

NEW STUDENT

Pre-Registration Handbook



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Dear student,

Congratulations on your acceptance to the University of Texas Health Science Center at San Antonio! You've chosen to begin your health career journey at one of the premier academic health universities in the nation, and we are committed to guiding you on your path toward excellence.

I recall my first years of medical school in which I benefitted from outstanding faculty mentors who encouraged me every step of the way. Education transformed my life. As president of the UT Health Science Center, I am proud to say that you will receive a first-class education from internationally renowned faculty who will help steer you toward success.



No matter what health career path you've chosen, or in which of our five schools you'll be studying, the UT Health Science Center provides state-of-art facilities and resources in a learning environment that is both rigorous and friendly.

The following pages of this *New Student Pre-Registration Handbook* will help navigate you through some of the formalities of your experience, including registration, tuition, financial aid, parking and other important matters. This source has become a trusted tool for the more than 3,000 students who enroll at our university each year. If you can't find the answer to a question here, you may ask a Student Services staff member, whose contact information can be found on page 4. They are always willing and available to assist you, as are any of our faculty or staff.

You represent the nation's best and brightest. The insatiable curiosity that drew you to a profession in health, science, dentistry, nursing or medicine is what defines an academic health center like ours. We look forward to being a part of the exciting progress and achievements you'll make on our campus and of the research discoveries and compassionate care you will contribute to the world after you graduate. Together, we will make lives better.

Warmest regards,

William L. Henrich, M.D., MACP
President
Professor of Medicine

Student services are provided to assist students in achieving their academic goals while simultaneously encouraging personal development and quality of life. The following collection of information is to promote and help assure your success while at the Health Science Center. Please feel free to contact any of the resources below for assistance.

<p><u>Vice President for Academic, Faculty and Student Affairs</u> (210) 567-2004 Room 4.436 AAB</p>	<p><u>Office of Veteran Services and Financial Aid</u> (210) 567-2635 Room 318L MED</p>
<p><u>Office of the University Registrar</u> (210) 567-2621 Room 319L MED</p>	<p><u>Student Counseling</u> (210) 567-2648 Room 101F MED</p>
<p><u>Student Health Center</u> (210) 567-9355 Room 1.422 / School of Nursing</p>	<p><u>Student Life</u> (210) 567-2654 Room 314L MED</p>
<p><u>Wellness & Recreational Sports</u> (210) 567-5220 Room 314L MED</p>	<p><u>Office of International Services</u> (210) 567-6241 Room 331A MED</p>
<p><u>Briscoe Library</u> (210) 567-2450 Long (central) Campus</p>	<p><u>Office of the Bursar</u> (210) 567-2556 Room 301L MED</p>
<p><u>Laredo Student Services</u> (956) 523-7478 Laredo, Texas</p>	<p><u>UT Police</u> Non-emergency (210) 567-2800</p>

Your Right to Know

The Jeanne Clery Act is the landmark federal law that requires colleges and universities to disclose information about crime on and around their campus.

The Health Science Center is committed to assisting the Health Science Center community in providing for its own safety and security. Information regarding campus security, personal safety, crime prevention, university police law enforcement authority, crime reporting policies, crime statistics for the most recent three-year period, and disciplinary procedures is available on the Health Science Center police department Web site at <http://utpolice.uthscsa.edu/documents/CampusSecurityReport.pdf>.

If you would like a paper copy of this information, you may contact the crime prevention office at 210-562-9092.

Please read through this Handbook in its entirety; it contains essential information for orientation and registration. This checklist is to assist with the successful completion of all requirements PRIOR to Orientation. In addition, the following pages offer more detail on each required task to assist you through the completion of these requirements. Should you have any questions, please do not hesitate to contact the appropriate departments under the Office of Student Services for clarification.

Required Tasks – All Students

1. Immunization	Complete and return the Immunization Record Form. This is a mandatory requirement for ALL students in order to be registered.
2. Veteran Services & Financial Aid	Apply for Financial Aid and Scholarships as needed; obtain veteran benefits information.
3. Student Portal	Use your assigned username and password to access the many features located via the student portal: inside.uthscsa.edu . Follow the instructions located in this.
4. Email Account	You have been assigned a UTHSCSA email account. Once you register as a student here, all official school communication will be sent to your HSC student email address. Follow the instructions located in this Handbook.
5. Registration	More information regarding registration and deadlines will be emailed to you.
6. Parking and Student ID	A Parking Permit is required if you plan to park or drive on campus. An HSC ID Card will be required of all students.
7. Health Insurance	Consider your health insurance coverage.
8. Pay Tuition and Fees	Pay your Tuition and Fees.
9. Get Secure	Protect your data and keep your computer secure by following the safety practices listed on page 14.
10. HSC Alerts	Sign-up to receive the Health Science Center’s text message and email notification system for emergencies and campus closures.
11. Release of Student Records	Update your FERPA Restrictions and manage your Directory Information.
12. Other Requirements	Please contact your Dean’s Office or Program administrator for any other additional requirements such as welcome ceremonies.
13. International Students	International students must check in immediately upon arrival with the Office of International Services.

You will not be allowed to register until all Immunization HOLDS have been cleared.

All enrolled students at the Health Science Center are required to be fully immunized prior to orientation and registration. The [Immunization Record Form](#) must be completed and returned to the Student Health Center (SHC) **PRIOR** to orientation.

A hold will be placed on all incoming students for an immunization record. Once the Immunization Form and/or record have been received, a medical staff member will review the documents and clear your hold as necessary. If an immunization is determined to be deficient (lacking or otherwise overdue), a hold will be placed on your record until you have cleared this deficiency.

Should you require additional immunizations; the SHC can provide the necessary required immunizations for you. Payment for immunizations will be collected at the point of service and your insurance claim will be filed as courtesy.

For a complete list of immunization requirements, visit:

http://shc.uthscsa.edu/immunization_info.asp.

Call the SHC with any questions at (210) 567-WELL (9355) or visit the SHC website at

<http://shc.uthscsa.edu/>.

Special Notice: Hepatitis B Alone or Hepatitis A&B Combo Vaccine

All students at the Health Science Center must be immunized against Hepatitis B before contact with patients or any and all other potentially contaminated materials, products, or sources. The Health Science Center will accept either the standard Hepatitis B (3 injections) or the expedited Hepatitis A&B combo vaccine series (3 injections). The Hepatitis B series can take between 4 to 6 months to complete. The Hepatitis A&B combo series can be completed in approximately 5 to 6 weeks, but will require a booster the following year.

Each student must submit written and signed documentation by a licensed healthcare provider stating the student had a completed series of three (3) Hepatitis B or Hepatitis A&B vaccines with positive titer results drawn one to two months post vaccination. It is unnecessary to obtain a titer prior to starting classes if no post results were drawn.

A titer is not required for students whose documentation indicates a series was completed ten (10) or more years before enrollment. All documentation, whether verifying a recent or past completion, should include the date and type of vaccine administered and the date and result of a quantitative antibody titer if one were obtained. Documenting a positive titer alone does NOT meet the Hepatitis B or A&B requirement.

You must submit a completed FAFSA in order to be considered for all federal/state grants and student loans.

The **Office of Veteran Services and Financial Aid** makes higher education accessible for students at the Health Science Center by awarding and delivering federal, state, and institutional need-based financial aid and merit/need-based scholarships. We partner with other university divisions to recruit and retain a highly qualified diverse student body. Through the creative use of technology and our team's commitment to excellence, the office administers its aid programs in a highly efficient and fiscally responsible manner.

Veterans. We offer full service for The Post 9/11 Veterans Assistance, Montgomery GI Bill, Vocational Rehabilitation, Hazelwood, and other veterans programs. Our office houses the Health Science Center's veteran's advocate who can help our veteran students with all facets of financial aid and veteran programs.

We look forward to providing the best possible service we can to meet your needs as students at the Health Science Center. Welcome!

These are things you need to need to know:

1. You must apply annually for Federal Financial Aid through the Free Application for Federal Student Aid (FAFSA). The form can be completed at <http://fafsa.ed.gov>. Our school code is 003659.
2. Please keep both your current home address and email address up-to-date. The office corresponds primarily through email and, once accepted to the Health Science Center, we communicate exclusively to your campus email address.
3. Please read and take the required action as directed by the Office's communication to ensure a speedy and worry-free delivery of funds.
4. All awards are accepted or declined on the university portal's (inside.uthscsa.edu) Student Center.
5. The counseling staff is dedicated to helping you through any financial issue you may have, and no appointment is necessary.

How to Apply: <http://students.uthscsa.edu/financialaid/2013/02/how-to-apply/>
Cost of Attendance: <http://students.uthscsa.edu/financialaid/2013/02/cost-of-attendance/>
Types of Aid: <http://students.uthscsa.edu/financialaid/2013/04/paying-for-college/>
Veteran Services: <http://students.uthscsa.edu/financialaid/2013/03/veteran-education-benefits-intro-new/>

For additional information regarding our services, please visit:

Web page: <http://students.uthscsa.edu/financialaid/>
Phone: (210) 567-2635
Fax: (210) 567-6643
Office: Room 318L – School of Medicine building

You will use your username and password to access various campus electronic systems.

Your assigned username (NOT your student ID number) and password to log in to the various systems at the Health Science Center was emailed to your private home email address that was provided on your application. If you did not receive this communication, please contact the Office of the University Registrar at (210) 567-2621 or registrars@uthscsa.edu.

Your Badge: You have been assigned a unique badge number (HSC identification number). This number is often called your student ID number. Your student ID number was emailed to you along with your username and password.

Your Username: To access many of the systems at UTHSCSA (including the UTHSCSA network domain, Financial Aid, Blackboard, “inside.uthscsa” portal, Knowledge Center, HSCair, VPN, etc.), you will need your UTHSCSA username.

Your Password: You **MUST** change your temporary password before you can use it to access UTHSCSA systems (such as the UTHSCSA network domain, and the “inside.uthscsa” portal).

Go to <https://pwr.uthscsa.edu> to change your password. Log into the UTHSCSA Self-Service Password Reset Logon with your UTHSCSA username and your temporary password.

Click on the link to ‘Pick a new password’. Follow the instructions to choose a new, private password. This will be your password for the next 60 days. After you’ve selected a password, return to this Main screen and select ‘Answer personal questions’. You should pre-answer at least 8 questions that you can use later to reset your password should you ever forget it.

This will assist you in resetting your own password should you be locked out or forget your password while off-campus.

Student Center allows you to enroll in classes, view your bill, check your financial aid status, accept/reduce/decline your financial aid award amount, make a payment, sign up for direct deposit, view your holds, change your address, link to enrollment verification and transcript ordering services, and more—all from a single anchor page! You will be utilizing the Student Center inside the Portal for many of the tasks you must perform as a new student and during your academic endeavors with us.

For more information on how to access the Student Center:

<http://students.uthscsa.edu/registrar/wp-content/uploads/sites/2/2013/10/StudentLogInInstructions.pdf>

Getting Help: If you have any difficulties with your username, password, or account, please see the Information Management and Services Web site:

http://ims.uthscsa.edu/student_support/_setup.aspx

Or contact the IMS-CSS Service Desk at:

Phone: (210) 567-7777, option 1

Location: Tech Zone – Room 406.L (Medical Building, 4th Floor)

Email: IMS-ServiceDesk@uthscsa.edu

Also, the Information Desk at the Briscoe Library, RAHC Library, or Laredo Library can assist you with your domain account password.

You have been assigned a Health Science Center email account. Once you register as a student here, all official school emails will be sent to this address. Information regarding your email account was sent to your private home email address that was provided on your application. If you did not receive this communication, please contact the Office of the University Registrar at (210) 567-2621 or email registrars@uthscsa.edu.

To activate your new account, visit <http://outlook.com/liv.uthscsa.edu>. You will need your username and temporary password.

Once you have setup your account, you can access your account on the Web at <http://outlook.com/liv.uthscsa.edu>, or you can configure an email client (such as Outlook or Entourage) to access your account. You are required to read the Statement of Ethics on the use of UTHSCSA computing resources that will be sent to your email account.

Getting Help:

If you have any difficulties with your username, email account, or password, please see the Information Management and Services website at:

http://ims.uthscsa.edu/student_support/setup.aspx

Or contact the Service Desk:

Phone: (210) 567-7777, option 2

Location: Room 4.416L/MED

Email: IMS-Servicedesk@uthscsa.edu

Also, the Information Desk at the Briscoe Library, RAHC Library, or Laredo Library can assist you with your domain account password.



More information will be emailed to you regarding registration and deadlines. Login to the student portal to view any holds which may prevent your registration and payment of tuition.

The followings Tasks must be completed prior to **registration**:

- **Task 1: Immunization** – submitted and cleared by the Student Health Center.
- **Task 2: Student Portal** – login to the Student Portal and check for any holds that may prevent registration. Contact the applicable departments and inquire about how to clear the hold. Examples of holds that will prevent registration are parking tickets, proof of completion of remaining prerequisites (updated transcripts), immunizations, criminal background check, etc.
- **Task 3: Account** – login to your student email account and obtain pertinent information needed to register, such as who will be completing your registration, courses, deadlines for registration and payment of tuition and fees, etc.

If you are required to self-register:

1. Make sure all registration holds are cleared:
<http://students.uthscsa.edu/registrar/2013/04/holds/>
2. Obtain course information by contacting your program.
3. Visit the following link for step-by-step registration instructions:
<http://students.uthscsa.edu/registrar/2013/04/registering-for-classes/>
4. Register for classes.
5. Confirm you have registered for the correct courses by reviewing your schedule.

If you are enrolled by the Office of the University Registrar:

1. Make sure all registration holds are cleared:
<http://students.uthscsa.edu/registrar/2013/04/holds/>
2. If all registration holds are cleared, you should register in classes. Look for a separate regarding registration timelines from the Office of the University Registrar.
3. You should plan ahead to register as soon as possible, as this allows for the calculation of Financial Aid, and if applicable, the awarding of Financial Aid.
4. Once you are enrolled, you will be able to view your courses by logging in to the Student Portal.
5. If your enrollment is incorrect, please contact the Office of the University Registrar immediately.
6. If you do not see any courses for the term via the Portal, then your registration has not been completed.
7. Your registration may take up to 1 week after your holds are cleared.

Parking Permits and ID cards are issued by Parking Services.

The purpose of this office is to provide all student, faculty, staff and visitors with parking permits and/or solutions to various parking problems within reason. Dedicated employees are available to handle various tasks such as permit sales, operation of the [Shuttle Service](#), and the manned visitors parking area booths located in lots #6 (near the School of Medicine), #8 (near the Dental School), and two at the entrances of CTRC.

The following items must be obtained PRIOR to orientation:

Parking Permit – if you plan to park or drive on campus, you will be required to purchase a university parking permit. The permit may be purchased in advance from the UT Police Parking Service Office in person or online. The parking service office maintains all traffic, citation, appeals, and permit functions. A valid driver's license or other positive identification must be presented before a permit can be issued. Your name in our student information system must be identical to the name printed on your driver's license. An automobile permit costs between \$81 and \$755 per year. Most may be paid in monthly installments; other prices vary for other types of vehicle. Permits also are required for motorcycles -\$54 annually and bicycles - \$13.50 annually). For instructions on how to purchase your parking permit online, please access: <http://utpolice.uthscsa.edu/divisions/service/instructions.asp>

ID Card – New students need to be photographed for university cards. Although time may be set aside during Orientation, it is highly recommended this be done in identification advance through Parking Services. Students who are also Health Science Center employees will receive a single ID card. University Police will issue the card at a cost of \$10.00.

Hours of operation: Monday thru Friday, 7:45 a.m. to 5:15 p.m.

Location: Next to the Bookstore (below Parking Garage B) on the Main Campus

Web page: <http://utpolice.uthscsa.edu>

Email: parking@uthscsa.edu

All students are required to have health insurance. Students who do not provide proof of private health insurance before the first day of class will be automatically enrolled in United Healthcare.

All students are required to have health insurance. The UT System Board of Regents requires you to maintain a valid major medical insurance policy while you are a registered student at the Health Science Center.

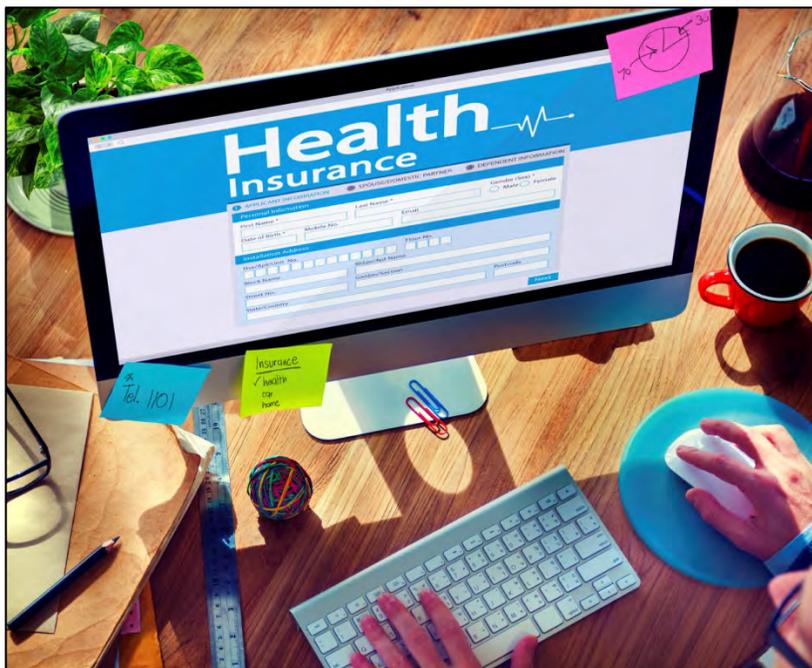
Prior to registering for classes, students must declare their insurance choice (have insurance or need insurance). If you choose the "have insurance" option, you will be prompted to enter the insurance company name and policy number. If you choose the "need insurance" option, the premium for the student healthcare plan will be added to your tuition and fee bill for the term.

How to Declare Insurance Choice

- Access by going to inside.uthscsa.edu and clicking on Student Administration
- Access the Student Center, click on the yellow Declare Insurance button

Important Notice

This must be done before the first official class day. Once you declare your insurance, you will be unable to change the declaration online. If you need to change your declaration, please contact the Office of Student Life.



Tuition & Fees are DUE by the 1st Official Class Day as designated on the [Academic Calendar](#) that pertains to your school.

The mission of the [Office of the Bursar](#) is to manage student accounts including the collection of student tuition and fees; student tuition and fee installment program; and management, billing and collection of student long- and short-term accounts receivable.

You may view your account or make a payment via the **Student Center** through the Student Administration link inside the [Portal](#). **Please note that statements of tuition and fees due are *not* mailed to your address.**

How to make a payment Online (this must be done on a PC using Internet Explorer):

1. Login to the Portal via inside.uthscsa.edu.
2. Answer “YES” to the security alert, click on *Student Administration*, click on *Self Service*, click on *Student Center*, and click the “*Make a Payment*” link.
3. At this point, select either *Pay by Credit Card* or *Pay by Electronic Check*. After selection, you will be taken to the **CashNet** site to provide the necessary information to make a payment or to set up a parent as a user. *CashNet does not accept Visa*.
4. Once “*Submit Payment*” has been selected, the payment will be reflected on your account. You will receive a confirmation email for the payment.

For assistance with online payments, please call CashNet at 1-800-339-8131.

How to make a payment in Person (This must be done at the [Office of the Bursar](#) service windows located on the Long (central) Campus – see location below.)

How to make a payment by Mail:

1. Make check or money order payable to UTHSCSA.
2. Mail check or money order to:
UTHSCSA
7703 Floyd Curl Drive - MSC 7716
San Antonio, TX 78229-3900

Office of the Bursar Contact Information

Hours of Operation: 8:30 a.m.–4:45 p.m.

Phone: (210) 567-2556

Location: Room 301L/School of Medicine bldg.

Web: <http://www.uthscsa.edu/business/bursar4students/>

Email: bursar4students@uthscsa.edu

You are going to be exposed to many different kinds of sensitive information while you are a student at the Health Science Center, including patient information, your own student information, and maybe even research data. You must be prepared to protect the data, and you do that best by keeping your computer secure and by following good security practices. The following guidelines can be applied to your personal life, as well.

Protect your computer from viruses, worms, and other types of malicious software. Federal, State, and University requirements mandate the use of antivirus software on any computer that connects to the University's network, wired or wireless, personal or University-owned, desktop or laptop. Student Windows-based computers should use Microsoft's Security Essentials, which is the free version of the software used on University-owned computers. Though Macintosh computers may be less susceptible to viruses, students should use ClamXAV, the same software the University uses on its Macs. The following links will take you to the software:

Windows: http://www.microsoft.com/security_essentials/

Macintosh: <http://www.clamxav.com>

Don't forget to physically secure your laptop, too. Mobile computers, especially laptops, are the #1 theft item in the U.S., with about 1,800 stolen per day. When it's not in use, lock it in a desk or cabinet if you can. Lock it down with a steel security cable (about \$25) while you're using it. Lock it in your car's trunk while you're traveling (out of sight, out of mind). Remember, we want to make it as hard as possible to steal your computer, so the bad guys will go looking somewhere else.

- Properly handle and store your data. If you're going to store your information on an external device, especially a USB "flash" drive, make sure you know where it is at all times. They can store a lot of information and they're small enough to fall out of pockets, purses, and backpacks without being noticed, or forgotten in someone else's computer. And since they're so easy to lose, make sure it's not your only copy. A good backup can turn a catastrophe into an inconvenience.

- Protect access to your data with a strong password. Usernames and passwords are still the most common way of accessing data, computers, websites, etc. Your username says WHO you are, the password PROVES it, because you are the only one who needs to know your password – not friends, family, co-workers, bosses, tech support – NO ONE ELSE needs to know your password. If ANYONE asks for your password, they're trying to steal your data, take over your computer, hijack your email, or all three.

Good passwords should be easy for you to remember and difficult for anyone else to guess (minimum of 8 characters). Use a passphrase you can see in your head (don't write it down!) and put in some numbers and punctuation to break up guessable words. For example, "Love is blind" (common dictionary words) can become "L0\ /3I\$bL1nd!" (Very difficult to guess, even with a computer).

Remember, never share your password with ANYONE!

- Surf securely. It used to be the only way to infect your computer was to click on an infected file. Today's hackers embed their infectors on legitimate web pages they've hacked, so all you have to do to get infected is visit the page. For this reason, be very careful while surfing – visit only trustworthy sites, keep your antivirus software up-to-date, and use the security setting on your browser.

- Beware of spam and phishing. Unsolicited commercial email is so common today that everyone knows it as SPAM, and it continues to clog the Internet. A cousin to spam is PHISHING, where a hacker creates fraudulent email with the intent of convincing you to give up sensitive information, usually your username and password. It may look like it's coming from your bank, your credit card company, or even the University. Never respond to spam or phishing in anyway, not even to unsubscribe – if you do, it confirms your email address as legitimate and adds you to many spammers' lists.

Information Security Office: infosec@uthscsa.edu

HSC Alert is the Health Science Center's text message and notification system for emergencies and campus closures.

You can designate up to two cell phones with text messaging capability and one alternate address to receive HSC Alert messages. HSC Alert messages automatically are sent to UTHSCSA-issued email addresses.

To begin the signup process, or to manage your designations, students should access the Student Center at inside.uthscsa.edu. Please follow the instructions below to:

- Get text-message alerts on your cell phone and alerts
- Designate a telephone carrier
- Add or change campus groups
- Opt out of the HSC Alert system

HSC Alert could save your life.

**But you must
TELL US HOW TO REACH YOU!**

To get text message and email alerts

1. Click on Student Administration, Self Service and Student Center.
2. Add HSC Alert phone numbers and emails by clicking the Personal Information links.
3. To add an HSC Alert phone number, click on the Phone link, then on Add Phone Number.
4. Select Phone Type HSC Alert 1, type in phone number and click SAVE.
5. You can also add a second HSC Alert phone number under HSC Alert 2.
6. You will automatically receive HSC Alert messages through your UTHSCSA email account. To add an alternate address, click on, then add an address.
7. Select Type HSC Alert Alternate.
8. Type in the email address and click SAVE.

How to designate an HSC Alert cell phone carrier

1. Log onto the portal (inside.uthscsa.edu)
2. From the Enterprise Menu box on the top left, select Change HSC Alert Settings
3. To select a carrier for your text-enabled phone, scroll down past the gray Addresses box to HSC Alert phone 1.
4. Click on the magnifying glass to activate the drop-down list of carriers. Choose your carrier.
5. Scroll to the bottom of the page and click the yellow "Save" button.

How to opt out of HSC Alert

If you no longer wish to receive HSC Alert messages through your text-enabled cell phone and personal email address, please follow the instructions below:

1. Log onto the portal (inside.uthscsa.edu)
2. From the Enterprise Menu box on the top left, select Change HSC Alert Settings.
3. Scroll down to the Opt in or out box.
4. Choose opt out.
5. Scroll to the bottom of the page and click the yellow "Save" button.
6. If you later decide to opt in, you can return to this page and click the opt in button and the yellow "Save" button to continue receiving HSC Alert messages.

For detailed information about HSC Alert and how to register, please visit:

http://care.uthscsa.edu/documents/HSCAlertStudents_10_29_14.pdf

In accordance with the Family Educational Rights and Privacy Act (FERPA), all information in a student's record is confidential except directory information.

Students at the Health Science Center San Antonio have the right of confidentiality under the federal [Family Educational Rights and Privacy Act \(FERPA\) of 1974](#). Generally, no one outside the institution shall have access to, nor will the institution disclose any personally identifiable information from students' educational records, without the student's written consent to any party.

Students may withhold directory information by notifying the Office of the University Registrar via the Student Administration System, accessible via the Portal (<http://inside.uthscsa.edu/>) Student requests for nondisclosure will be upheld by the institution unless the student cancels the authorization to withhold 'Directory Information'.

Directory Information

At its discretion, UTHSCSA may release directory information which shall include:

1. Name, address, telephone number
2. Date and place of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Dates of attendance
6. Most recent previous educational institutions attended
7. Classification
8. Degrees and awards received
9. Date of graduation
10. Height and weight of athletes
11. Email addresses
12. Photographs

To manage your FERPA Restrictions and your Directory Information, students should access the **Student Center** at inside.uthscsa.edu. Please follow the instructions below to:

How to Update FERPA Restrictions

A student may withhold all or part of the directory information by making changes on the Student Portal

1. **Log onto the portal** (<http://inside.uthscsa.edu/>)
2. Access Student Administration
3. In the Student Center, under the Personal Information section, select Privacy Settings in the "other personal"
1. Drop down menu. Then click on **double arrow**.
4. Choose the FERPA Restrictions Tab and Click on **Edit FERPA/Directory Restrictions** button.
5. Click box under Restrict for each field you wish to restrict. Then click on the **Save** button at the bottom of the screen.
6. A confirmation page will popup. Click **OK**.

Please contact the Office of the University Registrar for more information regarding FERPA and Student Records at 210-567-2621.

Task 12: Other Requirements & Recommendations

Please check with your Dean's Office or Program for any other additional requirements, such as the White Coat Ceremony or computer orientation. Below are other requirements to be expected prior to and during on-site orientation.

Composite Photos – You will be required to sit for a composite photo to be included as part of the entering class in your program. This photo is **in addition** to the photo taken at Parking Services for your student ID. Your composite photo will be used for a variety of purposes including verifying identification during test times and for licensing procedures.

Web Orientation – The Student Life office will present the Web Orientation course, offered through the Health Science Center's Knowledge Center (KC) learning management system. Please note that you will receive a separate email from the Knowledge Center advising you to complete the orientation.

Federal law and other regulations require that certain topics be presented to all new students. These topics include, but are not limited to, financial aid, safety awareness & hazard communication, sexual harassment & gender issues, and substance abuse. This Web-based orientation contains these topics as well as other information deemed helpful to you as a new student. The Web Orientation course is **mandatory** for all students at the Health Science Center. There are two modules. It takes approximately 20–30 minutes to view each module. The Web Orientation course will allow you to view this material over a 30-day period at your convenience. **Failure to complete this online orientation process within 30 days may result in a hold on your future registration processes.**

For most students, this online orientation will serve to compliment the orientation you will attend on campus. However, this may be the only orientation that distance learners receive unless otherwise indicated by your department chair or dean. Again, for all students, your department chair or dean may require additional training not covered in the online orientation.

Quick Steps:

1. Click on the link: <http://kc.uthscsa.edu/kc/login.asp>
2. Enter your UTHSCSA domain username and password.
3. Verify your personal data (*first time login only*).
4. Once this is done, you will be taken to your Personal KC. For more information and to troubleshoot, please visit: <http://students.uthscsa.edu/studentlife/category/orientation/>

Workshops Offered by Counseling Services – The mission of Counseling Services is to provide aid, support and counsel to students dealing with the complex personal, social and academic demands of the professional school setting.

For more information on the services provided by the Counseling Service:

<http://students.uthscsa.edu/counseling/>

International students must check in immediately upon arrival with the Office of International Services. International students cannot enroll until approval is obtained from this office.

Contact the Office of International Services at (210) 567-6241, international@uthscsa.edu, or write:

UT Health Science Center San Antonio
International Services/MSC 7971
7703 Floyd Curl Drive
San Antonio, TX 78229-3900
Website: <http://www.uthscsa.edu/ois/>

Students who have a **permanent resident visa** must provide the **Office of the University Registrar** with a copy of their **Resident Alien card** prior to registration. For other International Student requirements, go to the [Office of International Services website](#).



When is New Student Orientation?

New Student Orientation is offered to newly admitted students every semester and is specific to one or more schools on campus. The dates of orientation can be found on your school's [Academic Calendar](#). A more detailed daily orientation schedule will be emailed to you as they become available. Please make arrangements to attend the mandatory orientation on the dates designated for your school. Your individual program may require additional orientation prior to these published dates. Contact your Program for more information.

What will happen during Orientation?

Various representatives from the Health Science Center will present information that is designed to help you be more successful during your time as a student here. Peer advisors, experienced students in their studies, will serve as mentors to our incoming students. They will be available during orientation and throughout the year to assist you with a smooth transition into school.

What if I am an international student?

The Office of International Services (OIS) provides services to all of the international students, faculty, and staff of the Health Science Center. OIS serves as the liaison between faculty, staff, HSC departments, governmental agencies, and the community. While dedicated to developing, supporting, and enhancing the international interests and activities of the Health Science Center, OIS is also responsible for providing professional advice to all of its international visitors.

OIS also takes part in planning activities such as International Student Orientation and a yearly International Festival. The Office of International Services is open Monday through Friday from 8 a.m. to 5 p.m. and is closed on weekends on holidays.

International students must check in immediately upon arrival with the Office of International Services. International students cannot enroll until approval is obtained from the office. Contact the Office of International Services at (210) 567-6242, international@uthscsa.edu, or write:

UT Health Science Center San Antonio
International Services/MSC 7971
7703 Floyd Curl Drive
San Antonio, TX 78229-3900

Website: <http://www.uthscsa.edu/ois/index.asp>

Students who have a permanent resident visa must provide the Office of the University Registrar with a copy of their Resident Alien card prior to Registration.

How do I dispute or change my Residency Classification?

If your residence status is not clearly established or you believe it to be incorrect, you should complete a [Residency Questionnaire](#) so that a university decision may be rendered in advance of enrollment. A Residency Questionnaire must be turned in prior to the census date of term in order for a reclassification to be effective for that term. The university may request that any student claiming Texas Residence for tuition purposes complete a Residency Questionnaire and provide substantiating documents to affirm Texas residency. Contact the Office of the University Registrar at (210) 567-2621 to speak with a residency official should you have any questions. More information regarding how to establish residency and statutes pertaining to residency can be accessed at:

students.uthscsa.edu/registrar/wp-content/uploads/sites/2/2013/04/ResidencyQuestionnaire.pdf

The Health Science Center Libraries include the Briscoe Library on the Lozano Long Campus, the Downtown Library located at the University Health Center-Downtown, the Ramirez Library at the Regional Academic Health Center (RAHC) in Harlingen, the Jesse H. Jones Comprehensive Research Library at the South Texas Research Park, and Library at the Regional Campus in Laredo. The mission of the Health Science Center Libraries is to advance the educational, research, patient care, and service programs of the University and the health care programs of South Texas by providing library services and access to biomedical information fundamental to maintaining health and treating and preventing disease.

The Libraries provide access to a large collection of electronic journals and approximately 223,000 volumes of books and journals covering the broad range of health-related sciences – medicine, dentistry, nursing, health professions, and basic biomedical sciences. MEDLINE and other computer databases are available in the library and from off campus. Services include reference, circulation, course reserves, instruction in use of databases and evidence-based medicine resources, electronic document delivery, interlibrary loan, and support for mobile technologies.

The Briscoe Library is located in a four-story building near the center of the Lozano Long Campus. The Information Commons has more than 60 computers with access and software for student use, as well as scanners, printers, and photocopies. Additional computers, electrical and data lines, and wireless laptop access are available through the building. Group-study rooms can be reserved and individual study rooms are available on a first-come, first-served basis. The second floor of the Briscoe Library has multipurpose classrooms that are 24/7 study. Students in Harlingen or Laredo and the South Texas Research Park have full Internet access to the Libraries' online databases and full-text collection. Students are eligible for borrowing privileges and remote access to electronic resources by registering in person or online. Registered student borrowers use their Health Science Center identification cards when checking out items.

Reference or Library Comments and Questions:

Email: askalibrarian@uthscsa.edu

Phone: (210) 567-2450

Website: <http://library.uthscsa.edu>

Hours of Service, Briscoe Library

Monday – Thursday: 7 a.m. – Midnight

Friday: 7 a.m. – 10 p.m.

Saturday: 9 a.m. – 10 p.m.

Sunday: 10 a.m. – Midnight



It is recommended that you receive treatment within two hours of a needlestick or body-fluid exposure. You are encouraged to seek counseling at the [Student Health Center](#) so that your degree of exposure can be assessed and to assure appropriate data is collected on the source patient. With this necessary counseling, you will be in a better position to manage both your exposure and the related costs.

***Students must be registered in credit courses for this policy to apply.**

1. If you sustain an injury with a needle or other sharp object that has been exposed to a patient's body fluids, or if you splash a patient's body fluid onto broken skin or mucous membranes, you may be at risk to contract infection with human immunodeficiency virus (HIV), the causative agent of AIDS.
2. If this occurs, treatment is available that can substantially reduce the risk of acquiring HIV infection. The [Centers for Disease Control and Prevention](#) (CDC) recommends that for maximum protection, you should receive treatment within two hours of exposure.
3. The following are guidelines for what to do if you sustain a needlestick injury or body-fluid exposure.

For Exposures DURING Normal Weekday Daytime Working Hours in the San Antonio Area

If the exposure occurs **during** working hours (8:30 a.m. – 4:30 p.m.), care may be obtained from the [Student Health Center](#). However:

- To avoid delays in treatment, CALL before going to the Student Health Center to be sure it is open and that staff is present. The phone number is (210) 657-WELL (9355).
- If you are more than 30-45 minutes away from the Student Health Center, we recommend that you seek care from the nearest emergency room or health care facility.
- If the Student Health Center is closed, go to the University Hospital Emergency Room. Contact the ER triage nurse at 358-2488 to expedite your care. Report to the Student Health Center on the next (non-holiday) weekday.
- If you are more than 30-45 minutes from the University Hospital Emergency Room, we recommend that you seek care from the nearest emergency room or health care facility. Report to the Student Health Center on the next (non-holiday) weekday.

For Exposures AFTER Normal Working hours in the San Antonio Area

If the exposure occurs **after** working hours, care may be obtained from the University Hospital Emergency Room. Contact the ER triage nurse at 358-2488 to expedite your care. However:

- If you are more than 30-45 minutes away from the University Hospital Emergency Room, we recommend that you seek care from the nearest emergency room or health care facility. Report to the Student Health Center on the next (non-holiday) weekday following the exposure.
- If healthcare providers at another have questions about appropriate care, they can call the national HIV Post-Exposure Prophylaxis Hotline for Clinicians at 1-888-HIB-4911, which is open 24 hours per day.

For Exposures OUTSIDE the San Antonio Area

If the exposure occurs **outside** the San Antonio area, it is recommended that the student seek medical care from the nearest emergency room or health care facility. In Harlingen, during business hours, call 365-8752 for instructions. After hours call 389-5004, VBMC Emergency Triage. For a medical emergency, call 911.

- If healthcare providers at the facility have questions about appropriate care, they can call the national HIV Post-Exposure Prophylaxis Hotline for Clinicians at 1-888-HIV-4911, which is open 24 hours per day.

- Contact the Student Health Center by phone at (210) 567-WELL (9355) on the next (non-holiday) weekday.
- 4. **Incident Reports.** Regardless of location, complete an incident report in the facility in which the incident occurred. The report should include information identifying the person whose body fluid was the source of exposure and a contact person at the institution for follow-up. Bring a copy of the incident report to the Student Health Center.
- 5. **Cost.** If the above protocol is followed, cost of medical services received for needlestick or body-fluid exposure will be reimbursed by the Health Science Center, up to \$500 per case. The reimbursement shall be processed by the Student Health Center after the student submits a medical insurance claim receipt for the same case with a completed incident report.
- 6. In order to be eligible to receive the Needlestick Policy benefit, each Health Science Center student must comply with the following requirements:
 - a. Each student must consult the Student Health Center at (210) 567-WELL (9355) immediately.
 - b. Each student must seek reimbursement from the student's private insurance company first. The student must initiate the request for reimbursement from the Health Science Center within 30 days from the date the student's insurance claim is approved/denied.
 - c. Each student must provide the Student Health Center with a written report of the incident prior to making any request for reimbursement, including time, date, and location of incident. The incident must relate to your clinical duties as a registered student at the Health Science Center.
- 7. These guidelines are subject to revision and modification by the Student Health Advisory Committee and the chief student affairs officer at the Health Science Center, and supersede previous needlestick policies.

Recommendations of Student Health Advisory Committee Regarding Post-Exposure Prophylaxis for Needlestick or Percutaneous Fluid Exposure

1. For required courses, students should be sent only to locations where the individual schools (Dental, Graduate, Health Professions, Medicine, and Nursing) have confirmed that resources are available to provide care in the event a student sustains an infectious exposure. Post-exposure prophylaxis (PEP) for HIV as recommended by the current CDC guidelines, should consist of medical counseling, lab work, and antiviral medications within the recommended time frame. These sites would need to be periodically reviewed to confirm that the appropriate policies and procedures are in effect, possibly as part of the annual affiliation agreements.

Departments will confirm that appropriate policies and procedures are in effect before students are sent to remote locations. This information will also be included in affiliation agreements.

For elective rotations in underserved areas, students will be notified that PEP may not be available as recommended by CDC guidelines. When possible, students will be given information as to the nearest facility where this level of care can be obtained. Administration may consider asking legal counsel to develop an informed consent/release form to be signed by students acknowledging their understanding that PEP may not be immediately available to them on a chosen elective.

2. All Health Science Center Students will be provided adequate education regarding universal precautions for infectious exposure and PEP procedures prior to any clinical rotations. Course directors/faculty must demonstrate that teaching and clinical application of the correct use of universal precautions occurs on clinical rotations.
3. Provide educational support to remote clinical sites, primarily in South Texas, to help bring their policies and procedures up to date regarding treatment of infectious exposures. The Health Science Center will cooperate in providing information to assist in making the needed drug therapy available at these remote sites.

Prior to the placement of a student in a preceptorship, the School of enrollment will, by letter of agreement with the preceptor, develop information regarding post-exposure prophylaxis, including the nearest facility where this level of care can be obtained. Students will be informed by letter of this same information. The School will inform the administrators of the preceptorship programs of the need for this information prior to student placement with a preceptor and will work with the administrators of the preceptorship programs of the need for this information prior to student placement with a preceptor and will work with the administrators of the preceptorship program to identify the location of the nearest facility to each matched preceptor where the PEP can be obtained.

4. Continuation of current financial compensation for our students who follow our needlestick protocol and are treated after an injury in a remote location.

Students will follow procedures as outlined in the “Needlestick Policy”, which is given to each student at registration and available on the web in the Health Science Center Catalog. Reimbursement will be for covered expenses.

