

Frequently Asked Questions - QIPS


Question: How do I apply as a non-matriculated student in order to take courses in the QIPS program?

Answer: Complete the online application via [Banner Web](#) and select “Apply for Admission.” Please be sure you are applying to the College of Population Health (JCPH).



BannerWeb Homepage

BannerWeb Login
Login here to view your personal information. Access available for current and former Students, Faculty with course assignments, and Academic Advisors.

Apply for Admission 
Enter a new application or return to complete an application.

Class Schedule
View the current schedule of classes.

Course Catalog
View course information, including course description.

Campus Key Lookup
Please use this link to find your campus key using your legacy Colleague ID

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Question: How do I register for classes?

Answer: Students register for classes via [Banner Web](#). Once you log in with your campus key and password please select:

- Student
- Registration
- Add or Drop Class
- Term and Submit
- Add the CRN you have been provided on the Add Classes Worksheet
- Click Submit

Anatomy of Course Name



Question: Where can I find my bill?

Answer: Tuition bills are available via [Banner Web](#). Log in using your campus key and password. Then select:

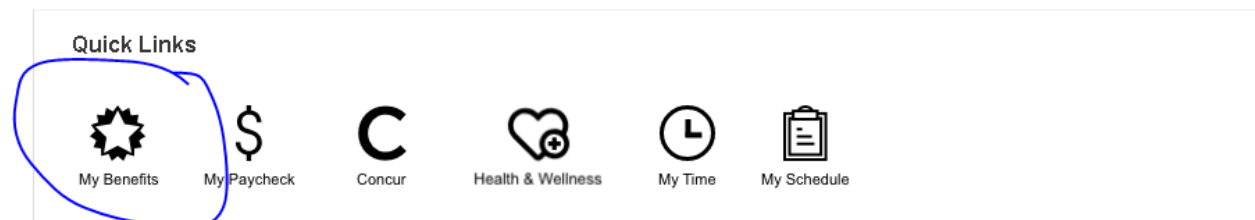
- Student Account
 - View Bill / Make a Payment
- Online payment services are provided by TouchNet via a payment gateway. Once you are redirected to their payment website you will be automatically logged in. You can then view your bill and make payments.

Please note: Tuition is due prior to the first class.

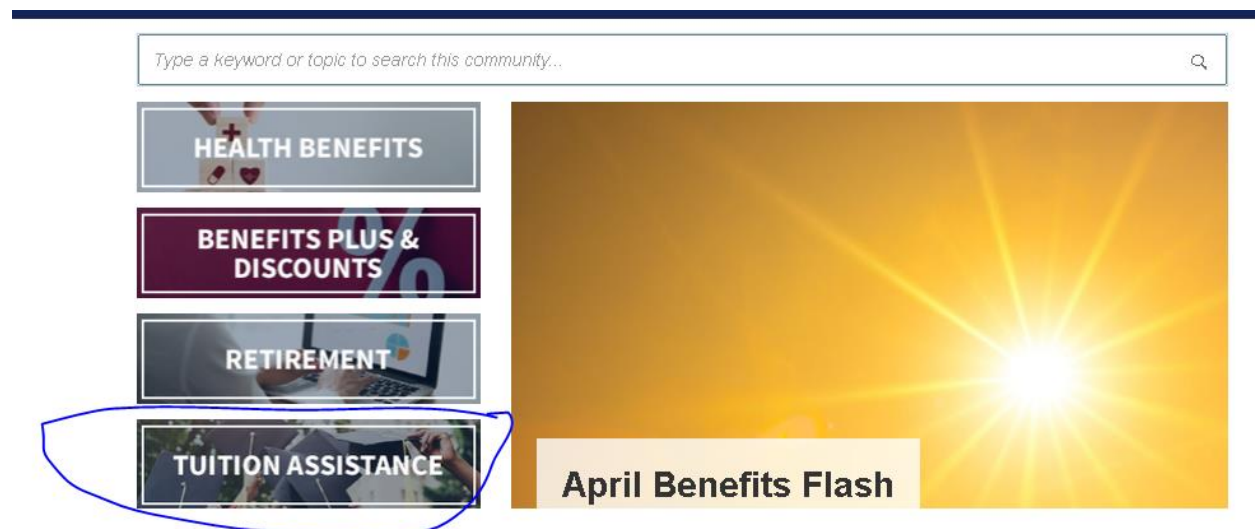
Question: How do I apply for Tuition Assistance?

Answer: If you are **not** a Jefferson employee, please reach out to your employer's benefits representative for assistance.

Answer for Jefferson Employees: Submit your Tuition Assistance Application via [MyJeffHub](#) if you are a Thomas Jefferson University employee. Once you are logged into MyJeffHub with your campus key and password, you will see "Quick Links" at the top of the page:



Select benefits. Then scroll down the page until you see "Tuition Assistance." Click on Tuition Assistance.



Once you are on this page:

TUITION ASSISTANCE

Jefferson recognizes the importance of providing its employees with the opportunity for self-development through continuing education. Two Tuition Assistance programs are offered:

Internal Tuition Assistance Program: Jefferson will prepay your tuition on your behalf up to the maximum benefit for coursework at participating universities within the Jefferson network.

External Tuition Assistance Program: Jefferson will reimburse employees up to the maximum benefit for coursework at other qualifying accredited universities.

If you are an East Falls employee who was hired on or before October 16, 2017, [click here to access the Tuition Remission and Tuition Exchange Grandfather Clause Policy](#) on the East Falls HR website.

Follow the instructions provided to submit your Tuition Assistance Application.

Question: How do I drop a course once I register?

Answer: Please review the details via the [JCPH Student Handbook](#) on page 17. Please also refer to the [Academic Calendar](#) for important dates.

Question: How do I obtain my grade?

Answer: You can view your grade via [Banner Web](#). Once you log in with your campus key and password select:

- Student
- Student Records
- Final Grades

Question: How do I obtain a transcript?

Answer: To request your transcript, log in to the [Clearinghouse Secure Site](#) (<https://tsorder.studentclearinghouse.org/school/select>). Once on the site, specific instructions are provided on how to place your order, including delivery options and fees. You can order as many transcripts as you like in a single session.

Order updates will be emailed or text messaged to you. You can also check status or history online here: [Transcript Order Status Tool](#)

NOTE: You will need your order number and the email you used to place your order.

If you need help or have questions about the transcript ordering service, please contact the **Clearinghouse** at transcripts@studentclearinghouse.org, or by telephone at the (703) 742-4200.

Please contact the **Center City Registrar's Office** at (215) 503-8734 if you have additional questions.

Question: How do I obtain my textbooks?

Answer: All required textbooks and materials will be supplied at no cost to you. They will be mailed to your home address, or an alternate address of your choice.

Question: Is the cost of the poster presentation covered?

Answer: The ordering and cost of printing for Final Presentation posters are also provided for the students.

Question: How do I apply for matriculation after I have completed the QIPS program?

Answer: Instructions on how to apply are available on the website via JCPH website [apply link](#).

If you need additional assistance, please contact April.Smith@jefferson.edu.

Important contacts:

Mary Reich Cooper, M.D., J.D. – Program specific content
Program Director
Mary.R.Cooper@jefferson.edu

Ellen L. Guarnieri, RN, MHSA, CPHQ, FACHE – Course content and programming details
Assistant Program Director
Ellen.Guarnieri@jefferson.edu

April Smith – All admissions related questions and any change in status once enrolled
Admissions and Recruitment Manager
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