

Incoming Medical Student Master Checklist

Class of 2027

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Welcome!

Hello members of the Class of 2027,

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.

All deadlines are for summer/fall 2023, unless noted otherwise.

We can't wait to welcome you home to the Larner College of Medicine on August 07!

Kind regards,

The Orientation Planning Team

Pre-Enrollment Tasks

- Review the [Immunization Requirements](#) and [Submit Proof of Immunization](#)

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

[Via the OASIS checklist](#)

We suggest you begin working on this ASAP.

Student Financial Services Matriculation Requirement:

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

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).

Review and confirm review of [Technical Standards for Admission, Advancement, and Graduation Policy](#)

Task Contact: [Medical Student Services](#)

[Via the OASIS checklist](#)

Review [LCOM Disability Insurance Policy](#), complete the [Disability Insurance Beneficiary Designation/Change Form](#), and upload completed form [to OASIS-based checklist](#)

Task Contact: [Medical Student Services](#)

Send Official Transcripts to Medical Student Admissions

Task Contact: [Medical Student Admissions](#)

If any courses were incomplete at the time you submitted your application, send transcripts via your previous institution's registrar's office.

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](#)

Submit [Proof of Health Insurance](#)

Task Contact: [UVM Student Insurance Office](#)

Scan and upload form and any supplemental documentation as one PDF document via [UVM Large File Transfer Service](#) and to shsqna@uvm.edu

Review and then attest that you agree to the Larner College of Medicine [Student Lockers Policy](#)

[Via OASIS checklist](#)

Task Contact: [Medical Student Services](#)

Review and update CONTACT INFORMATION in Banner via your [myUVM Portal](#)

Task Contact: [Medical Student Services](#)

Phone number, emergency contact information, preferred first name, dietary restrictions and food allergies, pronouns used; continue to maintain this if/when any changes occur.

COMPLETION DEADLINE: Please update any dietary restrictions by July 14 for Orientation food orders to be placed accordingly.

Review ACADEMIC HISTORY posted [to OASIS](#) for accuracy

Task Contact: [Medical Student Services](#)

Prior to Arrival for In-Person Curriculum (REQUIRED)

Complete [Part I of the Sexual Assault Prevention for Graduate \(SAPG\) Students @UVM LCOM Training](#)

([via the VectorSolutions system](#); course invitation email to the training will be sent to your UVM email address)

Task Contact: [Medical Student Services](#)

LAUNCH DATE: June 26

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 VectorSolutions password of your choosing.

Completed in VectorSolutions (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 VectorSolutions 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: July 30

Complete *Finding Our Common Ground* Pre-Work

Task Contact: [The Office of Diversity, Equity and Inclusion](#)

LAUNCH DATE: June 30th

Dear Class of 2027:

Welcome to the UVM Larner College of Medicine and the Office of Diversity, Equity & Inclusion's *Finding Our Common Ground* curriculum.

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. This framework is based on UVM's [Our Common Ground](#) statement of principles as well as Larner's [Statement on Medical Professionalism](#), both of which guide us as members of the UVM community.

The program was developed based on the framework that cultural humility development is best achieved when it takes place over time and engages people to first spend time in reflection on their own identities, attitudes and commitment to this work. Over the next four years you will have the opportunity to reflect upon the influences that have shaped your various identities and through these reflections you can improve your chances successfully navigating being a member of diverse class as well as a physician in an increasingly multicultural world.

During these unprecedented times, marked by a global pandemic that has brought long-standing disparities and inequities in health to the forefront, we must commit to ensuring all members of our communities are engaged in our work and living environments.

The Office of Diversity, Equity & Inclusion (ODEI) has been using the following foundational tools for faculty, staff and students since 2015 (your course pre-work). Although we use the term "cultural humility" (which is a lifelong process of self-reflection and self-critique where you first examine your own beliefs and cultural identities) instead of "cultural competence" (which is the term used in medicine), the idea is the same: success in cross cultural situations is dependent upon strong skills in navigating situations where there may be cultural commonalities and/or cultural differences. This first requires an individual to examine where they are on the intercultural development continuum.

Pre-Work: Complete Two E-Modules (via VectorSolutions platform)

- Diversity, Equity, Inclusion and Belonging
- Managing Bias

Ensuring a diverse, inclusive, and equitable environment can be challenging. However, when approached from a human and humane perspective, diversity challenges can instead become valuable opportunities for inclusion. These e-modules use the unique experiences of real people to explore key concepts such as identity, culture and communication. By gaining a better appreciation for our shared experiences of difference, our shared expectations of respect, and our shared need to belong and feel appreciated, employees are encouraged to identify how they can create more respectful and inclusive environments.

You will receive a link to these modules in your UVM email account with the subject line, "You have been assigned a training - University of Vermont"

COMPLETION DEADLINE: August 01

Pre-Work: Complete Intercultural Development Inventory (via IDI platform)

Intercultural Development Inventory® (IDI®)

The Intercultural Development Inventory® (IDI®) is the premier cross-cultural assessment of intercultural competence that is used by thousands of individuals and organizations to build intercultural competence to achieve international and domestic diversity and inclusion goals and outcomes. IDI research in organizations and educational institutions confirms two central findings when using the IDI:

- Interculturally competent behavior occurs at a level supported by the individual's or group's underlying orientation as assessed by the IDI.
- Training and leadership development efforts at building intercultural competence are more successful when they are based on the individual's or group's underlying developmental orientation as assessed by the IDI.

The link for the IDI will be sent to your UVM email address and will come from idiadmin@idiassessment.com. If you do not receive a link, please [contact Krista Koeller](#), Program Specialist in the Office of Diversity, Equity, and Inclusion.

COMPLETION DEADLINE: August 01

Read *Make It Stick*

Task Contact: [Curriculum Services](#)

LAUNCH DATE: Mid-July

Before delving into the rich curriculum at the Larner College of Medicine, we want to take some time to talk about the science of learning. We believe it important to deliver content in a way that is enduring so that after studying the physiology of cells and systems, pathology and clinical experiences are more meaningful, ultimately impacting patient care positively. By mid-July, you will receive a copy of the book *Make It Stick: The Science of Successful Learning* in the mail.

Please read this text before Orientation begins. It is your first required independent learning material. You will be revisiting the research and recommendations of *Make It Stick* during an Orientation Team-Based Learning (TBL) session and throughout your first courses.

COMPLETION DEADLINE: August 07

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: July 31, no later than noon EST (Monday prior to Orientation Week) to ensure you receive your badge at Orientation Week registration

Sign up for a White Coat Try on/UVM Medical Center Badge ID Photo Slot

Task Contact: [Medical Communications](#)

Students will select their white coat style and size during these sessions, have their photos taken in a white coat, and be recorded pronouncing their names. Photos will be used to help faculty get to know the Class of 2027 and will be used for UVM Medical Center Badges. Videos will be used to make sure names are pronounced correctly at events like White Coat and Commencement. A sign-up link will be sent out in late July.

COMPLETION DEADLINE: August 06, no later than Noon EST (Sunday prior to Orientation Week)

Sign up for a Wellness Day Activity

Task Contact: [The Larner Curriculum Services Team](#)

LAUNCH DATE: Late-July/first week of August

The Curriculum Team is working to finalize your [Professionalism, Communication, and Reflection \(PCR\) Course](#) groups. Half of the class meets on Tuesdays for PCR and the other half meets on Thursdays. Tuesday PCR students will be invited to sign-up for Tuesday Community Service Activities and Thursday Wellness Day activities, and Thursday PCR students will be invited to sign-up for Tuesday Wellness Day activities and Thursday community services activities. Keep your eye on your MED inboxes for the email from our Curriculum Services Team, inviting you to sign-up for a wellness activity!

COMPLETION DEADLINE: August 7 (no later than end-of-day, of Orientation Week - Day 1)

Sign up for a Community Service Project

Students will spend Tuesday or Thursday afternoon of Orientation Week volunteering in the greater Burlington Community. A link to sign up for projects will be shared via email and will correspond with the day students are scheduled for PCR (Professionalism, Communication, and Reflection).

COMPLETION DEADLINE: July 31, no later than Noon EST

Pick up your LCOM-provided laptop

Task Contact: Submit a help [Footprint](#)

The COM Technology Services (COMTS) Team will provide you with a new Surface Pro computer, with a keyboard and digital pen. This computer has been specifically chosen, and configured, to integrate with LCOM systems and curriculum. Please pick your computer up before the first day of Orientation. If you are participating in U-Moo, plan to pick up your computer before departing on Thursday morning. Additional details will be emailed.

COMPLETION DEADLINE: If participating in U-Moo, by August 3; if not, by August 4

Prior to Arrival for In-person Curriculum (OPTIONAL)

Register for U-MOO!

Task Contacts: UMOO student trip leaders ([Michaela Busch](#), [Trevor Watkins](#), & [Kevin.Ito](#), Members of the Class of 2026)

LAUNCH DATE: Registration will launch late-June/early-July

For more information and to register, check out the [UMOO webpage](#).

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 3rd, 10:00AM to Friday, August 4th, 6:00PM)**. It will be located at Underhill State Park in Underhill, VT. Current students will be present to facilitate groups. There will be a wide range of activities including hiking, nature walks, bird watching, lawn games, reading, crafts, and campfire stories - all with an emphasis on FUN and WELLNESS!

COMPLETION DEADLINE: August 01

Complete the [LCOM Connect Questionnaire](#) (Larner Connect Program)

Task Contact: [Larner Medical Student Council](#)

The LCOM Connect Program is brought to you by the Larner College of Medicine Student Council. It's a way to help incoming first-years find answers to questions, connect with students who have "been there", start school with a friend and have someone on their team for their first year of medical school. The LCOM Connect Committee will pair you (the 'Connectee') with a member from the Class of 2026 (the 'Connector').

Shortly after the Class of 2027 orientation week, The LCOM Connect Committee will host a luncheon for the M1/M2 pairs, and during the school year, the M2 LCOM 'Connectors' will be on campus to help their M1 LCOM 'Connectee' navigate all the twists and turns of the M1 year. Many students become very close to their own M1 pair and Student Council hopes to continue the tradition for years to come.

This questionnaire assists us in making pairings for the coming year. We close the survey the third Friday, in July (July 21, 2023), to allow Student Council time to pair students.

COMPLETION DEADLINE: July 21, 2023

Review/Update your additional Personal Information

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

Update additional personal information [via your myUVM account](#):

- Lived first name
- Your pronoun(s)

- And if applicable because you recently changed your legal name, submit a [Name Change Form](#) with the [UVM Registrar's Office](#). If this is applicable, please process as soon as possible. The earlier you complete this process prior to matriculation, the more convenient managing the change will be for you; the process is more involved once student user accounts are established in early-July of your matriculation year.

Activate your Osmosis account using your UVMLarnerMed (MED) credentials

Task Contacts: [UVM Osmosis Support](#) and [The Larner Curriculum Services Team](#)

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.

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

Task Contact: [Student Accessibility Services \(SAS\) @UVM](#)

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.

While we encourage you to explore this prior to arrival, you can do so at any time over the course of your medical education. Please do not hesitate to reach out to [Tim Moynihan, PhD, Director of Academic Support](#), with any questions.

Review the Family Educational Rights and Privacy Act (FERPA) (know your rights)

Task Contact: [UVM Registrar's Office](#) (802-656-2045)

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](#).

Consider obtaining Parking Permits

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

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.

COMPLETION DEADLINE: If you wish to have your car/park on campus, you must obtain a parking permit prior to arriving for in-person curriculum.

Please Complete the AAMC Matriculating Student Questionnaire (MSQ)

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

COMPLETION DEADLINE: Survey closes on 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

Post-Matriculation

Required During Orientation Week

Orientation Course Assignments Throughout the Week

On the Monday of Orientation, after a welcome from LCOM Deans, you begin your course with a technology 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 all required assignments.

Optional During Orientation Week

Take a Campus Tour

Campus tours will be offered on Monday of Orientation – see your VIC calendar.

Task Contact: [Medical Communications](#)

Required After Orientation

Complete Orientation Evaluations (in OASIS)

(Medical Student Handbook [Policy 550.00 – Evaluation of the Curriculum](#))

Task Contact: [Cara Simone \(she/her\), Evaluation and Research Specialist](#)

COMPLETION DEADLINE: Completion Deadline and instructions will be provided to you during your Orientation Course. You will fill out two evaluations: a faculty evaluation and a course evaluation. You will have **sixteen days** 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!