

MICHIGAN STATE UNIVERSITY

CONGRATULATIONS!

You have received an offer of admission to MSUCOM and now you may be wondering, what next? Who may I ask for help? Are there deadlines? We hope this document will help you with your journey as you transition from candidate to MSUCOM medical student.

What this guide includes:

1. An overview of the transition process with important time sensitive steps to prepare for matriculation into the Class of 2022 at MSUCOM.
2. Web links, contact information and services available to assist you.

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.

INTRODUCTION

You have 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 items that you have received to get you started:

- *A link to electronic MSUCOM documents and a Michigan State University Graduate application.**
- *Class of 2022 Prematriculation and Orientation - It is very important, please bookmark it now.**
- *Information to schedule a visit to MSUCOM.**

When you visited East Lansing for your interview, you had the opportunity to tour the East Lansing facility. If you also wish to tour our Macomb and Detroit locations, you will find registration information in your admissions offer materials. 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 deadline is provided in the admission offer information.

Waitlisted Candidates: You are very important to us. We do appreciate that it can be an anxious time for you to wait for a decision. We encourage you to become familiar with this guide as well to best prepare to complete the necessary steps if you receive a later offer. Offers of admission may be made through May. Orientation for the entering class begins June 6, 2018. If you receive a later offer, we will assist you to complete these steps in the time remaining before you matriculate into the class.

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

A. Accept the offer and secure your seat in the entering class.

Log in to your MSUCOM secondary application. An Accept Offer tab has appeared that provides the information to secure your place in the class. Complete the documents to select your site and to insure 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. Otherwise, the offer will be withdrawn and we will not grant an extension. Canadian students, please follow Canadian candidate specific guidelines in your ACCEPT OFFER tab.

TIP: Though we are not able to guarantee site preferences, if your first choice site is filled, you may request to be placed on a waitlist for that site. Due to the administrative complexity of changing a candidate's site, only one site change will be granted. Also, if feasible, you may consider delaying locking in housing, as we may see movement in our site lists in early June, prior to orientation. You may have a chance to attend your first choice site if you have not yet signed a housing contract. However, you should be settled into your housing several days before orientation to get organized and familiar with your area.

B. Pay the required non-refundable deposit.

Providing a deposit secures your seat. We apply a substantial portion to your tuition. (Please see below). The balance is applied to critical items such as disability insurance, drug screens, and an administrative fee to effectively facilitate your transition from applicant to MSUCOM student.

Canadian candidates: please follow the links in your offer tab to Canadian-specific instructions and to the Canadian Resource guide:

www.com.msu.edu/Students/Academic_Career_Guidance/canadian_resources/index.htm

C. Submit official transcripts and verify completion of prerequisites:

- Federal confidentiality policy restricts AACOMAS from releasing the transcripts you submitted when you originally applied.
- As a standard of accreditation and of admission, you are required to submit official **paper** copies of transcripts from all post-secondary institutions attended.
- All required courses must be completed and verified with official transcripts by June 6, 2018.
- Institutions for which you are awaiting degree conferral should be sent only after the degree has been recorded on the transcript. If this is likely to occur after June 6, please provide an interim transcript until your complete transcript that reflects completion of your degree(s) is available.
- Failure to comply with this requirement will prevent your continued enrollment with MSUCOM.

Please send paper transcripts to:
MSUCOM Admissions
Attn: Lorie Culham
965 Fee Road, Room A136 East Fee Hall
East Lansing, MI 48824

REMINDER: If you attended an institution under a different last name, please be sure to inform the MSUCOM Office of Admissions. Phone: (517) 353-7740; Email: com.admissions@hc.msu.edu.

II. Student Services – Second Steps

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

Once you have completed the steps for **COM** 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 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 (PID/PAN). You will receive a welcome letter from the **COM** Office of Registrar that will provide you with information about setting up your netID, your email, changing your mailing address along with other important information. Once you are processed into the university system, the Financial Aid office will also be aware of your status as an entering MSUCOM professional student.

Steps required to transition from candidate to MSUCOM 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.

- Read the welcome letter from MSUCOM Office of the Registrar. It will include your PID and PAN to allow you to set up your MSU email.
- Clear any holds on your account if you attended MSU. Confirm attendance once your bill is available in the MSU STUinfo system.

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

Pre-Matriculation Process

Remember the Prematriculation and Orientation 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. As you work through the Prematriculation and Orientation information, if you need assistance, the following list of offices can help you with specific issues. The link is also available at www.com.msu.edu/Admissions/Admitted.htm.

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

Office of Student Services:

Associate Dean's Office: C103 East Fee Hall; Phone: (517) 353-8799

Office of Registrar: C110 East Fee Hall; Phone: (517) 353-7741; Email: OsteoMedReg@hc.msu.edu

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

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

Office of Counseling and Health Promotion: C18-B East Fee Hall; Phone: (517) 432-0141

GUIDE to Student Services:

<http://com.msu.edu/Students/Guide%20to%20MSUCOM%20Student%20Services.pdf>

Admitted Student Checklist: List provides matriculation process steps and key contact information:

<http://www.com.msu.edu/Admissions/Documents/2017admitchecklistwagcompliant.pdf>

A. Compliances

You are entering a profession that involves public trust in a role that directly impacts other's well-being. To perform in that role it is extremely important that you fulfill all compliances as instructed at:

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

Questions? Please contact the COM Office of the Registrar. C110 East Fee Hall; Phone: 517-884-2596; Email: OsteoMedReg@hc.msu.edu

1.) **Fingerprinting and Background Check:** Follow instructions given in the Compliances web page above. You must complete this step before June 16, 2018.

2.) **Immunizations:** Please follow the instructions given in the Compliances web page listed above. Candidates entering in 2022 must download and complete the Student Immunization Record Form as instructed in the Compliance web page. Candidates will be instructed to submit their completed documents between March 2018 and matriculation on June 6, 2018. In the meantime, please carefully follow all directions. It is also recommended that you create a folder containing the required documentation regarding immunizations. Please also keep in mind, MSUCOM requirements *often* differ from what a primary care physician considers up to date. For example, a Hepatitis B series can take up to six months to complete, or a TB test must be done in two steps. Most immunizations will also require follow up titers as well, so do not delay and do seek assistance if you have questions.

Student Record Form: uphys.msu.edu/files/attachment/15/original/StudentImmuneForm2012CCC.pdf

3.) **Health Insurance:** You will be automatically enrolled in the University health insurance plan through a charge on your tuition bill. Enrollment in this plan can be waived by proof of comparable coverage through MSU Human Resources. For waiver requirements visit:

<https://www.hr.msu.edu/benefits/students/health/waiver.html> ; Phone: (517) 353-4434

B. Place essential orientation item orders.

Office of Scheduling and Student Activities C101 East Fee Hall; Phone 517-355-4608 or 517-884-7283

Candidates are required to attend a two day orientation starting on June 6, 2018. You will need items such as lab coats, scrubs, nametags and other necessary items to begin your training.

1.) Orientation Orders (coming soon)

2.) Convocation Ceremony (White Coat Ceremony) June 16, 2018

Orientation culminates in the long-standing tradition of Convocation or the White Coat Ceremony.

A faculty member will formally present you with your white consultation coat in a ceremony created to recognize your accomplishment and to welcome you into the College of Osteopathic Medicine at Michigan State University as a colleague-in-training.

C. The Pre-matriculation Experience.

Are you anxious about what it will be like to be a medical student? Do you want to get a start on studying? You will find information in your Class of 2022 Prematriculation and Orientation. The site provides a wealth of information from our Associate Dean and MSUCOM's Student Support Services with tips that range from how to prepare for Anatomy to learning ways to balance life and medical school.

Associate Dean For Student Services: C-103 East Fee; Ph. (517) 353-8799

Office of Academic and Career Guidance: A128 East Fee; Ph. (517) 884-3893

Office of Personal Counseling and Health Promotion: C18 East Fee; (517) 884-7238

D. COM Office of the Registrar will send you a welcome letter to facilitate matriculation into the College.

After you have been processed into the university by MSU Admissions, the COM Office of the Registrar will enroll you in Anatomy. They will also send you a welcome letter that will provide your student identifiers, the Personal Identification Number (PID) and the Personal Access Number (PAN). You will be directed how to use these identifiers to set up your university system access called the netID. This access portal (your Student Portal) will allow you to create your email account and to begin the pre-matriculation academic preparation for Anatomy. Follow the directions in the **Anatomy** link within the Pre-matriculation Experience list to log in to MSU's D2L system to access the Anatomy modules.

E. Clear account holds - If you previously attended MSU, check your student account and clear any holds. For questions visit Student Accounts at <http://ctrl.msu.edu/COStudentAccounts> or call (517) 355-5050.

III. Medical School Financial Information

Financial Aid/Scholarship Information: Applying for aid, budgeting.

http://com.msu.edu/Students/Financial_Aid/Financial_Aid.htm

Medical Financial Aid Newsletter: Tips from the Medical Financial Aid team.

http://com.msu.edu/Students/Financial_Aid/17-8_Newsletter%20COM%20US17.pdf

Associate Dean's Guide to applying for scholarships:

http://www.com.msu.edu/Students/Financial_Aid/Scholarships.htm

Anticipated Up-Front Expenses: These are expenses associated with the deposit to hold your seat and the cost of 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 deadline given in Admissions offer. Funds are applied as follows:

\$ 50 - MSU Graduate application fee

\$450 - tuition

\$250 - disability insurance and drug screening

\$250 - technology administration.

B. Compliances: \$123.75: Fees are applied to the cost of fingerprinting utilizing the required vendor Certified Background. Please visit www.com.msu.edu/Students/Registrar/Compliances.htm.

C. Orientation essentials: You will need to purchase before orientation items that include: SOMA and Class dues, 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 order U.S. candidates may have financial aid funds budgeted toward some of these costs in your June financial aid award. **(information pending)**.

D. Anatomy books and supplies - \$335

IV. Housing Information

Housing sites and details change often but these listing may provide you with suggestions to locate existing rental properties and housing options. Please note inclusion of a link is not an endorsement of the site.

East Lansing:

<https://liveon.msu.edu/fag/does-msu-offer-roomate-matching-%20program>

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

DMC

*The Union at Midtown offering apartment renting–Email: unionatmidtown.com. Ph. 313-989-1690>

*Midtown Detroit, Inc. for housing –Email: info@midtowndetroitinc.org. Ph. 313-420-6000

MUC- Please see Appendix.

Additional information:

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

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

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

IV. Dictionary of terms:

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

PAN- Four digit personal access number.

netID- Personal log in necessary to access restricted college and university sites.

Prematriculation and Orientation 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.

SOMA - Student Osteopathic Medical Association.

Student Portal-access point to an MSUCOM data system where you will find useful forms and other information, including how to update your address with the College. (Not to be confused with STUInfo). The Student Portal will not be accessible to you until after you matriculate at MSUCOM.

StuInfo – Enables students to access their Student Account and Financial Aid information, to link to Academic information, and other MSU resources including updating your address. (Not to be confused with your Student Portal). The portal allows you into the system, STUInfo is the information obtainable through the portal.

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

See you at graduation!

APPENDIX

Local area housing within 2.5 miles of MSUCOM at Macomb University Center - 44575 Garfield Road, Clinton Twp, MI 48038

No.	Apartment Complex Name	Distance from MSUCOM-MUC
1	Northport Apartments 45255 Northport Dr Macomb, MI 586-286-6110	.56 miles away
2	Carlyle Place Apartments 43144 Carlyle Pl Clinton Twp, MI 586-263-4400	0.9 miles away
3	Clinton Place Apartments 42566 Clinton Place Dr Clinton Twp, MI 586-286-7020	.88 miles away
4	Manors At Knollwood 18255 Manorwood S Clinton Twp, MI 586-228-2030	.98 miles away Mention you are an MSUCOM-Macomb student for special incentives
5	Riverside Village Apartments 18920 Walden St Clinton Twp, MI 586-286-6611	1.42 miles away
6	Lakeside Apartments 14856 Atwater Dr Sterling Heights, MI 586-566-4544	1.28 miles away
7	Lakeside Terraces Apartments 44525 Pine Dr Sterling Heights, MI 586-247-2662	1.18 miles away Mention you are an MSUCOM-Macomb student for special incentives
8	Shoreline Apartments 44315 Sunnyside Dr Sterling Heights, MI 586-247-7492	1.03 miles away
9	Olivewood Apartments 15127 Olivewood Dr Sterling Heights, MI 586-247-7040	2.01 miles away

- | | | |
|----|---|-----------------|
| 10 | Lakeside Apartments
13820 Horseshoe Dr
4 Sterling Heights, MI
586-247-2580 | 1.87 miles away |
| 11 | Polo Green Apartments
43225 Polo Cir # 1
Sterling Heights, MI
586-247-9030 | 1.89 miles away |
| 12 | Garfield Commons Apartments
17673 Kingsbrooke Cir
Clinton Twp, MI
586-286-1800 | 2.01 miles away |
| 13 | Garfield Plaza Apartments
17045 Eleanor Dr
S Clinton Twp, MI
586-226-9119 | 2.26 miles away |
| 14 | Harbours Apartments
44530 Bayview Ave # 14113
Clinton Twp, MI
586-468-5668 | 2.39 miles away |