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 2019 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.
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 2019 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 10, 2015.

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:

A. **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.**

  **TIP:** Regardless of when you receive the offer, if your first choice site is filled, you may request to be placed on a waitlist for that site. Don’t sign a housing agreement until you must, we often see movement in our lists in early June prior to orientation and you may have a chance to go to your first choice site if you have not yet locked into a housing contract.

B. **Pay the required deposit.**

  We know paying deposits is stressful, but a substantial portion will apply to 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:**
- ACOMAS 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 10, 2015.
- 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 10, 2015.
- 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  

Send electronic transcripts to:  
Transcript@com.msu.edu  
Attn: COM Admissions

**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](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 (APID/PAN). You will receive a 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.

**TIP:** Please treat your student 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.
To begin:

A. Review the items and requirements in the Class-of-2019 link to begin the pre-matriculation process.

Remember the Class-of-2019 link included in your admissions offer? Here. Left hand links take 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-2019 page, if you need assistance, the following list of offices can help you with specific issues.

Associate Dean’s Office: (517) 353-8799 C103 East Fee Hall
Office of Registrar: (517) 353-7741; Email: OsteoMedReg@hc.msu.edu C110 East Fee Hall
Office of Scheduling and Student Activities: (517) 355-4608 C101 East Fee Hall
Office of Academic and Career Guidance: (517) 884-3893 A128 East Fee Hall
Office of Personal Counseling and Health Promotion: (517) 884-7238 C101B East Fee Hall

Tip: Don’t confuse the Class_of_2019 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 2019 link is the authorized COM web resource for pre-matriculation information.

B. Highlights from the Class of 2019 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 of Student Services. It will include the links to other important sites and will cover topics from preparing for Anatomy to parking.

   Associate Dean’s Office: (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/Home.htm or for questions call 517-884-2596.

   a. Criminal background check and fingerprinting: here

      Note: Fingerprinting – Must be done at a State of Michigan Police Post by appointment (not a city or municipal police station).

   b. Required Immunizations: here Immunizations may be completed at a physician’s office, county Public Health Department or Olin Student Health Center at MSU: here

   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: studentinsurance@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 10-11, 2015**
   - Day 1 – East Lansing, June 10
   - Day 2 – At your assigned site (either in Detroit, East Lansing, or Macomb), June 11

   **a. Orientation Orders:**

   Please go to your Class of 2019 Link for more detailed information on each item you will be ordering.

   Place your orientation order at the following link:
   [https://commerce.cashnet.com/cashneta/selfserve/BrowseCatalog.aspx](https://commerce.cashnet.com/cashneta/selfserve/BrowseCatalog.aspx)

   Orders should be placed on your acceptance to MSUCOM and not later than February 1, 2015. **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 2015 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: Date to Be Announced**

   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 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 and Career Guidance**: (517)884-3893
   **Office of Personal Counseling and Health Promotion**: (517) 884-7238

   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 Registrar’s Office. After you receive your netID, follow the directions in the Anatomy link within the Prematriculation Experience list to login to MSU’s D2L system to access the Anatomy modules.

5. **Survival Guide** - This guide is prepared by our students for students. It has great tips about topics ranging from suggestions about what books to buy to how to define the Osteopathic philosophy to your friends and family.

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### III. Medical School Financial Information

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

**Medical Financial Aid Newsletter:** [here](#) – Great tips from the Medical Financial Aid team.

**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 and drug screening
- $250 - technology administration.

**B. Compliances:** $124.75

This fee is applied to the cost of fingerprinting utilizing the required vendor Certified Background. You will receive a certification to have your fingerprinting completed during a pre-arranged appointment at a State of Michigan Police post only (State Police).

**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 ($540 will be budgeted toward these costs in your June financial aid award.)

**D. 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.

https://apartmentmatch.com.msu.edu/

Additional information:

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

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

http://www.dtnmgmt.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-2019 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. Hyperlinked website glossary:

Canadian Resource Guide –


Compliances -

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/LargeFiles/Scholarships_2012/index.htm

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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.

See you at graduation!