD)
- Transitional DPT
- Master of Science in Radiologic and Imaging Sciences

If you are enrolling in another program in Jefferson School of Health Professions, please go to http://contribute.jefferson.edu/jchp/jshp_checklist1.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_checklist2.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. 9th 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 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.

BEFORE FIRST DAY
OF FALL SEMESTER

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

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
- **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 Exemption Form
 - Hepatitis B Vaccination-Declination Form
- Mail completed forms to:

DUE DATE:
ONE MONTH
BEFORE FIRST DAY
OF CLASS

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

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

7. 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

DUE DATE:
FIRST DAY OF
CLASS

8. Pay your tuition and fees

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

DUE DATE:
FIRST DAY OF
CLASS

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

☐
DUE DATE:
FIRST DAY OF
CLASS

- Follow both of these links to take the on-line tests:
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.

10. Submit Final Transcripts to the Office of Admissions

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DUE DATE:
THE LAST DAY OF
DROP/ADD

- Have an official final transcript sent to:

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

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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 or 215-955-2867.

Housing

Complete housing forms. Information is available at 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 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 or at 215-503-4023.