M.P.H. Summer 2024 Checklist

May 2024			
✓	**Task**	**Due Date**	**Website/Contact**
	Start checking your UT Southwestern email account. Going forward, communications will be sent to that address.	May 15	https://outlook.office.com/
	Complete the Onboarding Guide in Self Service.	ASAP	https://my.swmed.edu/ Suzanne Ouyang, Student Affairs Coordinator
	1. Use your UT Southwestern ID and password to log in and complete your **To Do List**. Required documents that have not been received will remain on your To Do List with a status of "Initiated" until received and processed by the Office of Admissions. Please note: Items may be added to the To Do List throughout the onboarding process. 2. Update your **Personal Information**: Click on Self Service -> Student Center -> Scroll down to Personal Information. You MUST verify and update your cellphone number, driver's license, email address(es), emergency contact information, etc. through the Self Service portal. While in Self Service, you should also verify your UT Southwestern email address and ensure you've updated your email password.			
	Submit the Free Application for Federal Student Aid (FAFSA).	ASAP	studentaid.gov Office of Student Financial Aid
	It is very important to file your FAFSA as soon as possible. The earlier you file your FAFSA, the better chance you have of being considered for all types of aid. For more information, read the Financial Aid FAQs.			
	Complete all financial aid processing requirements.	ASAP	https://my.swmed.edu/ studentaid.gov Office of Student Financial Aid
	1. Click on Self Service -> Student Center -> View Financial Aid, then select Accept/Decline Awards near the center of the page. You can click on the name of each award to see application information, renewal requirements, and other information. Use this screen to accept any loans you wish to utilize. 2. If you are a Federal Direct Unsubsidized Loan or Graduate PLUS Loan recipient, e-sign a Master Promissory Note (MPN) at studentaid.gov. You may also need to complete the Entrance Counseling on that site if you haven't borrowed using these types of loans before. **Funds will not be disbursed in August if these steps are not completed.**			
	Complete Laptop Verification Form.	By July 1	Laptop Verification Form Laptop requirements and FAQ document Trystyn Buckley, M.P.H. Coordinator
	Complete the T-shirt survey.	By May 31	Link to survey Tess Hendry, Student Affairs Coordinator

v. 5/7/24

✓	Task	Due Date	Website/Contact
	Send in final official transcript(s).	ASAP, By Aug. 4	Office of Admissions Be sure they are sent to: admissions@utsouthwestern.edu
	Transcripts for degrees conferred should include Spring and Summer grades. Transcripts must be sent directly from the university to the Office of Admissions. Electronic transcripts are accepted via National Student Clearinghouse and other online services for sending secure PDF documents.		
	Send in GRE scores if they were self-reported in your application. **UT Southwestern institution code: 6686.**	ASAP, By Aug. 4	Office of Admissions
	Join the OSPH Fall 2024 Admitted Students group chat on GroupMe for updates and reminders, and to connect with classmates.		Link to join Tess Hendry, Student Affairs Coordinator
	Make housing arrangements for August. Use GroupMe to ask housing-related questions and meet potential roommates.	ASAP	2024 Housing Survey
	Mark your calendar for key upcoming dates: **Incoming Student Welcome:** June 21, 2024 4–6 p.m. **Orientation and first day of class:** August 19, 2024		Suzanne Ouyang, Student Affairs Coordinator Academic Calendar

June 2024		
✓	Task	Due Date	Website/Contact
	You're invited to attend an Incoming Student Welcome event on campus. Details are forthcoming.	June 21, 4–6 p.m.	Tess Hendry, Student Affairs Coordinator
	Decide about health insurance coverage. Complete health insurance waiver if opting out of AcademicBlue.	ASAP, By Aug. 15	Office of Student Accounting Student Health Insurance Coverage Requirements To opt out of Academic Health Plans coverage, complete Waiver
	• UT Southwestern requires that all students maintain health insurance coverage while enrolled. You will automatically be enrolled in medical coverage unless a waiver is verified by Academic Health Plans. **Please carefully read the information about** Student Health Insurance Coverage Requirements. UT Southwestern has contracted with Academic Health Plans (AHP) to provide an affordable insurance option. You are automatically enrolled in this program unless you opt out. • You may also choose coverage from any private insurance company. If you plan to use health insurance coverage through an agency other than AHP, you must provide proof of insurance through the AHP-hosted waiver request site no later than Aug. 15, 2024. AHP will review your waiver request to ensure your policy meets coverage requirements. Additional information will be sent to your UT Southwestern email.		

July 2024		
✓ **Task**	**Due Date**	**Website/Contact**
Set up Direct Deposit.	By July 15	https://my.swmed.edu/ Instructions for signing up for Direct Deposit
Direct Deposit is **strongly** encouraged by the Office of Student Financial Aid and Student Accounting. It is by far the fastest way for your financial aid to reach you when you need it! You must sign up by mid-July for funds to be available prior to the start of the term. You may sign up for Direct Deposit through Student Self Service Center. Here are detailed instructions. Please note: In order to sign up for Direct Deposit, **you must log in through our network**. You can do so by a) logging in from an on-campus location; or b) logging in from off-campus via UT Southwestern's virtual private network (VPN). Detailed instructions for signing in via VPN can be found on the D2L website. Click on the Content tab -> Computer Support -> VPN Installation. Visit Student Accounting FAQs for additional information.		
Submit meningitis immunization documentation.	By Aug. 11	Student Health Services website; open 8 a.m.–5 p.m., Monday–Friday. Student Health Services email
All incoming students 21 years of age or younger must receive a meningitis immunization at least 10 days before the start of classes. Students 22 years of age or older are exempt from the meningitis immunization requirement.		
Complete compliance training modules in Taleo Learn. You will receive an email with the required courses.	30 days from receipt of email	Trystyn Buckley, M.P.H. Coordinator
Confirm you can access D2L Brightspace.	By Aug. 19	D2L Brightspace
You will receive instructions on how to log in to our learning management system, D2L Brightspace, where you have access to a technology overview course. Keep an eye out as new information is added. Instructions will be emailed to your UT Southwestern email address.		
Review and sign Student Center Waiver and other documents.	By Aug. 19	Leigh McAtee, Student Events Coordinator
You will receive a request via DocuSign to sign the Student Center Waiver and Talent Release.		

August 2024		
✓ **Task**	**Due Date**	**Website/Contact**
Visit the Onboarding Guide in Self Service and review your **To Do List** for any final items to complete.	ASAP	https://my.swmed.edu/ Suzanne Ouyang, Student Affairs Coordinator
Confirm receipt of financial aid disbursement.	5-7 business days before start of term	https://my.swmed.edu/ studentaid.gov Office of Student Financial Aid
If your **To Do List** is complete in Student Self Service, financial aid funds will move to your UT Southwestern student account 5 to 7 business days prior to the start of the term. If you've signed up for Direct Deposit, any funds remaining after tuition and fees are covered will be deposited in your personal bank account 3 to 5 business days before the start of the term.		

v. 5/7/24

	Pay all tuition and fees prior to the first day of classes.	By Aug. 18	https://my.swmed.edu/ Office of Student Accounting
	Get your parking permit by filling out the online form. If you drive and park on campus, you will need to get a parking permit.	By Aug. 19	Parking Portal Parking Services, Building A, Visitor Information Center on South Campus Campus Map
	Get your badge from the Badging Office on the first day. (UTSW employees do not need a new badge.)	Aug. 19	Building A, Visitor Information Center on the South Campus
	Attend Orientation and the first day of classes.	Aug. 19	Suzanne Ouyang, Student Affairs Coordinator

Quick Links
Student Self Service D2L Online Learning Platform Campus Map Academic Calendar Schedule of Classes Catalog