

# Incoming Medical Student Master Checklist

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Hello Members of the Class of 2025,

We know we've been sending you bits and pieces regarding your fall semester, some of which include asks of you and various deadlines. We worked to compile a reference document compiling all tasks established thus far to help you track some of the more administrative tasks, as you prepare to make Larner your home.

We can't wait to welcome you home to the Larner College of Medicine on August 09!

Kind regards,  
The Orientation Planning Team

## Pre-Enrollment Tasks

### Matriculation Requirements

[Checklist Overview Webpage \(includes instructions on how to access and complete your OASIS-based checklist\)](#)

All of the following tasks must be completed in OASIS System.

**DEADLINE:** August 01, 2021

- Review** the [Immunization Requirements](#) and [Submit Proof of Immunization \(via OASIS checklist\)](#).  
We suggest you begin working on this by Mid-May/ASAP.  
**Task Contact:** [UVM Student Health Services](#)
  
- Review** the [Medical Student Handbook](#) & **Affirm (via OASIS checklist)** that you agree to abide by the provisions in the [Medical Student Handbook](#), including the [Tenets of Professionalism](#) and the [Student Honor Code](#).  
**Task Contact:** [Medical Student Services](#)
  
- Send Official Transcripts** to [Medical Student Admissions](#) (via your previous institution's registrar's office)  
**Task Contact:** [Medical Student Admissions](#)
  
- Submit [Proof of Health Insurance \(scan and upload form and any supplemental documentation as one PDF document via UVM Large File Transfer Service and to \[shsqna@uvm.edu\]\(mailto:shsqna@uvm.edu\)\)](#)**  
**Task Contact:** [UVM Student Insurance Office](#)
  
- Review and confirm review of [Technical Standards for Admission, Advancement, and Graduation Policy \(via OASIS checklist\)](#)**  
**Task Contact:** [Medical Student Services](#)

- Review ACADEMIC HISTORY posted to OASIS for accuracy**  
Task Contact: [Medical Student Services](#)
- Review and update CONTACT INFORMATION in Banner via your myUVM Portal** (phone number, emergency contact information, preferred first name, dietary restrictions and food allergies, pronouns used; continue to maintain this if/when any changes occur)  
Task Contact: [Medical Student Services](#)
- Review LCOM Disability Insurance Policy, complete the Disability Insurance Enrollment Form, and upload completed form to OASIS-based checklist**  
Task Contact: [Medical Student Services](#)
- Review and then attest that you agree to the Larner College of Medicine Student Lockers Policy (via OASIS checklist)**  
Task Contact: [Medical Student Services](#)
- Student Financial Services Matriculation Requirement:** View the recorded Medical Student Financial Services Video (link in Oasis) and Engage in a one-on-one entrance interview with Medical Student Financial Services (link in Oasis)  
Task Contact: [Medical Student Financial Services](#)

### **Prior to Arrival/Start of Orientation Week Course (REQUIRED)**

- Complete Part I of the Sexual Assault Prevention for Graduate (SAPG) Students @UVM LCOM Training (via the Foundry System;** course invitation email to the training will be sent to your UVM email address)  
Task Contact: [Medical Student Services](#)

**TRAINING LAUNCH:** June 18

Personalized log-in links will be sent to your UVM email address ([@uvm.edu](mailto:@uvm.edu)). The link in the email will prompt you to create an account using [netid@uvm.edu](mailto:netid@uvm.edu) as the username and an Foundry password of your choosing.

Completed in Foundry System (course enrollment will be in your dashboard). Personalized log-in links will be sent to your UVM email address ([@uvm.edu](mailto:@uvm.edu)). The link in the email will prompt you to create an account using [netid@uvm.edu](mailto:netid@uvm.edu) as the username and and Foundry password of your choosing. NOTE: Students only need to complete the SAPG Training as part of their pre-matriculation requirements; they do NOT need to complete the AlcoholEDU course--AlcoholEdu is for undergraduate students; SAPG is directed toward graduate-level students.

To maintain compliance with federal statutes (Title IX and the Clery Act), the University of Vermont requires every incoming student to take the SAPG online educational program, which uses evidence-based research to teach students about sexual misconduct. Whether you encounter misconduct or not, SAPG will help empower you to make informed choices. This training is to help ensure we are all contributing to a safer and more positive learning environment.

**COMPLETION DEADLINE:** August 01

- Complete Finding Our Common Ground: Diversity, Equity & Inclusion Training (via the Foundry System; course enrollment will be in your Foundry dashboard)**  
Task Contact: [The Office of Diversity & Inclusion](#)

**TRAINING LAUNCH:** June 18

*Finding Our Common Ground* provides a framework for enhancing your knowledge of concepts related to diversity, equity and inclusion. Knowledge of these concepts are essential to living in a diverse community, such as ours, as well

as to your success as a future physician. The program was developed based on relevant data and best practices that show cultural humility development is best achieved when it takes place over a period of time and engages people to spend time in reflection.

Completed in Foundry System (course enrollment will be in your dashboard). Personalized log-in links will be sent to your UVM email address (@uvm.edu). The link in the email will prompt you to create an account using netid@uvm.edu as the username and a Foundry password of your choosing. NOTE: Students only need to complete the SAPG Training as part of their pre-matriculation requirements; they do NOT need to complete the AlcoholEDU course--AlcoholEdu is for undergraduate students; SAPG is directed toward graduate-level students.

**COMPLETION DEADLINE:** August 01

- Submit proof of COVID-19 Vaccination:** UVM Is Officially Requiring the COVID-19 Vaccination for all UVM Students. Already, more than 6,000 students have reported their vaccination status in our student portal. The university is requiring students to complete this step by August 1.
  - UVM Student Health Services and other student services teams are working on policy details of the vaccination requirement. Additional details should come out sometime the week of July 18th.
  - [Secure your vaccination and submit your proof of vaccination ASAP, if you have not already done so...](#)
  - [Read more about the decision under the "UVM Board Endorses Vaccination Requirement for Students" UVM Communication...](#)

**COMPLETION DEADLINE:** August 01

- Upload Your Photo for Your UVM Student ID**  
**Task Contact:** [UVM CATcard Service Center](#)

CATcard is the official identification card for students, faculty and staff at the University of Vermont. It provides access to CAT\$cratch, UVM's prepaid debit account; it functions for dining, library and fitness access; it can be programmed for door access and it functions as a bus pass for the CCTA.

**COMPLETION DEADLINE:** August 02, no later than noon EST (Monday prior to Orientation Week)

- Review resources and Complete COVID-19 UVM Fall Entering Requirements if/when UVM institutes them via UVM Forward website;** [Periodic summer updates and information for fall semester reopening will be posted to the UVM Forward Campus Reopening Website...](#)  
**Task Contact:** [Medical Student Services](#)

**COMPLETION DEADLINE:** August 08 (The first Sunday of Orientation Week)

- Sign up for a White Coat Try on Slot**  
**Task Contact:** [Medical Communications](#)

**COMPLETION DEADLINE:** August 08, no later than Noon EST (Sunday prior to Orientation Week)

## Prior to Arrival (OPTIONAL)

- Register for U-MOO!** Visit [go.uvm.edu/umoo](http://go.uvm.edu/umoo) to read more and/or register.  
**Task Contacts:** UMOO student trip leaders, [Cliff Reilley](#), [Nicole Walch](#), and [Christina Cobb](#)

This optional pre-Orientation event is an overnight outdoor experience open to all first-year students that will take place just prior to Orientation (Thursday, August 5th, 10:00AM to Saturday, August 7th, 6:00PM). It will be located at Merck Forest and Farmland Center in Rupert, VT. Current students will be present to facilitate groups. There will be a wide range of activities including hiking, nature walks, yoga, trail running, lawn games, reading, crafts, and campfire stories - all with an emphasis on FUN and WELLNESS!

**COMPLETION DEADLINE:** August 01.

**Complete the [Little-Sibling Questionnaire](#) (Larner Big-Sib Little-Sib Program)**

**Task Contact:** [LCOM Student Council](#)

This questionnaire helps Student Council make compatible mentor matches between incoming students and upper classmen. The Big Sib/Little Sib Program is a great way to find answers to your questions, connect with an upper classman, start school with a friend, and have a peer mentor for your first year of medical school. Shortly after your orientation week, Student Council will host a luncheon for Big Sibs and Little Sibs, and during the school year, Big Sibs will be on campus to help you navigate all the twists and turns of M1.

**COMPLETION DEADLINE:** always the third Friday, in July; however, if you missed this deadline for any reason and have all sorts of FOMO, please do not hesitate to reach out to Student Council. They finalize the BSLS matches for the coming year.

**Consider contacting [UVM Student Accessibility Services \(SAS\)](#) – See the [Technical Standards for Admission, Advancement, and Graduation Policy](#) for more information**

**Task Contact:** [SAS email](#)

Disability Services at UVM [Student Accessibility Services \(SAS\)](#) provides ADA Accommodations to students with documented disabilities. Please visit the Larner College of Medicine Medical Student Handbook [Policy 300.00 Technical Standards for Admission, Advancement, and Graduation](#), and [Policy 310.00 Support for Disabilities: Technical Standards Procedure for Students with Disabilities Seeking Accommodation](#) for more information on seeking reasonable accommodation.

Students seeking more information on eligibility and accommodations should complete the [Getting Started with SAS](#) online intake form, or contact SAS by phone or email.

Students should contact SAS prior to arrival to ensure that eligibility for accommodations is determined and accommodations are in place prior to the start of medical school.

**COMPLETION DEADLINE:** Prior to arrival and throughout medical school

**Review the [Family Educational Rights and Privacy Act \(FERPA\)](#) (know your rights)**

**Task Contact:** 1.800.872.5327 (voice); Individuals who use TDD may [use the Federal Relay Service](#)

Review the [Family Educational Rights and Privacy Act \(FERPA\)](#). *Know your rights. FERPA affords students certain rights with respect to their education records.* The Federal Higher Education Opportunity Act requires institutions to notify students of their rights under FERPA. Additionally, the Standards of the LCME reinforce this regulation. [UVM's FERPA Rights Disclosure Policy Statement](#)

**COMPLETION DEADLINE:** Prior to arrival and throughout medical school

**Consider obtaining [Parking Permits](#)**

**Task Contact:** [UVM Transportation and Parking Services](#)

*If you wish to have your car on campus, you must obtain a parking permit prior to Orientation.*

Permits are required to park on campus whether you are commuting or living on campus. Parking regulations are enforced 24 hours a day, seven days a week using a system of warnings, citations, and/or towing.

**Complete the [AAMC Matriculating Student Questionnaire \(MSQ\)](#)**

**Task Contact:** [The AAMC MSQ Team](#)

**COMPLETION DEADLINE:** September 15

**Complete "Health History Form"**

**Task Contact:** [Student Health Services](#)

All new incoming students should complete a "Health History Form" upon matriculation.

If you visit the Student Health Services (SHS) for immunizations, allergy injections, well visits, acute care visits, etc., this form will assist clinical staff in diagnosing and caring for you as a patient.

**COMPLETION DEADLINE:** Prior to being seen at the Center for Health & Wellbeing

**Additional Personal Information**

**Task Contact:** [UVM Office of the Registrar](#)

Update Additional Personal Information with the Registrar's Office:

- Name Change
- A Preferred Name
- Your Pronoun(s)

To help us ensure all of our systems are preset with your new name when you arrive, please process a [name-change form](#) with the [UVM Registrar's Office](#) as soon as possible. The earlier you process the name change, the more convenient the process is for you; the process is more involved once accounts are established. Accounts are established in early July, prior to your matriculation.

**COMPLETION DEADLINE:** You may request a change of name, ID, pronoun, and your preferred name at any time.

**Activate your [Osmosis](#) account using your UVMLarnerMed (MED) credentials.**

**Task Contact:** [uvmsupport@osmosis.org](mailto:uvmsupport@osmosis.org)

Built on evidence-based research on science of learning, Osmosis's learning platform, study tools, and comprehensive materials help students stay organized, study more efficiently, and retain information longer.

UVM Larner Med has partnered with Osmosis to provide a library of content to students and faculty, including videos, questions, and flashcards. In addition to assigned coursework, students have access to useful study and collaboration tools like group workspaces and study schedulers.

## Post-Matriculation Tasks

**Orientation Course Assignments Throughout the Week**

On the Monday of Orientation, you begin your course with a technology distribution and set-up session. This will launch you into your course content and education tools. Course assignments are facilitated via our VIC Portal System (Blackboard-based), and you will receive guidance and support from our incredible [Curriculum Services Team](#) on how to complete any and all required assignments.

**[OPTIONAL] Sign-up for a Campus Tour:** Sign-up will be released in the upcoming issue of your WeeklyWire and in your Curriculum Calendar, in VIC Portal.

**Task Contact:** [Medical Communications](#)

**[OPTIONAL] Engage in the Orientation Week Scavenger Hunt!** The Scavenger Hunt is designed to be a fun and engaging way for students to learn about additional resources, people, and spaces available to them.

**Task Contact:** [Medical Student Services](#)

## Post-Orientation Course

- Complete Orientation Evaluations (in OASIS)** (Medical Student Handbook [Policy 550.00 – Evaluation of the Curriculum](#))

**Task Contact:** [Leigh Ann Holterman, Ph.D., Director of Curriculum Evaluation and Assessment](#)

Completion Deadline and instructions will be provided to you at the beginning of your Orientation Course. You will have **at least** a week after the course ends to submit your final evaluations.

- Acquire a valid driver's license & access to a car** (see Medical Student Handbook [Policy 520.00 – Transportation to Training Sites](#) for more information)

**Task Contact:** [Medical Student Services](#)

Students must have and maintain a valid driver's license and/or access to a car while enrolled as a UVM medical student. Travel to clinical sites is a requirement of the Larner College of Medicine curriculum. This is required in coursework that begins in the first months of enrollment.

**COMPLETION DEADLINE:** November 01

- Firmly establish those sea legs as a #uvmfuturedoc!** And do not hesitate to [reach out with any questions](#). We always here to help where and when we can!