Dear Class of 2019,

Congratulations on your acceptance to the University of Central Florida College of Medicine!

Before I start, I wanted to take a moment to introduce the Office of Student Affairs. We are composed of Admissions, Student Records (Registrar), Financial Services, Student Services and Student Academic Support Services. My name is Soraya Smith and I am the Director of Student Services and Service Learning here at UCF COM. Annette Ortiz-Rivera, Student Services Coordinator, works with me as well. Karen Peterson is our Student Credentialing Liaison. We will be your main points of contact for immunizations, orientation and the White Coat Ceremony. Any questions or concerns you might have about anything, please do not hesitate to contact either one of us. If you need to contact anyone in any other area, their information can be found on our website - http://med.ucf.edu/administrative-offices/student-affairs/gps-good-place-to-start/.

Below please find more information on your enrollment requirements.

**IMMUNIZATIONS**

The part that will probably take the most time is your immunizations (due by July 24th). You can find immunization information and necessary forms at http://med.ucf.edu/administrative-offices/student-affairs/student-services/enrollment-requirements/. This has been recently updated to include a change to the meningitis vaccine. *If you decide to not be vaccinated against meningitis*, you will need to sign the form indicating your declination.

Just a couple of important points on immunizations –

1. Your requirement for Hepatitis B is not complete until you have documentation of a titer (basically, a blood test that shows that you are immune to Hepatitis B).
2. Having had chickenpox does not count for the Varicella requirement. You will need the vaccine series (two shots), or a titer.
3. You need two (2) PPD tests 12 months before enrollment (i.e. August). Ideally, you would have your first PPD test, than a second one 1 – 3 weeks after the first one. However, if you had a PPD test six months ago, you would just have to get another completed before enrollment and that would be fine.
4. For Tetanus/Diphtheria/Pertussis, you need the Tdap vaccine, NOT DTaP (they’re spelled so similarly, we get a lot of confusion on this one). Many of you have had the DTaP vaccine as kids, you would now need the adult vaccine.

You can mail, fax or email your immunizations to Karen Peterson (Karen.Peterson@ucf.edu). Please note, it’s up to you if you decide to email them as emails are not always a secure method of transmission.

**ORIENTATION SCHEDULE**

We will be sending out more information as the date draws nearer, but orientation will be held from August 3 – August 7, 2015. We will begin at 9 a.m. Monday, August 3rd on the MAIN campus (where we will hold White Coat Ceremony). You will be receiving your formal invitation to White Coat later on this summer. Orientation week is pretty busy, but we do try to work in some free time for you to take care of any personal matters (i.e. immunizations, moving, etc.) during the week. It’s not a lot of free time, so the more you can take care of beforehand the better. During orientation you will be introduced to different departments of the college, undergo BLS training (basic life support), and learn more about the curriculum.

**WHITE COAT CEREMONY**

You are cordially invited to the University of Central Florida’s College of Medicine White Coat Ceremony on Monday, August 3 at 10 a.m. at the Pegasus Ballroom (ON THE MAIN CAMPUS). **Students should plan to arrive at 9 a.m.** Guests may begin arriving at 9:30 a.m. for the 10 a.m. ceremony. I cannot stress how important it is that you arrive at the Student Union by 9 a.m. sharp. The White Coat Ceremony is a formal event, and we need to make sure you’re there in time to hear Dr. Verduin’s announcements and line up for your procession into the Pegasus Ballroom. Please let your family and friends know that they should be seated by 9:45 a.m. to make sure they don’t miss the procession. They will check in separately from where you’re checking in, right outside the Pegasus Ballroom.

Each student will be permitted to invite up to four guests. I know many of you have more than four guests you’d like to invite. As soon as you have an idea of how many people you’d like to attend the ceremony, please let me know. I’m going to try my best to accommodate everyone. There aren’t any tickets, you register the names of your guests and then they check-in the day of the ceremony.
The ceremony is expected to end at noon, at which time you will be free to spend the remainder of the day with your families and friends. You will be receiving a formal invitation in the mail. The White Coat Ceremony is a formal event requiring business attire (for men a dress shirt and tie, and dress pants; for women, a jacket, blouse or shell, and skirt or dress pants). However, it can be difficult to “coat” you if you are wearing a jacket. For this reason, we will request that you remove your jackets and secure any personal valuables before the White Coat Ceremony begins. We will provide a room for you to secure these items. For women, we recommend that you have an appropriate blouse or top (e.g., not a camisole) underneath your suit jacket, as you will not receive your white coat until mid-way through the ceremony.

We already have information on our website regarding White Coat Ceremony at http://med.ucf.edu/white-coat-ceremony/

HEALTH INSURANCE
Medical students are required to have health insurance. If you have health insurance already, please complete the “Proof of Health Insurance” form attached and submit it our office along with a copy of your insurance card (front and back). If you are interested in enrolling with the UCF sponsored health insurance plan, that will not be available until late July, but you will be able to enroll online. For more information, please log on to http://www.hs.sdes.ucf.edu/payment.

DISABILITY INSURANCE
Medical students are required to have disability insurance. If you have disability insurance already, please complete the “Proof of Disability Insurance” form attached and submit it to our office. If you are interested in enrolling in the AMA disability insurance, I will be sending out information on that soon. Please DO NOT sign up for AMA disability on your own. It has to be done through UCF. For more information on the disability insurance being offered by Med Plus Advantage (sponsored by the American Medical Association), please log on to www.medplusadvantage.com and enter ID number 644245. There you’ll find information on the disability insurance, as well as information on emergency global travel service. They are also offering discounts on auto, home and renters insurance.

myUCF STUDENT PORTAL
Before orientation, there will be a need for the offices of Student Financial Services, Student Services, the Registrar, and Student Accounts to share information with you. Much of this information can be relayed to you via the student portal, which is accessible at http://my.ucf.edu. Please follow the steps below to access myUCF M.D. student portal.

1. Obtain your Network ID (NID): The NID is a UCF-issued credential that allows access to UCF resources. Your NID does not become active until about two to three weeks before you begin classes. There is no default NID password. To obtain your NID, visit http://myid.ucf.edu.

2. Access myUCF M.D. student portal (http://my.ucf.edu) and get familiar with the layout. Students will have limited access and be restricted to financial aid information only until they accept the offer of admission. At that time, the Student Affairs information will be viewable. Once the College of Medicine Registrar’s Office enrolls you in courses, you will be able to access information pertaining to enrollment, as well as your student account and financial refund information.

3. Log-in to myUCF periodically to view your “To Do List”. Outstanding requirements necessary to complete your student file(s) will be noted in the “To Do List.”

4. KNIGHTS Email: As a UCF student, you will need to obtain a Knights email address. Once you’ve gained access to myUCF, you’ll be able to create your email account via the home page of the portal. Once you’ve obtained your account, please let me know what your new email address is. Different departments (i.e. library) will need to know your Knights email address in order to set up various services when you begin.
5. **If you have changes to make to your address, phone, e-mail, etc., please do so in AMCAS.** Any changes to these items via the student portal will be overwritten with information reported in AMCAS.

6. **Contact us should you have any questions or difficulties accessing the student portal.**