

STUDENT NEW ORIENTATION RESOURCE GUIDE

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WELCOME TO UNT HEALTH SCIENCE CENTER!

The UNT Health Science Center is a graduate university housed on a 33-acre campus located in Fort Worth's Cultural District. The university includes the Texas College of Osteopathic Medicine, the Graduate School of Biomedical Sciences, the School of Public Health, the School of Health Professions, which includes the departments of Physician Assistant Studies and Physical Therapy, and the UNT System College of Pharmacy.

Our Purpose

Transform lives in order to improve the lives of others

Our Mission

Create Solutions for a healthier community

Our Vision

Be an extraordinary team, committed to excellence, unafraid to challenge conventional wisdom

Our Values

Serve Others First, Integrity, Respect, Collaboration, and Be Visionary

History:

One of the nation's distinguished academic health science centers, dedicated to education, research, patient care and service, the University of North Texas Health Science Center began when the Texas College of Osteopathic Medicine accepted its first students in 1970. With the establishment of GSBS in 1993, the name was changed to the University of North Texas Health Science Center at Fort Worth. In 1999, UNTHSC joined UNT's Denton and Dallas campuses to form the UNT System.

Statistics:

- Students: 2,353
- Faculty: 416
- Adjunct Faculty: 855
- Non-Faculty Staff: 1,577
- Graduates to date: More than 7,000
- Extramural research awards: \$40 million
- UNT Health clinics: 49
- UNT Health providers: More than 220
- Annual patient encounters: More than 580,000

THE DIVISION OF STUDENT AFFAIRS

Student Affairs oversees issues that are relevant to all students from pre-enrollment through graduation. The division provides co-curricular and extra-curricular services, programs, and activities to facilitate students' academic training, personal growth, and professional development.

Student Affairs Mission

Create Solutions for a Healthier Community by Fostering Student Success

Student Affairs is comprised of the following departments:

- Center for Academic Performance (CAP)
- Registrar's Office
- Financial Aid Office
- Office of Student Development
- International Student Services
- Office of Career Services
- Disability Accommodations
- Office of Wellness Services

New Student Orientation (NSO) is planned and organized within the Office of Student Development. If you have questions or concerns regarding New Student Orientation, contact the Office of Student Development via email at orientation@unthsc.edu or by phone at 817-735-5006.

WHAT SHOULD I EXPECT DURING NEW STUDENT ORIENTATION?

You are about to embark on a new and exciting path in your life. The faculty, staff and current students are eagerly looking forward to providing resources and guidance to support your success.

New Student Orientation is mandatory for all incoming UNTHSC students. This is your opportunity to learn about academic and community expectations, campus culture, services and resources available to you. With that being said, we welcome your questions and full participation in all parts of the program!

You are also encouraged to start building relationships with your peers. Along with your family and friends, we understand that this is a vital part of your support network.

Orientation sessions will be held between 8:00 am and 5:00 pm. The number of days of orientation will vary depending on your program. In preparing to attend orientation, please consider the following:

- 1). **Punctuality:** Throughout your education and in your professional career, the habit of tardiness is one of the single most destructive traits you can possess. We ask that you be on time for orientation, every class, workshop, and meeting that you attend. It is a matter of courtesy to your fellow participants, orientation organizers, and session speakers. All orientation sessions are mandatory unless otherwise indicated. Failure to attend every session may result in dismissal.
- 2). **Attire:** Dress for orientation is usually business casual. Your schedule will indicate when business casual attire is not required. It is important that you comply with the UNTHSC student dress code at all times when on our campus or in off-site clinics.
- 3). **Please do not bring a spouse, parent, guest, child, etc. with you to orientation.** Orientation programs are designed for incoming students only. Any individual not accepted into a graduate program will be asked to leave.
- 4). Breakfast and lunch will generally be provided, including vegetarian options. See orientation schedules for details.

New Student Orientation is a process, not merely an event. In order to best serve you, we have prepared a [Getting ready for UNTHSC checklist](#) for you. You can get started with your checklist right away! The NSO schedule will be posted on the [website](#) no later than one month before orientation.

We look forward to meeting you at New Student Orientation!

HOUSING OPPORTUNITIES

Looking for housing in the area? Real Estate with Honors gives you information about many off-campus housing options in one convenient place. This site lists apartments, condos, and houses for both sale and rent. Please visit this website to view all listings: <http://www.unthscrealstatewithhonors.com/>. [UNTHSC does not have on-campus housing.]

Watch this [video](#) to learn more about how to use the real estate with Honors service.

ARE YOU LOOKING FOR A ROOMMATE?

We have a website designed specifically for you: <http://students.hsc.unt.edu/housing/wanted.cfm>. Feel free to post what you are looking for in a potential roommate or simply browse to see what other UNTHSC students have posted. This resource will assist you in your transition to the Fort Worth Community. [UNTHSC does not provide on-campus housing]

WHEN SHOULD I PURCHASE BOOKS?

Outside of certain college expenses where cost is “fixed”, the most expensive purchase that you will face is books (required or recommended). Booklists will be provided to you before classes begin [usually 2 – 4 weeks prior to the first day of class] UNTHSC does not have an on-campus bookstore. However, we do offer an Online Bookstore for students to purchase textbooks and UNTHSC merchandise: www.unthsc.bkstr.com

Here are a few guidelines which you may wish to consider as you purchase your textbooks: [1] The Online Bookstore usually has enough of the required textbooks in stock; [2] Consider buying used textbooks from current students at the beginning of each semester and [3] Don't be afraid to consult current students within your program for advice on textbooks and about the possibility of borrowing/buying their books.

FINANCIAL AID

The Financial Aid Office knows that paying for graduate or professional school can be an overwhelming experience for students. It is our goal to provide you, our students, with financial assistance and advice to help you manage the costs associated with your educational pursuits.

The Free Application for Federal Student Aid (FAFSA) process has changed. From now on, each year the FAFSA will be available on October 1 for the following aid year at www.fafsa.ed.gov. The FAFSA is your application for federal direct student loans and state/institutional grant funding. You will be notified via email once you have been awarded financial aid. Additional instructions will be included on how to accept/decline/reduce your aid. Once you accept your federal direct student loans on your myHSC, you must then complete Entrance Counseling and sign a Master Promissory Note at www.studentloans.gov. Financial Aid is then disbursed no more than 10 days prior to the first day of class each semester. Please visit our website [Here](#) for more information.

IMMUNIZATION REQUIREMENTS & BACTERIAL MENINGITIS

Immunization requirements of ALL UNTHSC [TCOM, GSBS, SPH, PA, DPT & Pharmacy] students are:

- Hepatitis B (Series or Titer)
- Hepatitis B (Titer)
- Measles, Mumps, Rubella (MMR)
- Varicella (Two Doses OR History of Disease OR Titer)
- Tetanus, Diphtheria, Acellular Pertussis (Tdap)

- [Meningococcal](#) (If under the age of 22)*
- Influenza
- Tuberculin Skin Testing
- Physical Examination

Proof of all immunizations must be uploaded onto the Mediat website (<https://unthsc.medicatconnect.com/>). Upon acceptance to UNTHSC, each student will receive an email from Mediat with instructions on creating an account. Once the account is created, the students can begin uploading proof of immunizations. Since UNTHSC is now using the Mediat website for all student immunizations, the students no longer have to submit records to the Student Health Clinic. Immunizations may also be provided at the Student Health Clinic and will be covered as outlined under the student's individual insurance plan.

Each year, the tuberculin skin tests and influenza vaccines are administered by the University. Proof of these immunizations will not be required until the University has administered them. If you have a history of a positive PPD, please schedule an appointment with the Student Health Clinic and bring all records with you, including most recent chest x-ray.

Students can visit the immunization website to find out what immunizations are required and how to submit documentation: <https://www.unthsc.edu/immunizations> . After classes have begun, students can obtain any needed vaccinations or screenings from the [Student Health Clinic](#).

Contact Health@unthsc.edu for any questions or concerns regarding immunization and screening requirements.

*documentation of [Meningococcal vaccination](#) must be received no later than 10 days before the first day of class or students will be removed from their courses. Students who do not submit their immunization record by the deadline will not be allowed to attend classes for the semester.

Additional immunization requirements of TCOM, PA, DPT & Pharmacy students are:

If you are a TCOM, PA, DPT or Pharmacy student, you will also be required to have a complete history and physical within one year of matriculation. There will also need to be boosters related to the Tetanus, Diphtheria, Acellular Pertussis (Tdap) doses if you have not received these within the last two years.

WHEN WILL I GET MY EMAIL ACCOUNT?

Student email and network accounts are processed and created for all UNTHSC enrolled students based on the list provided by the Registrar's Office. You will receive your email and Network credentials at New Student Orientation.

UNTHSC uses hosted Microsoft Office 365 for student email and cloud storage space. Office 365 can be accessed via the most popular modern browsers and on the most common mobile device platforms at <http://web.unthsc.edu/office365> Office 365 email is the official method of communication at UNTHSC.

Should you experience any problems with your email account during or after NSO, contact the UNTHSC Helpdesk by phone at 817-735-2192, by email at hschelpdesk@unthsc.edu or in person at Library room 205. The Helpdesk hours for students are Monday – Friday 8:00 am to 9:00 pm.

WHEN WILL I GET MY ID BADGE?

You will take your ID Badge Photo during New Student Orientation. It could take up to a week to receive your new ID badge. ID badges will not be distributed from the ID Badge office. The ID Badge office is located in the lobby of the Police Department located at the corner of Mattison and Montgomery across the street from the Medical Education Training (MET) building. The Badge office hours are Monday – Friday 8:30 am to 4:30 pm.

All replacement ID badges with a new photo are \$25. Any replacement, name or class change, using the current photo on file is \$20. Please note that a name or class change requires a signature from the Registrar's office.

Report if lost or stolen to the Police Department immediately. The card will be forced inactive until we are notified that the badge had been found or until a new one is made. If a badge is returned to the Police Department you will be notified via email that the badge is at the Police Department waiting to be picked up. Should you have questions, contact Shanika Covington at shanika.covington@unthsc.edu or 817-735-5040.

LOCKERS

Lockers are available across campus and are handled by each academic program. Please contact your academic department to receive information regarding the locker reservation and assignment process.

PARKING ON CAMPUS

A parking permit issued by the UNT Health Science Center Parking Office is required to be displayed on any vehicle parked on the University campus. Any vehicle that does not have a valid permit displayed risks being issued a parking citation.

Parking permits are required on all surface parking lots and garages. Permits are not valid in metered parking spaces.

Once registered, student information is provided to the Parking Office by the Registrar's Office, permits may be purchased online at <http://www.unt.edu/transit/HSCParking.html>. An additional permit may be purchased for a second vehicle as long as it is registered to the same household and proof is provided; however, only one vehicle at a time may be parked on campus. (It will be an automatic cancellation of parking privileges if additional parking permits are purchased and then given or sold to someone other than the purchasing party).

**Effective September 1, 2017, we will no longer offer LEED discounts as the Office of Sustainability focuses on offering discount transit passes, BikeShare, installing electric car charging stations and considering other sustainable efforts for transportation.

You will need your license plate number as well as the year, make, model and color of the vehicle (s) you wish to register whether you purchase your permit online or in the office. Payments will be accepted by cash, check or credit card.

Parking permits will need to be purchased each year as all permits expire August 31st. Garage access is granted only to those who purchase a permit. A parking permit does not guarantee a parking space, but allows parking if a space is available. Each vehicle operator is responsible for finding a legal space in the parking area designated by the permit they possess. Lack of space is not a valid excuse for violating any parking regulation.

UNTHSC assumes no responsibility for any vehicle or its contents while the vehicle is parked or operated on campus. All vehicle operators should lock and secure personal belongings out of site in their vehicles to deter theft or other criminal acts.

LIBRARY SERVICES

With quiet spaces for individual study, large study rooms available for reservation, and a collaborative floor with technology and furniture specifically customized for group work, Lewis Library can meet all of your study and research needs. An open computer lab is available on the main floor in the Library and the building is accessible with your badge 24/7 most days. Required textbooks and exam prep materials are available both in print and electronically. The Service Desk offers laptops, charging cables, as well as adapters for connecting to larger shared monitors.

The Library Research Services Office can assist with research, citation management, and other projects. Look for the “Ask Us” logo on the window on the main floor or reach out anytime at AskALibrarian@unthsc.edu. Lewis Library also hosts a number of programs and events, including Paws at Lewis Library which organizes visits by certified therapy dogs. Visit our website for more information at <http://library.hsc.unt.edu>.

OFFICE OF WELLNESS SERVICES

The Office of Wellness Services is dedicated to promoting and protecting the health, safety, and wellbeing at the University of North Texas Health Science Center campus through initiatives, programs, and activities including the CARE Team, recreation and intramural sports, prevention and wellness programming, and wellness trainings.

The Office of Wellness Services oversees the campus fitness facility, located in the Founders’ Activity Center (FAC). The Fitness Center is open 7 days a week to students, faculty, staff, and community members and includes multiple weight rooms, cardiovascular equipment, an outdoor basketball court, full service locker rooms, and FREE group exercise classes for all members. For more information on how to become a member, please contact the team members from Wellness Services at 817-735-2209 or visit <http://web.unthsc.edu/departments/healthpromotion>.

CENTER FOR ACADEMIC PERFORMANCE

The Center for Academic Performance (CAP) is committed to helping all UNTHSC students meet their personal and academic goals by providing comprehensive academic programs. CAP offers services designed to enhance all levels of academic performance by providing: academic counseling, tutoring services, writing support services, presentation support, and disability accommodations. We offer the following to all UNTHSC students:

- Academic Counseling
- Learning and Study Strategy Assessments
- Writing Support
- Presentation Support
- Tutoring Services

- Academic Support Workshops
 - Time Management
 - Motivation
 - Write Well Workshop Series
 - Test-Taking Skills
 - Paper Formatting
 - Strengths Based Learning

Please visit our website for up to date information regarding processes, procedures, and workshop schedules. To make an appointment: call-817-735-2531 or email CAP@unthsc.edu. www.hsc.unt.edu/CAP or visit us on the second floor of the Student Service Center.

STUDENT ACCOUNTING

The Office of Student Accounting is responsible for providing student account information, administering installment payment plans, collecting delinquent accounts, reporting IRS Form 1098T, and producing and distributing refunds including financial aid proceeds.

When will I receive my refund check?

You will receive an email during or after New Student Orientation from the Student Accounting Office indicating that your refund check is available for pick up or has been direct deposited to your bank account if you signed up for direct deposit. After receiving the email notice, you may pick up your check at the Cashier's Office located on the first floor of the Student Services Center, room 159. We ask all students to strongly consider signing up for direct deposit of your financial aid refunds. This is a faster, more secure way to receive your funds. No more waiting on the mail or being concerned with lost checks! Fill out your banking information securely thru your Student Center at my.hsc.unt.edu. Just fill in the bank routing number and your bank account number.

When is tuition due?

Tuition is due prior to the first day of classes. Payments are accepted in the following ways:

1. Online payments may be made 24 hours a day via the Student Center at my.hsc.unt.edu using American Express, Discover, MasterCard, Visa or E-check. Debit and credit card payments will be charged a 2.7% service charge.
2. Cash and check payments are accepted at the Cashier's Office, Student Services Center, Rm 159, Monday – Friday, 8:00 am to 5:00 pm.
3. Checks may also be mailed; however, payments must be received by the due date and postmarks will not be considered. Please include your full name and student ID number on your check to insure proper credit. Cash payments via mail are not accepted.
4. Mail check payments to: **Cashier's Office**

**3500 Camp Bowie Blvd.
Student Service Center, Room 150
Fort Worth, TX 76107**

1098T information

Your 1098T may be viewed/printed from your Student Center at my.hsc.unt.edu. If you are not a citizen of the U.S. and we do not have your Social Security Number or Tax Identification Number in the EIS system, then

you will need to turn in a W9s form with that information in order for us to generate the 1098T form. Information about the 1098T can be found on the Student Accounting website, <http://web.unthsc.edu/departments/ofpb/sfcs/>.

Questions

Should you have questions regarding refund checks and/or tuition payments, contact the Student Accounting Office by phone at 817-735-2026 or 817-817-735-0676, or by email at HYPERLINK "mailto:StudentFin@unthsc.edu" StudentFin@unthsc.edu.

Feel free to visit our website for more information: <http://web.unthsc.edu/departments/ofpb/sfcs/>.

WHITE COAT CEREMONY

The White Coat Ceremony is a "rite of passage" for health science center students enrolled in the DO, PA, DPT, and Pharmacy programs that encourages a psychological contract for professionalism and empathy. The event emphasizes the importance of the foundational mission of the institution: education, research, patient care, and service. Your family is encouraged to attend to help you celebrate the beginning of this new journey.

You will receive communication via email regarding submitting your white coat size. Please respond promptly when you receive that information. Your white coat will be distributed to you on the first day of New Student Orientation. [GSBS and SPH students do not participate in the White Coat Ceremony.]

UNTHSC POLICE DEPARTMENT

The Police Department has approximately 20 employees, including officers, dispatchers, public service officers and administrators. The department has jurisdiction within the UNTHSC campus, the city of Fort Worth, and any county where UNT maintains property.

Our department offers several services to our students, faculty and staff on campus. They include:

- Jump starts for vehicles
- Portable air tank for tires
- Vehicle unlocks
- Security escorts on campus during the hours of darkness

The department lobby is open 24 hours a day, 7 days a week. At least one officer and a dispatcher are on duty at all times. There are over 15 emergency phones throughout the campus. Locations of the emergency phones can be located on this [campus map](#). We are committed to providing a safe working and learning environment for our students, faculty and staff.

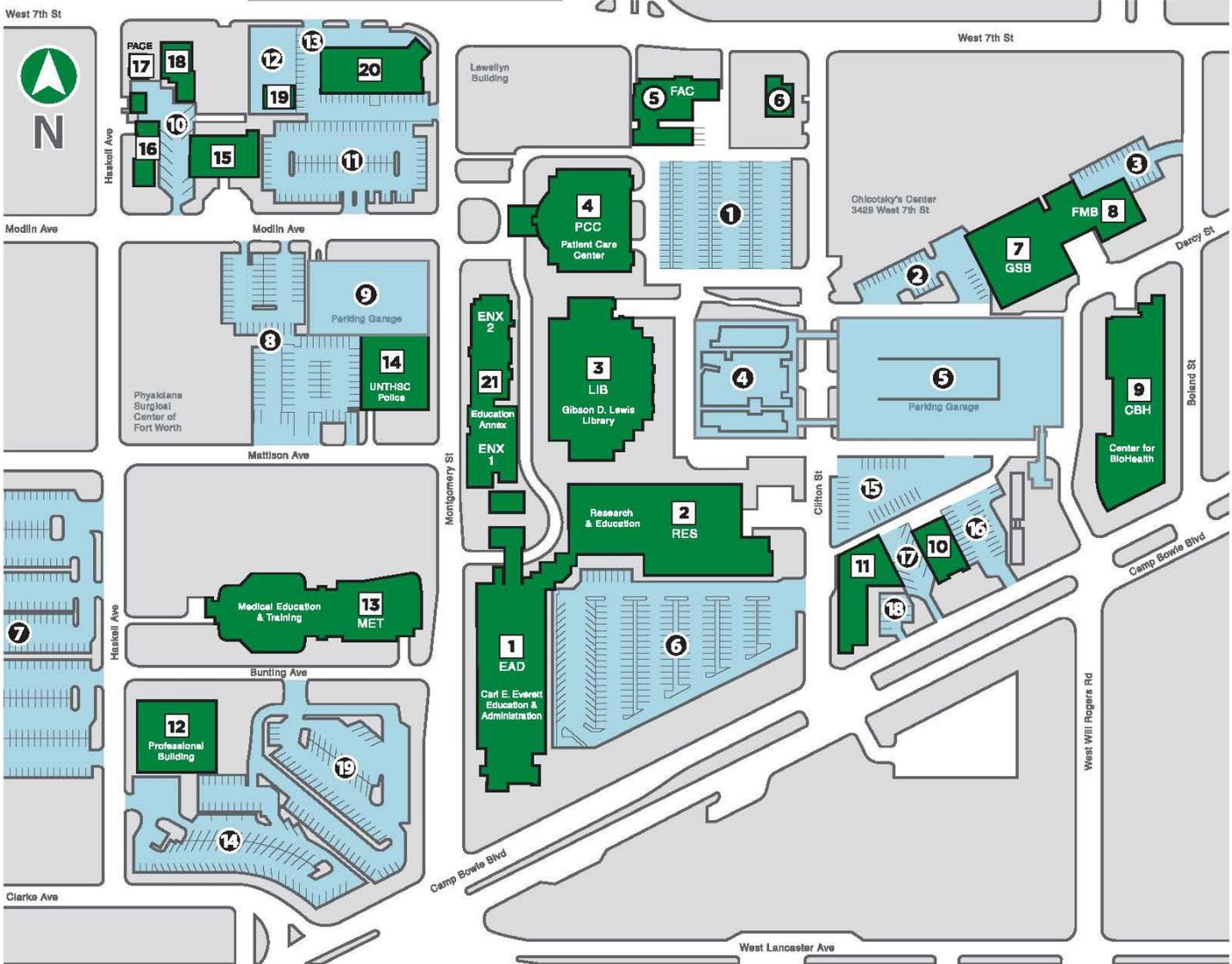
Department	Services Offered	Contact Information & Key Areas
Financial Aid	Assistance with paying for your education, loans, FAFSA, work study, scholarships	Student Service Center Suite 150 Phone: 817-735-2505 Fax: 817-735-0448 Email: finaid@unthsc.edu
Contact Information & Key Areas on Campus		
Registrar	Loan deferments, transcripts, residency status, enrollment verification, name/address changes, VA certification, process licensure applications, FERPA, diplomas	Student Service Center Suite 240 Phone: 817-735-2201 Fax: 817-735-0448 Email: Registrar@unthsc.edu
The Career Center	Resumes, CV, cover letter assistance, interviewing & etiquette skills, job fairs, workshops & events, personal statements, dean's letters	Student Service Center Suite 200 Phone: 817-735-2501 Fax: 817-735-0584
Founder's Activity Center (Fitness Center)	Intramurals, health promotion, boot camp, group exercise classes, personal training, Cowtown Marathon participation	Fitness Center Phone 817-735-2209 Fax 817-735-0334 Email: fac@unthsc.edu
Housing Opportunities	We have a partnership with Real Estate with Honors	Please visit this website: www.unthscarealestatewithhonors.com
International Student and Scholar Services	Assist all international students and scholars on campus with various processes and services	Student Service Center Suite 210 Phone: 817-735-2780 Fax: 817-735-0584 Email: international@unthsc.edu
Library Services	Research, Journals, Access to online journals , interlibrary book loan, laptop check-out	Gibson D. Lewis Library (LIB) Phone: 817-735-2465
Help Desk	Laptop Issues, email, myHSC, Blackboard	Gibson D. Lewis Library (LIB), Room 202 Phone: 817-735-2192 Email: helpdesk@unthsc.edu
Student Health Services	Immunization records, physicals, provide health services to students including well-woman and well-man	Center for Biomedical Health (CBH), Phone: 817-735-5051 Fax: 817-735-0651 Email: StudentHealth@unthsc.edu
Student Accounting and Cashiering Services	Tuition and fees payments, handles student refund checks, assists students with payment installment plans	Student Service Center Suite 150 Phone: 817-735-2026 Fax: 817-735-0677 Email: StudentFin@unthsc.edu
Student Health Insurance	Every student must have health insurance with the university or must opt-out by signing a waiver by a certain deadline. You will receive the deadline at NSO.	Student Service Center Suite 240 Please visit the website for more information: http://web.unthsc.edu/info/200485/student_health

Center for Academic Performance	Academic consultations, learning assessments, self-management, Pre-Matriculation, writing and presentation support, tutoring, workshops, exam reviews, disability accommodations	Student Service Center Suite 260 Phone: 817-735-2531 Fax: 817-735-0263 Email: CAP@unthsc.edu
Office of Student Development	Leadership Council, New Student Orientation, Discover myHSC Day, Registered Student Organizations, Student Programs & Events including Commencement, White Coat Ceremony	Student Service Center Suite 204 Phone: 817-735-5006 Fax: 817-735-0584 Email: studentdevelopment@unthsc.edu

Admissions Contact Information & Locations

Department	Key Personnel	Location & Address
Texas College of Osteopathic Medicine (TCOM) Admissions and Outreach	Mike Kennedy, EdD Director of Admissions	Student Service Center Suite 180 Phone: 817-735-2204 or 800-535-TCOM (8266) Fax: 817-735-2225 Email: TCOMAdmissions@unthsc.edu
Graduate School of Biomedical Sciences (GSBS) Admissions	Carla Lee Johnson, Director GSBS Admissions & Services	Student Service Center Suite 170 Phone: 817-735-2560 Fax: 817-735-0243 Email: gotogradschool@unthsc.edu
Physician Assistant (PA) Studies Admissions	Felicity White, MEd Director of Admissions Pam Alphin Recruitment & Admissions Associate	Student Service Center Suite 130 Phone: (817) 735-2003 Fax: (817) 735-2529 Email: PAAdmissions@unthsc.edu
School of Public Health (SPH) Admissions	Misty Smethers, EdD Assistant Professor SPH Recruitment & Admissions	Student Service Center Suite 120 Phone: 817-735-2401 or 1-877-868-7741 Fax: 817-735-2619 Email: sph@unthsc.edu
Department of Physical Therapy (DPT) Admissions	Felicity White, MEd Director of Admissions Pam Alphin Recruitment & Admissions Associate	Student Service Center Suite 130 Phone: (817) 735-2003 Fax: (817) 735-2529 Email: PTAdmissions@unthsc.edu
UNT System College of Pharmacy	Antonia Kilpatrick, JD Director of Admissions	Student Service Building Suite 170 Phone: 817-735-2679

	Casandra Castillo Recruitment & Admissions Associate	Email: pharmd@unthsc.edu
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| <ul style="list-style-type: none"> 1. Carl E. Everett Education & Administration
3500 Camp Bowie Blvd 2. Research & Education
1055 Montgomery St 3. Gibson D. Lewis Library
955 Montgomery St 4. Patient Care Center
855 Montgomery St 5. Founder's Activity Center
3515 W. 7th St 6. Geriatric Annex
3501 W. 7th St 7. General Services
3420 Darcy St 8. Facilities Management
3416 Darcy St 9. Center for BioHealth
3400 Camp Bowie Blvd | <ul style="list-style-type: none"> 10. Office of Healthcare Quality & Risk Management
3430 Camp Bowie Blvd 11. Office of Strategy & Measurement
3440 Camp Bowie Blvd 12. Professional Building
1051 Haskell Ave 13. Medical Education & Training
1000 Montgomery St 14. UNTHSC Police
3600 Mattison Ave 15. Ellis Child Development Center
3620 Modlin Ave 16. Internal Medicine/Center for Sleep Medicine
3632 Modlin Ave 17. Professional and Continuing Education (PACE)
3633 W. 7th St | <ul style="list-style-type: none"> 18. Storage/Ground Shop
3629 W. 7th St 19. St. Emilion French Restaurant
3617 W. 7th St 20. Professional Offices
3603, 3605, 3607, 3609 W. 7th St
802 Montgomery St 21. Education Annex
(1) 999 Montgomery St
(2) 901 Montgomery St <p>B Buildings</p> <p>P Parking</p> |
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