



**TTUHSC EL PASO**

Texas Tech University Health Sciences Center El Paso

**FOSTER SCHOOL OF MEDICINE**

**AY 2023 – 2024**

**Orientation Packet**

**Class of 2027**

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## **Office of Student Affairs**

Dear Class of 2027,

Congratulations, and welcome to the Foster School of Medicine. We are excited to meet you and look forward to our interactive summer orientation. The Office of Student Affairs is here to help you with your journey in medical school, be it questions about academic resources or institutional resources such as counseling or obtaining accommodations. We are here to help you navigate any setbacks and celebrate your accomplishments. Per FERPA policy, we also maintain records of your academic standing, including assessments, grades, and professionalism documents. Throughout your tenure here, we will also share information about scholarships, research opportunities, and other career-enhancement options. In addition, we support your development as a medical student and your career aspirations and will share career and medical specialty information. Finally, we continue to work with you in your last year as you apply for residency, collecting data to create your MSPE (Medical Student Performance Evaluation, formerly called the Dean's letter) and your personal statement, both required to apply for future residency specialties through a process called The Match. The Office of Student Affairs Deans and Staff will help you succeed in all aspects of your career here.

Class of 2027 FSOM Orientation begins at 8:00 am MDT on Wednesday, July 5, 2023, through Friday, July 7, 2023, which will conclude at or around 5 pm. Orientation is mandatory, and you are all expected to be on time for all three days.

On Monday, July 10, you will begin a three-week immersion experience in your first course as a medical student: Society, Community, and the Individual, with an opportunity to learn about El Paso, especially if you are new to our community. Many of you know about the White Coat Ceremony; in the following few pages, there is more information about this exciting event on Saturday, August 5, 2023. In addition, the College Mentors want to specifically work with you regarding professionalism and incorporating that into your Class Oath. We will have more information forthcoming via email in the weeks preceding Orientation.

Please ensure you provide the TTUHSC EP Registrar's Office with your updated address and phone numbers and any of your other addresses/phone numbers to ensure we can reach you with any essential information. Look for our new and improved website at the end of June (<https://el Paso.ttuhsc.edu/som/studentaffairs/>).

Lastly, read this entire document and, where necessary, please respond ASAP. Look for Entering Student Requirements, Student Health Insurance Requirements, Student Immunization Requirements, Financial Aid, and more that require you to send us information before enrolling. A guide to the requirements you will need to address immediately follows this letter. Please consider completing these requirements as soon as possible to ensure your position in the PLFSOM.

We look forward to supporting your dreams and goals, learning from you, and working with you to become a talented and passionate physician. So, again, on behalf of the Office of Student Affairs and the Paul L. Foster School of Medicine, we congratulate and welcome all of you.

Warm regards,

Charmaine A Martin, M.D.  
Interim Associate Dean of Student Affairs  
Associate Professor of Family and Community Medicine  
[Charmaine.Martin@ttuhsc.edu](mailto:Charmaine.Martin@ttuhsc.edu)

## Entering Student Requirements

Requirement	Office of Department	Due Dates
Acceptance of Position	<a href="#">Office of Admissions</a>	Within 2 weeks of offer
Activate eRaider Account	<a href="https://eraider.ttuhsu.edu/">https://eraider.ttuhsu.edu/</a>	ASAP
Financial Aid/Scholarships	<a href="#">Office of Student Financial Aid</a>	ASAP
<b>Miscellaneous Information Sheet</b> <ul style="list-style-type: none"> <li>• White Coat Ceremony</li> <li>• Name Tag</li> <li>• White Coat Sizing</li> <li>• Dietary Requirements</li> <li>• Consent and Release Form</li> </ul>	<a href="#">Office of Student Affairs</a>	May 29, 2023
Immunization Requirements	<a href="#">Department of Occupational Health TTUHSC Health Manager</a>	May 29, 2023
Community Wide Orientation	<a href="#">EPCC - New Student Orientation - Community Wide Orientation</a>	May 29, 2023
Online Safety Trainings (completion tracked online) <ul style="list-style-type: none"> <li>• Safety Training Education Program for Students</li> <li>• Laboratory Compliance</li> <li>• R# (Provided in Orientation Packet Email)</li> </ul>	<a href="#">Tech Training</a>	May 29, 2023
Basic Cardiac Life Support Certification (BLS)	<a href="#">American Heart Association</a>	May 29, 2023
Health Insurance Card Information	<a href="#">Student Health Insurance Program</a>	July 1 <sup>st</sup> , 2023
Textbooks and Equipment (TBA by the Office of Medical Education)	<a href="#">Department of Medical Education</a>	Email Notification
Register for Classes via WebRaider	<a href="#">WebRaider</a>	May 22-July 9, 2023
\$100 Deposit to Hold Seat in Class	<a href="#">Office of Admissions</a>	May 15, 2023
Criminal Background Check	<a href="#">HireRight</a>	May 8, 2023
Orientation (Dress code enforced) – report to the Medical Science Building (MSB II) Lobby by 8 a.m.	<a href="#">Office of Student Affairs</a>	July 5, 6, 7, 2023
First Day of Classes	---	July 10, 2023
White Coat Ceremony	<a href="#">Office of Student Affairs</a>	August 5, 2023
Submit Final Transcripts (showing degree awarded)	<a href="#">Office of Admissions</a>	June 1, 2023

**Acceptance of Position for Class of 2027:** If you have not already done so, please log on to <https://admissions.elpaso.ttuhschool.edu/Security/Login.aspx> to accept the offer.

**Standards of Curricular Completion:** Submit acknowledgment form to Office of Admission by logging in to <https://admissions.elpaso.ttuhschool.edu/Security/Login.aspx> . (Deadline for requesting accommodations is 30 days prior to the beginning of classes.)

**Deposit to Hold Seat in Class:** A \$100 placement fee must be paid. Please submit your electronic payment to the Office of Admissions to hold your seat in the incoming class. Please log on to <https://admissions.elpaso.ttuhschool.edu/Security/Login.aspx> to pay the placement fee. For more information, contact Laura Olivas at 915-215-4406 or [Laura.Olivas@TTUHSC.edu](mailto:Laura.Olivas@TTUHSC.edu). (Information previously sent by the Office of Admissions.)

**Criminal Background Check:** Please complete the criminal background check requirement by visiting the <https://ows01.hireright.com/ofk2in.html?kiosk=EEDAC058C4506E1473FFBB33767E70A2>. Please contact the [student.affairs.plfsom@ttuhsc.edu](mailto:student.affairs.plfsom@ttuhsc.edu) for more information; students are responsible for the cost.

**Community Orientation:** Complete at [EPCC - New Student Orientation - Community Wide Orientation](#) by May 29, 2023 (required by University Medical Center of El Paso (UMC)). If you have any questions, contact [student.affairs.plfsom@ttuhsc.edu](mailto:student.affairs.plfsom@ttuhsc.edu).

**Miscellaneous Information Sheet:**

- White Coat Ceremony
- White Coat Sizing – chart located on miscellaneous sheet
- Name Badge
- Dietary Requirements – to accommodate dietary needs at catered student events
- Consent and Release Form

**eRaider Account:** Automatically created when you applied to the Foster School Of Medicine. IT sends an activation code and instructions to your personal email. Activate your eRaider account by visiting <https://eraider.ttuhschool.edu> . This will enable you to set up your TTUHSC email. For questions, contact the Office of Information Technology at 915-215-4111, option 1.

**Register for Classes:** Once your eRaider account has been activated, you will be eligible to register for the Paul L. Foster School of Medicine courses for both the Fall and Spring terms via [webraider.ttuhschool.edu](http://webraider.ttuhschool.edu) at [webraider.ttuhschool.edu](http://webraider.ttuhschool.edu). Registration opens April 03, 2023 - July 9, 2023.

Instructions for how to register may be found at this site: [Registration instructions](#). Please review the information in the link thoroughly before signing onto the Webraider Student portal to begin registration.

You will need the following course information in order to register for both Fall and Spring courses. You **must** **register for both semesters** at this time.

FALL		SPRING	
CRN Number	Course Name	CRN Number	Course Name
10793	5021 Scientific Principles of Medicine I	20367	5012 Scientific Principles of Medicine II
10853	5021 Scientific Principles of Medicine I	20588	5012 Scientific Principles of Medicine II

10776	5101 College Colloquium I	20519	5112 College Colloquium II
10851	5221 Society Community & the Individual I	20274	5212 Society Community & the Individual II
10781	5221 Society Community & the Individual I	20586	5212 Society Comm Individual II
10778	5301 Medical Skills I	20365	5302 Medical Skills II
		20583	5401 Scholarly Activity Project I

Questions about the registration process may be sent to [epregistrar@ttuhsc.edu](mailto:epregistrar@ttuhsc.edu).

**Textbooks/Equipment:** A list of required textbooks is available on the [PLFSOM Booklist page](#) at the TTUHSC El Paso Library. Please note that all textbooks are freely available in an online digital format through the library at <https://el Paso-ttuhsc.libguides.com/PLFSOMtextbooks>

**Immunization Requirements:** There are specific immunization requirements that must be met before you can begin classes. Please refer to the Immunization and Supporting Documentation form in your Student Checklist. You must register on the [Occupational Health](#) portal, complete all immunization requirements, and upload all documents by May 29, 2023. If you have any questions, please contact Maria Ramirez at [maria.ramirez@ttuhsc.edu](mailto:maria.ramirez@ttuhsc.edu) in the Office of Occupational Health or 915-215-4429.

**Online Safety Trainings:** (eRaider and R number required) Complete two online safety trainings as required by Safety Services by May 29, 2023. Please see enclosed documents for guidance on training modules. For questions about the Safety Training Education Program for Students (STEPS) or laboratory compliance, contact Safety Services at 915-215-4820. Please keep copy for your record.

**Basic Cardiac Life Support Certification (BCLS) for Health Care Providers:** Course certification is required prior to orientation. Please refer to the student checklist. The [American Heart Association CPR for Healthcare Providers course](#) covers adult and pediatric CPR, which will suffice for medical school. The AHA certification is usually valid for two years. Please submit your certification by May 29, 2023. Heartsaver® First Aid, Heartsaver® CPR AED, and Heartsaver® First Aid CPR AED courses do not fulfill the BCLS requirement.

**Scrubs:** Information at the Department of Medical Education - As you prepare to enter medical school this upcoming academic year, consider appropriate lab attire early. For information on purchasing scrubs, please refer to the letter from the Department of Medical Education or contact the department at 915-215-4322. Scrubs are required for the anatomy dissection lab.

**Medical, Health, Disability:** Regulations require that all students be covered by health insurance. Proof of insurance must be presented, via waiver submission, or purchased through our third-party provider, Academic Health Plans (<https://www.ttuhscop.myahpcare.com>). Waivers are granted for those who provide proof of active insurance coverage that meets or exceeds the following: a U.S. employer health insurance plan, Marketplace plans (bronze, silver, gold, platinum plans) or Medicaid/Medicare plan that is compliant with the Affordable Care Act (ACA). You may also review options available through the Affordable Care Act (ACA) at <https://www.healthcare.gov>. Please submit your insurance card by **July 01, 2023**. Contact Dorothy Stewart Office of Student Services at 915-215-4967, option 3 for more information.

**Orientation:** A mandatory 3-day orientation will be held July 5, 6, 7, 2023. Report to the main lobby of the Medical Science Building (MSB II) at 8 am. Dress code will be announced and should be followed. See enclosed map for parking instructions. Breakfast and lunch will be provided during all orientation days.

**First Day of Class:** Classes begin Monday, July 10, 2023 with a three-week immersion experience in your first course: Society, Community and the Individual (SCI).

**White Coat Ceremony:** This event represents the moment of induction into the profession of medicine. You will be presented with a white coat for the first time. It is a wonderful event to share with your family and friends as you embark on your medical education. This year the White Coat Ceremony will take place on Saturday, August 5, 2023. More information to come!

**Submit Transcripts:** We require final official transcript(s), which includes the notation of degree conferred in addition to transcripts for every institution you may have attended. Failure to do so will result in disenrollment in all courses. The transcripts you submitted to TMDSAS with your application do not satisfy this requirement.

Please mail final transcripts by June 1, 2023 to:

[elfostertranscripts@ttuhsc.edu](mailto:elfostertranscripts@ttuhsc.edu) or mail to

Texas Tech University Health Sciences Center

El Paso Paul L. Foster School of Medicine

Office of Admissions

5001 El Paso Drive, MEB, Ste 1201 El Paso, TX 79905



## Basic Life Support Card

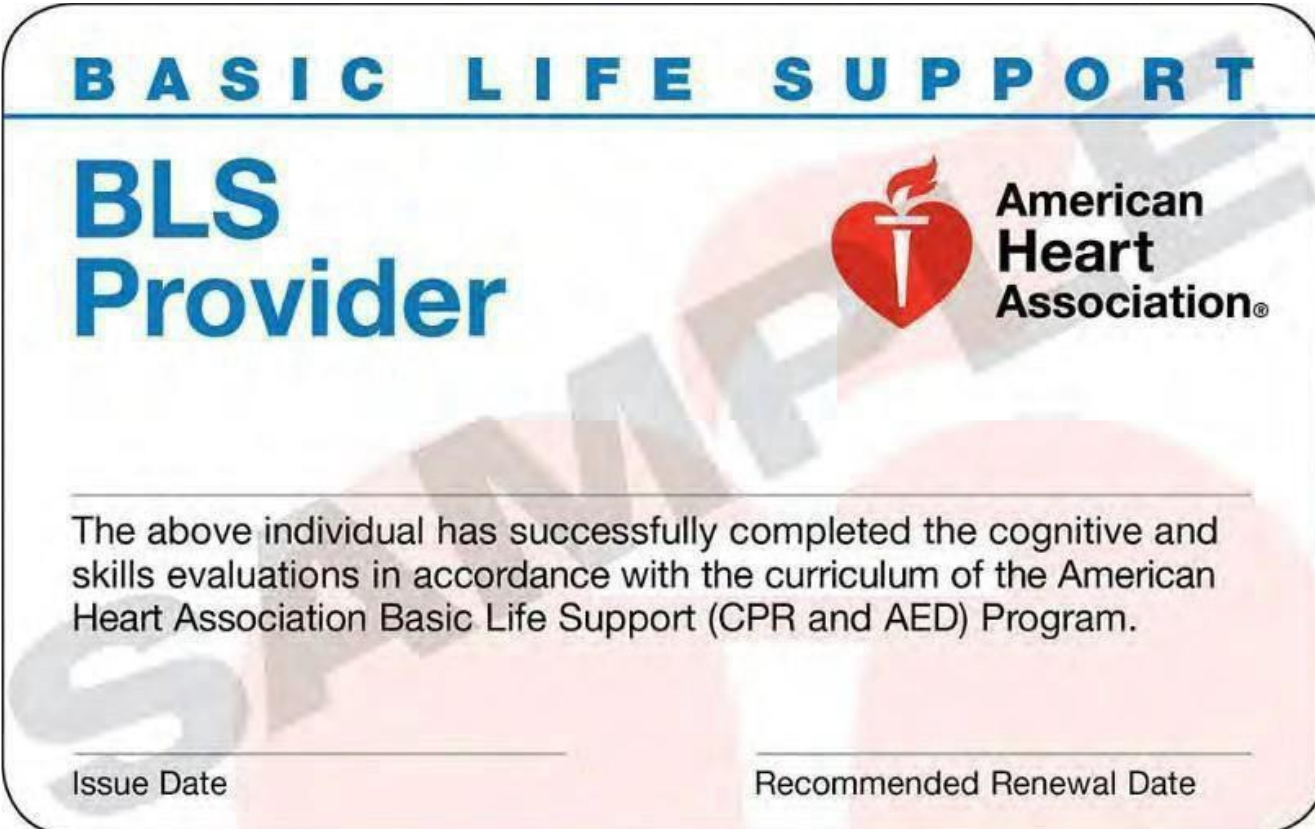
Below is a sample of a Basic Life Support (BLS) card for health care providers. [The American Heart Association certification](#) is valid for two years. Other agencies may issue certificates that are valid for only one year.

BLS for health care providers classes go in-depth and take approximately six to eight hours to complete. Online courses are not sufficient—hands-on training is required to complete certification.

Heartsaver® First Aid, Heartsaver® CPR AED, and Heartsaver® First Aid CPR AED courses do not fulfill the BLS for health care providers requirement.

If you have any questions, please contact Foster School Of Medicine Student Affairs at [student.affairs.plfsom@ttuhsc.edu](mailto:student.affairs.plfsom@ttuhsc.edu).


**Course certification and a copy of the card are required by the stated deadline.**



The image shows a sample Basic Life Support (BLS) Provider card from the American Heart Association. The card has a white background with a blue border. At the top, the words "BASIC LIFE SUPPORT" are written in large, bold, blue capital letters. Below this, on the left, "BLS Provider" is written in large, bold, blue letters. On the right, there is a red heart logo with a white torch inside, and the text "American Heart Association®" in black. Below the logo and text, there is a line of text: "The above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program." At the bottom, there are two lines for dates: "Issue Date" on the left and "Recommended Renewal Date" on the right, both followed by horizontal lines for writing.

**BASIC LIFE SUPPORT**

**BLS Provider**

 **American Heart Association®**

The above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

Issue Date \_\_\_\_\_ Recommended Renewal Date \_\_\_\_\_

## The Arnold P. Gold Foundation White Coat Ceremony

The Arnold P. Gold Foundation White Coat Ceremony welcomes entering medical students and helps establish a psychological contract for the practice of medicine. The ceremony emphasizes the importance of compassionate care for patients, as well as scientific proficiency, and includes several elements:

- Recitation of an oath (such as the Hippocratic Oath), a public acknowledgment by the students in the presence of family, peers, and faculty of the responsibilities of the profession and their willingness to assume such obligations.
- Cloaking of students in their first white coats.
- An address by a physician role model.

The tradition of the White Coat Ceremony began August 10, 1993 at the Columbia University College of Physicians and Surgeons. Grants from the Robert Wood Johnson Foundation in 1996 and 1997 made future and widespread advocacy of this celebratory and solemn event possible. Now, a White Coat Ceremony or similar rite of passage takes place at more than 90 percent of medical and osteopathy schools in the United States, as well as all four medical schools in Israel.

During the ceremony, students are welcomed by their deans, the president of the institution, and other respected leaders who represent the value system of the school and the profession the students are about to enter. The cloaking with the white coat—the mantle of the medical profession—is meant to be a bonding process between the medical student and the individuals who represent the belief in the student's ability to carry on the noble tradition of doctoring. It is a personally delivered gift of faith, confidence, and compassion.

This year's will be the 10<sup>th</sup> White Coat Ceremony for the Paul L. Foster School of Medicine. This ceremony has become an integral part of the orientation and immersion block and a vital element in our students' introduction to the community of medicine. During the orientation and immersion block, students will meet in small groups with faculty facilitators and craft the oath that they will recite at the ceremony.

We look forward to meeting your friends and family at this year's ceremony on August 5, 2023, as we present you with your first white coat.

## **Office of Admissions**

Welcome to the Texas Tech University Health Sciences Center El Paso Paul L. Foster School of Medicine!

We are excited that you will be joining the class of 2027 and look forward to seeing you on campus. As mentioned in your acceptance letter, there is a \$100, non-refundable placement guarantee fee that reserves your space in the entering class. This fee is due by May 15, 2023.

Please submit your electronic payment by May 15th using the hyperlink provided in your acceptance email or at: <https://admissions.elpaso.ttuhsc.edu/Security/Login.aspx>

Additionally, you will need to provide final transcript(s) by June 1, 2023, which includes the notation of degree conferred to the Foster School of Medicine Office of Admissions ([elpfostertranscripts@ttuhsc.edu](mailto:elpfostertranscripts@ttuhsc.edu)) and the Texas Medical and Dental Schools Application Service (TMDSAS).

As a reminder, if you are holding a seat in more than one medical school, the school(s) from which you wish to withdraw must receive a signed letter from you withdrawing your application. You should be seated at only one medical school as of April 30th, 2023. This is a requirement of the Association of American Medical Colleges (AAMC) traffic rules and regulations. As a courtesy to all schools involved, please make this notification as soon as you have reached a decision.

If you have any questions or need additional information, please do not hesitate to call or email me at: [Laura.Olivas@ttuhsc.edu](mailto:Laura.Olivas@ttuhsc.edu).

Again, congratulations on your acceptance to the Foster School of Medicine class of 2026! Sincerely,

Laura Olivas, M.B.A.

Senior Director of Admissions  
915-215-4406

## Office of Institutional Advancement

Welcome to the Foster School of Medicine! The Office of Institutional Advancement team is happy you've joined our TTUHSC El Paso family.

The Office of Institutional Advancement, also known on campus as IA, helps strengthen the bridge between TTUHSC El Paso and our Borderplex community.

IA is composed of two teams: Marketing and Communications, and Development.

The Marketing and Communications team, known internally as marcomm, leads external communications for the university, including all schools, Texas Tech Physicians of El Paso clinics, and the Texas Tech Dental Oral Health Clinic. We are the point of contact for the media, and our media relations experts produce the university's news releases and coordinate interviews with faculty, administrators, students and other members of the TTUHSC El Paso community.

Our marcomm team includes talented writers, editors, graphic artists and social media managers. We produce the university's alumni magazine and Tech Talk news site, manage TTUHSC El Paso's social media channels, and create and manage university, school, department and organization logos.

Our Development team consists of donor-relations experts and experienced grant writers. The dev team, as it's known internally, works with private and corporate donors, as well as foundations, to secure financial support for the university, schools, programs, student scholarships, patient care and more. Development also organizes and hosts donor events and other special events in support of TTUHSC El Paso.

After establishing successful careers, many Foster School of Medicine alumni have given back to TTUHSC El Paso, supporting programs that have made a positive impact on the health of the community or funding scholarships for medical students. Visit IA's Giving page at [elpaso.ttuhsce.edu/ia/giving](http://elpaso.ttuhsce.edu/ia/giving) to learn more about the impact of gifts to the university.

Remember, IA is here to serve you! Our website is [ttuhsce.edu/elpaso/ia](http://ttuhsce.edu/elpaso/ia).

Please reach out to us:

- **Before** you apply for grants or contact individuals or businesses for donations.
- When you'd like media coverage for your event, or if a member of the media contacts you for a story. **Please contact us immediately** at [news.ep@ttuhsc.edu](mailto:news.ep@ttuhsc.edu) so we can coordinate with media.
- If you have questions about TTUHSC El Paso branding and/or logo usage. Visit our Branding page at [elpaso.ttuhsce.edu/ia/mc/branding](http://elpaso.ttuhsce.edu/ia/mc/branding) to read our branding guidelines and download logos and templates.

IA is also here to partner with student groups and organizations for promotion of campus events and community engagement activities. Our teams can assist with on- and off-campus digital monitors, social media and more.

And one last – and very important – thing: When referring to our university with media and community partners – even via email – please write or say the entire name as **Texas Tech University Health Sciences Center El Paso**, or use our abbreviation, **TTUHSC El Paso**.

We know it's a lot to say, but we ask you to **include El Paso**, because it's our official name, and it distinguishes us from the health sciences center in Lubbock.

Don't forget to stay in the loop on what's happening at TTUHSC El Paso by visiting Tech Talk at [www.techtalkelpaso.com](http://www.techtalkelpaso.com) and following us on Facebook, Twitter and Instagram @ttuhscep.

Once again, welcome to TTUHSC El Paso and the Foster School of Medicine. We wish you success in everything you do!

Sincerely,

Institutional Advancement



## Office of Diversity, Inclusion, and Global Health



Congratulations on interviewing at TTUHSC El Paso, Paul L. Foster School of Medicine (PLFSOM). On behalf of the Office of Diversity, Inclusion, and Global Health, we would like to welcome you.

We are passionate about fostering a diverse and inclusive environment for our students and all constituents on campus. We sponsor various educational activities including a diversity and global health monthly lecture and film series, an annual Cultural Competence Conference, and multiple cultural awareness events. We also sponsor various student interest groups related to diversity and global health such as the Pride Alliance organization, the Student National Medical Association, Latino Medical Education, and the Global and Border Health Society. We provide informal mentorship opportunities through our Diversity Mentorship Program. For more information about our office, please visit our website: <http://elpaso.ttuhschool.edu/elpaso/digh/>.

We are truly dedicated to enhancing the experience of students with various backgrounds and are committed to serving their diverse needs.

We would be more than happy to speak to you about the programs named above, as well as the many others we offer. Please do not hesitate to contact us. We hope that you find PLFSOM is a good fit for you.

Sincerely,

**Mayra Morales, M.B.A.**

Senior Director  
Office of Diversity, Inclusion, and Global Health  
TTUHSC El Paso  
[mayra.morales@ttuhsc.edu](mailto:mayra.morales@ttuhsc.edu)

**Charmaine A. Martin, M.D.**

Interim Associate Dean for Student Affairs  
Chair, Council on Diversity and Inclusion  
TTUHSC El Paso  
[charmaine.martin@ttuhsc.edu](mailto:charmaine.martin@ttuhsc.edu)

Contact information:  
Main office number – 912.215.4805  
Main e-mail address –  
[DiversityInclusionGlobalHealth@ttuhsc.edu](mailto:DiversityInclusionGlobalHealth@ttuhsc.edu)

## **Medical Student Council**

From the Medical Student Council Class of 2026, welcome to the Paul L. Foster School of Medicine Class of 2027!

First of all, congratulations! You have overcome so many challenges to get where you are today. Earning a spot in medical school is no small achievement, so please take a deep breath and pat yourself on the back. You are going to be a physician. So, get ready to pick up your white coat and stethoscope and start this journey together!

The next four years will be thrilling, challenging, and perhaps the most life-changing years of your medical career. Our program will challenge you to be better versions of yourselves, so remember to stay strong and don't give up. Ask for help when needed! Our community at Paul L Foster School of Medicine will support and guide you throughout your journey.

Let's start with some to-do lists before starting medical school:

- You will be invited to a private Facebook group, "TTUHSC El Paso PLF School of Medicine Class of 2027." Essential information will be distributed using the Facebook group. This is also a chance to meet with your classmates who will share the next four years with you!
- You will also be invited to the combined GroupMe chat with the Class of 2026. I strongly encourage you all to download GroupMe if you have not done so because most communication will be done through GroupMe among your classes and different interest groups.
- The "PLFSOM Marketplace" Facebook group will be shared as well. It is a great way to find books, furniture, and other items. On the same topic, do not worry about buying textbooks or medical supplies just yet. The university will provide information closer to your starting date. You will have a chance to buy many supplies during Immersion.
- On an important note, please start looking for housing early! The housing market is very volatile, so be sure to check out the prices, amenities, travel distance to and from campus, and the reviews. A housing guide will be sent out, including the information compiled by the past and current students.
- Last but not least, whether you are coming straight from undergraduate, taking a few gap years, or changing career mid-life, be sure to take a break, go on vacation if permissible and safe, and spend some time with your loved ones.

I understand preparing to start medical school can be overwhelming. Orientation and Immersion will help you with your transition into medical school. There will be opportunities to explore El Paso, get to know your upperclassmen, and network with your classmates.

Please feel free to contact me if you have any questions or concerns.

Once again, welcome to the Paul L Foster School of Medicine Class of 2027! We are looking forward to seeing you soon in El Paso!

Ted Zhao

M.D. Candidate | Class of 2026 | Medical Student Council President | [zha63073@ttuhsc.edu](mailto:zha63073@ttuhsc.edu)



## **American and Texas Medical Association (AMA/TMA) Medical Student Section (MSS)**

Welcome, Foster School of Medicine Incoming Class of 2027!

The Foster School of Medicine Chapter of the American Medical Association and the Texas Medical Association would like to extend our warm congratulations on your recent admission! The AMA/TMA Chapter is the largest student organization at Foster SOM in addition to being the largest association for medical students and physicians in the state of Texas and the country.

To welcome you to campus, we are extending an early offer to have your name embroidered on a TTUHSC El Paso Foster SOM Patagonia Jacket or Vest! You can follow this link <https://bit.ly/3vq530I> for photos, prices, and more information.

AMA and TMA both work hard to influence legislation to protect the rights of both health care professionals and patients. As incoming medical students, you all have goals for your careers as physicians. The Foster AMA/TMA Chapter will help you achieve these goals through leadership and service, to shape the world of healthcare. With more than 48,000 medical students, the AMA-MSS provides a massive network of medical students from across the country.

As a member of AMA/TMA, you will have access to unique networking, community service, policy making in national and state levels, and educational opportunities. We coordinate numerous community service activities including Vaccines Defend What Matters (free vaccine clinics), Hard Hats for Little Heads (free bicycle helmets for children), and Walk With A Doc (community walks connecting patients with their physicians). Our members also benefit from clinical and leadership opportunities at the student-run RotaCare Free Clinic.

We will provide a time for you to join the AMA/TMA during your orientation. AMA membership for 4 years (\$68) comes with a subscription to the Journal of the American Medical Association (JAMA), Kaplan discounts, and a two-year subscription to Headspace. You will also have a choice of one of the following items for FREE:

- Picmonic (12 Month Subscription)
- Netter's Anatomy Flashcards
- Boards and Beyond (9 Month Subscription)
- First Aid for the USMLE STEP 1 textbook Sketchy Medicine (6 Month Subscription)
- Goljan Rapid Review Pathology textbook

Please wait until orientation to sign up for AMA membership as we have a special link and recommendations for which free benefit to select.

If you have any questions, please feel free to email me at [somidvar@ttuhsc.edu](mailto:somidvar@ttuhsc.edu). We look forward to seeing you on campus soon!

Sincerely,

Soroush Omidvarnia

Class of 2025

AMA/TMA Foster SOM Chapter President



## Office of Occupational Health

It is the policy of Texas Tech University Health Sciences Center El Paso to maintain a health program that conforms to the guidelines and recommendations established by the Centers of Disease Control and Prevention (CDC). This program is directed toward primary prevention, early detection, and diagnosis of exposure-related illnesses.

Immunization records are kept on file in the Office of Occupational Health. As immunizations are updated, written documentation must be submitted to this office.

- Copies of Lab Reports, Immunizations, and Health Records must be provided
- Lab reports must be in English from a U.S. lab.

**Documentation of required immunizations and titers must be uploaded to Texas Tech Health Manager**

**Portal:** [TexasTechHealthManager](#)

### **Immunization Requirements:**

- **Varicella (Chicken Pox):** Proof of immunity determined by serologic titer. In the event of a negative titer, two doses of Varicella vaccine at least 28 days apart is required.
- **Measles (Rubeola):** Proof of immunity determined by serologic titer. In the event of a negative titer, two doses of MMR at least 28 days apart is required.
- **Rubella (German Measles):** Proof of immunity determined by serologic titer. In the event of a negative titer, two doses of MMR at least 28 days apart is required.
- **Mumps:** Proof of immunity determined by serologic titer. In the event of a negative titer, two doses of MMR at least 28 days apart is required.
- **Hepatitis B:** Series of three vaccines followed by an antibody titer. If immunity is not developed after the initial series, a second series and re-titer is required as recommended by the Center for Disease Control and Prevention.  
*This series must begin prior to matriculation, but may be completed after arrival.*
- **Tetanus/Diphtheria/Pertussis:** One dose of adult Tdap. If adult Tdap is more than 10 years old, provide date of last Td or Tdap.
- **COVID-19 Vaccine:** A copy of COVID vaccine card
- **Meningococcal Vaccine:** Documentation of current vaccine (if age < 22)
- **Flu vaccine:** when in season ~ September thru March

### **Tuberculosis clearance:**

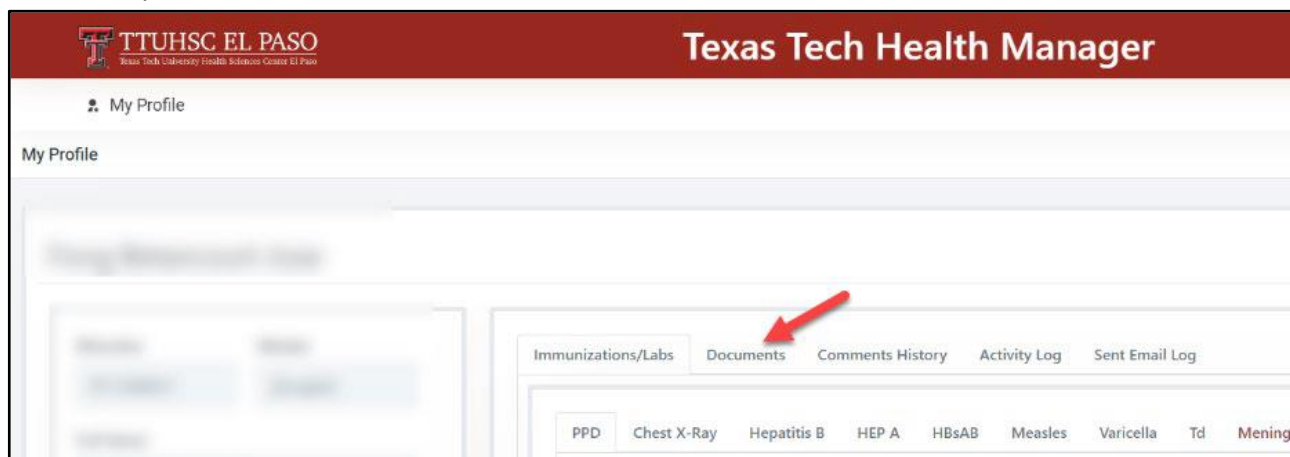
- Documentation of 2 negative TB skin tests within the last 12 months of your start date, OR documentation of negative annual testing for two consecutive years, with the last being within the last 12 months, OR documentation of a negative TB lab test (T-SPOT, QFT-Gold) within the last 12 months.
- If you have a history of a positive TB skin test, documentation of the positive TB skin test or lab test, a chest x-ray, and medication prescribed, if any, is required. BCG vaccine does not preclude the need for TB skin testing.

To register and upload immunization records, go to the Texas Tech Health Manager Portal link:

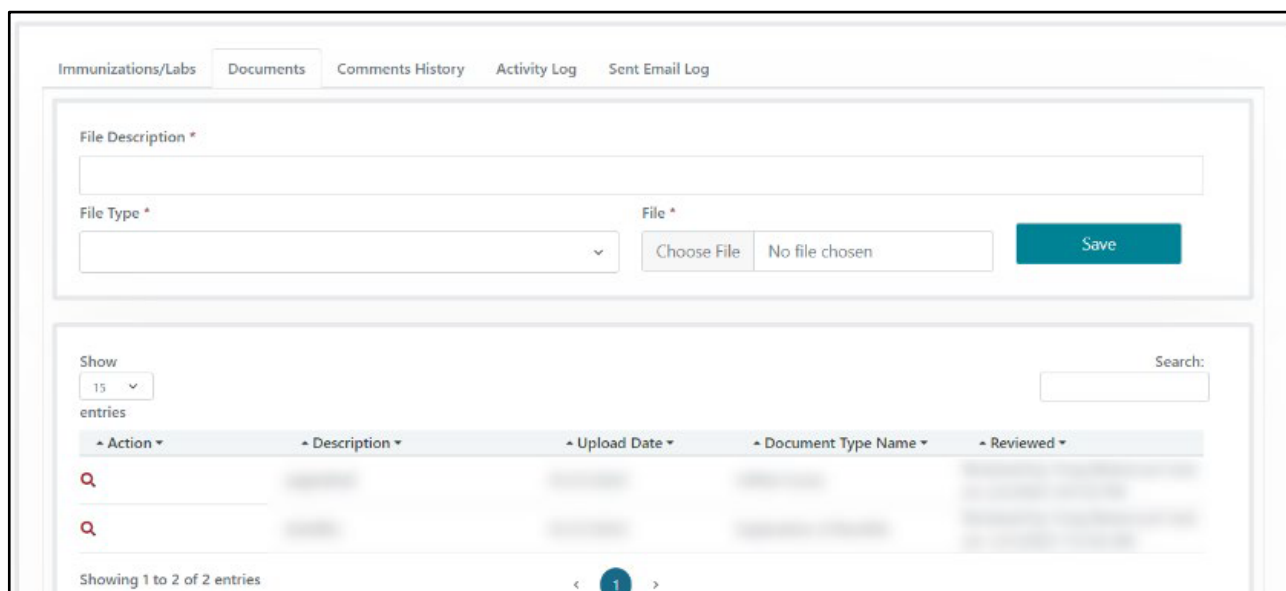
<https://elpaso.ttuhsce.edu/TexasTechHealthManager>

**NOTE:** To enter the system, you must have an Active eRaider Account and a valid Texas Tech email address.

1. Go to My Profile and select the Documents Tab



2. In the documents tab type the file description, select the file type and the file you wish to upload. Once all the required information is filled you will be able to save the file. A list of all submitted files and the status of each submission is available at the bottom of the documents section.


 A screenshot of the document upload form and submission list. The 'Documents' tab is selected. The form has three main sections: 'File Description \*' with a text input field, 'File Type \*' with a dropdown menu, and 'File \*' with a 'Choose File' button and a 'No file chosen' button. A 'Save' button is to the right. Below the form is a table showing submitted documents. The table has columns: 'Action', 'Description', 'Upload Date', 'Document Type Name', and 'Reviewed'. There are two rows of data, each with a magnifying glass icon in the 'Action' column. A 'Show' dropdown is set to '15 entries'. A search bar is on the right. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has a pagination control showing '1'.

Once documents have been submitted, you will be notified of any missing requirements. You are expected to log in to the portal and check messages regularly. Occupational Health will notify you once immunization requirements have been met.

Questions regarding immunization status may be directed to:

Maria Ramirez at (915) 215-4429, [maria.ramirez@ttuhsc.edu](mailto:maria.ramirez@ttuhsc.edu) , or

Sandra Tellez at (915) 215-5095, [santelle@ttuhsc.edu](mailto:santelle@ttuhsc.edu)

Office of Occupation Health

801 Alberta Avenue | El Paso | Texas | 79905

## **Academic Success and Accessibility Office**

### **Welcome TTUHSC El Paso students!**

TTUHSC El Paso is committed to ensuring that all of our students receive an equal opportunity to a successful education. In compliance with the Americans with Disabilities Act, we provide reasonable accommodations for students with a temporary or permanent disability. The Academic Success and Accessibility Office (ASAO) works to provide equal access to educational activities for all students. In addition, ASAO coordinates programs that increase awareness among all members of the TTUHSC El Paso campus, so that students with disabilities are able to achieve academic success based on their abilities and not their disabilities.

The Academic Success and Accessibility Office (ASAO) provides academic services and accommodations for students with diagnosed disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities. Students disclosing a diagnosed disability with evidence of a functional limitation that impacts them in the academic setting will be provided with reasonable accommodations.

Students with disabilities must be able to perform the essential functions (technical standards) of the curriculum with or without accommodations and present no threat to the safety and well-being of others. ASAO requires comprehensive documentation of the disability and an interactive process with the student to determine appropriate services and accommodations.

ASAO is committed to ensuring that all student information, including disability related documentation, correspondence, and accommodation records, is kept confidential in accordance with state and federal laws.

For more information or to set up an appointment, please email or call:

[disabilitysupport.elp@ttuhsc.edu](mailto:disabilitysupport.elp@ttuhsc.edu) or call 915-215-4786. Our office is located in the MSB II, Room 2C201.

## Office of Student Affairs

### Medical Student Teaching Center

The Medical Student Teaching Center (MSTC) provides academic support for all medical students enrolled at the Paul L. Foster School of Medicine, regardless of the subject, level of ability, or need for learning accommodations.

The MSTC seeks to promote a welcoming environment where medical students are able to advance their understanding of the principles and practice of medicine through instruction from their peers.

The MSTC employs several second-, third-, and fourth-year medical students who have demonstrated exceptional interpersonal abilities and academic performance. These student employees go through multiple professional development sessions to improve their understanding of the psychology of learning, and how to promote students' growth.

Our Teaching Assistants support medical students through several services including:

Service	Frequency	Description
Individual Sessions	By Request	Opportunity to gain personalized assistance and feedback on how you can improve your study approach from a Teaching Assistant
Small Group Sessions	By Request	Meetings between a TA and 2-3 students provide an opportunity to test and improve your knowledge along with your peers in a smaller setting
TA Tuesdays and Objective Thursdays	Weekly	Large group sessions for first-year medical students; topics for each session coordinates with the curriculum for that respective week
Unit Reviews	Week Before Unit Exam	Large group session for first-year medical students to review "high-yield" content, as well as strategies for performing well on exams
Special Topic Workshops	Periodic	Academic workshops, student panels and other informational sessions on various aspects of the medical education experience. Such past topics include reparation for USMLE Step 1 examinations, transitioning into clerkships, and preparing to apply for residencies

Students who are interested in taking advantage of this resource can find more information on the MSTC Webpage at <https://elpaso.ttuhsc.edu/som/studentaffairs/MSTC/default.aspx> or by contacting Glenn Yri, Director for Student Success, at [glenn.yri@ttuhsc.edu](mailto:glenn.yri@ttuhsc.edu) or 915-215-5626.

## **Scrubs**

Dear Class of 2027,

Congratulations and welcome to the Texas Tech University Health Sciences Center El Paso Paul L. Foster School of Medicine.

As you prepare to enter medical school this upcoming academic year, we ask that you consider appropriate lab attire early. We request that you obtain at least one set of scrubs to be worn in the anatomy laboratories. Only approved scrubs may be worn in lab, as described in the next paragraph.

Scrubs may be purchased from any vendor or manufacturer but must be a dark gray color. Please see the list below as a reference for approved colors. If you do not find the brand you wish to purchase on this list, please find a brand with a matching color.

Medline - Charcoal Gray

Landau - Steel Gray

Grey's Anatomy by Barco - Nickel or Granite

Dickies - Pewter

Please note that sizing and styles can vary between manufacturers, so it may be a good idea to visit a local medical uniform supplier to try on different scrubs. You can find a local medical uniform supplier in your area, or there are several suppliers of scrubs in the El Paso area. I listed a couple here, for your convenience.

### **AJ'sUniforms**

900 N.Mesa St.  
El Paso, TX 79902  
(915) 544-6010

### **Signature Medical Uniforms**

1130 Geronimo Dr.  
El Paso, TX 79925  
(915) 772-1140

Again, welcome to the Paul L. Foster School of Medicine. I look forward to meeting you in July. Please contact me if you have any questions regarding your scrubs or any concerns related to the gross anatomy labs.

Respectfully,

Heather A. Balsiger, M.S.  
Faculty Associate, Anatomy  
Anatomy Lab & Willed Body Program Director  
5001 El Paso Drive | El Paso, Texas 79905 | T 915.215.4793 | F 915.783.1715 |  
[WilledBodyPLFSOM@ttuhsc.edu](mailto:WilledBodyPLFSOM@ttuhsc.edu)



## Office of Student Financial Aid

### Estimated Financial Aid Student Budgets for AY 2023-2024

RESIDENT				
	MS1	MS2	MS3	MS4
TUITION	\$ 16,752	\$ 16,752	\$ 16,752	\$ 16,752
FEES	\$ 4,538	\$ 4,538	\$ 4,538	\$ 4,538
BOOKS	\$ -	\$ -	\$ -	\$ -
TRANS	\$ 4,390	\$ 3,512	\$ 5,268	\$ 4,829
PER EXPS	\$ 10,020	\$ 8,016	\$ 12,024	\$ 11,022
LIVING EXPENSES	\$ 21,570	\$ 17,256	\$ 25,884	\$ 23,727
OTHER-USMLE	\$ -	\$ 645	\$ 645	\$ 895
OTHER- EXTERNSHIPS	\$ -	\$ -	\$ -	\$ 3,250
	\$ -	\$ -	\$ -	\$ -
ESTIMATED TOTAL	\$ 57,270	\$ 50,719	\$ 65,111	\$ 65,013
NON RESIDENT				
	MS1	MS2	MS3	MS4
TUITION	\$ 31,704	\$ 31,704	\$ 31,704	\$ 31,704
See above - all other cost	\$ 40,518	\$ 33,967	\$ 48,359	\$ 48,261
ESTIMATED TOTAL	\$ 72,222	\$ 65,671	\$ 80,063	\$ 79,965

\*Estimated amounts are subject to change each academic year without notice.

\*Students who live at home with their parents will have a lower housing/food allowance.

#### Items covered by financial aid:

Tuition and fees  
 Books and supplies (including lab equipment)  
 Transportation  
 Living Expenses (Housing and food)  
 Health insurance  
 Personal and miscellaneous (medical, dental, clothing, cleaning, etc.)  
 Travel and living expenses for away rotations  
 State professional license exam

#### Items NOT covered by financial aid

Automobile payments  
 Consumer debt (credit cards, loan payments)  
 Travel costs for residency/job interviews



## Understanding the Effects of Credit and Consumer Debt

Prepare for lifestyle changes. Live within your budget and resist spontaneous spending

It's important to avoid consumer debt from credit cards and other consumer loans that will be difficult to support on a financial aid budget.

Understand all of the terms and conditions of credit cards and loans.

Taking out a private loan can bridge the financial gap between what you expect to spend and what you can afford. It is in your best interest to be cautious and only borrow what you absolutely need when taking out an educational loan.

**Remember, all student loans must be repaid.**

## How Do I Pay for School?

- **Savings** – Live frugally now and while in school
- **Family** – Use cash gifts from family and friends for school costs
- **Outside Scholarships** – Apply often; school, outside organizations, web searches
- **Financial Aid** – Apply every year. Financial aid awards consist of grants, scholarships, and student loans.



## What is Financial Aid?

FINANCIAL AID is defined as assistance in paying for your educational expenses. These expenses include tuition, fees, books, supplies, instruments, and living expenses while in school. Any assistance is considered "financial aid," regardless of the source. These sources are:



**Grants:** Funds from federal and state sources that do NOT require repayment.

**Scholarships:** State, institutional, and organizational funds that do NOT require repayment.

**Loan Programs:** Money that must be paid back. May consist of federal and private loans.

## Who is Eligible to Receive Financial Aid?

To be eligible to receive financial aid, you must be accepted and matriculated in a degree-granting program. Students accepted as “special” or “provisional” may be eligible to receive financial aid for up to 12 hours, while progressing toward a regular student status. Contact our office for details.

## How Do I Apply for Financial Aid?

### Complete a 2023-2024 FAFSA® (Free Application for Federal Student Aid)

- Go to <https://studentaid.gov/h/apply-for-aid/fafsa> and follow the instructions
- Obtain a FSA ID at <https://studentaid.gov/fsa-id/create-account/launch>
- PLEASE NOTE: We are Texas Tech University Health Sciences Center El Paso.

Our School Code is 042808

Students completing a 2023-2024 FAFSA® are required to use the IRS Data Retrieval tool when completing their FAFSA®. This tool allows the federal processor to access your tax return information directly from the IRS. As such, the federal processor urges students to complete their tax returns at least two weeks prior to completing the FAFSA®.

- Students who do not use the IRS Data Retrieval tool, as well as those with unique filing situations, will automatically be selected for verification. In the event that you are selected for verification, you will be required to submit additional forms before your financial aid file can be processed.
- Students who do not file a tax return will not be required to use the IRS Data Retrieval tool and can begin completing the 2023-2024 FAFSA® as early as October 1.
- The timely completion of your application improves your chance of receiving financial aid funds on time.

## Other Types of Financial Aid Programs

### Military

#### Armed Forces Health Professions Scholarship Program (HPSP)

A Health Professions Scholarship from any of the military services will provide up to four years’ worth of full tuition, all required fees, books/equipment, and a monthly stipend. In return for each year of support from one of the armed services, you must serve one year of active duty in that service—or a minimum of two years’ service—excluding periods of post- graduate professional education.

#### Armed Forces Financial Assistance Programs

Annual grant plus a monthly stipend. Participants must be eligible for appointment as a commissioned officer. For each year of participation, residents must serve at least one year in active federal service upon completion of specialty training. The armed forces have many different loan repayment programs available – see your recruiter for specific details.

For more information:

- Air Force: [http://www.airforce.com/healthcare/training\\_education](http://www.airforce.com/healthcare/training_education)
- Army: [www.goarmy.com/amedd/hpsp.jsp](http://www.goarmy.com/amedd/hpsp.jsp)



- Navy: [www.navy.com/education](http://www.navy.com/education)

### Hazelwood Act

For Texas veterans who have exhausted their eligibility for federal benefits (including VA, Pell Grants, SEOG, and others), this act will waive tuition charges. See your Veterans Affairs (VA) coordinator for further details.

*Please notify the Office of Student Services if you are a Veteran of the military.*

### Scholarship Search and Resource Websites

U.S. Department of Education

[www.studentaid.ed.gov](http://www.studentaid.ed.gov)

Fin Aid Student Guide to Financial Aid

[www.finaid.org](http://www.finaid.org)

National Student Loan Data System

[www.nslds.ed.gov](http://www.nslds.ed.gov)

Texas Financial Aid Information

[www.collegefortexans.com](http://www.collegefortexans.com)

Fastweb Scholarship Search

[www.fastweb.com](http://www.fastweb.com)

Paso Del Norte Health Foundation

[www.pdnhf.org](http://www.pdnhf.org)



Other resources include local churches, banks, businesses, civic organizations, hospitals, and health care centers.

### Texas Medical Association Minority Scholarship Program

Directed toward minorities who are under-represented in Texas Medical Schools.

<https://www.tmalloanfunds.com/Home/Template/9964>

\$10,000 scholarship

DEADLINE: Monday, March 27, 2023

Contact the Office of Admissions at 915-215-4410

## Financial Aid Timeline

### October

The student completes their FAFSA® at [www.fafsa.gov](http://www.fafsa.gov)

TTUHSC El Paso receives FAFSA® data from the federal processor electronically.

### March

TTUHSC El Paso begins sending missing-information emails to students if additional documents are needed. The student submits any missing documents.

### May

TTUHSC El Paso emails award notice to the student. The award offer outlines the programs and funds the student is eligible for.

The student completes the Federal Direct loan application for the year (only for students borrowing Federal Direct loans).

The student completes Grad Plus/Alternative Loan application (only for students borrowing one of these loans).

### Ten days prior to the start of each semester:

The Federal Direct loan processing service electronically sends loan funds to the school.

Financial aid funds (loans, grants, and scholarships) are applied toward student's tuition accounts.

## Financial Info, Resources, Services, and Tools (FIRST for Medical Education)

**FIRST** Website: [www.aamc.org/services/first](http://www.aamc.org/services/first)

**PODCASTS:** They are brief and informative and include information about repayment options and public loan forgiveness.

**Fact sheets:** Information on budgeting, credit, loan options, tax benefits, and postponing payments.

**Financial Literacy 101:** These online modules are short podcasts that explore many different financial topics like setting goals, maintaining a budget, and assessing your own financial knowledge.

### Questions Concerning Tuition/Fees or Refunds

Questions about tuition & fee information, third-party payments, or how refunds are processed, please contact:

The Office of Student Business Services at 915-215-5680 or [SBSElp@ttuhsc.edu](mailto:SBSElp@ttuhsc.edu)

### **IMPORTANT CONTACT INFORMATION:**

OFFICE of STUDENT FINANCIAL AID - MSBII Building, Second Floor  
137 Rick Francis El Paso, Texas 79905  
915-215-4370 - [elp.financialaid@ttuhsc.edu](mailto:elp.financialaid@ttuhsc.edu)

## Manage Money Wisely

- Put your budget in writing and review it periodically (every month in your first year).
- Create a realistic budget.
- Build a nest egg (for emergencies).

### Example budget:

Rent/utilities (incl. internet, laundry, phone, and renter's insurance)	\$1,000
Food and household supplies, transportation	\$750
Personal/miscellaneous expenses (clothing, routine medical, recreation)	\$350
Nest egg	\$50
<b>Total</b>	<b>\$2,150</b>

Know your available budget by using the Budget Worksheet provided at the end.

***First-year students are encouraged to bring enough money to last until the beginning of July for any expenses (e.g., household items, first month's rent, security deposit, etc.) until financial aid is distributed.***

### Know the Financial Aid Application Process for Upcoming Years

- Complete your Free Application for Federal Student Aid (FAFSA®). TTUHSC El Paso school code is **042808**.
- Research sources of aid, such as scholarships and institutional aid.
- Apply early; the FAFSA is available every year for the upcoming academic year on Oct. 1. Applying early will give you a better chance of receiving additional financial aid.
- Turn in missing information, if any.
- Receive your award letter and accept your financial aid award on WebRaider. You must review and accept your aid offer every academic year. You will receive payment in two disbursements.
- Maintain satisfactory academic progress to continue to be eligible for financial aid.

## Understanding Financial Aid

- Grants and scholarships: Funds from federal and state sources that do not require payment
- Student loans: Money that must be paid back. May consist of federal and private Loans
- Other sources of aid: Scholarships, institutional aid, and military benefits

**Med Loan Calculator:** Calculate your loan interest and possible repayment amounts.

<https://www.aamc.org/services/first/medloans/>

**Physician Salaries:** Here are some examples of physician salaries.

<https://students-residents.aamc.org/financial-aid/article/starting-salaries-physicians/>

## Managing Finances during Medical School

- Pay bills on time
- Pay down debt on lines of credit.
- Apply for credit sparingly.
- Seek support along the way from family and friends, your financial aid office, and [FIRST \(Financial Information, Resources, Services, and Tools\) | Students & Residents \(aamc.org\)](#)

### Budgeting

When planning your budget, you can utilize TTUHSC El Paso's estimated cost of attendance for guidance. Budgeting with financial aid differs from planning with a typical work income because you have no guaranteed income. By budgeting with the cost of attendance, you can estimate the amount of financial aid you will require for the year.

The academic aid year is divided into two installments for the disbursement of financial aid.

As part of your financial aid budget, consider some extra expenses, such as: Prep courses (\$2k-5k); first aid; Step 1/Step 2 Clinical Knowledge (CK) (\$605); the USMLE, MS2 and MS3 (\$1,580); USMLE MSIV (\$5000); and fourth-year expenses, such as, travel, transportation, hotels, and meals.

During your four years of medical school, loan periods vary as well, so learning how to budget for a whole year is key to getting the most out of your financial aid. It is also a great budgeting tip to save money after graduation because you will not get your residency pay right away.

The Budget Worksheet below will help you figure out what you are spending on school and what you will need to live on during the academic year. Interactive Budget Worksheet from AAMC: [download \(aamc.org\)](#)



## Budget Worksheet for Students

For an interactive PDF of a student's budget, visit [aamc.org/studentbudget](https://aamc.org/studentbudget).

### MONTHLY INCOME:

Financial aid	\$0.00
Investment income	\$0.00
Gifts	\$0.00
Other	\$0.00
<b>Total Monthly Income</b>	<b>\$0.00</b>

### MONTHLY FIXED EXPENSES:

Tuition and fees	\$0.00
Books and supplies	\$0.00
Savings	\$0.00
Rent/mortgage	\$0.00
Phone	\$0.00
Taxes (federal, state)	\$0.00
Vehicle payments	\$0.00
Other transportation	\$0.00
Personal loans	\$0.00
Education loans	\$0.00
Insurance (life and health)	\$0.00
Home/renter insurance	\$0.00
Auto insurance	\$0.00
Auto registration/taxes	\$0.00
Other	\$0.00
<b>Total Fixed Expenses</b>	<b>\$0.00</b>

### MONTHLY VARIABLE EXPENSES:

Food/household supplies	\$0.00
Dining out	\$0.00
Clothes	\$0.00
Laundry/dry cleaning	\$0.00
Gas, oil, auto maintenance	\$0.00
Parking	\$0.00
Medical/dental/eye care	\$0.00
Entertainment	\$0.00
Travel/vacation	\$0.00
Utilities	\$0.00
Music/books/journals	\$0.00
Personal care	\$0.00
Subscriptions	\$0.00
Cable TV and internet	\$0.00
Credit card payments	\$0.00
Charity/contributions/gifts	\$0.00
Savings for interviews/relocation	\$0.00
Test prep course/materials	\$0.00
Exam/licensing fees	\$0.00
Other	\$0.00

<b>Total Variable Expenses</b>	<b>\$0.00</b>
<b>Plus Total Fixed Expenses</b>	<b>\$0.00</b>
<b>Equals Total Monthly Expenses</b>	<b>\$0.00</b>

<b>Total Income</b>	<b>\$0.00</b>
<b>Less Total Expenses</b>	<b>\$0.00</b>

<b>Equals Total Discretionary Income (or Deficit)</b>	<b>\$0.00</b>
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## 411 – Financial Aid and Payment Facts (2023-2024)

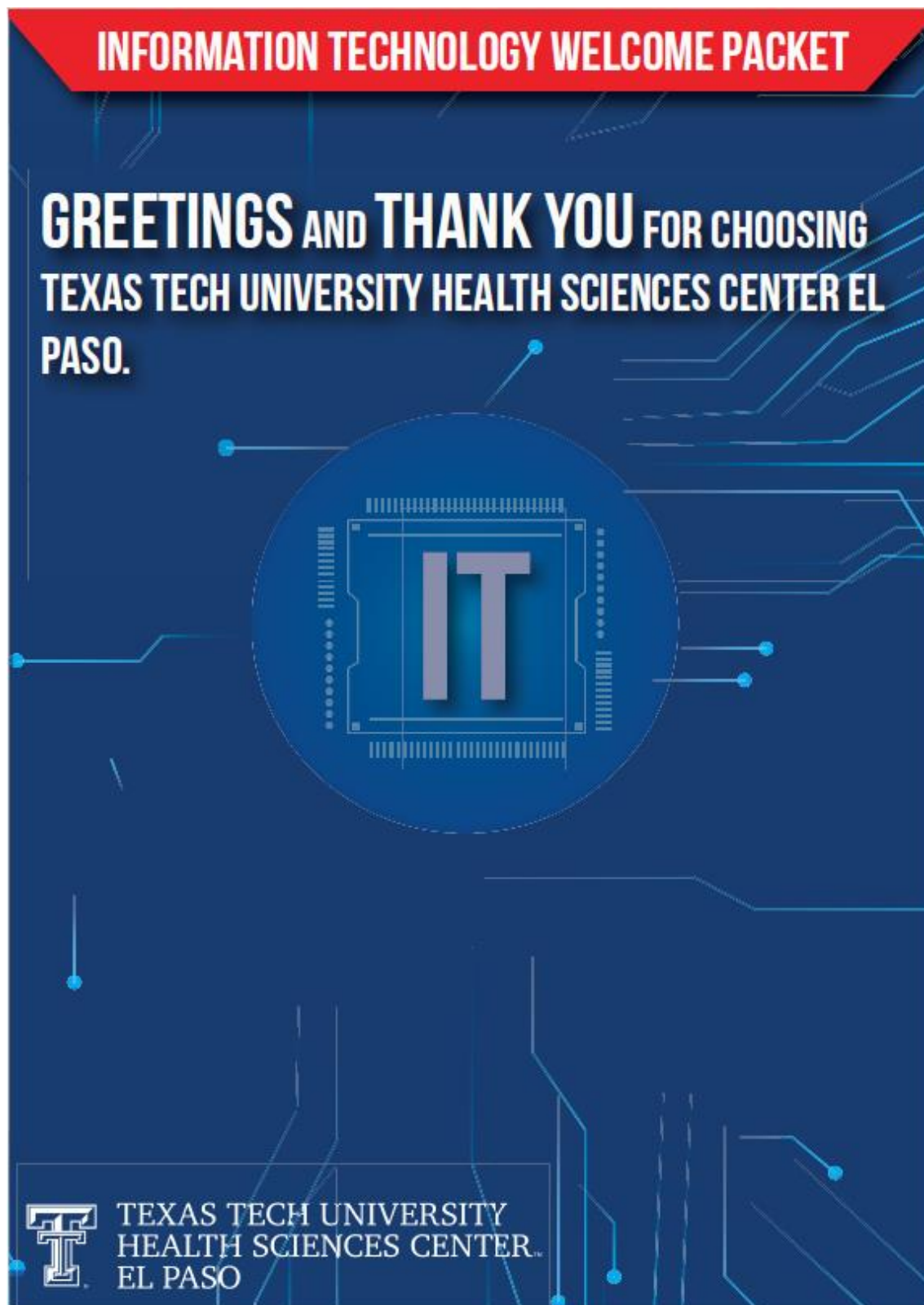
**(Foster School of Medicine Code: 042808)**

At the beginning of each academic year, financial aid applicants will be asked to provide expected enrollment information. This information is collected via the WebRaider portal and is used to determine how your financial aid will be divided or disbursed for the award year. At TTUHSC El Paso, medical students have two terms per year: fall and spring. **NOTE:** This is general information and many variables may affect timing estimates and program eligibility.

<p><b>Missing Information:</b></p> <p>Log in to the Web Raider Portal.</p> <p>Select the “MyTech El Paso” tab.</p> <p>Click “Financial Aid Information.”</p> <p>Click "Documentation Requested and Submitted."</p> <p>Click "Student Requirements."</p> <p>Select the 2023-24 aid year.</p> <p>Complete any unsatisfied requirements in "Required" status online on the Web Raider Portal.</p> <p>No paper documents will be accepted. <b>NOTE:</b> Failure to submit all required documents could result in a delay in financial aid funding.</p>	<p><b>When is Financial Aid Disbursed:</b></p> <p>Disbursements are scheduled to begin approximately 10 days prior to the first class-day of each term. To receive aid, students must have completed all requirements, which can include accepting financial aid award(s), entrance counseling, and promissory notes.</p> <p>After tuition and fees are paid in full, Student Business Services will refund remaining financial aid funds, beginning three to five business days later.</p> <p>Students must meet all satisfactory academic progress requirements to remain eligible for financial aid.</p> <p><b>NOTE:</b> If you accept your award at the beginning of the academic year, no further action is required from you throughout the academic year.</p>
<p><b>Expected Enrollment:</b></p> <p>Login to the Web Raider Portal.</p> <p>Select the MyTech El Paso tab.</p> <p>Click “Financial Aid Information.”</p> <p>Click "Documentation Requested and Submitted."</p> <p>Click "Student Requirements."</p> <p>Select the 2023-24 aid year.</p> <p>Click on “Expected Enrollment.”</p> <p>Select the 2023-24 aid year.</p>	<p><b>Direct Deposit:</b></p> <p>Log in to the Web Raider Portal.</p> <p>Select the “MyTech El Paso” tab.</p> <p>Locate “Manage my Finances.”</p> <p>Click “Student Business Services.”</p> <p>Click “Direct Deposit.”</p>

<p>Click “Agree.”</p> <p>Click “Enrollment Certification” tab.</p> <p>Answer enrollment questions pertaining only to the semesters you will enroll.</p> <p>Answer all other required questions.</p> <p>Click “Submit.”</p>	
<p><b>Accepting a Financial Aid Offer:</b></p> <p>Login to the WebRaiderPortal.</p> <p>Select the “MyTech El Paso” tab.</p> <p>Click “Financial Aid Information.”</p> <p>Click “Award Information.”</p> <p>Select the 2023-24 aid year.</p> <p>Click “Accept Award Offer.”</p> <p>Select the desired awards and amounts.</p> <p>If accepting Federal Direct loans, log in to <a href="https://studentaid.gov">https://studentaid.gov</a></p> <p>Complete entrance counseling.</p> <p>Sign a Master Promissory Note (if you are a new loan borrower).</p>	<p><b>Paying Out-of-Pocket and Making Payments</b></p> <p>Student Business Services will send you a tuition bill approximately 20 days before the tuition payment deadline.</p> <p><b>To make your payment(s):</b></p> <p>Log in to the Web RaiderPortal.</p> <p>Select the “MyTech El Paso” tab.</p> <p>Locate “Manage my Finances.”</p> <p>Click “Student Business Services.”</p> <p>Click “Make a Payment.”</p>

**Information Technology Welcome Packet**





## **INFORMATION TECHNOLOGY WELCOME PACKET**

**THE INFORMATION TECHNOLOGY DEPARTMENT FACILITATES AND PROMOTES INSTITUTIONAL GROWTH BY FORGING INNOVATIVE PATHWAYS AND SOLUTIONS THAT ENHANCE THE EXPERIENCE OF HEALTH EDUCATION, RESEARCH, AND PATIENT CARE FOR OUR INSTITUTION AND OUR COMMUNITY.**

**THIS IT WELCOME PACKET WAS DEVELOPED TO PROVIDE YOU WITH SOME BASIC INFORMATION ABOUT THE IT DEPARTMENT AND THE VARIOUS SECTIONS WITHIN IT. IN THIS PACKET, YOU WILL FIND A LIST OF SOME OF THE SERVICES OFFERED TO THE STUDENTS, FACULTY, AND STAFF OF TTUHSC EL PASO BY THE IT DEPARTMENT.**

**WE HOPE THIS INFORMATION WILL HELP YOU ACCESS ALL THE TECHNOLOGY SERVICES AVAILABLE TO YOU.**



**TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO**

## WHAT IS THE INFORMATION TECHNOLOGY DEPARTMENT?

**CHIEF INFORMATION OFFICER: JERRY RODRIGUEZ**



THE ACADEMIC TECHNOLOGY TEAM IS DEDICATED TO SUPPORT THE EFFECTIVE INTEGRATION OF TECHNOLOGY INTO ALL ASPECTS OF CURRICULUM MANAGEMENT SYSTEMS, TEACHING, AND LEARNING.



THE NETWORKING OPERATIONS TEAM PROVIDES WI-FI, NETWORK SERVICES TO ALL REMOTE SITES, INTERNET ACCESS AND REMOTE ACCESS WITH MULTI-FACTOR AUTHENTICATION TO OUR END USERS.



THE DATA CENTER OPERATIONS TEAM PROVIDES SINGLE SIGN ON SUPPORT, CLINICAL VIRTUAL DESKTOPS, VIRTUAL APPLICATION DELIVERY, H & S DRIVES AND FILE SHARES.



TTUHSC EL PASO'S IT CYBERSECURITY OFFICE WORKS TO PROMOTE DATA CONFIDENTIALITY, INTEGRITY, AND ACCESSIBILITY AS PART OF THE INFORMATION SECURITY PROGRAM.



INFORMATION ASSURANCE IS THE PRACTICE OF ASSURING INFORMATION AND MANAGING RISKS RELATED TO THE USE, PROCESSING, STORAGE, AND TRANSMISSION OF INFORMATION OR DATA AND THE SYSTEMS AND PROCESSES USED FOR THOSE PURPOSES.



THE IT TECH DESK IS THE CENTRAL POINT OF CONTACT FOR STUDENTS, FACULTY, ADMINISTRATION AND STAFF WHO HAVE COMPUTER AND RELATED TECHNOLOGY QUESTIONS OR WORK REQUESTS.



THE CLASSROOM TECHNOLOGY TEAM PROVIDES SUPPORT FOR OUR INSTITUTIONAL APPLICATION FOR WEBEX AND ZOOM, EMS ROOM RESERVATIONS, A/V TROUBLESHOOTING.



THE RESEARCH IT TEAM SUPPORTS SHARE-POINT, IRIS, CAYUSE, REDCAP, CLOUDLIMS AND LABARCHIVES



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**EL PASO**

# IT POLICIES



**PROTECTING THE INTEGRITY OF INSTITUTIONAL DATA IS THE RESPONSIBILITY OF EACH STUDENT, FACULTY AND STAFF MEMBER. THIS INCLUDES MEDICAL, SCIENTIFIC, ACADEMIC, ADMINISTRATIVE, FINANCIAL, AND OTHER INSTITUTIONAL INFORMATION ON YOUR STATE-OWNED COMPUTERS.**

**THESE POLICIES AND STANDARDS HAVE BEEN ESTABLISHED IN ORDER TO:**

- PROVIDE CONSTITUENTS WITH AN INTEGRATED IT ENVIRONMENT THAT SUPPORTS THE MISSION OF TTUHSC EL PASO.**
- SAFEGUARD PRIVACY, CONFIDENTIALITY, AND RELIABILITY OF DATA.**
- REDUCE TTUHSC EL PASO'S BUSINESS AND LEGAL RISKS, AND DEFINE THE RESPONSIBILITY AND THE REQUIREMENTS FOR THE USE OF IT RESOURCES WITHIN THE TTUHSC EL PASO ENVIRONMENT.**

**VIOLATION OF ANY POLICIES SUBJECTS THE USER TO DISCIPLINARY ACTION AT TTUHSC EL PASO AND/OR REFERRAL TO THE APPROPRIATE LAW ENFORCEMENT OR INVESTIGATIVE AGENCY.**

**FOR MORE INFORMATION ON THE INSTITUTION'S IT POLICIES, VISIT THE TTUHSC EL PASO IT POLICIES WEB PAGE AT [HTTP://ELPASO.TTUHSC.EDU/IT/POLICIES/DEFAULT.ASPX](http://elpaso.ttuhsoc.edu/it/policies/default.aspx)**



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**TECH DESK** TECHNICIANS ARE AVAILABLE TO ASSIST AND GUIDE YOU WITH TECHNICAL OR COMPUTER-RELATED QUESTIONS AND CONCERNS.

**MON-FRI 7AM-6PM MST**



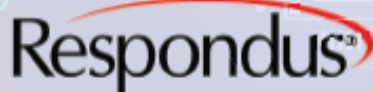
**SUPPORT AVAILABLE AFTER-HOURS ON WEEKDAYS, WEEKENDS, AND HOLIDAYS AFTER 6PM**

**PHONE: 915-215-4111 OPTION 1 | E-MAIL: [ELP.HELPDESK@TTUHSC.EDU](mailto:ELP.HELPDESK@TTUHSC.EDU)**  
**VISIT US AT: MEB BUILDING | 2ND FLOOR | ROOM 2160 | 8-5PM**

## IT ACADEMICS

**IT ACADEMICS** ANALYSTS ARE AVAILABLE TO ASSIST AND GUIDE YOU WITH APPLICATIONS RELATED QUESTIONS AND CONCERNS.

### ACADEMIC APPLICATIONS SUPPORTED



## CONTACT US:

**PHONE:** (915) 215-4111 OPTION 4 | **E-MAIL:** [IT-ACADEMICS@TTUHSC.EDU](mailto:IT-ACADEMICS@TTUHSC.EDU)



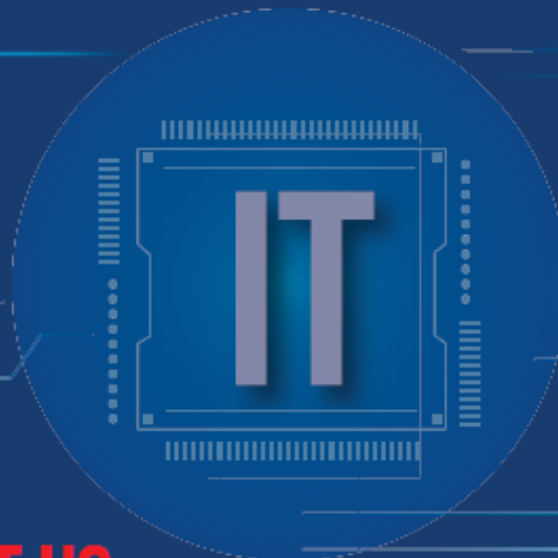
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# CLASSROOM TECHNOLOGY

## CLASSROOM TECHNOLOGY

TECHNOLOGY CAN IMPROVE THE WAY STUDENTS LEARN AND AS WELL BENEFIT THE EDUCATORS. TO SCHEDULE FREE TRAINING ON THE USE OF CLASSROOM TECHNOLOGIES, CONTACT IT CLASSROOM TECHNOLOGY DEPARTMENT.



## CONTACT US:

**PHONE:** (915) 215-4111 OPTION 2

**E-MAIL:** [ELP\\_CLASROOMTECH@TTUHSC.EDU](mailto:ELP_CLASROOMTECH@TTUHSC.EDU)

**VISIT US AT:** MEB BUILDING | 2ND FLOOR | ROOM 2160



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## RESOURCES

### IT TRAINING

EMPOWER YOURSELF WITH FREE ONLINE TRAINING. COMPUTER BASED TRAINING (CBT) IS NOW AVAILABLE 24/7 FOR STUDENTS, FACULTY, AND STAFF VIA SKILLSOFT. TRAINING IS AVAILABLE ON MORE THAN 340 IT PROFESSIONAL DEVELOPMENT COURSES. USE YOUR ERAIDER ACCOUNT TO LOG IN AND BEGIN YOUR FREE ONLINE IT TRAINING AT [WWW.CBT.TTU.EDU](http://WWW.CBT.TTU.EDU)

### DELL MEMBERSHIP PROGRAM

TTUHSC EL PASO HAS ENTERED INTO A SPECIAL CONTRACT WITH DELL CORP. TO PROVIDE QUALITY DELL PRODUCTS, UPGRADES, SOFTWARE, AND PERIPHERALS AVAILABLE AT COMPETITIVELY DISCOUNTED PRICES.

ACCESS DELL MEMBER PURCHASE PROGRAM AT [HTTPS://WWW.DELL.COM/TTUHSCPE](https://www.dell.com/ttuhscpe)

### VPN

A VIRTUAL PRIVATE NETWORK (VPN) ACCOUNT IS ALSO AVAILABLE FOR STUDENTS, FACULTY AND STAFF AT NO CHARGE. VPNS ALLOW A SECURE, ENCRYPTED CONNECTION OVER A SHARED PUBLIC NETWORK, TYPICALLY THE INTERNET, WHICH SIMULATES THE BEHAVIOR OF A LOCAL AREA NETWORK (LAN) CONNECTION.

[HTTPS://ELPASO.TTUHSC.EDU/IT/INSTITUTIONAL-TECHNOLOGY-SERVICES/COMPUTER-SUPPORT-SERVICES/SECURE/SSL-VPN-PROCEDURE-6NVL.PDF](https://elpaso.ttuhsc.edu/it/institutional-technology-services/computer-support-services/secure/ssl-vpn-procedure-6nvl.pdf)

### BOX

BOX IS THE APPROVED CLOUD SHARING SOLUTION THAT ENABLES YOU TO GET A SINGLE PLACE TO MANAGE, SECURE, SHARE AND GOVERN ALL OF THE CONTENT FOR YOUR INTERNAL AND EXTERNAL COLLABORATION AND PROCESSES. IN ORDER TO OBTAIN ACCESS TO BOX - TRAINING BELOW MUST BE COMPLETED

[HTTPS://TTUHSCPE.ACCOUNT.BOX.COM/LOGIN](https://ttuhscpe.account.box.com/login)

TRAINING AVAILABLE: [HTTPS://ACADEMIC.ELPASO.TTUHSC.EDU/ACME/DEFAULT.ASPX?COURSE-KEY=106CDB10-7883-4DA6-B6FA-BB4BF4FA36E7](https://academic.elpaso.ttuhsc.edu/acme/default.aspx?course-key=106CDB10-7883-4DA6-B6FA-BB4BF4FA36E7)



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## ADDITIONAL RESOURCES

### EXCHANGE ACCOUNT VIA WEB

OUTLOOK WEB ACCESS INSTRUCTIONS ARE AS FOLLOWS:

NAVIGATE TO [MAIL.TTUHSC.EDU](mailto:MAIL.TTUHSC.EDU) USING A STANDARD WEB BROWSER, SUCH AS GOOGLE CHROME.

ENTER YOUR LOG ON CREDENTIALS:

**USER NAME:** ERAIDER\_USERNAME

**PASSWORD:** ERAIDER\_PASSWORD

AND THEN CLICK THE BUTTON 'SIGN IN'.

### MOBILE DEVICE CONFIGURATION

ENTER THE FOLLOWING INFORMATION WHEN YOU ARE PROMPTED: !!!!

**-E-MAIL:** @TTUHSC.EDU

**-USERNAME:** ERAIDER\_USERNAME

**-PASSWORD:** ERAIDER\_PASSWORD

**-DESCRIPTION:** TTUHSC

**-DOMAIN:** TTUHSC DEPENDING ON YOUR DEVICE THIS COULD BE A SEPARATE FIELD OR IT COULD COMBINE YOUR USERNAME, I.E. TTUHSC\USERNAME

**-SERVER:** MAIL.TTUHSC.EDU

**-USE SSL:** ON



### SUBMIT A COMPUTER WORK ORDER

IF YOU REQUIRE IT ASSISTANCE, REQUESTS CAN BE SUBMITTED INTO THE IT WORK ORDER SYSTEM SYSAID VIA THE FOLLOWING METHODS:  
EL PASO CAMPUS

**-CALL THE HELP DESK AT (915) 215-4111 OPTION 1.**

**-E-MAIL YOUR REQUEST TO:** [ELP.HELPOESK@TTUHSC.EDU](mailto:ELP.HELPOESK@TTUHSC.EDU)

**-SUBMIT THE WORK ORDER ONLINE AT:**

[HTTPS://TTUHSC.ELP.SYSAIDIT.COM/](https://ttuhscelp.sysaidit.com/)





## ADDITIONAL RESOURCES

### CONNECT TO NETWORK

SELECT **HSC-AIR** UNDER THE WIRELESS AVAILABLE NETWORKS AND PROVIDE YOUR ERAIDER CREDENTIALS.

**\*\*MAKE SURE TO TRUST THE CERTIFICATE**

### ERAIDER

FACULTY, STAFF, AND STUDENTS WILL NEED TO GO TO [HTTPS://ERAIDER.TTUHSC.EDU/](https://eraider.ttuhsoc.edu/) AND CLICK ON THE LINK SET-UP ACCOUNT TO SET UP YOUR ERAIDER ACCOUNT.

THIS PROCESS REQUIRES AN 'ACTIVATION CODE', WHICH IF YOU HAVE NOT ALREADY RECEIVED CAN BE OBTAINED BY CONTACTING THE IT TECH DESK. DURING THE INITIAL ACTIVATION PROCESS YOU CAN SELECT A RANDOMLY GENERATED PASSWORD OR CREATE YOUR OWN.

YOU CAN CHANGE YOUR PASSWORD BY SIGNING IN TO THE ERAIDER ACCOUNT MANAGER AT [HTTPS://ERAIDER.TTUHSC.EDU/](https://eraider.ttuhsoc.edu/). YOUR ERAIDER PASSWORD WILL EXPIRE EVERY **180 DAYS** AND YOU WILL START RECEIVING NOTIFICATIONS **16 DAYS** PRIOR YOUR EXPIRATION DATE.



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## Information Technology BYOD

### **Bring your Own Device:**

All students, residents and staff will be required to provide their own personal computing devices (OP 56.06). Therefore, all students must possess and maintain a laptop computer that meets the minimum technical specifications of TTUHSC El Paso and their school or program.

#### **Technical Expectations:**

All students are expected to use their own laptops to access assessments, course materials, and educational information (tablets, mobile devices, and smartphones are not recommended for these purposes).

Students are responsible for the maintenance and security of their laptops, devices, and peripherals (e.g. mouse, power supply, network cables, and network adapters). Laptops must meet the minimum technical specifications as determined by the curricular platforms used.

TTUHSC El Paso is not responsible for the consequences of a student choosing to use a device that does not meet these recommended minimum technical requirements. Furthermore, students are solely responsible for vendor updates and changes in the technical specifications for applications and services required by the program.

**Below are the minimum recommendations for student computer equipment:**

	Windows	Information
Processor	Intel Core i7 or i9	Higher processor speed will provide better performance
Memory(RAM)	At least 16 GB of RAM	Higher system memory (RAM) will improve performance
Hard Drive	At least 500 GB Solid State Drive or higher	Larger hard drive space allows room to save more files (such as word documents, images, PDF files, and mp3s)
Monitor	13" or larger screen for laptops	
Screen Resolution	At least 1024x768, 32 bit color setting	
Wireless	802.11AC	IEEE 802.11ac is the latest wireless networking standard and will provide the fastest speeds
USB	At least one USB with 3.0 or higher	USB ports connect flash drives and other devices such as personal printers and external hard drives. USB 3.0 is the newest standard and provides the fastest speeds.
Video/Graphics	Integrated Intel or Nvidia Quadro T1000 (4GB GDDR5) or Similar	
Operating System	Windows 10 or 11 Professional - 64 bit	For adequate security and compatibility, ensure that your laptop operating system is up-to-date.
Camera	Integrated webcam or any Logitech models	

	Apple	Information
Processor	Intel i7 or Apple M1 chip	Higher processorspeed will providebetter performance
Memory(RAM)	At least 16 GB of RAM	Higher system memory (RAM) will improve performance
Hard Drive	512 GB Solid State Drive or higher	Larger hard drive space allows room to save more files (such as word documents, images, PDF files, and mp3s)
Monitor	13" or larger screen for laptops	
Screen Resolution	At least 1024x768, 32 bit color setting	
Wireless	802.11AC	IEEE 802.11ac is the latest wireless networking standard and will providethe fastest speeds
USB	At least one USB with 3.0 or higher	USB ports connect flash drives and other devices such as personal printers and external hard drives. USB 3.0 is the newest standard and provides the fastest speeds.
Video/Graphics	Integrated Video Card	
Operating System	Mac OS Monterey (Version 12)	For adequate security and compatibility, ensure that your MAC operating system is up-to-date.

Warranty & Encryption	<ul style="list-style-type: none"> <li>• <b>Warranty:</b> It is recommended but not mandatory thatstudents purchasea warranty plan to providehardware coverage for the laptop.</li> <li>• <b>Encryption:</b>It is mandatory to encrypt all mobile devices. Laptop must have aTPM chip to enableencryption.</li> </ul>
*Important* Student Computer-based Assessment	<ol style="list-style-type: none"> <li>1. Recommended browsers: Microsoft Edge, Google Chrome or Firefox. <u>Do not</u> use browser beta versions, i.e. Opera or Brave.</li> <li>2. Students are responsible for maintaining and checking their personal computer exam settings <u>prior</u> toexamday.</li> <li>3. Some iPads, tablets, or cellular phones are <u>not allowed for testing</u>. Virtual machines, i.e., Virtual box or Parallels, or VM ware, are <u>not allowed during exams</u>. A virtual machine allows you to run other operating systems within your current operating system, running as if they are just another program in your computer. The presence of a virtual machine may prevent you fromobtaining a TTUHSC EP network connection.</li> </ol>

## Software

Please visit the following links, login with your eRaider credentials and select Software Download for available programs.

<https://eraider.ttu.edu>

- Expression Studio Web 4 Pro
- ChemDraw Pro

TTUHSC El Paso students are offered software at a discounted cost. Please visit the following site and select the filters for HSC and Students for additional software.

<https://www.depts.ttu.edu/itts/software>

- ArcGis
- IBM SPSS

Latest Windows Media Player

Adobe Reader: [www.adobe.com/downloads](http://www.adobe.com/downloads)

## Antivirus Software

Antivirus software is required to be installed on your device to have access to the TTUHSC El Paso network.

## Recommended Browsers for Learning Management System (Canvas)

Canvas supports the current and first previous major releases of the following browsers:

- Chrome 97 and 98
- Firefox 96 and 97 (Extended Releases are not supported\*)
- Edge 97 and 98
- Respondus Lockdown Browser (supporting the latest system requirements)
- Safari 14 and 15 (Macintosh only)

You should always use the most current version of your preferred browser. Your browser will notify you if there is a new version available.

Some supported browsers may still produce a banner stating ***Your browser does not meet the minimum requirements for Canvas.*** If you have upgraded your browser but you are still seeing the warning banner, try logging out of Canvas and deleting your browser cookies.

## Parking

### Parking Registration Information for Students

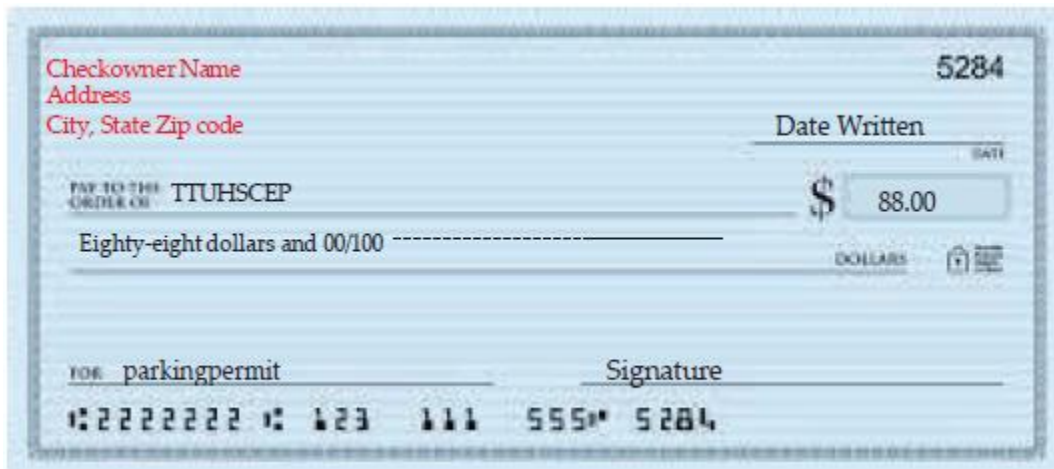
All students need to register their vehicle(s) on-line at: <https://ttuhsc.parkadmin.com/>

Effective academic year 2023-2024, the parking rate is \$8.00 per month. A lump sum parking fee of **\$88.00** will apply to students for academic year 2023-2024. Acceptable methods of payment are as follows:

- Before and after orientation: Payment may be made in person at 5310 El Paso Drive. Office hours are: Monday - Friday from 8am to 4pm. Method accepted at the office will be cash, check and/or credit card. Decal can be provided in person or issued during orientation if payment is made over the phone.
- During orientation - The only method of payment accepted will be check or money order made payable to Texas Tech University Health Sciences Center El Paso or TTUHSCEP (see sample check). Please use blue or black ink only. Decal will be issued during orientation.
- Attached you'll find the campus map, students from all schools are designated to the brown/tan lots: S2, S3, S4 & S5. Only MS3 & MS4 students are designated to park at S1.

### ADA Requirements or Disabled Veterans

If you have ADA requirements or are a disabled veteran with disabled plates, you will need to provide a copy of your driver's license and a copy of your disability placard or vehicle registration.



Check number: 5284

Checkowner Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State Zip code \_\_\_\_\_

DATE \_\_\_\_\_

PAY TO THE ORDER OF TTUHSCEP \$ 88.00  
 Eighty-eight dollars and 00/100

for parking permit Signature \_\_\_\_\_

⑆22222222⑆ 123 111 555\* 5284

**\*\*Note: Checks must have pre-printed name and address, *handwritten information will not be accepted*\*\***

PLEASE **ONLY** use blue or black ink on checks / money orders.



## STUDENT DESIGNATED PARKING – MAP

