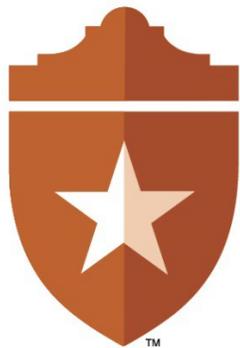


# New Student Pre-Registration Handbook



UT Health  
San Antonio

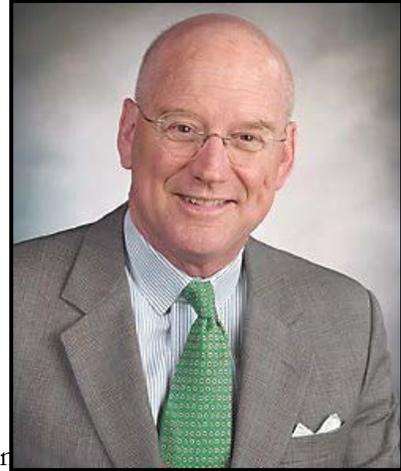
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Dear Student,

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, 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><b><u>Vice President for Academic, Faculty and Student Affairs</u></b>                  (210) 567-2004                  Room 4.436 AAB</p>	<p><b><u>Office of Veteran Services and Financial Aid</u></b>                  (210) 567-2635                  Room 318L MED</p>
<p><b><u>Office of the University Registrar</u></b>                  (210) 567-2621                  Room 317L MED</p>	<p><b><u>Student Counseling</u></b>                  (210) 567-2648                  Room 101F MED</p>
<p><b><u>Wellness 360 Clinic</u></b>                  (210) 567-9355                  Room 1.422 / School of Nursing</p>	<p><b><u>Student Life</u></b>                  (210) 567-2654                  Room 314L MED</p>
<p><b><u>Wellness &amp; Recreational Sports</u></b>                  (210) 567-5220                  Room 314L MED</p>	<p><b><u>Office of International Services</u></b>                  (210) 567-6241                  Room 331A MED</p>
<p><b><u>Briscoe Library</u></b>                  (210) 567-2450                  Long (central) Campus</p>	<p><b><u>Office of the Bursar</u></b>                  (210) 567-2556                  Room 301L MED</p>
<p><b><u>Laredo Student Services</u></b>                  (956) 523-7478                  Laredo, Texas</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 UT Health Science Center is committed to assisting the HSC 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 website 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 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

<b>Task 1: Immunization</b>	<a href="http://sentrymd.com/ut-health-san-antonio-immunization-and-health-requirements/">Submit proof of required immunizations. (http://sentrymd.com/ut-health-san-antonio-immunization-and-health-requirements/)</a>
<b>Task 2: Veteran Services &amp; Financial</b>	Apply for Financial Aid and Scholarships as needed; obtain veteran benefits information.
<b>Task 3: Student Portal</b>	Use your assigned username and password to access the many features located via the student portal: <a href="#">My Student Center</a> .
<b>Task 4: Email Account</b>	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.
<b>Task 5: Registration</b>	More information regarding registration and deadlines will be emailed to you.
<b>Task 6: Health Insurance and HSC Alerts</b>	Consider your health insurance coverage. Sign-up to receive UT Health Science Center’s text message and email notification system for emergencies and campus closures.
<b>Task 7: Parking and Student ID</b>	A Parking Permit is required if you plan to park or drive on campus. An HSC ID Card will be required of all students.
<b>Task 8: Pay Tuition and Fees</b>	Pay your Tuition and Fees.
<b>Task 9: Release of Student Records</b>	Update your FERPA Restrictions and manage your Directory Information.

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**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. Proof of all required immunizations must be submitted to [SentryMD](#) **PRIOR** to orientation.

A hold will be placed on all incoming students for any missing immunization records. Once the Immunization Form and/or record have been submitted and verified by Sentry MD, your hold will be released.

Should you require additional immunizations; the [Wellness 360 Clinic](#) 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, [review the Health Packet.](#)  
(<http://sentrymd.com/ut-health-san-antonio-immunization-and-health-requirements/>)

Call the Wellness 360 clinic with any questions at (210) 567-WELL (9355) or visit the website at <https://wellness360.uthealthsa.org/>

## **Upload Your Immunization Records**

<https://mysentrymd.com/sentrymd.html#/upload/71>

## **Access Your Immunization Records**

<https://mysentrymd.com/SSO/Login.aspx?institution=UTHealth>

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

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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 University of Texas 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, [My 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

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

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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 **IMS-CSS Service Desk at:**

Phone: (210) 567-7777, option 1  
Location: Tech Zone – Room 406.L (Medical Building, 4<sup>th</sup> Floor)  
Email: [IMS-ServiceDesk@uthscsa.edu](mailto:IMS-ServiceDesk@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 UT Health Science Center (including the UTHSCSA network domain, Financial Aid, Canvas, “MyStudent Center” 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 “My Student Center” 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.

**This will assist you in resetting your own password should you be locked out or forget your password.**

**My 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 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 My Student Center:**

<http://uthealthregistrars.screenstepslive.com/s/19390/m/75189/1/841107-how-to-log-into-my-student-center>

**Access My Student Center at:** <https://cst.uthscsa.edu/psp/S92PRDT/?cmd=login&languageCd=ENG&>

**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](http://ims.uthscsa.edu/student_support/setup.aspx)

**Or contact the IMS-CSS Service Desk at:**

Phone: (210) 567-7777, option 1  
Email: [IMS-ServiceDesk@uthscsa.edu](mailto:IMS-ServiceDesk@uthscsa.edu)

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You have been assigned a UT 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, contact:

**IMS-CSS Service Desk:** Phone: (210) 567-7777, option 1, Email: [IMS-ServiceDesk@uthscsa.edu](mailto:IMS-ServiceDesk@uthscsa.edu)

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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](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](mailto:IMS-ServiceDesk@uthscsa.edu)

**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** – submit documents to [Sentry MD](https://mysentrymd.com/sentrymd.html#/upload/71). (<https://mysentrymd.com/sentrymd.html#/upload/71>)
- **Task 2: My Student Center** – login to [My Student Center](#) 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: [Registration Instructions](#)
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 e-mail 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 [My Student Center](#).
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 My Student Center, 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 \$116 and \$899 per year. Most may be paid in monthly installments; other prices vary for other types of vehicle. Permits also are required for motorcycles at \$58 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:** Below Parking Garage B on the Main Campus

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

**Email:** [parking@uthscsa.edu](mailto:parking@uthscsa.edu)

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**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.**

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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 University of Texas Health Science Center at San Antonio.

For more information about health insurance and pricing, please click [here](#).

**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.

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

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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. For detailed information, please click here.



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

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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 My **Student Center**. 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 [My Student Center](#).
2. Access Tuition and Fees Tile
3. Select Make a Payment link on left side of screen
4. 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*.
5. 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](mailto:bursar4students@uthscsa.edu)

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

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Students at the University of Texas 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 Registrar via the Student Administration System, accessible via [My Student Center](#). 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, UT Health Science Center 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 [My Student Center](#). 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 My Student Center:

1. **Log into [My Student Center](#)**
2. Access Profile Tile
3. Access Privacy Restrictions
4. If you would like to restrict your information, **check Restrict All** for each category or select an individual row and then select the Restricted checkbox.
5. A restriction placed on any category or row will result in ALL directory information being restricted.
6. Click box under Restrict for each field you wish to restrict. Then click on the **Save** button at the bottom of the screen.
7. 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.**

## **When is New Student Orientation?**

New Student Orientation is offered to newly admitted students every semester. A schedule for new student orientation will be provided via email by your program or the Office of Student Life.

## **What will happen during Orientation?**

Various representatives from the UT Health Science Center will present information that is designed to help you be more successful during your time as a student here.

## **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](mailto:international@uthscsa.edu), or write:

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

Students who have a permanent resident visa must provide the Office of the Registrar with a copy of their Resident Alien card prior to Registration. For other International Student requirements, go to the website: <http://www.uthscsa.edu/ois/index.asp>

### 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 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 found [here](#).

The UT 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](mailto:askalibrarian@uthscsa.edu)

Phone: (210) 567-2450

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