

TO: Members of the Class of 2012

FROM: Samuel K. Parrish, M.D. Associate Dean for Student Affairs

RE: Pre-matriculation, Drexel University College of Medicine

DATE: June 2008

The faculty and administration of Drexel University College of Medicine are looking forward to seeing the Class of 2012 begin. Orientation starts August 5, 2008. The following items are important and must be acted upon as part of your matriculation to the College of Medicine. All items to be returned, except where noted, should be forwarded to the Office of Student Affairs in the enclosed envelope.

1. Upon receipt of this document, you should go to <http://www.drexel.edu/computeraccounts> to obtain an account for your e-mail. **NOTE:** It is imperative that you access Banner Web-Based Services in order to update your personal information such as your local mailing address, billing, and permanent addresses. The following URL: <http://one.drexel.edu> is to be used when updating your information. This will ensure information regarding billing/tuition, correspondence regarding upcoming events, and other college related issues will reach you in a timely manner.
2. One original, official, final transcript signed by the Registrar and bearing the school seal for each of the undergraduate, graduate, and professional colleges or universities you have attended. **Each school's registrar must mail transcripts directly to the Office of the University Registrar at Queen Lane, Drexel University College of Medicine, Attention: K. Moore, 2900 Queen Lane, Phila. Pa 19129.** Any degree conferred by an institution must be noted on the transcript. Transcripts for any courses being taken the summer prior to matriculation at Drexel University College of Medicine should be sent to the Registrar no later than September 1, 2008. (Please note: These are to be new transcripts, separate from and in addition to any you sent to AMCAS or to any other institutions.)
3. Health and immunization record forms must be completed and returned to the Office of Student Immunization Surveillance, Drexel University College of Medicine 2900 Queen Lane Rm. 102, Philadelphia, PA 19129. All information must be received prior to the start of classes on Monday, August 11, 2008.
4. All students must have health insurance. **In order to satisfy the health insurance requirement all students must go to: <http://www.chickering.com/> to waive or purchase health insurance coverage.** Details about the plan are also available on-line. A representative from the Chickering Group, underwritten by Aetna U.S. Healthcare, will be available during orientation to provide additional information. **Students who fail to complete an insurance waiver by August 30, 2008 will automatically be enrolled and billed for the full annual premium.** Inquiries about health insurance may be referred to the Office of Student Accounts at (215) 991-8268.
5. All students must complete Health Insurance Privacy and Portability Act Certification (HIPPA) as a requirement for matriculation. Certification must be done on-line at:

- <http://webcampus.drexelmed.edu/hipaa/> and completed prior to the beginning of classes.
6. All students must provide proof of Criminal Background Clearance. You must complete the on-line form prior to matriculation. The link is provided: <http://www.myvci.com/drexel/>
 7. All students must complete Pennsylvania Child Abuse Clearance. You will be provided with instructions and forms at Orientation. However, if you already have a Pennsylvania address, you may complete your Child Abuse Clearance form on-line by visiting the link in item 6 above.
 8. Complete the Matriculating Student Questionnaire (MSQ) Online survey at www.aamc.org/msq. (available after July 1.)

All items above are requirements for matriculation. It is essential that you forward item 2 directly to the Office of the Registrar. Item 1 is necessary in order to ensure that your demographics are up to date. You are not considered enrolled until these items, as well as health and immunization records and documentation of health insurance, are confirmed.