

**OFFICE OF STUDENT AFFAIRS
COLLEGE OF MEDICINE AT URBANA-CHAMPAIGN
GENERAL INFORMATION FOR NEW MEDICAL STUDENTS**

OFFICE OF STUDENT AFFAIRS -The mission of the Office of Student Affairs is "to work collaboratively with students, faculty and staff to serve our students with enthusiasm and to support, encourage, and empower our students and each other to achieve excellence while treating everyone with dignity and respect." The full-time members of our staff are: Jim Hall, Nora Few, Tony Jimenez, Julie Wyant, Jessica Orban, and Barb Haegele. We are located in Room 125 MSB and our phone number is 217-333-8146. Please feel free to stop by any time you need help, have a question, or would just like to talk to someone. Our staff is committed to helping you make the most out of your educational experience in medical school.

EDUCATIONAL PROGRAM -Each basic science course presents a series of core lectures. These lectures provide critical information about the discipline and attempt to clarify difficult concepts presented in reading assignments. Student attendance at all lectures is encouraged and expected. Each year a number of students attempt to complete the M-1 year without attending many lectures. These students usually meet with failure on examinations. Therefore, attendance at lectures is expected and necessary for student's success in the program. Discipline Coordinators will identify certain activities for which attendance is mandatory, typically laboratories and small group meetings. Discipline Coordinators will notify the class of these required activities and will hold students accountable for their attendance.

REGISTRATION POLICY – **Students at the College of Medicine at Urbana-Champaign must enroll at the University of Illinois at Chicago (UIC).** The enrollment at UIC establishes the academic transcript record credit for medical school classes, as well as process financial aid and admissions. Enrollment for M-1 students will be completed by The Office of Student Affairs. ****See registration policy for further details.**

TUITION AND FEES -You will be required to pay tuition and fees for the 2010-2011 fall and spring semesters. All students are assessed at the U of I College of Medicine at Chicago campus tuition rate and University of Illinois Urbana rate fees. You may request an exemption from the health insurance portion of the Hospital/Medical/ Surgical fee if you have proof of equivalent coverage with another insurance company. You must request exemption by the close of the Registration Service Center in the Admissions and Records Building (by September 22, 2010) and bring proof to Dean Hall in Room 125 MSB.

FINANCIAL AID -All financial aid for medical students is awarded from the College of Medicine Student Financial Aid Office in Chicago. Subsidized and Unsubsidized Direct (formerly Stafford Student Loan), Perkins and Primary Care Loan disbursements are applied directly to the student's University account. Any balance after paying tuition, fee, and housing charges are then deposited in the student's bank account—provided the student has established direct deposit authorization. Students recently admitted to the College of Medicine should speak with Office of Student Financial Aid staff immediately if you need help in financial matters. **Extremely Important:** Please note that although you will be attending the medical program on the Urbana campus, all financial aid information and applications must be made to the College of Medicine

Student Financial Aid Office in Chicago. Do not apply directly to the Urbana campus Financial Aid Office. Even though our medical program is situated on the Urbana campus it is administratively tied to the University of Illinois at Chicago.

Students must complete a Master Promissory Note for their Subsidized and Unsubsidized Direct Stafford Loans only one time throughout their medical school career. The note is on-line and available at <dlenote.ed.gov>. The password required is the same as used for FAFSA.

Financial aid, Stafford Loan, and Grad Plus loans and help is available from the Office of Student Affairs, Room 125 Medical Sciences Building. Dr. Hall is a financial aid resource who can supply you with the necessary forms for applying for financial aid, and answer most of your questions about the application. However, most of your contact regarding financial aid should be directly with the College of Medicine Student Financial Aid Office staff at Chicago (telephone (312)413-0127).

BARBARA HOUSEWORTH LOAN FUND -Emergency loans up to \$500 can be made from the Medical Faculty Wives Loan Fund. The funds are available through the Office of Student Affairs, 125 Medical Sciences Building. See Dean Hall in Room 125 MSB for more information regarding these programs.

HOUSING IN UNIVERSITY RESIDENCE HALLS -Please note that the 2011 spring semester M-1 comprehensive examinations will end on Friday, May 20, 2011; residence halls contracts end during the general Urbana campus finals and commencement on May 15. Therefore, students living in Daniel or Sherman Halls must make special arrangements to remain in the residence halls at least through Friday, May 20. In previous years, the residence halls charged an additional \$25-35 per day for students remaining after the official close of the University of Illinois Urbana-Champaign campus.

BICYCLES, CARS, PETS AND PARKING--Bicycles and pets may not be brought into or kept in the Medical Sciences Building. Bicycle racks are available in areas immediately north of the Medical Sciences Building. When parking your bicycle it is highly recommended that you lock it up with a high quality lock and chain. As with automobiles all bicycles that will be used and parked on campus must be registered with the University of Illinois police and a registration sticker obtained. Metered parking during the day is available at meters on Goodwin and Mathews Avenues, as well as other streets surrounding the campus area. Do not make the mistake of parking your automobile in a University lot that requires a specific parking lot sticker.

These lots have been rented, and if your car is parked illegally it will be towed away at your expense. After 5:00 p.m. any University spaces may be used except for the ones that have a 24 hour rental sign. Parking is not allowed in University lots between 2:00 and 6:00 a.m. Especially around exam time, some students study in the Medical Sciences Building during those hours, and find it convenient to park in University lots. Please visit the Campus Parking Office in the Safety and Transportation Building at the corner of Springfield and Goodwin Avenues to discuss your parking options.

MAILBOXES -All medical students have individual mailboxes in the Student/Faculty/Staff Lounge (the HUB, Room 165). **Your HUB mailbox should be checked and cleaned out on a daily basis since these mailboxes will contain school related information.** Some medical students in the past have developed the habit of never cleaning out information that accumulated in the HUB mailboxes. This bad habit invariably resulted in those students missing important communications from the school. Therefore, you are requested to periodically weed through the material in your HUB mailbox. Notes and communications to

faculty and/or administrative staff can be put directly in the "Student Affairs Mailbox" in the HUB or given to the staff in Room 125 MSB.

TRANSCRIPTS AND MEDICAL IMMUNIZATION FORMS -Each student must make certain that the Medical College Admissions Office in Chicago has received official copies of your final academic transcript with degree notation from each institution you attended. Without receipt of the final transcript and the completed medical immunization form your admission into the College of Medicine is not complete. Students who were admitted very recently to the College are not an exception to this policy. Invariably, there are a few students who have not completed this important aspect of their admission to medical school. When we receive a request for information from the Medical College Admissions Office in Chicago, we will inform you by putting a note in your HUB mailbox and sending an e-mail message to your @illinois.edu address. If you receive such a note, you are advised to take care of this situation at your earliest convenience.

USE OF HUB AND OTHER TELEPHONES IN THE MEDICAL SCIENCES BUILDING -There are two telephones in the HUB that have the capacity to contact individuals on campus and in the community. Only campus and community numbers can be reached on the phones. Community numbers can be reached by dialing 9+ the full 7-digit phone number. If you have an emergency and have no cell phone please come to room 125 MSB.

HEALTH INSURANCE -The health service fee that is included in your tuition and fee payment allows you to use the McKinley Student Health Center and Counseling Center on campus. The other health fee that you pay is for a Student Hospital/Medical/Surgical Insurance Plan. This Hospital/Medical/Surgical Insurance Plan provides insurance which is administered by the University of Illinois at Urbana-Champaign insurance office. Please read the brochure included in your orientation packet that describes the University of Illinois at Urbana-Champaign Student Hospital/Medical/Surgical Insurance Plan for details. If you should have a need to use the hospital or physician's services in the community, you should do the following: 1) proceed to the University of Illinois at Urbana-Champaign Benefit Center, 100A Henry Administration Building; 2) identify yourself as a student, 3) provide the individual with an itemized statement of the expenses incurred (the expense statements will be forwarded to the Insurance Department), and 4) if a local hospital or physician requires additional forms, you may obtain them at the Benefits Center. You may also contact the student insurance office by phone at 217.333-0165 or on the web at www.si.illinois.edu.

RISK MANAGEMENT AND SELF-INSURANCE PROGRAM -Concerning student coverage under the University Risk Management and Self-Insurance Program, you should be aware that the following statement has been approved by the Board of Trustees on February 21, 1979:

Officially enrolled students of the University assigned to locations other than University owned or operated health care facilities are covered for medical professional liability under the Self-Insurance Program only if engaged in University approved courses or programs. This coverage is in excess to that provided by other institutions. Students from institutions other than the University of Illinois engaged in courses of clinical instruction at the University of Illinois are not covered under the Self-Insurance Program for medical professional liability unless prior written authorization exists.

The key words are "officially enrolled" and "approved course, or program." Therefore, students who wish to volunteer their time during off periods should be made aware that they are not covered under the University Policy and those physicians or hospital-clinics should be made aware of this fact.