TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™
EL PASO
Paul L. Foster School of Medicine

Orientation Packet
Class of 2026
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Dear Class of 2026,

Congratulations and welcome to the Paul L. Foster School of Medicine. We are excited to meet you and look forward to our in-person orientation this summer. The Office of Student Affairs is here to help you with your journey in medical school, be it questions about academic resources and counseling or with curriculum questions. Any kind of kudos or hiccups along the road, we are here for you. We also maintain academic and professionalism records, along with financial aid information, and will let you know about several scholarship opportunities throughout your tenure here. We support your career development as medical students, can help with career and medical specialty information, and 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 join the Match. In all aspects of your career here, the Office of Student Affairs, Deans and Staff, are here to help you succeed.

MS1 ORIENTATION
We are officially live and in-person with MS1 Orientation beginning at 8am on Thursday, June 30, 2022, which will conclude at or around 5pm. The second and last day of orientation will also start at 8am on Friday, July 1, 2022. Please know that orientation is mandatory and you are all expected to be on time, both days.

CURRICULUM START AND WHITE COAT CEREMONY
On the following Tuesday, July 5th, 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; on the next few pages there is more information about this exciting event which will be on in late August or early September. This year, the College Mentors want to specifically work with you regarding professionalism, and incorporating that into your Class Oath, which is why we will have the White Coat Ceremony in the Fall. We will have more information forthcoming via email in the weeks preceding Orientation.

OFFICE OF STUDENT AFFAIRS-PLFSOM
Our website is slated to be revised in June to improve our ability to update students in all classes for important events and dates. Please make sure you that you provide the TTUHSC Registrar’s Office with your updated address and phone numbers, along with any of your other addresses/phone to ensure we are able to reach you with any essential information. And look for our new and improved website at the end of June. (https://elpaso.ttuhsce.edu/som/studentaffairs/)

Lastly, please read this entire document and, where necessary, please respond ASAP. Look for things such as Entering Student Requirements, Student Health Insurance Requirements, Student Immunization Requirements, Financial Aid, etc., that require you to document information prior to matriculating. A guide to the requirements you will need to address immediately follows this letter. I urge you to consider completing these requirements as soon as possible, to ensure your position in the PLFSOM.

On behalf of the Office of Student Affairs and the Paul L. Foster School of Medicine, we welcome all of you. We look forward to supporting your dreams and goals, learning from you, and working with you to become a talented and passionate physician. Congratulations…the best is yet to come.

Warm regards,

Linda S. Ellis, M.D., M.J., M.A., FABP, FCAP
Associate Dean of Student Affairs
Title IX Coordinator TTUHSCEP
Associate Professor of Pathology/Pediatric Pathology
Paul L. Foster School of Medicine
Office of Student Affairs/MSC 21013
5001 El Paso Drive/El Paso, Texas 79905
Office: 915-215-5439
Linda.s.ellis@ttuhsc.edu
### Entering Student Requirements

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline/Date</th>
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<tbody>
<tr>
<td>o Acceptance of Position</td>
<td>Within 2 weeks of offer</td>
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<tr>
<td>o Activate eRaider Account</td>
<td>ASAP</td>
</tr>
<tr>
<td>o Financial Aid/Scholarships</td>
<td>ASAP</td>
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<tr>
<td>o Miscellaneous Information Sheet</td>
<td>May 30, 2022</td>
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<tr>
<td>• White Coat Ceremony • Name Tag</td>
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<tr>
<td>• White Coat Sizing • Dietary Requirements</td>
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<td>o Consent and Release Form</td>
<td>May 30, 2022</td>
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<td>o Immunization Requirements</td>
<td>May 30, 2022</td>
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<tr>
<td>o Community Wide Orientation</td>
<td>May 30, 2022</td>
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<tr>
<td>o Online Safety Trainings (completion tracked online)</td>
<td>May 30, 2022</td>
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<tr>
<td>• Safety Training Education Program for Students • Laboratory Compliance</td>
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<tr>
<td>• (R# provided in Orientation Packet Email)</td>
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<tr>
<td>o Basic Cardiac Life Support Certification (BCLS)</td>
<td>May 30, 2022</td>
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<tr>
<td>o Health Insurance Card Information</td>
<td>May 30, 2022</td>
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<tr>
<td>o Textbooks and Equipment (TBA by the Office of Medical Education)</td>
<td>Email Notification</td>
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<tr>
<td>o Register for Classes via WebRaider</td>
<td>May 23-July 4, 2022</td>
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<tr>
<td>o $100 Deposit to Hold Seat in Class</td>
<td>May 25, 2022</td>
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<tr>
<td>o Criminal Background Check</td>
<td>May 6, 2022</td>
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<tr>
<td>o Orientation (business casual – report to the Medical Science Building 1A103C by 8 a.m.)</td>
<td>June 30-July 1, 2022</td>
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<tr>
<td>o First Day of Classes</td>
<td>July 5, 2022</td>
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<tr>
<td>o White Coat Ceremony</td>
<td>TBA</td>
</tr>
<tr>
<td>o Submit Final Transcripts (showing degree awarded)</td>
<td>June 1, 2022</td>
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**Acceptance of Position:** If you have not already done so, notify the director of admissions ([Laura.Olivas@TTUHSC.edu](mailto:Laura.Olivas@TTUHSC.edu)) that you have accepted the position in the class of 2026.

**Standards of Curricular Completion:** Submit acknowledgment form to Office of Admissions. (Deadline for requesting accommodations is 30 days prior to the beginning of classes.)

**Deposit to Hold Seat in Class:** A $100 deposit must be sent to the Office of Admissions to hold your seat in the incoming class. 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/ofk2m.html?kiosk=E8C16FFABC47178B5A91DADC48D678BB](https://ows01.hireright.com/ofk2m.html?kiosk=E8C16FFABC47178B5A91DADC48D678BB) Contact Cynthia Galvez at [Cynthia.Galvez@ttuhsc.edu](mailto:Cynthia.Galvez@ttuhsc.edu) for more information.

**Community Orientation:** Complete at [https://www.epcc.edu/Admissions/Orientation/community-wide-orientation](https://www.epcc.edu/Admissions/Orientation/community-wide-orientation) by May 30, 2022 (required by University Medical Center of El Paso (UMC). Contact the Cynthia Galvez at Cynthia.Galvez@ttuhsc.edu with any questions.

**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
**eRaider Account:** Automatically created when you applied to the PLFSOM. It sends an activation code to your personal email. Activate your eRaider account by visiting [https://eraider.ttuhsc.edu/](https://eraider.ttuhsc.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 PLFSOM courses for both the fall and spring terms via WebRaider at [webraider.ttuhsc.edu](http://webraider.ttuhsc.edu). **Registration Opens May 23, 2022-July 4, 2022.** Information about the registration process and proper course numbers will be sent separately to your TTUHSC email.

**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 OmniMD portal (https://ehr5.omnimd.com/Portal/3683/index.js) complete all immunization requirements, and upload all documents to OmniMD by **May 30, 2022**. If you have any questions, please contact Maria Ramirez at 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 30, 2022**. 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 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. Check with local providers (community colleges, local AHA chapter, and/or the American Red Cross) for course offerings. Please submit your certification by **May 30, 2022**. [Heartsaver® First Aid, Heartsaver® CPR AED](https://www.americanheart.org), and [Heartsaver® First Aid CPR AED](https://www.americanheart.org) courses do not fulfill the BCLS requirement.

**Textbooks/Equipment:** Information will be provided at a later date by the Office of Medical Education.

**Scrubs:** 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 ([ttuhscp.myahpcare.com](http://ttuhscp.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](https://www.healthcare.gov). Please submit your insurance card by **May 30, 2022**. Contact Dorothy Stewart Office of Student Services at 915-215-4967, option 3 for more information.

**Orientation:** A mandatory two-day orientation will be held **June 30-July 1, 2022**. Report to the main lobby of the Medical Science Building 1A103C at 8 am Thursday, June 30. Business casual attire is required. See enclosed map for parking instructions. Breakfast and lunch will be provided on all two orientation days.

**First Day of Class:** Classes begin **Tuesday, July 5, 2022** with a three-week immersion experience in your first course: Society, Community and the Individual.

**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.

**Submit Transcripts:** We require an official transcript from every institution you 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, 2022 to:

**Texas Tech University Health Sciences Center El Paso**
Paul L. Foster School of Medicine
Office of Admissions
5001 El Paso Drive, Ste 1201
El Paso, TX 79905
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, friends, and faculty of the responsibilities of the profession and their willingness to assume such obligations.
- Cloaking of students in their first whitecoats.
- An address by a physician role model.
- A reception with students and invited guests.

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 their loved one. It is personally placed on each student’s shoulders by an individual who believe 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 thirteenth 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 and reception TBD, as we present you with your first white coat.
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 2026 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, 2022.

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?ReturnUrl=%2f

Additionally, you will need to provide final transcript(s) by June 1, 2022 which includes the notation of degree conferred to the PLFSOM Office of Admissions (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, 2022. 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.

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
El Paso – The City

Founded in 1873, the city of El Paso has a rich and colorful history that lends itself to the vibrancy of the growing community today. Located in the westernmost corner of Texas, it lies 790 miles east of Los Angeles, 670 miles northwest of Houston, 565 miles southwest of Dallas, and 710 miles south of Denver. The city of El Paso has a population of nearly 700,000, making it the sixth largest city in Texas and the biggest U.S. city on the Mexican border. It is a town like no other in Texas and is a real plus for those looking for the amenities of a large city while maintaining a small-town feel. The cost of living in El Paso is about 13 percent below the national average, as reported by the City of El Paso office of Economic Development. Housing is affordable, with many of our students choosing to live on the west side of the Franklin Mountains that bisect the city. The West Side neighborhoods are about 15 minutes from campus, depending on traffic. As of June 2017, El Paso ranked 14th on U.S. News and World Report’s 25 best cities in the U.S. to live in, based on quality of life.

El Pasoans also enjoy ample sunshine year-round. The city averages over 302 days of sunshine and only 9.1 inches of rain per year. This climate provides very low humidity, coupled with summer highs of 95 degrees and winter highs in the upper-50-degree range.

The El Paso International Airport provides easy access to and from the city. The airport is served by most major airlines, including Allegiant, American, Delta, Frontier, Southwest and United.

Outdoor sports and cultural activities abound in El Paso, with museums, historic sites and state parks all nearby. At 37 square miles, the Franklin Mountains State Park is the largest urban park in the U.S. El Paso is also home to minor league baseball team the El Paso Chihuahuas (Triple A), soccer, NCAA Division 1A football and basketball and other sports. The Mexican food is plentiful, affordable and unparalleled.

Clinical Experiences

University Medical Center of El Paso (UMC), formerly R.E. Thomason General Hospital, is a Level I trauma center and the only El Paso hospital ever to be named among America’s Top 100 Hospitals by Thomson Healthcare. UMC is the primary clinical affiliate for medical students and provides health services for the surrounding communities in El Paso County. This unique setting provides exposure not only to traditional medicine, but also insight into the challenges of international, bicultural and border health care issues. Other major affiliates are El Paso Children’s Hospital, El Paso Psychiatric Center and William Beaumont Army Medical Center.

Here is what some of our students have said about their El Paso experience:

“El Paso is an extremely interesting place to learn how to practice medicine. Not only is there a ton of hands-on experience for students in the hospital, but the population of El Paso is so warm and welcoming. They sincerely appreciate your help and can teach you a lot.”

“The experience you get as a medical student in El Paso is unmatched. The patients are not only unique in presentation and disease variety, but they truly appreciate your time and value your recommendations. They literally applaud our entrance at the free clinics, which is an amazing feeling.”

“Being a native of the Hill Country, I was unsure of what I would find moving out to the desert landscape. The city of El Paso is a hidden gem of outdoor possibilities from hiking, bouldering, mountain biking and camping under the stars. I have spent the last four years studying and working for my medical degree, but I also got the privilege of becoming immersed in a culture and city that is full of life and plenty of Mexican food. Some of the few adventures I enjoy are the Chihuahuas baseball games and viewing local artists at the annual Chalk the Block. If you ever need a place to get away, the mountain trails are fun with classmates and it seems every night the sunsets are Instagram worthy. El Paso was a surprise for me and I am thankful to have called this city home for four years.”

“If you want a big, flashy city, El Paso isn't right for you. But if you want the most unique town in the nation, because of its history, its geography and its culture, then look into TTUHSC El Paso to study and train. El Paso is a beautiful place that began as an entry point on the Spanish mission trail in the 16th century and has been continuously inhabited ever since. There's a reason the Spanish stopped here; El Paso enjoys beautiful desert scenery with the only mountains in Texas and basks in over 300 days of sunshine a year. Its culture is uniquely “borderland” more than it is Texan or Mexican. The patient population is equally unique because at the PLFSOM you'll receive exposure to patients on both sides of the border. You don't need to go to Africa to do medical missionary work or to see textbook-only-referenced pathologies. Don't let the young age of the program deceive you; we have the latest in medical facilities and our teaching faculty is on par with best of the best. The TTUHSC El Paso PLFSOM is a world-class place to get your medical education.”
Hey MSIs,

WELCOME!

GET TO KNOW
EL PASO... YOUR NEW HOME!

CHECK OUT
VISITELPASO.COM & ELPASOLIVE.COM

DOWNLOAD THE OFFICIAL VISIT EL PASO APP
Congratulations on interviewing at TTUHSC El Paso, Paul L. Foster School of Medicine (PLFSOM). On behalf of the Office of Inclusion, Diversity, 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 collaborate with various student interest groups related to diversity and global health such as the Pride Alliance organization, the Student National Medical Association, and the Global and Border Health Society—to name a few. We also provide informal mentorship opportunities through our Diversity Mentorship Program. For more information about our office, please visit our website: http://elpaso.ttuhsc.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

Jessica Calderon-Mora, Dr.P.H.
Research Assistant Professor
Molecular and Translational Medicine
Department of Family and Community Medicine
Jessica.Calderon-Mora@ttuhsc.edu

Contact information:
Main office number – 912.215.4805
Main e-mail address – DiversityInclusionGlobalHealth@ttuhsc.edu
Medical Student Council

Welcome to the Paul L. Foster School of Medicine Class of 2026!

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 2026." 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 2025. 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 2026! We are looking forward to seeing you soon in El Paso!

Boranai Tychhon
M.D. Candidate | Class of 2025 | Medical Student Council President | Boranai.tychhon@ttuhsc.edu
American and Texas Medical Association (AMA/TMA) Medical Student Section (MSS)

Foster School of Medicine Incoming Class of 2026,

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 and most active student organization at Foster SOM, in addition to being the largest association for medical students and physicians in the country and state respectively.

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 SOM AMA/TMA Chapter will help you achieve these goals through leadership and service, to shape the world of healthcare. Becoming a student member of AMA/TMA means you are taking advantage of unique networking opportunities, community service events, and educational sessions.

As a chapter and as future physicians, we value the importance of community service and are active in our El Paso community. We participate in several community service activities, including Vaccines Defend What Matters (a free immunization event), Hard Hats for Little Heads (free bicycle helmets for children), and (coming soon) Walk With A Doc (community walks connecting patients with their physicians). We also provide TMA members clinical learning and volunteer opportunities at our student-run RotaCare Free Clinic.

We will provide a time for you to join the AMA during your orientation. With more than 48,000 medical students, the AMA-MSS provides a massive network of medical students from across the country. Additionally, health policy you create as an AMA-MSS member improves issues that impact medical students: saving graduate medical education, medical school loan debt relief, and reasonable resident work hours. As an incentive for joining the AMA for 4 years ($68), the AMA offers a choice of one of the following items for FREE to all four-year MSS members:

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

AMA membership also comes with a subscription to the Journal of the American Medical Association (JAMA), Kaplan discounts, and a two-year subscription to Headspace. 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 diego.e.sanchez@ttuhsc.edu We look forward to seeing you on campus soon!

Sincerely,

Diego Sanchez, Class of 2024, 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 form a U.S. lab.

**Documentation of required immunizations and titers must be uploaded to OmniMD portal:**
https://ehr5.omnimd.com/Portal/3683/index.jsp

**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.*

- □ Tuberculosis clearance:
  
  A. 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.

  B. 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.**

- □ 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 ~ Sept thru March

**Questions regarding immunization status may be directed to:**

Maria Ramírez at (915) 215-4429, maria.ramirez@ttuhsc.edu, or Sandra Tellez at (915) 215-5095, santelle@ttuhsc.edu

Texas Tech University Health Sciences Center-El Paso
Office of Occupation Health
4801 Alberta Avenue | El Paso | Texas | 79905
Steps to register and upload immunization records through the OmniMD portal

**To register:** Go to the OmniMD Patient Portal Link: [https://ehr5.omnimd.com/Portal/3683/index.jsp](https://ehr5.omnimd.com/Portal/3683/index.jsp)

Use the “New User Registration” link.

Once you register, the system will email you your login credentials. Please do not try to upload your records if you have not received your login credentials. If you register on a weekend/holiday, your login credentials will be emailed on the next business day. If necessary, check your spam/junk mail folder. Login credentials are case sensitive; DO NOT COPY & PASTE. If you don’t receive your login credentials, please don’t register again. Call (915) 215-4429 or email maria.ramirez@ttuhsc.edu for assistance.

**To upload documents:**

1. Click on “Messages”

2. Click on “New Message”

3. Send message to Maria Ramirez (start typing Ms. Maria and select the name from the drop downbox)

   **IMPORTANT:** Filename must not contain special characters. Attachments must not exceed 4 MB.

   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 requirements may be directed to Maria Ramirez or Sandra Tellez through the OmniMD portal or maria.ramirez@ttuhsc.edu, santelle@ttuhsc.edu
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 PLFSOM Student Affairs at student.affairs.plfsom@ttuhsc.edu.

Course certification and a copy of the card are required by the stated deadline.
GETTING READY FOR MEDICAL SCHOOL

There is no doubt about it—medical school is different from anything you’ve ever experienced. So you’re heading into the unknown, and you might be a little anxious about what’s in store. There are hundreds of books giving students in your position lots of advice about how to study, how to survive, and how to excel in medical school.

Why is there such a demand for these publications? Because studying, surviving, and excelling in medical school really is a challenge—for everyone. Some students rise to the challenge quickly and soon develop ways to adapt to their new environment, while others find it takes longer and is more difficult. Virtually everyone will need help from time to time, whether it’s help with the subject material, how to manage time more effectively, how to study more effectively, how to take tests, how to deal with test anxiety, or how to cope with the mental, emotional, and physical stresses unique to medical school.

The Paul L. Foster School of Medicine and the Office of Student Affairs/Student Engagement are well equipped to provide resources for you that can address all of these issues and help you navigate the ups (there are many) and downs (there are some of those, too) of medical school.

The Office of Student Services offers Academic Success and Accessibility Office to help you navigate these challenges. We can help with in clinical and testing accommodations, Americans with Disabilities Act (ADA), and NBME/STEP accommodation process, and other scenarios related to accessibility and accommodations.

Upon matriculation, the Academic Success and Accessibility Office will provide you with a multitude of services to help you succeed in medical school. We can meet with you before you begin orientation to help answer any questions or concerns you may have about starting medical school and the skills you will need to succeed.

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

disabilitysupport.elp@ttuhsc.edu or call 915-215-4786, MSB II, 2C201
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:

<table>
<thead>
<tr>
<th>Service</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Sessions</td>
<td>By Request</td>
<td>Opportunity to gain personalized assistance and feedback on how you can improve your study approach from a Teaching Assistant</td>
</tr>
<tr>
<td>Small Group Sessions</td>
<td>By Request</td>
<td>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</td>
</tr>
<tr>
<td>TA Tuesdays and Objective Thursdays</td>
<td>Weekly</td>
<td>Large group sessions for first-year medical students; topics for each session coordinates with the curriculum for that respective week</td>
</tr>
<tr>
<td>Unit Reviews</td>
<td>Week Before Unit Exam</td>
<td>Large group session for first-year medical students to review “high-yield” content, as well as strategies for performing well on exams.</td>
</tr>
<tr>
<td>Special Topic Workshops</td>
<td>Periodic</td>
<td>Academic workshops, student panels and other informational sessions on various aspects of the medical education experience. Such past topics include preparation for USMLE Step 1 examinations, transitioning into clerkships, and preparing to apply for residencies.</td>
</tr>
</tbody>
</table>

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](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.
Academic Success and Accessibility Office

Academic Success and Accessibility Office (ASAO) is committed to providing equitable access to learning opportunities for all students, including those with disabilities who meet the technical standards of the program. The medical school welcomes students with disabilities (e.g., mental health, attentional, learning, chronic health, sensory, or physical), with or without reasonable accommodations. If you are a student with a disability who needs reasonable accommodations, please contact the Academic Success and Accessibility Office (see below for information). Accommodations are not provided retroactively. To ensure equitable access, students are encouraged to register with the ASAO far in advance of the start of the program. TTUHSC El Paso encourages students to access all resources available to them.

For more information, please contact:

The Academic Success and Accessibility Office

hilda.alarcon@ttuhsc.edu 915-215-4786

Or visit our website: https://elpaso.ttuhsc.edu/studentservices/office-of-academic-and-disability-support-services/default.aspx
Office of Student Services

Medical Services, Health Insurance, and Disability Insurance

Student Medical Services

You are required to pay a Medical Services Fee each semester. With this fee, students can access acute and preventive health care at Texas Tech Physicians of El Paso at Kenworthy. This service is not health insurance. If your diagnosis requires a specialist, your health insurance will need to cover the expenses.

Student Health Insurance

Health insurance is required for all students to cover major medical, emergency, and specialty care, and prescriptions, as these services can be expensive. Per HSCEP OP:77.22, the cost of the TTUHSC El Paso-sponsored student health insurance plan is added to the tuition and fee statement for all students who are required to maintain health insurance at the time of enrollment. Students with alternative health coverage that is Affordable Care Act compliant, may submit a waiver request to AHP for review and approval through the AHP portal. The Academic Health Plan is underwritten by Aetna Student Health. Visit ttuhscep.myahpcare.com for plan highlights and open enrollment periods. Representatives can answer questions about coverage, guide you in your health plan coverage decisions, and assist you in problem resolutions.

The PLFSOM does not provide health insurance for its students or their dependents. Students should note that all of our clinics and hospitals where students receive their clinical training require students to be covered by health insurance. Clinic personnel may ask you for proof of coverage at any time. Students will be denied access to clinical experiences and receive holds preventing future registration if not covered by health insurance. Students are free to purchase health insurance from any health insurance provider that is ACA compliant. Other options are available at www.healthcare.gov.

Long-Term Disability Insurance

Students are also responsible for long-term disability, which will be purchased for you by the school. Additional disability insurance may be purchased if desired.
Dear Class of 2026:

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’s Uniforms
  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
## Estimated Financial Aid Student Budgets for 2022-2023

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>MS1</th>
<th>MS2</th>
<th>MS3</th>
<th>MS4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>First Year</td>
<td>Second Year</td>
<td>Third Year</td>
<td>Fourth Year</td>
</tr>
<tr>
<td>TUITION</td>
<td>$16,752</td>
<td>$16,752</td>
<td>$16,752</td>
<td>$16,752</td>
<td>$16,752</td>
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<tr>
<td>FEES</td>
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<td>$4,538</td>
<td>$4,538</td>
<td>$4,538</td>
<td>$4,538</td>
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<tr>
<td>BOOKS</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
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<tr>
<td>TRANS</td>
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<td>$2,920</td>
<td>$4,380</td>
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<td>PER EXPS</td>
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<tr>
<td>RM/BOARD</td>
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<td>$12,040</td>
<td>$18,060</td>
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<td>OTHER-USMLE</td>
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<td>$645</td>
<td>$645</td>
<td>$895</td>
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<tr>
<td>OTHER- EXTERNSHIPS</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
<td></td>
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<tr>
<td>Estimated Total Budget</td>
<td>$49,220</td>
<td>$44,279</td>
<td>$55,451</td>
<td>$52,908</td>
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<table>
<thead>
<tr>
<th></th>
<th>Non-Resident</th>
<th>MS1</th>
<th>MS2</th>
<th>MS3</th>
<th>MS4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>First Year</td>
<td>Second Year</td>
<td>Third Year</td>
<td>Fourth Year</td>
</tr>
<tr>
<td>TUITION</td>
<td>$31,704</td>
<td>$31,704</td>
<td>$31,704</td>
<td>$31,704</td>
<td>$31,704</td>
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<tr>
<td>See above- Other Cost</td>
<td>$32,468</td>
<td>$27,527</td>
<td>$38,699</td>
<td>$36,156</td>
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<tr>
<td>Estimated Total Budget</td>
<td>$64,172</td>
<td>$59,231</td>
<td>$70,403</td>
<td>$67,860</td>
<td></td>
</tr>
</tbody>
</table>

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)
- Housing and food
- Interviews
- Transportation
- 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

**Understand 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 **2022-2023 FAFSA®** (Free Application for Federal Student Aid)

- Go to [www.fafsa.gov](http://www.fafsa.gov) and follow the instructions.
- **PLEASE NOTE:** We are Texas Tech University Health Sciences Center El Paso.

**Our school code is 042808.**

- Students completing a 2022-2023 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 2022-2023 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:
- 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**

- FinAid 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](https://www.tmalloanfunds.com/Home/Template/9964)

$10,000 scholarship

**DEADLINE:** Thursday, March 21, 2022 by 3:00pm

Contact the Office of Admissions at 915-215-4410
FINANCIAL AID OFFICE TIMELINE

October

- The student completes their FAFSA® at 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
- 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.

Important Contact Information

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
OFFICE of STUDENT FINANCIAL AID- MSBII
137 Rick Francis El Paso, Texas 79905
915-215-4370
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:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent/utilities (incl. internet, laundry, phone, and renter's insurance)</td>
<td>$1,000</td>
</tr>
<tr>
<td>Food and household supplies, transportation</td>
<td>$750</td>
</tr>
<tr>
<td>Personal/miscellaneous expenses (clothing, routine medical, recreation)</td>
<td>$350</td>
</tr>
<tr>
<td>Nest egg</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,150</strong></td>
</tr>
</tbody>
</table>

- 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 credits sparingly.
- Seek support along the way from family and friends, your financial aid office, and AAMC.org/first.

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.
### Budget Worksheet for Students

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

**MONTHLY INCOME:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial aid</td>
<td>$0.00</td>
</tr>
<tr>
<td>Investment income</td>
<td>$0.00</td>
</tr>
<tr>
<td>Gifts</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Monthly Income</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

**MONTHLY VARIABLE EXPENSES:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Dining out</td>
<td>$0.00</td>
</tr>
<tr>
<td>Clothes</td>
<td>$0.00</td>
</tr>
<tr>
<td>Laundry/dry cleaning</td>
<td>$0.00</td>
</tr>
<tr>
<td>Gas, oil, auto maintenance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Parking</td>
<td>$0.00</td>
</tr>
<tr>
<td>Medical/dental/eye care</td>
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</tr>
<tr>
<td>Entertainment</td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel/vacation</td>
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</tr>
<tr>
<td>Utilities</td>
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</tr>
<tr>
<td>Music/books/journals</td>
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<tr>
<td>Personal care</td>
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<tr>
<td>Cable TV and internet</td>
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<td>Credit card payments</td>
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</tr>
<tr>
<td>Charity/contributions/gifts</td>
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</tr>
<tr>
<td>Savings for interviews/relocation</td>
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</tr>
<tr>
<td>Test prep course/materials</td>
<td>$0.00</td>
</tr>
<tr>
<td>Exam/licensing fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Variable Expenses</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

**MONTHLY FIXED EXPENSES:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$0.00</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$0.00</td>
</tr>
<tr>
<td>Savings</td>
<td>$0.00</td>
</tr>
<tr>
<td>Rent/mortgage</td>
<td>$0.00</td>
</tr>
<tr>
<td>Phone</td>
<td>$0.00</td>
</tr>
<tr>
<td>Taxes (federal, state)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Vehicle payments</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other transportation</td>
<td>$0.00</td>
</tr>
<tr>
<td>Personal loans</td>
<td>$0.00</td>
</tr>
<tr>
<td>Education loans</td>
<td>$0.00</td>
</tr>
<tr>
<td>Insurance (life and health)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Home/renter insurance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Autoinsurance</td>
<td>$0.00</td>
</tr>
<tr>
<td>Autoregistration/taxes</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Fixed Expenses</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

**Total Income**

| Amount | $0.00 |

**Less Total Expenses**

| Amount | $0.00 |

**Total Variable Expenses Plus Total Fixed Expenses**

| Amount | $0.00 |

**Equals Total Monthly Expenses**

| Amount | $0.00 |

**Equals Total Discretionary Income (or Deficit)**

| Amount | $0.00 |
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.

**Missing Information:**
- Log in to the Web Raider Portal.
- Select the “MyTech El Paso” tab.
- Click “Financial Aid Information.”
- Click "Documentation Requested and Submitted."
- Click "Student Requirements."
- Select the 2021-22 aid year.
- Complete any unsatisfied requirements in "Required" status online on the Web Raider Portal.
- No paper documents will be accepted. NOTE: Failure to submit all required documents could result in delay in financial aid funding.

**Expected Enrollment:**
- Login to the Web Raider Portal.
- Select the MyTech El Paso tab.
- Click “Financial Aid Information.”
- Click "Documentation Requested and Submitted."
- Click "Student Requirements."
- Select the 2021-22 aid year.
- Click on “Expected Enrollment.”
- Select the 2021-22 aid year.
- Click “Agree.”
- Click “Enrollment Certification” tab.
- Answer enrollment questions pertaining only to the semesters you will enroll.
- Answer all other required questions.
- Click “Submit.”

**Accepting a Financial Aid Offer:**
- Login to the WebRaiderPortal.
- Select the “MyTech El Paso” tab.
- Click “Financial Aid Information.”
- Click “Award Information.”
- Select the 2021-22 aid year.
- Click “Accept Award Offer.”
- Select the desired awards and amounts.
- If accepting Federal Direct loans, log in to https://studentaid.gov/
  - Complete entrance counseling.
  - Sign a Master Promissory Note (if you are a new loan borrower).

**When is Financial Aid Disbursed?**
- 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.
- After tuition and fees are paid in full, Student Business Services will refund remaining financial aid funds, beginning three to five business days later.
- Students must meet all satisfactory academic progress requirements to remain eligible for financial aid.

NOTE: If you accept your award at the beginning of the academic year, no further action is required from you throughout the academic year.

**Direct Deposit**
- Log in to the Web Raider Portal.
- Select the “MyTech El Paso” tab.
- Locate “Manage my Finances.”
- Click “Student Business Services.”
- Click “Direct Deposit.”

**Paying Out-of-Pocket and Making Payments**
Student Business Services will send you a tuition bill approximately 20 days before the tuition payment deadline.

To make your payment(s):
- Log in to the Web Raider Portal.
- Select the “MyTech El Paso” tab.
- Locate “Manage my Finances.”
- Click “Student Business Services.”
- Click “Make a Payment.”
GREETINGS AND THANK YOU FOR CHOOSING TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO.
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.
What is the information technology department?

**THE ACADEMIC TECHNOLOGY TEAM** is dedicated to support the effective integration of technology into all aspects of curriculum management systems, teaching, and learning.

**THE DATA CENTER OPERATIONS TEAM** provides Single Sign On support, clinical virtual desktops, virtual application delivery, H & S drives and file shares.

**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.

**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 SharePoint, IRIS, Cayuse, REDCap, CloudLIMS and LabArchives.

**CHIEF INFORMATION OFFICER: JERRY RODRIGUEZ**
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
IT SERVICES AVAILABLE

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
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

- Elentra
- Canvas
- Kaltura
- Qualtrics
- Respondus
- Poll Everywhere

Contact Us:

Phone: (915) 215-4111 Option 4 | E-mail: IT-Academics@TTUHSC.EDU
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_CLASSROOMTECH@TTUHSC.EDU
VISIT US AT: MEB BUILDING | 2ND FLOOR | ROOM 2160
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

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/TTUHSCEP

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.ttuhsce.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://ttuhscep.account.box.com/login

EXCHANGE ACCOUNT VIA WEB

OUTLOOK WEB ACCESS INSTRUCTIONS ARE AS FOLLOWS:

navigate to mail.ttuhsce.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.ttuhsce.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.helpdesk@ttuhsc.edu
- Submit the work order online at:
  https://ttuhscep.sysaidit.com/
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/ 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/. YOUR ERAIDER PASSWORD WILL EXPIRE EVERY 180 DAYS AND YOU WILL START RECEIVING NOTIFICATIONS 16 DAYS PRIOR YOUR EXPIRATION DATE.
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

<table>
<thead>
<tr>
<th>Windows</th>
<th>Information</th>
</tr>
</thead>
</table>
| 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. |
<p>| Camera | Integrated webcam or any Logitech models |</p>
<table>
<thead>
<tr>
<th><strong>Apple Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Processor</strong></td>
</tr>
<tr>
<td><strong>Memory (RAM)</strong></td>
</tr>
<tr>
<td><strong>Hard Drive</strong></td>
</tr>
<tr>
<td><strong>Monitor</strong></td>
</tr>
<tr>
<td><strong>Screen Resolution</strong></td>
</tr>
<tr>
<td><strong>Wireless</strong></td>
</tr>
<tr>
<td><strong>USB</strong></td>
</tr>
<tr>
<td><strong>Video/Graphics</strong></td>
</tr>
<tr>
<td><strong>Operating System</strong></td>
</tr>
</tbody>
</table>

**Warranty & Encryption**

- **Warranty**: It is recommended but not mandatory that students purchase a warranty plan to provide hardware coverage for the laptop.
- **Encryption**: It is mandatory to encrypt all mobile devices. Laptop must have a TPM chip to enable encryption.

**Important**

1. Recommended browsers: Microsoft Edge, Google Chrome or Firefox. **Do not** use browser beta versions, i.e. Opera or Brave.
2. Students are responsible for maintaining and checking their personal computer exam settings prior to exam day.
3. Some iPads, tablets, or cellular phones are **not allowed for testing**. Virtual machines, i.e., Virtual box or Parallels, or VM ware, are **not allowed during exams**. 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 from obtaining a TTUHSC EP network connection.
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/

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

A lump sum parking fee of $98.45 will apply to students for academic year 2022-2023. 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 through Friday from 8am to 4pm. Method accepted at the office will be cash, check and/or credit card. Decal may 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**. Check or money order need to be made payable to Texas Tech University Health Sciences Center El Paso or TTUHSCEP (see sample attached). Please use blue or black ink only. Decal will be issued during orientation as well.

- 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. No parking payment will need to be made.
PLEASE **ONLY** USE BLUE OR BLACK INK ON CHECKS/MONEY ORDERS

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

Checkowner Name
Address
City, State Zip code

Date Written

TTUHSCEP
98.45

Ninety-eight dollars and 45/100

parking permit  Signature
Designated Student Parking Lots

1. S2 Oral Health Clinic (Rear east lot) - 222 Rick Francis St.
2. S3 Tower Lot - Next to 301 Rick Francis St.
4. S5 El Paso County Coliseum – 4100 E. Paisano Dr.