May 2016

Dear Accepted Student,

On behalf of the faculty, students, and administrators at Loyola Stritch School of Medicine, I am pleased to welcome you to the Stritch family. We congratulate you on the many accomplishments that have led to your acceptance in the class. We are confident you will receive an excellent medical education at the Stritch School of Medicine, and we look forward to meeting the Class of 2020 on Monday, July 25, 2016.

The information that follows this letter should be helpful as you make arrangements to begin your medical education. It is important that you review the information carefully, as you are responsible for all deadlines and requirements. Also, you will find the Acknowledgement Form and other pre-matriculation information, which we ask you to email back to us within the next two weeks.

I must remind you that the offer of acceptance which you received was made with the provision that you complete all requirements for admission, while maintaining the scholastic standing evidenced by the credentials now in your file. Students enrolled in degree-granting programs are expected to complete their degrees prior to matriculation. If you have any questions concerning these matters, please contact me for clarification.

Thank you,

Sunny Nakae, MSW, PhD
Assistant Dean for Admissions, Recruitment, and Student Life
ORIENTATION WEEK

The Stritch School of Medicine First Year Orientation Program is a mandatory week long program that will help you acclimate to the medical school setting, meet new classmates, and begin to prepare for the rigors of a medical education. Orientation will begin on Monday, July 25, 2016. Further information can be found in the Orientation Schedule link.

ADMINISTRATIVE PERSONNEL AND TELEPHONE NUMBERS

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Phone Number 1</th>
<th>Phone Number 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Office:</td>
<td>Sunny Nakae, MSW, PhD</td>
<td>708-216-3229</td>
<td>708-216-3229</td>
</tr>
<tr>
<td></td>
<td>Darrell Nabers, MS</td>
<td>708-216-3240</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Judith Porod</td>
<td>708-216-3872</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Catherine Jardien, MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educational Affairs:</td>
<td>Gregory Gruener, MD, MBA</td>
<td>708-216-0468</td>
<td></td>
</tr>
<tr>
<td>Financial Aid:</td>
<td>Tammy Patterson, MBA, MPA</td>
<td>708-216-3227</td>
<td>708-216-3227</td>
</tr>
<tr>
<td></td>
<td>Lynn Wawrzyniak, MBA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bursar:</td>
<td>Laura Zaucha</td>
<td>708-216-3228</td>
<td></td>
</tr>
<tr>
<td>Registration &amp; Records:</td>
<td>Mary Van Houten, MBA</td>
<td>708-216-5291</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Julie Steinecker</td>
<td>708-216-3222</td>
<td></td>
</tr>
<tr>
<td>Student Affairs:</td>
<td>James Mendez, PhD</td>
<td>708-216-8140</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beth Sonntag, MAdEd</td>
<td>708-216-8140</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dee Harris</td>
<td>708-216-3220</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tomas Bolivar</td>
<td>708-216-8640</td>
<td></td>
</tr>
<tr>
<td>Student Health Services:</td>
<td>Marianne Laff, APN</td>
<td>708-216-2458</td>
<td></td>
</tr>
<tr>
<td>Academic Center for Excellence:</td>
<td>Josh Hopps, PhD</td>
<td>708-216-5447</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tonja Killingham</td>
<td>708-216-3236</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tina Calcagno</td>
<td>708-216-8166</td>
<td></td>
</tr>
</tbody>
</table>

PROOF OF CITIZENSHIP

As part of registration during Orientation, you will need to provide proof of US citizenship, US permanent resident status, or DACA conferred status. Please remember to bring this documentation with you to Orientation on Monday, July 25th.

US Citizen:
1. Your current U.S. Passport or
2. Your state-issued driver's license or other state-issued ID which has a photo and descriptive information about you AND either Social Security Card or original/certified copy of your birth certificate.

Non-US Citizen:
- Your Permanent Resident Card with your current passport.

DACA Conferred Status:
The above documentation is required in order to begin medical school so please do not forget to bring it with you on Monday, July 25th. Your documentation will be recorded as you go through the registration portion of Orientation. Please note that all documentation presented to us must be current. We cannot accept expired documents.

**TRANSCRIPTS**

Prior to registration, please arrange to have an official and final transcript sent from each undergraduate and graduate school at which you have earned a degree and any program that contained a course that was a prerequisite to your admission to Stritch. Transcripts should be sent to the following address:

Judy Porod  
Office of Medical School Admissions  
Stritch School of Medicine  
Bldg. 120, Room 200  
2160 S. First Ave.  
Maywood, IL 60153

In order to track your transcripts and update your contact information, please fill out our pre-matriculation information form found here: [https://stritch.wufoo.com/forms/prematriculation-information-form/](https://stritch.wufoo.com/forms/prematriculation-information-form/). An official final transcript is one that is sent directly from the Registrar’s Office. It shows the completion of all course work and the date the degree or certificate was awarded. The transcripts you had sent to AMCAS for your initial application will not satisfy this requirement. If you do not have complete, official transcripts on file at the Stritch School of Medicine by Monday, July 25, 2016, you may not be permitted to register.

Since Loyola has an early starting date, we realize that a complete transcript or one showing the granting of a degree may not be available by July 25, 2016. If this is the case, you must request that your college Registrar send written verification to the Admissions Office by July 25, 2016, stating that your degree has been earned. The letter from the Registrar must also specify the date when the official transcript will be forwarded. If you anticipate requesting such a letter, you should allow your Registrar sufficient time to prepare it.

**HINES VETERANS ADMINISTRATION ID**

As Stritch students, you are very fortunate to have the Hines VA Hospital, whose grounds are adjacent to SSOM, available for part of your medical training. During the first two years, you may be going there to meet with preceptors or to shadow physicians, etc. During your clinical years at Stritch, most of you will have the opportunity to rotate at Hines at least once. While there, you will be caring for real heroes and be taught by dedicated faculty.

Because you will be working at a federal facility, the Office of Personnel Management requires everyone to complete some paperwork and to be fingerprinted. Your fingerprints are run through a variety of databases, including the FBI and the Terror Watchlist. Medical Trainees are eligible for the non-PIV (Personal Identity Verification) badge, which is good for up to three years. Prior to beginning your third year, you will need a PIV badge, which requires a very in-depth and comprehensive background investigation. The regulations change as they are reviewed on an on-going basis.
Please complete the forms listed below (also listed on the checklist) before orientation and submit them to the Office of Registration & Records (ORR) in room 220 when you participate in registration on the first day of orientation. Please note that you will need to be fingerprinted before being granted access to Hines. If there is a VA facility near you, please go and get fingerprinted prior to coming to orientation. If not, please see the registrar on the first day of orientation to set up an appointment to be fingerprinted at Hines.

Please note that one of the forms is the I-9 Employment Eligibility Verification, and the list of acceptable documents found on the last page of the I-9 are the same documents we require you to bring with you to registration on the first day of orientation. These documents are: one document from List A which documents both your identity and your employment authorization (e.g. Passport or EAD) OR one document from List B to document your identity (such as a state-issued driver’s license) WITH one document from List C to document your employment authorization (such as your Social Security Card). If you have DACA status, please use your EAD as your document from List A. When you go to Hines for fingerprinting, you will need to bring the same identity/citizenship documents with you. There will be information on fingerprinting available when you come through for registration during orientation.

Please see the Instructions for VA Paperwork link on the pre-matriculation website and complete only those areas noted for each form and page. If you are able to download the forms and complete them on your computer, please do so before printing them. If not, print the forms and print legibly. Sign only where directed and bring these forms with you to the first day of orientation on Monday, July 25, 2016.

SUPPLEMENTAL INFORMATION

Please sign into your admissions portal at https://vault.lumc.edu/admis_applicants/default.cfm to complete the pre-matriculation registration form for the Office of Registration & Records. Please note: The admissions portal is where you complete your supplemental application. Thus, please use your AMCAS ID# (please take out the leading zeros of your ID#) and password to login. If you forgot your password you will find instructions on the site to request a password. This form is available now through July 16, 2016. Enter any missing information and update or correct information that has changed or is incorrect. During the registration portion of orientation, you will be presented with a hard copy of this form to review this information for completeness and accuracy and will have an opportunity to update and correct your personal information, if needed, prior to certifying its accuracy.

Please complete this form with all information you have currently. You will be able to provide us with any information you don't have at this time, such as local address, during orientation. If any information changes while you are a medical student, you will be required to update as needed.

This information is vitally important to Stritch as part of our effort to provide you with the optimal educational experience. It will be kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).

If you have any questions, please feel free to contact the Office of Registration & Records at (708) 216-3222.
**TUITION AND FEE PAYMENT**

**TUITION AND FEE PAYMENT SCHEDULE 2016 – 2017**

<table>
<thead>
<tr>
<th>1ST YEAR STUDENTS</th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Total for Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>27,355</td>
<td>27,355</td>
<td>54,710</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>60</td>
<td>60</td>
<td>120</td>
</tr>
<tr>
<td>Student Health Service</td>
<td>167</td>
<td>167</td>
<td>334</td>
</tr>
<tr>
<td>Student Health Insurance</td>
<td>2,950</td>
<td></td>
<td>2,950</td>
</tr>
<tr>
<td>Health &amp; Fitness Center</td>
<td>166</td>
<td>166</td>
<td>332</td>
</tr>
<tr>
<td>Computer Fees</td>
<td>160</td>
<td>160</td>
<td>320</td>
</tr>
<tr>
<td>Disability Insurance</td>
<td>222</td>
<td>*Estimated to age 25</td>
<td>222</td>
</tr>
<tr>
<td>Medical Equipment</td>
<td>705</td>
<td>705</td>
<td>705</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>31,785</strong></td>
<td><strong>27,908</strong></td>
<td><strong>59,693</strong></td>
</tr>
</tbody>
</table>

**WHAT IS LOCUS?**

LOCUS is Loyola’s online connection to University services. Here you can do things like view your e-bill or make a payment. All financial functions are located in LOCUS under Campus Finances.

To get started:
- Log in at [www.luc.edu/locus](http://www.luc.edu/locus) using your universal ID and password
- Click Campus Finances

*Note: If you have not received your log in information yet or if you require additional technical assistance, please contact the Loyola University Help Desk at (773) 508-4ITS (4487) during regular business hours.*

**ELECTRONIC BILLING**

Electronic Bills (e-bills) are generated on the 15th of each month and are snapshots of your account at the time they are sent. An e-mail notification will be sent to your official campus (@luc.edu) email address and to those granted access when your e-bill has been generated.

### 2016-17 e-bill Schedule

<table>
<thead>
<tr>
<th>Term</th>
<th>Sent</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016</td>
<td>July 15</td>
<td>Aug 5</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>Dec 15</td>
<td>Jan 5</td>
</tr>
</tbody>
</table>

*Note: Loyola University reserves the right to assess a monthly late payment fee of 1.5% of the past due balance on the student’s account.*

LOCUS>CAMPUS FINANCES>VIEW E-BILL(S)

>>> [www.luc.edu/bursar/billing](http://www.luc.edu/bursar/billing)
PARENT/GUEST ACCESS

If a parent, grandparent or another person will be helping you manage your Loyola finances, you can grant them access to your financial account in LOCUS. During setup you may select the areas your parent or guest will be able to access and those they cannot. You decide! Plus, they will also receive:

- Their own LOCUS login and password
- E-mail notifications when bills are generated

LOCUS>CAMPUS FINANCES>VIEW PARENT/GUEST

http://www.luc.edu/bursar/parent_access.shtml

PAYMENT METHODS

1. Cash, Check or money order
   - In person: Bursar’s Office - SSOM, Room 204
   - By Mail: Loyola University Chicago, 3953 Solutions Center, Chicago, IL 60677-3009

2. E-Check (Electronic Check or ACH)
   - Online in LOCUS drawn from a checking or savings account only (no fee)

3. Credit Card
   - Online in LOCUS: American Express, Discover, Mastercard, or Visa
   - 2.75% non-refundable service fee ($3.00 minimum) added to the amount paid

LOCUS>CAMPUS FINANCES>MAKE A PAYMENT

>> http://www.luc.edu/bursar/payment_options.shtml

*International payments should be made through peerTransfer (www.luc.peerTransfer.com).

DIRECT DEPOSIT REFUNDS

Loyola University Chicago Stritch School of Medicine requires the DIRECT DEPOSIT method for all student refunds. If you have received financial aid funds in excess of the charges on your LOCUS account, you may qualify for a refund. Complete your direct deposit profile in LOCUS with a valid checking or savings account, and your refund will be deposited into your bank account within two banking days after the refund is generated in LOCUS. You only have to set up your direct deposit profile once, but can update it at any time, if your account information changes.

LOCUS>CAMPUS FINANCES>REFUND DIRECT DEPOSIT PROFILE

>> http://www.luc.edu/bursar/refunds.shtml
STUDENT HEALTH INSURANCE

Your LOCUS account will automatically be billed the annual premium of $2,950 for Loyola’s Student Health Insurance. You must take one of the following actions by October 1, 2016:

- **Opt out**: Provide proof of alternate coverage by submitting a waiver in LOCUS in order to receive a credit to your account.
- **Fast Track**: Confirm that you want to be enrolled in Loyola’s health plan. Activating your coverage generates an electronic insurance ID card that will be available online within 48 hours.

More information at: [https://www.uhcsr.com/luc](https://www.uhcsr.com/luc)

1098-T

The 1098-T form reports the qualified amount billed to you by Loyola University over the course of the previous calendar year. Its purpose is to help you and/or your tax professional determine if you are eligible for the American Opportunity Credit or the Lifetime Learning Credit on your income taxes.

More information at: [http://luc.edu/bursar/1098](http://luc.edu/bursar/1098)

START-UP EXPENSES

Most students should anticipate between $2,500 and $3,000 in preliminary expenses as you begin medical school. These expenses will include security deposits for apartments and utilities, the first month’s rent, school books and supplies, food, and other personal needs. Therefore, you should be prepared to meet your initial expenses with your own money.

New students without local bank accounts should have between $800 and $900 in cash, traveler’s checks, money orders, or access to ATM’s to cover their personal expenses during the first weeks of medical school. Local banks will not cash your checks until you have established an account and funds are available. During the first weeks of school please be prepared to have money available for your use.

During the week of orientation, there will be expenses for any immunizations or titers you might need as well as for any of the optional social events the M2’s are planning.
PHOTOGRAPHS

Photographs are required for completion of your permanent medical school file. Four (4) photographs must be sent to the Admissions Office (Building 120, Room 200) no later than Monday, June 27, 2016. The photographs will be used on various registration forms and for other paperwork including National Boards Certifications throughout your four years at Loyola. Please also send a digital copy of the photo to the admissions email (ssom-admissions@luc.edu) by June 27, 2016. This photo will be used as your student ID. The photos must be:

* Front pose only; head and shoulders; neutral background
* 2” x 2” color or black and white
* Professional quality; automatic machine photographs will not be accepted; passport photographs are acceptable
* PRINT YOUR NAME AND AMCAS ID on the back of EACH photograph (ballpoint pen preferred so ink doesn’t bleed onto other photos)

COMMON READ

As part of orientation we have chosen a “common read” to begin exploring our personal values, identities, connections to medicine, and collective experiences. Please read the following articles and the book before orientation. We have some active learning planned for small groups that will integrate these readings.


Articles:
  - http://content.healthaffairs.org/content/19/1/164.full.pdf

THE MEDICAL STUDENT UNION

The Medical Student Union (MSU) is the student government of the medical student body. Through the MSU, students can take part in various student organizations and service opportunities throughout the Chicago area and participate on standing committees at the Stritch School of Medicine. The MSU provides a voice for medical student opinions to the faculty and administration, deals with medical student issues on a local and national level, and sponsors social events such as the St. Luke’s Day Dinner Dance and the Spring Formal. All medical students are welcome to participate in MSU activities. For more about the MSU and active student groups at Stritch, see: http://ssom.luc.edu/loyolamsu/.
DIAGNOSTIC EQUIPMENT

Diagnostic equipment and stethoscope will be provided by the PCM-1 course, and is already included in your tuition package. Therefore, there is no need to secure diagnostic equipment, i.e., stethoscope, otoscope, etc., before arriving at Stritch. Further information will be given during orientation week.