

CONGRATULATIONS!

You have received an offer of admission to MSUCOM and now you may be wondering, what next? There will be many steps to complete before you become an MSUCOM medical student. You may begin to wonder 'What do they want? When is it due? Who can I ask for help?' We hope this document will help you with your journey as you transition from candidate to student at MSUCOM.

What this guide includes:

1. An overview of the transition process. Please become familiar with the information. It describes the various units in MSUCOM that will facilitate your transition. It also includes important web links and time sensitive steps to prepare for matriculation into the Class of 2021 at MSUCOM.
2. A checklist to help you manage the process. It includes contact information for staff, who are happy to assist you at the specific points along the way.

Again, we want to congratulate and welcome you to MSUCOM. We are very excited for you and excited to help you with your journey to become a graduate of the Michigan State University College of Osteopathic Medicine. Do not hesitate to contact us at any point if you need assistance.

Sincerely,

The Admissions and Student Service Teams at MSUCOM.



Admitted Student Guide

I. MSUCOM Admissions - First Steps

MSUCOM Office of Admissions -A136 East Fee Hall/Phone: **(517) 353-7740**

Email: com.admissions@hc.msu.edu

Hours of operation: 8 am to 12 noon and 1 pm to 5 pm EST Monday through Friday.

You received your phone call offer and the email offer just arrived. Soon you will receive a formal letter in the mail. You may be thinking, is this real! Before you start trying to decipher what it all means, take a few minutes to get an overview of the critical things that you have received to get you started:

*A link to electronic documents and a Michigan State University Graduate application.

*Another link that is called the **Class of 2021** class link. –It is very important, please bookmark it now.

Information to schedule a visit to MSUCOM:

We offer dates to visit our three sites located in East Lansing, Macomb, and Detroit. Come join us for an afternoon of presentations and tours with our current students. Also as you consider our offer, the time frames to make your decision will vary from months to just 24 hours based on when you receive the offer. Your due date is provided in the mailed letter offering admission and is included in the Accept Offer tab in your supplemental application. If you receive an offer between August and mid-November, you have until December to decide. Offers after December will vary from weeks to hours as we near the date of orientation that begins on June 7, 2017.

- A.** You have read the offer information, perhaps visited MSUCOM, so... now what? We hope you will join the MSUCOM family! To accept and lock in your spot you must:

Accept the offer by going to the Accept Offer tab in your MSUCOM supplemental application. There you will see a link to the electronic documents mentioned. Complete these to select your site and to ensure your offer. You must do so by no later than **11:59 P.M. Eastern Standard Time** the day of the deadline given in your admissions offer letter/Accept Offer tab or the offer will be withdrawn. We do not grant extensions. **Canadian students, please follow Canadian candidate specific guidelines in your ACCEPT OFFER tab.**

- B. Pay the required deposit.** We know paying deposits is stressful, but a substantial portion will be applied back towards your tuition. The balance is applied to critical things like disability insurance, drug screens, and an administrative fee to be sure the Office of Student Services meets your needs as an MSUCOM student. **Canadian candidates: please follow the links in your offer tab to Canadian-specific instructions and to the Canadian Resource guide:** [here](#)

- C. Submit official transcripts and verify completion of prerequisites:**

NOTE:

- AACOMAS does not release transcripts received when you applied - we will never receive the original transcripts used to apply. You must send a complete set to MSUCOM.
- Transcripts are necessary to verify completion of admissions requirements.

- All required courses must be completed and verified by June 7, 2017.
- Institutions for which you are awaiting degree conferral should be sent only after the degree has been recorded on the transcript.
- Transcripts for all other Institutions attended must be received by June 7, 2017.
- When requesting transcripts, they should be to the attention of: **COM Admissions.**
- Failure to comply with this requirement will prevent your continued enrollment with MSUCOM

Send paper transcripts to:
 COM Admissions
 Attn: Lorie Culham
 965 Fee Road, Room A136 East Fee Hall
 East Lansing, MI 48824

REMINDER: If your contact information changes, please inform MSUCOM Admissions.

II. Student Services – Second Steps

Office of Student Services <http://com.msu.edu/Students/Index.htm>

Once you have completed the steps for **COM (College of Osteopathic Medicine) Admissions**, your MSU graduate application and deposit will be forwarded to the MSU Admissions Office for processing. After this process is complete, you will begin to work with the COM Office of Student Services (COM Office of the Registrar and the COM Office of Scheduling and Student Activities). The MSU Admissions Office, not the COM Admissions Office, will provide the COM Office of the Registrar with your student identifiers (APID/PAN). The COM Office of the Registrar will be in contact with you regarding your PID and PAN beginning mid-March. Visit the Class of 2021 webpage to find information from the COM Office of the Registrar related to setting up your NetID and email, changing your address, submitting immunizations, and other important information. Once you are processed into the university system, the MSU Office of Financial Aid office will also be aware of your status as an entering MSUCOM professional student.

TIP: Please treat your student PID and PAN (personal access number) as a confidential password.

To be eligible to start as a medical student:

- *Complete steps to be compliant with college and university policies or Compliances.
- *Order essential materials for orientation and for the summer Anatomy course.
- *Complete Pre-matriculation experience activities
- *Clear any holds on your account if you attended MSU. Confirm attendance once your bill is available in the MSU STUINFO system.

To begin:

A. Review the items and requirements in the **Class-of-2021** link to begin the pre-matriculation process.

Remember the [Class of 2021](#) link included in your admissions offer? This link takes you to important COM services such as Financial Aid, and time-sensitive orientation information. The central page links are critical items created by the COM faculty. On the right you will find

important updates and news. As you work through the Class-of 2021 page, if you need assistance, the following list of offices can help you with specific issues.

Office of Student Services:

Office of the Associate Dean: (517) 353-8799 C103 East Fee Hall

Office of the Registrar: (517) 353-7741; Email: C110 East Fee Hall

OsteoMedReg@hc.msu.edu

Office of Scheduling and Student Activities: (517) 355-4608 C101 East Fee Hall

Office of Academic/Career Guidance: (517) 884-3893 A128 East Fee Hall

Office of Counseling/Health Promotion: (517) 884-7238 C101B East Fee Hall

Tip: Don't confuse the Class of 2021 link with other official links you will see later such as the Student Portal or STUINFO, or with unofficial links that might pop up such as a Class Facebook page. The Class of 2021 link is the authorized COM web resource for pre-matriculation information.

B. Highlights from the Class of 2021 page: Many items may have deadlines, so become very familiar with information. You can also find information related to the material in the checklist or contact the offices above.

1. Important Information All Incoming Students MUST Know - need we say more? Study this document provided by our Associate Dean/Student Services. It will include the links to other important sites and will cover topics from preparing for Anatomy to parking.

Office of the Associate Dean: (517) 353-8799

2. Compliances – You are entering a profession that involves public trust. We now must ask you to comply with that factor. You must complete the following **REQUIRED** items. For **Compliances** visit: <http://www.com.msu.edu/Students/Registrar/Compliances.htm> or for questions call 517-353-7741. Refer to this checklist for guidance on which items to complete: <http://www.com.msu.edu/Students/Registrar/Compliance%20Checklist.pdf>

a. Criminal background check and fingerprinting: [here](#)

b. Students should not submit their immunization documentation until they are enrolled. You will know you've been enrolled when you receive correspondence about your PID and PAN from the COM Office of the Registrar

c. Enrollment in MSU Student Health Insurance- You will be automatically enrolled in this plan through a charge on your tuition bill. Enrollment in this plan can be waived by proof of comparable coverage through MSU Human Resources. Contact: SolutionsCenter@hr.msu.edu or (517) 353-4434.

3. Place essential orientation item orders - You will be required to attend a two-day orientation in June. You will need items such as lab coats, scrubs, nametags and other necessary items to start your training. **Office of Scheduling and Student Activities:** 517-355-4608.

Mandatory Orientation June 7 & 8, 2017

Day 1 – East Lansing, June 7

Day 2 – At your assigned site (either in Detroit, East Lansing, or Macomb

- a) **Orientation Orders:** Please go to your Class of 2021 Link for more detailed information on each item you will be ordering (this link will be available in December/January).

Orders should be placed on your acceptance to MSUCOM and not later than February 1, 2017. **IF YOU ARE ADMITTED AFTER THE FEBRUARY 1 DATE, YOU MUST ORDER YOUR ITEMS ASAP.** All orders will be distributed on the first day of Orientation. U.S. residents: \$540 is included in your 2017 Summer Financial Aid to help cover the cost. (Canadian students are not eligible for U.S. Federal Student Aid). For those who withdraw or defer, not all items will be refunded at 100%.

- b) **Convocation Ceremony: June 16, 2017**

Orientation culminates in a long-standing tradition called Convocation (White Coat) Ceremony. You will be formally presented with your consultation coat (White Coat) by an MSUCOM Faculty Member during the ceremony.

4. **Pre-matriculation Experience** - Are you anxious about what it will be like to be a medical student? Want to get a start on studying? This provides a wealth of information from our Associate Dean/Student Services and MSUCOM's Student Support Services with tips that range from how to prepare for Anatomy to learning to balance life and medical school. They are the team to help you stay on track.

Office of Academic/Career Guidance: (517)884-3893

Office of Personal Counseling/Health Promotion: (517) 432-0141

Please Note: You are required to review the pre-matriculation **Anatomy** modules. To do so will require a login NetID that will be available to you after you have been processed into the university system and been enrolled in Anatomy by the COM Office of the Registrar. After you receive your NetID, follow directions in the **Anatomy** link within the Pre-matriculation Experience list to login to MSU's D2L system to access the Anatomy modules.

III. Medical School Financial Information

Financial Aid/Scholarship Information: [here](#) – Applying for aid, budgeting.

Financial Aid 2016-2017 Budget: [Student Budget](#)

Associate Dean's Guide to applying for scholarships: [here](#)

Anticipated Up-Front Expenses: These are expenses associated with the deposit to hold your spot and items you will need to purchase prior to orientation and the beginning of class. They will be charged prior to the availability of your financial aid package in June.

- A. Admissions Deposit: \$1000** – Due on date given in Admissions offer.
- \$ 50 - MSU Graduate application fee
 - \$450 - Tuition
 - \$250 - Disability insurance
 - \$250 – Administrative fee

B. Compliances: \$123.75

This fee is applied to the cost of fingerprinting **and background check**, utilizing the required Vendor CastleBranch.

Orientation essentials: You will need to purchase some items before orientation items that include: Anatomy Kit (gloves and probes) nametags, scrubs and lab coat. Your total cost may vary based on the number of nametags, scrubs and lab coats. You will also be asked to pay SOMA and Class upfront. (\$540 will be budgeted toward these costs in your June financial aid award.)

C. Anatomy Books and Supplies - \$335

IV. Housing Information

Previous classes have compiled a guide to acquaint you with some of the local housing providers. The details change yearly, so the costs and other details will differ but these listing can help you locate existing rental properties.

Housing Guide 2012-

http://com.msu.edu/class_of_2019/Housing/20102011HousingInfo.pdf

Additional information:

<http://www.apartmentguide.com/> (can input any city)

<http://www.forrent.com/> (can input any city)

http://www.dtnmgt.com/?gclid=CK_CwJar_L8CFYk-MgodSjMAhQ (greater Lansing area)

<http://www.zillow.com/mi/rent-houses/> (houses for rent in Michigan, can input any city)

IV. Dictionary of terms:

APID – Eight digit personal student identification number assigned to you by Michigan State University.

PAN- Four digit personal access number.

NetID-personal ID necessary to log into college and university sites.

Class-of-2021 Link – links to process directions for transition from candidate to student. It is the authorized college web resource for pre-matriculation information. Not to be confused with other social media pages that are not authorized such as class Facebook pages.

Student Portal-access point to an MSUCOM data system where you will find useful forms and other information. It will not be accessible to you until after you matriculate at MSUCOM.

SOMA - Student Osteopathic Medical Association.

V. Website glossary:

Canadian Resource Guide –

http://com.msu.edu/Students/Career_Guidance/canadian_student_resources_7_25_13.pdf

Class of 2021 – http://com.msu.edu/class_of_2021/Index.htm

Compliances - <http://com.msu.edu/Students/Registrar/Compliances.htm>

Criminal Background: <http://www.com.msu.edu/Students/Registrar/Fingerprinting.htm>

Immunizations: <http://www.com.msu.edu/Students/Registrar/Immunizations.htm>

MSU Olin Student Health Center: <http://olin.msu.edu/Services/allergy/immunizations.htm>

Medical School Financial Aid

Financial Aid: http://www.com.msu.edu/Students/Financial_Aid/Financial_Aid.htm

Associate Dean's Guide to applying for scholarships:

http://www.com.msu.edu/Students/Financial_Aid/Scholarships%202014.pdf

Final comment: Much of this document is the inspiration of students who have come before you. If we can leave you with one piece of advice, start early. Use the checklist and ask for assistance.

Best wishes to you,
MSUCOM Admissions Team

See you at orientation!