



Michigan State University College of Osteopathic Medicine Office of Enrollment Services & Student Records

Prematriculation Immunization Compliance Information

- **DEADLINE:** 4/15/2021 – keep in mind, your immunizations need to be received by you, documentation needs submitted to UPHYS, and your compliance profile needs to reflect your compliance BEFORE this deadline. You are strongly encouraged to start this process as soon as possible.
- You do not need to submit all your documents at one time, feel free to submit information to UPHYS as it is received. Just be sure all information is appropriately identified.
- Submitting documents from your Spartan Mail (msu.edu email address) will help to ensure everything is received without delay.
- Submitting documents with the subject line of “MSUCOM – Class of 2025 – YOUR LAST NAME” will assist UPHYS with updating your compliance profile as soon as it is available to them.

ADDITIONAL NOTES FOR YOUR CONTINUED COMPLIANCE

- As an MSUCOM student you are ALWAYS required to be compliant with all immunizations.
- Non-compliance in any requirement, for any length of time, risks you being pulled from courses and/or clinical rotations, which have further consequences.
- It is your responsibility to be knowledgeable of all your expiration dates and when updates will be necessary, please refer to your UPHYS [Compliance Profile](#) for all expiration dates.
- The Office of the University Physician (UPHYS) – uphys@msu.edu or 517.353.8933 – University’s authority on all immunization requirements. All medical exceptions/extensions should be requested from UPHYS as well.
- On the first Wednesday of every month, you will receive an automatically generated email, from UPHYS, with your monthly compliance report. You will receive this report whether additional steps are needed on your part or not. Please be sure to become practiced at reviewing this email each month to aid in your continued compliance.
- The Office of Enrollment Services & Student Records (ESSR) – com.osteomedreg@msu.edu or 517.353.7741 – MSUCOM’s office which oversees all tracking and reporting of compliance statuses.
- ESSR will also attempt to remind you of upcoming expirations, however, not all expiration dates are viewable to ESSR. The student is ultimately responsible for being aware of upcoming expiration dates.
- ESSR will reach out to the student if a compliance item should expire. Students are expected to respond as soon as possible with updated information or reason for delay. Again, non-compliance for any length of time is unacceptable and you risk multiple consequences including but not limited to dropped enrollment, letter of professional misconduct in permanent academic record and review by the Committee on Student Evaluations (COSE).