Hello, LKSOM Class of 2023!

Congratulations on becoming part of Lewis Katz School of Medicine at Temple University! We look forward to welcoming you in August. Orientation, which is **mandatory**, begins on **Monday August 5th** and concludes with the White Coat Ceremony on **August 9th, 2019**. Orientation events will take place between 8:30 – 5pm each day, with the exception of Friday. We will provide you with updates throughout the summer.

Please review the content of this memo so that you know what you need to do prior to matriculation.

Information included in this memo:
1. Requirements for Matriculation
2. Communication
3. Orientation Overview
4. Transportation and Parking
5. Where Students Live / Roommate Information
6. Tuition and Financial Aid
7. Health Insurance
8. Resources
9. Appendices about the procedures you need to complete prior to matriculation.

1. REQUIREMENTS FOR MATRICULATION

Prior to matriculation, you must complete the following requirements. We recommend that you keep the results and confirmation records in an online folder (such as a google drive folder). Please review and follow the instructions for creating a Temporary Compliance Folder.

During Orientation, you will be given access to an LKSOM Compliance Document Portal, where you can store documents confidentially.

The following links provide information and instruction about procedures.

- Pennsylvania Child Abuse Clearance
- FBI Fingerprinting Clearance – out of state students will complete upon arrival to PA
- Student Health Form
  - Complete the physical form with your physician.
  - It is recommended to complete the physical prior to your arrival. If you are unable, you will be able to obtain a physical at Student Health Services for approximately $26.
  - **NOTE**: **Student Health Appointments for Physicals can only be scheduled AFTER Orientation has ended (use the link/info above).**
  - Please send required health information prior to matriculation to:
    Student Health Services
    Temple University Health Sciences Campus
    Faculty Center Lower Basement, Room 43
    3340 N. Broad Street Philadelphia, PA 19140

- **PPDs** – will be placed and read during Orientation.
  - If you have had a positive PPD or have a contraindication to receiving a PPD, you can discuss that with the student health officials during Orientation.
    - If this is the case, it is helpful to provide documentation about your situation.

- **TITERS/Immunizations** – LKSOM requires a record of Immunization as well as a record of Titers as outlined on the Health Form.

  - If you are able to complete the Immunization/Titers prior to Orientation, please send the completed form to Student Health Services (address listed above).
  - If you are unable to get your Titers or the cost is prohibitive, you can get the Titers done during Orientation (the day and time will be on the Orientation schedule) at Student Health for $114 for all 5 titers. Any needed immunizations can be done at Student Health for a cost of $30 – $80 for each immunization. Please remember compliance with this requirement is a professional responsibility. **Student Health appointments for Immunizations can only be scheduled AFTER Orientation has begun.**

2. COMMUNICATION

There will be two main venues for communication, during the summer:

Facebook Group Page for the LKSOM Class of 2023. The student orientation coordinators administer the page, updating it regularly and answering any questions that you have.

Orientation Website, which is available through the Student Government Association: You will be notified when the website is live and available for you to use.

Throughout June and July, the Student Orientation Coordinators will post questionnaires that will provide and request information for the following:
- white coat ceremony, which will be held on Friday August 9th;
- scrubs, t-shirt, and white coat sizes;
- food preferences.

Once the website goes live, it will be important to check it regularly and reply to surveys in a timely fashion.

We also ask that you remember your professional responsibility as a LKSOM community member and future health care provider when involved in social networks. The social media guidelines are available in the LKSOM handbook. Please take a moment to review.

If you have any questions or concerns, feel free to contact Student Affairs staff at 215-707-1670.

3. ORIENTATION OVERVIEW

LKSOM Student Orientation Coordinators for the 2023 Class are:
- Connor Casey
- Brandon Wilson

- **Orientation Schedule**
  Orientation will begin on Monday, August 5 and conclude at the White Coat Ceremony on Friday, August 9. The Orientation Schedule will be available on the website toward the end of July. As noted, you should expect to be available for orientation from 8:30 am to 5pm. Social events will take place in the evenings.

- **White Coat Ceremony**
  We look forward to officially welcoming you to the profession of medicine during the White Coat Ceremony on Friday, August 9 at 10 am. The Ceremony will be held in the Temple Performing Arts Center on Temple's main campus.

  Each student will receive four tickets, available on the first day of Orientation.

Additional information about the ceremony will be provided during the summer.

- **Summer Reading Assignment**
  All incoming medical students are required to read *Just Mercy,* **by Bryan Stevenson.** During Orientation, there will be a small group discussion session with faculty and peers to address the issues and themes raised in the book.

4. <u>**TRANSPORTATION**</u>

- **SEPTA (Southeastern Pennsylvania Transportation Authority) Pass Information –** You can obtain a discounted SEPTA semester pass through Temple University starting at the end of August. Information and the application will be available in August 2019.

  You can purchase SEPTA individual ride tickets or load money/passes onto the SEPTA Key cards at SEPTA stations. SEPTA information is found on the Orientation website as soon as they are available.

- **Parking** – Permit parking is available on a first come, first serve basis. Online parking registration is set to open in mid-July. Further details will be posted to the Orientation website as soon as they are available.

5. <u>**WHERE STUDENTS LIVE / ROOMMATE INFORMATION**</u>

- Students can review where current students live to get a general idea of neighborhoods and what a commute to LKSOM would be like, as well as post for roommate(s) wanted within the LKSOM community.

- You can search for apartments through a variety of websites:

  - Philadelphia.craigslist.org
  - www.walkscore.com
    - Can search by neighborhood…Center City or Northwest of campus (suburbs)
  - http://www.apartmentguide.com/
  - https://www.padmapper.com/
  - https://www.veryapt.com
  - http://www.4wallsinphilly.com/
  - www.philadelphiaweekly.com
    - Look under the "real estate" section
  - www.roxreview.com
    - Look under the "real estate" section

6. <u>**TUITION / FINANCIAL AID / FINANCIAL LITERACY**</u>

- **Tuition and Fees:** By the end of June 2019, information about tuition and fees for the 2019-20 academic year will be posted on the Bursar's Office website. Fall semester bills are issued electronically on July 22 and due by September 12.
  - If you have issues with additional fees or questions about your cost of attendance, please contact Lisa Duncan at lisa.duncan@temple.edu.

- **Financial Aid**
  - The Office of Student Financial Services (SFS) began financial aid packaging for the 2019-20 year academic year for those students with a FAFSA on file in late March. You will receive notification to your Temple e-mail address when it is available. You can then view your awards on Self-Service Banner (SSB) through the TUPortal.

- If you filed your 2019-2020 FAFSA more than 2 weeks ago and have not yet received an email notification, please contact our office at sfsmed@temple.edu.
- If you have not yet filed your FAFSA, please complete at www.fafsa.gov. Include Temple University's federal school code (003371).

- If you plan to borrow federal student loans, you **must** do the following at www.studentloans.gov:
  1. Accept loans through (SSB)
     - **Full or partial loans can be accepted**
  2. MPN (Master Promissory Note) for each loan type you are planning to borrow (Direct Unsubsidized and/or Direct Grad PLUS).
     - Your FSA ID is required to sign in.
       - Please be sure to select Temple University as your school.
       - LKSOM will automatically receive notification of completion and will update on your account starting in late June/early July.
  3. Entrance counseling for Direct Unsubsidized and Direct Grad PLUS loans.
     - One session reviews both loan types.
     - LKSOM will automatically receive notification of completion and update your account in late June/early July.

- **Refunds for Living Expenses**
  - If you will be using financial aid for living expenses and are expecting a refund each semester, it is strongly recommended you sign up for direct deposit for refunds through TUPay on the TUPortal.
    - Select Student Choice Refunds and enter your bank account information

- **Financial Literacy**
  - LKSOM is committed to helping students enhance their financial literacy knowledge and skills.

  - SFS will assign a mandatory financial lesson on timely financial topics each semester for all students, regardless of their financial aid status.
    - Students borrowing loans are required to complete an additional assignment some semesters.

7. HEALTH INSURANCE

All medical students are **required** to have health insurance during their enrollment at LKSOM.

- The University provides multiple levels of coverage through Independence Blue Cross.
- Coverage is from September 1, 2019 through August 31, 2020

Temple University's Benefits Office will provide health insurance information after you matriculate. Depending on your situation, you will learn about how to:
- Enroll into a Temple University Plan.
- Waive insurance, if you have coverage through an outside source.

Detailed information regarding health insurance plan options and cost are found on the Benefits Office website.

Please contact Joanne Handler for health insurance questions at joanneh@temple.edu.

8. RESOURCE INFORMATION

The LKSOM SGA website is a great resource to learn about what is happening at LKSOM. As noted, it also is the site where orientation information will be posted throughout the summer.

The Student Resources, under the 'Resources' tab is where Student and Faculty Handbook is located.

The Orientation Coordinators are your primary contacts on Facebook and through the email account owlkatz2023@gmail.com.

Please feel free to be in touch with any inquiries. We look forward to seeing you in on August 5th and hope that you have a wonderful summer!

From the staff in the Dean's offices,

Office for Student Affairs	Office for Medical Education	Office for Health Equity, Diversity and Inclusion
Doug Reifler, MD	Gerry Sterling, PhD	Kathy Reeves, MD
Stephanie Barbetta, MD	Alisa Peet, MD	Oneida Arosarena, MD
Dianne Butera, MSW	David Karras, MD	Melanie Cosby, PhD
Micki Miller Marchesani	Larry Kaplan, MD	Afeni Stones
Lisa Duncan, MBA	Denise Salerno, MD	
Joanne Handler, BA	Marianne LaRussa	
Denise Green	Ruth Wright	
Donna Johnson	Sharri Reese-Banks	

9. **APPENDICES**

Compliance Folder Set-Up

Throughout your medical school education, compliance documents will be required to ensure you have completed necessary trainings and screenings. In order for you to store and easily locate, you will add these documents to your own Compliance Folder. One suggestion to keep track of these documents is to create a Google Drive folder. This will ensure you have access to your compliance documentation whenever needed.

In order for LKSOM to ensure you have completed the necessary requirements, we will introduce you to the Compliance Document upload portal during orientation.
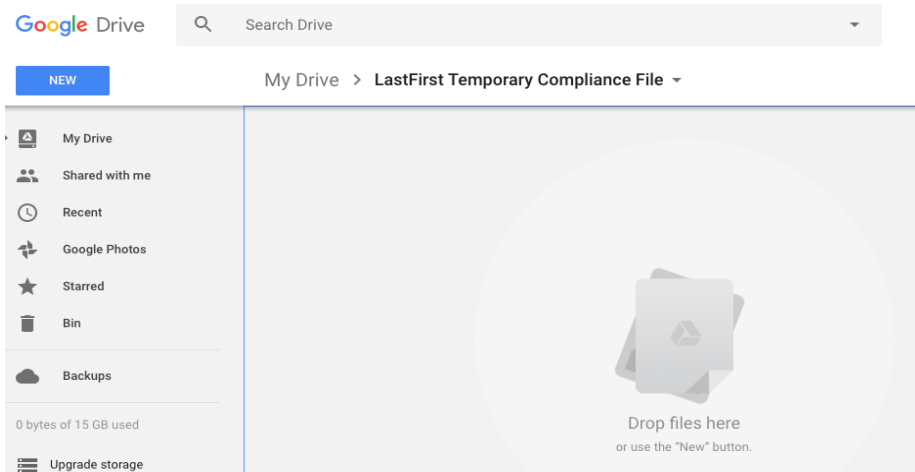
How to Create Your Compliance Folder on Google Drive

1. Go to GoogleDrive. Click "go to GoogleDrive". Login in with your **Temple email.**

2. Click on the blue box that says "New". Choose "New Folder". Name the folder "Compliance Folder"
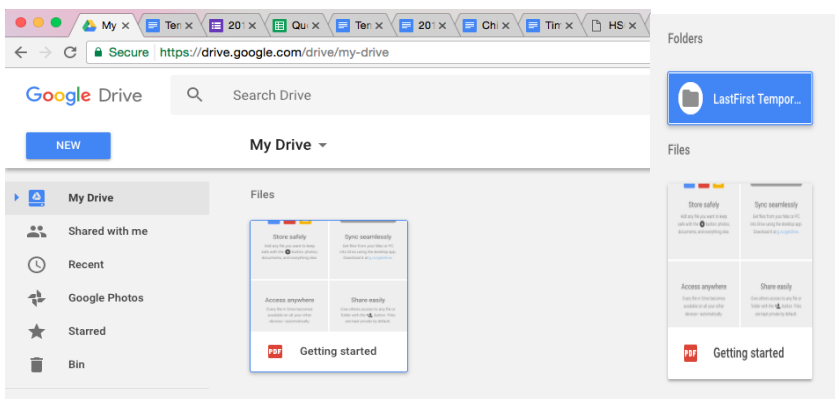
3. Click on the folder you made. It should look like the image below.

4. Drag and drop the documents you need to store in this folder into the region that says "drop files here" in the image above. After adding the documents, your screen should look like the image below.
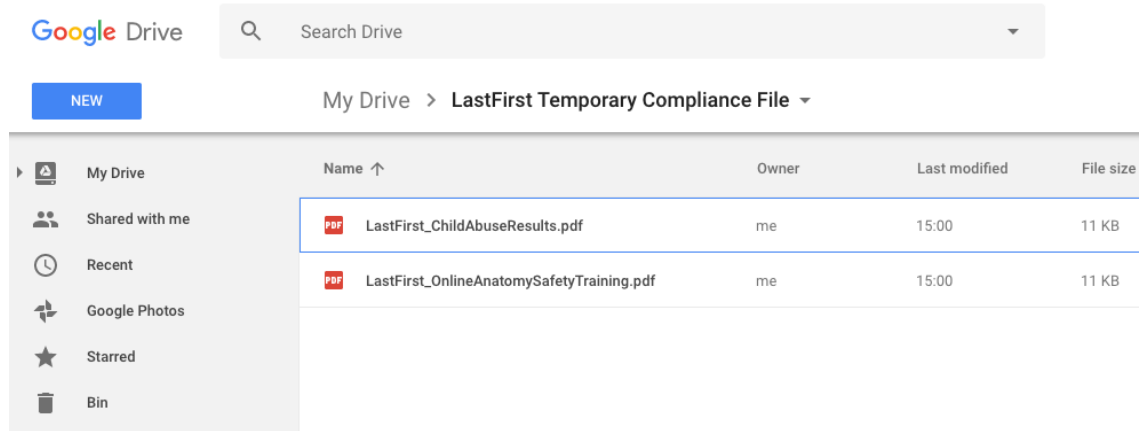
Information Regarding Child Abuse Screening Requirements

In order to assure safety for pediatric patients, Pennsylvania has mandated that personnel involved with pediatric care be screened for previous, substantiated allegations of child abuse. To meet this requirement, LKSOM requires that students complete a Pennsylvania State Child Abuse History Clearance Form prior to matriculation.

Please complete the following as soon as possible:

1)   Visit the following website to create an account, login and complete the child abuse screening process:
https://www.compass.state.pa.us/cwis/public/home

You should have the following information readily available to complete your application:
- Addresses where you have previously lived
- Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- Any previous names you have used or have been known by
- Credit/Debit Card information for a $13 application fee

Indicate **"Employee of Child Care Services"** in response to the "purpose of clearance" question.

If you're unable to complete the process online, instructions for submitting a paper form with $13 money order can be found at (allow 2-3 weeks for processing):
http://www.dhs.state.pa.us/provider/childwelfareservices/childabusehistoryclearanceforms/index.htm

2)
3)   You will receive an email notifying you of the results of the History Check directly from the Pennsylvania Department of Human Services. **Save the pdf document for your records and add a copy to your Compliance Folder on Google Drive.**

4)   During orientation, you will be introduced to a document upload portal where you will submit important documents to the Office of Student Affairs. **For the time being, please store this document in your own personal google drive Compliance Folder.**

Thank you for your prompt attention to this important matter. If you have any questions, please email owlkatz2023@gmail.com.

FBI Fingerprinting Clearance

Please note: All matriculates residing in Pennsylvania must have this completed prior to arrival. Those residing out of state prior to matriculation, must complete the process and provide documentation of completion by August 30, 2019.

The Pennsylvania Department of Human Services requires that students who are involved in clinical studies or field education at a medical facility be fingerprinted. The vendor used for digital fingerprinting is IDEMIA.
You can register with IDEMIA, and be fingerprinted at an IdentoGO site.

- For general questions about FBI clearances, please contact the FBI Background Check Unit at 717-783-6211 or 1-877-371-5422.
- For IDEMIA registration, processing, or billing questions, please contact IDEMIA/IdentoGo at 1-844-321-2101.

You must register and pay online through the IdentoGo website: https://www.identogo.com/.

From the IndentoGO homepage, choose Pennsylvania in the drop down menu for **Search for Services by State.**   Choose Digital Fingerprinting under Enrollment Services. Choose Service Code 1KG756. Read and follow all instructions carefully.

Appointments to be fingerprinted are not required, but **pre-registration** is required either online or by phone. To register online, please go to www.identogo.com

- Have credit/debit card information available for required fees.
- Once registered, it is highly recommended that you schedule an appointment at least a few days prior to the in-person visit.
- In order to pre-register for a FBI background check and/or find a fingerprinting location, applicants should access the IDEMIA website.
- It is strongly encouraged that the student contact the site prior to going there as the information on the IDEMIA website may differ from actual hours of operation.