



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

Paul L. Foster School of Medicine

Orientation Packet
Class of 2025

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Office of Student Affairs

Dear Class of 2025,

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 where the Medical Sciences Building (MSBII) is 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. About the only thing we can't help you with is a good cup of coffee...but we're working on that.

MS1 ORIENTATION

We are officially live and in-person with MS1 Orientation beginning at 8am on Wednesday, June 30th, 2021. For your first day of orientation, you will come to campus and meet your fellow classmates on the lawns between the Foster School of Medicine and the Graduate School of Biomedical Sciences. Because we are live and in-person, ***we strongly urge you to get your COVID vaccine(s) completed prior to coming on campus.*** The Office of Student Affairs will work with you if you need a COVID vaccine, however, ***if you are not vaccinated by the time Orientation rolls around, you will be required to attend Orientation virtually.*** For those interested, we will have an opportunity to bond with your fellow students on Saturday, July 3rd, off-campus. More to come...so watch your email!

CURRICULUM START AND WHITE COAT CEREMONY

On the following Tuesday, July 6th, 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; it is in this course you will work with your fellow classmates and a faculty member to write your own Class of 2025 oath, to be recited during the White Coat Ceremony and again at your Graduation. 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 August 28th, 2021. 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 May-beginning 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 TTUHSC
Associate Professor of Pathology/Pediatric Pathology
Paul L. Foster School of Medicine
Office of Student Affairs/MSO 21013
5001 El Paso Drive/El Paso, Texas 79905
Office: 915-215-5439
Linda.s.ellis@ttuhsc.edu



Office of Student Affairs

Entering Student Requirements

Item	Deadline/Date
o Acceptance of Position	Within 2 weeks of offer
o Activate eRaider Account	ASAP
o Financial Aid/Scholarships	ASAP
o Miscellaneous Information Sheet • White Coat Ceremony • Name Tag • White Coat Sizing • Dietary Requirements	May 28, 2021
o Spanish Assessment	May 28, 2021
o Student Data Sheet and Consent and Release Form	May 28, 2021
o Immunization Requirements	May 28, 2021
o Community Wide Orientation	May 28, 2021
o Online Safety Trainings (completion tracked online) • Safety Training Education Program for Students • Laboratory Compliance (R# provided in Orientation Packet Email)	May 28, 2021
o Basic Cardiac Life Support Certification (BCLS)	May 28, 2021
o Health Insurance Card	May 28, 2021
o Textbooks and Equipment (TBA by the Office of Medical Education)	Email Notification
o Register for Classes via WebRaider	May 28 - June 1, 2021
o \$100 Deposit to Hold Seat in Class	May 25, 2021
o Criminal Background Check	May 7, 2021
o Orientation (business casual – report to the Medical Science Building II by 8 a.m.)	June 30, July 1, 2, 2021
o First Day of Classes	July 6, 2021
o White Coat Ceremony	August 28, 2021
o Submit Final Transcripts (showing degree awarded)	June 1, 2021

Acceptance of Position: If you have not already done so, notify the director of admissions (Laura.Olivas@TTUHSC.edu) that you have accepted the position in the class of 2025.

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. (Information previously sent by the Office of Admissions.)

Criminal Background Check: Please complete the criminal background check requirement by visiting the [Criminal Background Check Website](#). Contact Cynthia Galvez at Cynthia.Galvez@ttuhsc.edu for more information.

Financial Aid/Scholarships: Complete a 2021-22 Free Application for Federal Student Aid (FAFSA) by visiting www.fafsa.ed.gov as soon as possible. NOTE: For financial aid purposes, the Paul L. Foster School of Medicine (PLFSOM) is considered **Texas Tech University Health Sciences Center (TTUHSC) (School Code 042808)**. See the enclosed Financial Aid Packet for a listing of scholarship opportunities, loan forgiveness programs, and alternative aid programs.

Community Orientation: Complete at <https://www.epcc.edu/Admissions/Orientation/community-wide-orientation> by **May 28, 2021** (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.ttuhs.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.ttuhs.edu. **Registration opens May 28 - June 1, 2021.** 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.jsp>), complete all immunization requirements, and upload all documents to OmniMD by May 28, 2021.** 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 28, 2021.** 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.

Basic Cardiac Life Support Certification (BCLS) for Health Care Providers: Course certification is required prior to orientation. 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 28, 2021.** [Heartsaver® First Aid](#), [Heartsaver® CPR AED](#), and [Heartsaver® First Aid CPR AED](#) courses **do not** fulfill the BCLS requirement.

Textbooks/Equipment: Required first- and second-year textbooks are provided to students in an electronic format known as VitalSource Bookshelf. The required textbook collection and the associated IT services are funded by the Electronic Textbook Platform Fee and managed by the Office of Medical Education. The VitalSource textbook collection provides updates and new editions at no additional charge throughout your enrollment in the program. The list of required textbooks included in the VitalSource collection is distributed in the spring, as soon as it is finalized. If applicable, information regarding additional books and equipment is provided closer to matriculation. In case of unforeseen changes due to new faculty or specifications, it is recommended that students wait until mid to late June to make any additional purchases.

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 or purchased through our third-party provider, Academic Health Plans (ttuhscep.myahpcare.com). You may also review options available through the Affordable Care Act (ACA) at <https://www.healthcare.gov>. **Please submit your insurance card by May 28, 2021.** Contact the Office of Student Services at 915-215-4370, option 3 for more information.

Orientation: A mandatory three-day orientation will be held **June 30, July 1, 2, 2021**. Report to the main lobby of the Medical Science Building II at 8 am **Wednesday, June 30. Business casual attire is required.** See enclosed map for parking instructions. Breakfast and lunch will be provided on all three orientation days.

First Day of Class: Classes begin **Tuesday, July 6, 2021** 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 TMDAS with your application do not satisfy this requirement.**

Please mail final transcripts by June 1, 2021 to:

**Texas Tech University Health Sciences Center El Paso
Paul L. Foster School of Medicine
Office of Admissions
5001 El Paso Drive, Ste. 3314
El Paso, TX 79905**

Office of Student Affairs

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 white coats.
- 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 a 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 twelfth 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 **Saturday, August 28, 2021**, 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 2025 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 25, 2021**.

Please submit your electronic payment by May 15th using the hyperlink provided in your acceptance email or at: <https://admissions.elpaso.ttuhsoc.edu/security/Login.aspx?ReturnUrl=%2f>

Please remember to complete the online criminal background check as soon as possible. The website is <https://ows01.hireright.com/ofk2in.html?kiosk=A217C90ABCBFD640AC707565F63FCCDE>

Prior to matriculation, you will need to provide final transcript(s), including a notation of the degree conferred, to the PLFSOM Office of Admissions 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 on only one medical school list by April 30. 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 entering class of 2025!

Sincerely,

Laura Olivas, M.B.A.
Senior Director of Admissions
915-215-4406



Office of Institutional Advancement

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 MS1s, WELCOME!

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

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VISITELPASO.COM & ELPASOLIVE.COM

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915
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LIVE.COM



Congratulations on your acceptance 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 sponsor 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. We provide informal mentorship opportunities through our Diversity Mentorship Program. For more information about our office, please visit our website: <http://elpaso.ttuhsce.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,

Blake Busey, D.O.

Assistant Professor, Family Medicine
Chair, Council on Diversity and Inclusion
TTUHSC El Paso
Paul L. Foster School of Medicine
Blake.busey@ttuhsc.edu

Mayra Morales, M.B.A.

Senior Director
Office of Diversity, Inclusion, and Global Health
TTUHSC El Paso
mayra.morales@ttuhsc.edu

Contact information:

Main office number – 912.215.4805

Main e-mail address –

DiversityInclusionGlobalHealth@ttuhsc.edu



Medical Student Council

Congratulations and welcome to the Paul L. Foster School of Medicine Class of 2025!

Congratulations! After working extremely hard for many years as a pre-medical student, you have accomplished something remarkable: admission into medical school. You are going to be a physician. Your dedication, determination and perseverance have finally paid off. But this is only the beginning. The next four years will be the most exciting, challenging and life-altering years of your life. Your years in medical school will push you to your limits, but you will need to stand strong and never give up. At the Paul L. Foster School of Medicine, you will find faculty and students who will empower and guide you through this journey in medicine.

Let's talk about the things you should do before starting medical school:

- You will be invited to a “TTUHSC El Paso PLF School of Medicine Class of 2025” Facebook group. Important information will be distributed using your class Facebook group both before and during medical school.
- You will also be invited to a combined GroupMe chat with the Class of 2024. I strongly encourage you to download the GroupMe app if you have not already, as it is the primary communication tool among student classes.
- There is also a “PLFSOM Marketplace” Facebook group. This will be shared as well and is a great way to find books, furniture and other items.
- Do not worry about purchasing textbooks or medical supplies yet. The university will provide digital access to all required materials and you will have the chance to purchase supplies during Immersion.
- Start looking for housing early! A housing guide will be sent to you with information compiled by current and past students. The housing market is volatile, so be sure to check prices, amenities, travel distance to and from campus and reviews.
- Enjoy yourself! Whether you are straight out of undergrad, worked a couple years after graduating or made a mid-career change, take a break to spend time with family and have a relaxing summer before starting medical school.

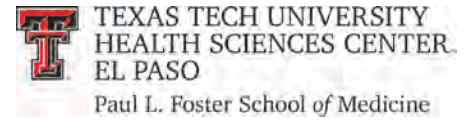
I understand that all of this information may seem overwhelming to you right now, but the Orientation and the introductory Summer Immersion course will help you with your transition into medical school. These will be great opportunities to get to know your classmates, explore El Paso and seek advice from upper class students.

Lastly, please feel free to contact me with any questions or concerns that you may have. I wholeheartedly welcome you to the Paul L. Foster School of Medicine and look forward to meeting you all soon. At the PLFSOM, you will find all of the tools, support and mentoring you need to be a successful physician.

Welcome to the Paul L. Foster School of Medicine family,

Kedzie Arrington

M.D. Candidate | Class of 2024 President | kedzie.arrington@ttuhsc.edu



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

Foster School of Medicine Incoming Class of 2025,

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**.

To take advantage of these opportunities, **you must be registered as a TMA-MSS member before arriving for orientation**. Thankfully, joining the TMA is free and once signed up you have no further obligations! You can join TMA online by visiting <https://www.texmed.org/Application/Student/>.

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 Alyssa.Greenwood.Francis@ttuhsc.edu. We look forward to seeing you on campus soon!

Sincerely,

Alyssa Greenwood Francis, Class of 2023, AMA/TMA Foster SOM Chapter President

TMA-MSS TMA Delegate Co-Chair, AMA-MSS Region 3 Alternate Delegate, AMA-MSS Committee on Legislation and Advocacy

Office of Occupational Health

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.

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.
- Meningococcal Vaccine: Documentation of vaccine (if age < 22)**
- Flu vaccine: when in season ~ Sept thru March.**

Questions regarding immunization status may be directed to:
Maria Ramirez at (915) 215-4429, maria.ramirez@ttuhsc.edu, or OmniMD Portal

Steps to register and upload immunization records through the OmniMD portal

IMPORTANT – please use Internet Explorer ONLY

To register: Go to the OmniMD Patient Portal Link: <https://ehr5.omnimd.com/Portal/3683/index.jsp>

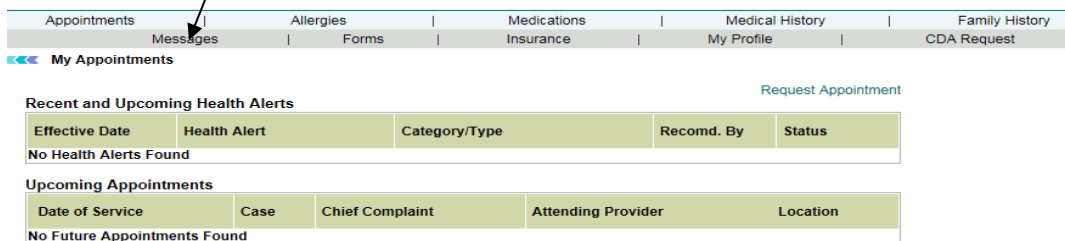
Click on the “New User Registration” link.



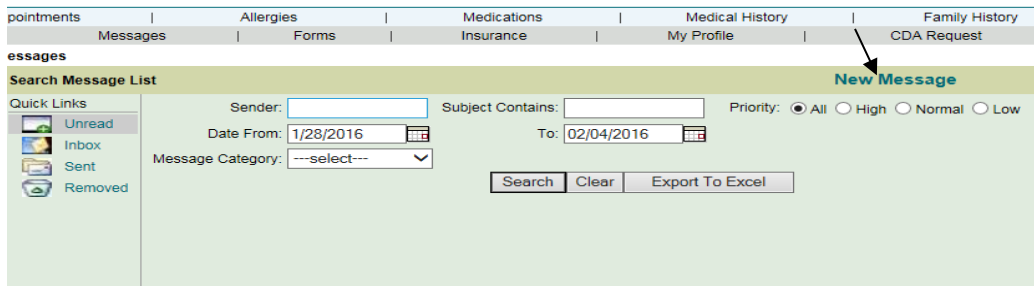
Once you register, the system will email you your login credentials. If you register on a weekend/holiday, your login credentials will be emailed on the next business day. If necessary, check your spam/junk mail folder. Login credentials are case sensitive; **DO NOT COPY AND PASTE**. If you don't receive your login credentials, please don't register again, call (915) 215-4429 or email maria.ramirez@ttuhsc.edu for assistance.

To upload documents:

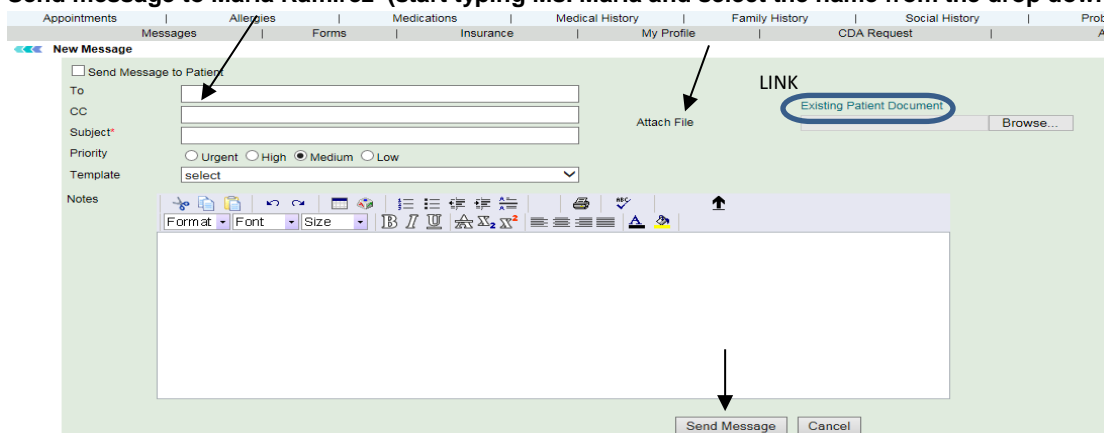
1. Click on “Messages”



2. Click on “New Message”



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



You can access your immunization records by clicking on the “Existing Patient Document” link.

IMPORTANT: Filename must not contain special characters, and attachments must not exceed 10 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 through the OmniMD portal or maria.ramirez@ttuhsc.edu.



Office of Student Affairs

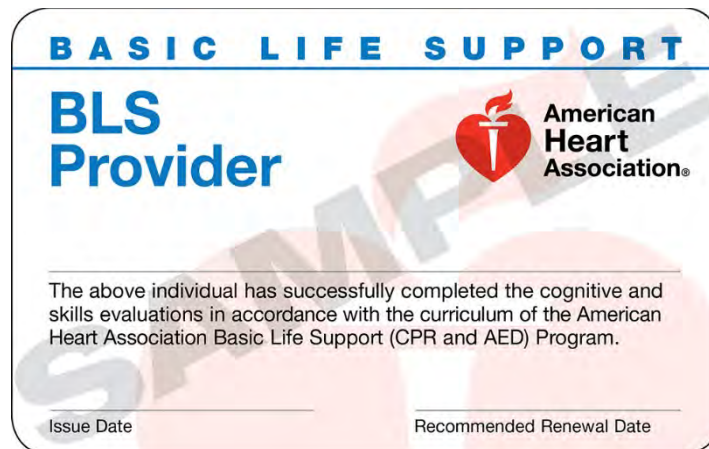
Below is a sample of a Basic Life Support (BLS) card for health care providers. The American Heart Association certification is valid for two years. Other agencies may issue certificates that are valid for only one year.

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 Cynthia Galvez at 915-215-5635 or cynthia.galvez@ttuhsc.edu.

[Course certification and a copy of the card must be submitted by May 28, 2021.](#)



Office of Student Services

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 Services 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. Hector Noriega, M.A., associate director of academic success and accessibility office, has expertise 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. Mr. Noriega is also available to 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 Mr. Noriega directly.

Hector Noriega, M.A.

hector.noriega@ttuhsc.edu, 915-215-6018, MSB II, 2C219

The following are a few examples of books you might find helpful:

“How to Excel in Medical School, 3rd Edition”

Author: Saks

J&S Publishing Company

ISBN: 1888308184

Description: Most medical students develop effective study methods through a trial-and-error process and get through school. But often it can be a slow and frustrating process. This book is intended to guide you and help you to develop the learning skills you will need. Learning and applying these strategies will help you to get to a good start in your basic science courses and ease your learning throughout medical school and in your career as a doctor. Includes basic skills as well as those focused towards the different subjects you will encounter in medical school.

“How to Study in Medical School”

Author: Kamyab

AuthorHouse Publishing

ISBN: 1434389308

Description: Provides a thorough and comprehensive method for studying the Basic Sciences in medical school and leaves no detail behind. Dr. Kamyab's unique system of studying is an effective study process that not only helps you understand the material and stay-up-to date, but also helps you retain the information for your medical school tests, your licensing examinations, your clinical rotations, and beyond. It is written by an author who has gone through the process, and knows how to study effectively and succeed in Medical School.

“Surviving Medical School”

Author: Coombs

Sage Publications

ISBN: 0761905294

Description: Offers an orientation to medical education and a resource for coping and succeeding in that environment. Examines expectations, emotions, and career doubt, and discusses physician fallibility, residency, and professional practice.

“Study Skills and Text-Taking Strategies for Medical Students: Find and Use Your Personal Learning Style, 2nd Edition”

Author: Shain

Springer Publications

ISBN: 038794396X

Description: Provides techniques that identify and apply the medical student's personal learning style to specific study skills and exam-taking strategies so that understanding, analysis, synthesis, and recall of information occur in a time-efficient manner.

“Success Types for Medical Students: A Program for Improving Academic Performance”

Author: Pelley

Extended Studies Publishing (can be downloaded for free at www.ttuhsu.edu/SOM/Success)

ISBN: 0966504909

Description: Provides a method of learning that will increase your chances of success in the first two years of the medical curriculum. It is different from other study guides because it contains both theory and practice. Its theoretical underpinnings are the psychological types that are identified by the Myers-Briggs Type Indicator® (MBTI®). But, rather than leave you to decide how to apply the theory, the book provides examples and exercises similar to those that you will see in the first semester of medical school.

“At Least You’ll Be Married to a Doctor”

Author: Paradis-Hagar

Outskirts Press

ISBN: 1432785419

Description: Pulling from her spouse's experiences with the medical training process as well as from her professional mental health background, Jordyn Paradis Hagar takes you on a step by step journey through the realities of managing an intimate relationship during medical school. She addresses both the med student's overwhelming reality as well as the unique and often overlooked experience of a med student's significant other. From adapting to the initial difficulties that medical school can produce in a relationship, through to the ultimate realization of a healthy and balanced relationship, "At Least You'll Be Married to a Doctor" describes in detail the process of creating and maintaining a healthy relationship during medical school.

“Study Without Stress: Mastering Medical Sciences”

Author: Kelman and Straker

Sage Publications

ISBN: 0761916792

Description: Written in an easy-to-read conversational style this book contains the keys to medical school academic survival, enabling students to manage their time and develop optimal study habits.

“The Med School Survival Guide: How to Make the Challenges of Med School Seem Like Small Stuff”

Author: Danek

Three Rivers Press

ISBN: 0609805959

Description: How do you turn the frustrations of med school into motivation? How do you remain focused on the things that made you go into medicine in the first place? How do you maintain your relationships with others and yourself? And more important, how do you use this education to become the best doctor you can be? This book advises readers on how to handle school, home, and the wards.

“Make It Stick: The Science of Successful Learning”

Author: Brown, Roediger III, and McDaniel

Harvard University Press

ISBN: 9780674729018

Description: Many common study habits and practice routines turn out to be counterproductive. Underlining and highlighting, rereading, cramming, and single-minded repetition of new skills create the illusion of mastery, but the gains fade quickly. More complex and durable learning comes from self-testing, introducing certain difficulties in practice, waiting to re-study new material until a little forgetting has set in, and interleaving the practice of one skill or topic with another. Speaking most urgently to students, teachers, trainers, and athletes, *Make It Stick* will appeal to all those interested in the challenge of lifelong learning and self-improvement.

“The Power of Habit: Why We Do What We Do in Life and Business”

Author: Duhigg

Random House Trade Paperback

ISBN: 9780812981605

Description: In *The Power of Habit*, Charles Duhigg takes us to the thrilling edge of scientific discoveries that explain why habits exist and how they can be changed. Distilling vast amounts of information into engrossing narratives that take us from the boardrooms of Procter and Gamble to the sidelines of the NFL to the front lines of the civil rights movement, Duhigg presents a whole new understanding of human nature and its potential. At its core, this book contains an exhilarating argument: The key to exercising regularly, losing weight, being more productive, and achieving success is understanding how habits work. By harnessing this science we can transform our education, businesses, communities and our lives.

*Although this book is not directed towards medical school, most students have to change their study habits and other success habits and this book gives a good understanding on how to do that.

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 preparation 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.ttuhschool.edu/som/studentaffairs/MSTC/default.aspx>

or by contacting Glenn Yri, Director for Student Success, at glenn.yri@ttuhschool.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:

Hector Noriega, M.A.

Associate Director of Academic Success and Accessibility Office

hector.noriega@ttuhsc.edu, 915-215-6018

Or visit our website: <https://elpaso.ttuhsc.edu/student-services/office-of-academic-and-disability-support-services/default.aspx>



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Paul L. Foster School of Medicine

Department of Medical Education

Dear Class of 2025:

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
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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

Information Packet

Financial Aid

2021-2022

Inside this packet:

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Paul L. Foster

School of Medicine



Estimated Financial Aid Student Budgets for 2021-2022

Resident	MS1	MS2	MS3	MS4
	First Year	Second Year	Third Year	Fourth Year
TUITION	\$ 16,752	\$ 16,752	\$ 16,752	\$ 16,752
FEES	\$ 4,538	\$ 4,538	\$ 4,538	\$ 4,538
BOOKS	\$ -	\$ -	\$ -	\$ -
TRANS	\$ 5,260	\$ 4,208	\$ 6,312	\$ 5,786
PER EXPS	\$ 8,800	\$ 7,040	\$ 10,560	\$ 9,680
RM/BOARD	\$ 14,350	\$ 11,480	\$ 17,220	\$ 15,785
OTHER-USMLE	\$ -	\$ 1,220	\$ 2,610	\$ 2,000
OTHER- EXTERNSHIPS	\$ -	\$ -	\$ -	\$ 3,000
Estimate Total Budget	\$ 49,700	\$ 45,238	\$ 57,992	\$ 57,541

Non Resident	MS1	MS2	MS3	MS4
	First Year	Second Year	Third Year	Fourth Year
TUITION	\$ 31,704	\$ 31,704	\$ 31,704	\$ 31,704
See above for other cost	\$ 32,948	\$ 28,486	\$ 41,240	\$ 40,789
Estimate Total Budget	\$ 64,652	\$ 60,190	\$ 72,944	\$ 72,493

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
- 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 interviews

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.
- Private loan programs can help bridge the financial gap between your expected costs and what you can fund through savings and financial aid. As with any educational loan, it is in your best interest to be conservative and only borrow what you absolutely need.



Remember, all student loans must be repaid.

Note: This information is subject to change without notice.



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.

Students must be enrolled at least half-time (5 semester hours for graduate/professional students) to be eligible for financial aid.

How Do I Apply For Financial Aid?

Complete a 2021-2022 FAFSA (Free Application for Federal Student Aid)

⇒Go to www.fafsa.gov and follow the instructions

⇒Obtain a FSA ID at fsaid.ed.gov.

⇒PLEASE NOTE: We are *Texas Tech University Health Sciences Center El Paso*

We are **NOT** Texas Tech University. **Our school code is: 042808.**



*Students completing a 2021-22 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 2021-22 FAFSA as early as October 1, 2020.

***The timely completion of your application improves your chance of receiving financial aid funds on time.**

Types of Financial Aid Loans

	Subsidized Loans	Unsubsidized Loans	Alternative Loans/ Graduate Plus Loans
Features and benefits	As of July 1, 2012, graduate/professional students are no longer eligible for subsidized loans.	No payments while you are in school. Interest-only payments available during school; otherwise, interest will be added to the principal loan balance.	No payments while you are in school. You may be able to apply without the need for a co-signer
Ho do I apply?		Contact your school. Fill out the FAFSA and submit it to your school.	Grad Plus Loan: Same process as for unsubsidized loans. Apply at studentloans.gov . Alternative Loan: Applications are available through private lenders. Students must meet lenders' credit requirements.
How much can I borrow?		Graduate/Professional \$20,500 per year. Health Professions: Unsubsidized loans are pro-rated based on length of academic year. Total Stafford aggregate limit: \$224,000.	Graduate/professional students: Cost of education minus financial aid. Program limits apply; see specific loan terms for details.
How much will it cost?		During in-school, grace period or deferment, interest rate is fixed at 4.30%.	Alternative loans: Interest rates vary by lender. Contact your lender for more information. Grad Plus loans: 5.30% fixed interest rate.
When must I begin repayment?	6 months after you graduate, leave school, or drop below half-time status. Residency forbearance options available upon request from servicer.	6 months after you graduate, leave school, or drop below half-time status. Residency forbearance options available upon request from servicer.	Alternative loan: Check with your lender. Grad Plus loan: No grace period. Loan enters repayment immediately after graduation. Residency forbearance options available upon request from servicer.
What else should I know?			Repayment incentives and additional interest rate reductions or credits may be available for alternative loans. Contact your lender for details.

Other Types of Financial Aid Programs

Military

Armed Forces Health Professions Scholarship Program

A Health Professions Scholarship from any of the military services provides 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

Army: www.goarmy.com/amedd/hpsp.jsp

Navy: 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/
FinAid Student Guide to Financial Aid	www.finaid.org
National Student Loan Data System	www.nsls.ed.gov
Texas Financial Aid Information	www.collegefortexans.com
Fastweb Scholarship Search	www.fastweb.com
Paso del Norte Health Foundation	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 underrepresented in Texas medical schools.
(<https://www.tmaloanfunds.com/Home/Template/9964>)

\$10,000 scholarship

DEADLINE: Thursday, March 25, 2021 by 4:00 p.m.

Contact the Office of Admissions at 915-215-4410

FINANCIAL AID OFFICE TIME LINE

October:

- The student completes their FAFSAs 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 fund-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.



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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

For 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
Ron Williams 915-215-6641
elp.financialaid@ttuhsc.edu**



Financing your Medical Education: First-Year Medical Students

Inside this Packet:

Know the Cost of Attendance	2
Manage Money Wisely	2
Financial Aid Process	2
Physician Salaries	3
Managing Finances during Medical School	3
Budgeting	3
Sample Budget Worksheet	4
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Know the Cost of Attendance for your Four Years of Medical School

Resident	MS1	MS2	MS3	MS4
	First Year	Second Year	Third Year	Fourth Year
TUITION	\$ 16,752	\$ 16,752	\$ 16,752	\$ 16,752
FEES	\$ 4,538	\$ 4,538	\$ 4,538	\$ 4,538
BOOKS	\$ -	\$ -	\$ -	\$ -
TRANS	\$ 5,260	\$ 4,208	\$ 6,312	\$ 5,786
PER EXPS	\$ 8,800	\$ 7,040	\$ 10,560	\$ 9,680
RM/BOARD	\$ 14,350	\$ 11,480	\$ 17,220	\$ 15,785
OTHER-USMLE	\$ -	\$ 1,220	\$ 2,610	\$ 2,000
OTHER- EXTERNSHIPS	\$ -	\$ -	\$ -	\$ 3,000
Estimate Total Budget	\$ 49,700	\$ 45,238	\$ 57,992	\$ 57,541
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	First Year	Second Year	Third Year	Fourth Year
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See above for other cost	\$ 32,948	\$ 28,486	\$ 41,240	\$ 40,789
Estimate Total Budget	\$ 64,652	\$ 60,190	\$ 72,944	\$ 72,493

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
Total	\$2,150
- 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 [AAMC.org/first](https://www.aamc.org/first).

Budgeting

Using TTUHSC El Paso's estimated cost of attendance as a budget can give you an idea of the maximum amount of money you can safely spend on living expenses for the upcoming year. Budgeting with your financial aid, as opposed to a typical work income, is a unique situation. Budgeting with the cost of attendance will give you an idea how much financial aid you will need for the year.

Remember, financial aid is disbursed in two increments during the academic aid year.

Budgeting your financial aid will also help you with the extra educational expenses, such as: Prep courses (\$2k-\$5k); first aid; Step 1/Step 2 Clinical Knowledge (CK) (\$605); the United States Medical Licensing Exam (USMLE), MS2 and MS3 (\$1,580); USMLE MSIV (\$5000); and fourth-year interview expenses, such as travel, transportation, hotels, and meals.

Loan periods vary as well throughout your four years of medical school; budgeting plays an important part in saving financial aid money for a whole 12 months. Saving money for after graduation is another great budgeting tip—you might not receive your pay from your residency right away.

Use the Budget Worksheet below to get a better picture of what you are spending on school costs and what you will have to live off of for the academic year. (For a more detailed budget worksheet, visit [aamc.org/first](https://www.aamc.org/first).)

BUDGET WORKSHEET – Medical Student

(1) TOTAL YOUR RESOURCES

Total financial aid award (grants and loans) for the year:	\$50,738
Savings you plan to use toward school expenses	\$0
All other expected financial resources (parents, grandparents, etc.)	\$0
Total resources	\$50,738

There are many items that might be payable in a lump sum, annually, semi-annually, quarterly, etc. Since they are not paid monthly, you can consider those costs into your budget and have discretionary funds to take care of miscellaneous items and/or other living expenses.

(2) TOTAL POSSIBLE LUMP SUM COSTS

Tuition and fees for the year	\$18,128
Estimated book and instrument costs for the year	
Health insurance (if you pay it yourself)	
Board exam fees (second and fourth years)	
Other	
Total lump sum fixed costs	\$18,128

(3) SUBTRACT TOTAL of (1) from (2) = \$32,610

By federal regulation, financial aid must be based on actual periods of enrollment; therefore, student funds need to be stretched over a 12-month period.

(4) DIVIDE RESULTS OF (C) BY 12 MONTHS:

\$32,610	*/*	12	=	\$2,717.50
Total available for living expenses		# of months to be covered		Estimated amount available per month

411 – Financial Aid and Payment Facts (2021-2022) (TTUHSC El Paso School 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 impact timing estimates and program eligibility.

Approximate Financial Aid/FAFSA Timeline:

- The 2021-2022 FAFSA can be submitted any time after Oct. 1.
 - Obtain a [FSA ID](#).
 - Go to www.FAFSA.ed.gov.
 - Use the IRS Data Retrieval Tool when completing the FAFSA.
 - Submit the 2021-22 FAFSA using school code **042808**.
- Information from your FAFSA will be uploaded into the HSC Financial Aid System.
- Check your TTUHSC email for a message directing you to the [Web Raider Portal](#) if you are missing any financial aid requirement(s).
- An email will be sent to your TTUHSC email directing you to the [Web Raider Portal](#) to view your award information.
- Accept financial aid award(s).
- See Accepting Financial Aid Offer for disbursement information.

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 a 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 [Web Raider Portal](#).
- 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 www.studentloans.gov.
 - Complete entrance counseling.
 - Sign a Master Promissory Note (if you are a new loan borrower).

NOTE: TTUHSC El Paso will receive this information electronically to complete the loan process.

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, remaining financial aid funds will be refunded by Student Business Services, 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.”

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 Hague for a \$10 copay. **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. You may find your own insurance or participate in the Academic Health Plan. All students enrolled in one or more credit hour(s) must furnish proof of personal health insurance or enroll online at ttuhscep.myahpcare.com. The Academic Health Plan is underwritten by Aetna Student Health. Visit the website listed above 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 if not covered by health insurance. Students are free to purchase health insurance from any health insurance provider. 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.



IT WELCOME PACKET

Greetings and Thank You for choosing Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso).

The mission of Texas Tech University Health Sciences Center at El Paso is to improve the lives of people in our state and our community by focusing on the unique health care needs of socially and culturally diverse border populations through excellence in integrated education, research, and patient care.

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 \(IT\) Department?](#)

The IT Department is the Institutional information resources support unit under the leadership of Chief Information Officer, Jerry Rodriguez. The IT Department consists of several IT areas which provide an array of support services in multiple specialties:

- The **Data Center and Network Operations** teams provide a cohesive technology base that is the critical foundation for the delivery of data, voice, and video services.

- The **Academic Technology** team is dedicated to support the effective integration of technology into all aspects of curriculum management systems, teaching, and learning.
- TTUHSC El Paso's **Information Security** section works to promote data integrity, confidentiality, 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 **Institutional Technology Services** team is dedicated to creating a technical environment that supports and enhances a clinical setting, instructional delivery, and student success. 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 supports audiovisual and technology initiatives across the campus. They are responsible for maintaining classroom equipment, distance learning, and digital signage.
- The **Information Technology Finance Business Operations Office** has been established to support the internal department's fiscal and administrative operations.

- The **Research IT** team supports the research committees and services provided within the Office of Research Resources, in addition to application development support for the pre- and post-award grant management process within the Office of Sponsored Programs.

Information Security

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.

IT Policies

IT policies and standards have been implemented to provide a common framework for adopting and deploying information technology resources within TTUHSC El Paso.

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.ttuhs.edu/it/policies/default.aspx>

IT Services Available

The IT Department provides many services to the students, faculty, and staff of the Institution. These services are:

IT Tech Desk

Tech Desk technicians are available to assist and guide you with technical or computer-related questions and concerns.

The El Paso Tech Desk line is available Monday through Friday from 7:00 am to 6:00 pm (MST)

Computer Support Service

Computer Support Service team is available for hardware and software consultation.

El Paso Campus

- Phone: (915) 215-4111 option 1
- E-mail: elp.helpdesk@ttuhsc.edu
- Web: <http://elpaso.ttuhs.edu/it/institutional-technology-services/default.aspx>
- Visit us at: MEB Building, 2nd floor, Room 2160 from 8:00am to 5:00pm.

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. This includes introductory and advanced web programming courses.

Use your eRaider account to log in and begin your free online IT training at www.cbt.ttu.edu

Dell Member Purchase 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>

Office 365

Students and educators at TTUHSC can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote.

<https://www.office.com/students>

Video Conferencing

Classroom Technology is the Institutional Team that provides assistance to Faculty, Staff, and students.

By assisting with the digital environment, this will link Faculty to their students and to professional content, resources, and systems to help them improve their own instruction and personalize learning.

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.

El Paso Campus

- Phone: (915) 215-4111 option 2
- E-mail: ELP_ClassroomTech@ttuhsc.edu
- Web:
<http://el Paso.ttuhsc.edu/it/institutional-technology-services/classroom-technology/default.aspx>
- Visit us at: MEB Building, 2nd floor, Room 2160.

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.

For more information regarding VPN, visit <https://ttuhscep.sysaidit.com/KBFAQTree.jsp?&menuFlag=ssp¬AddingIndexJSP=true#13>

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.

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.

<https://ttuhscep.account.box.com/login>

Training available:

<https://academic.elpaso.ttuhs.edu/acme/default.aspx?CourseKey=106cdb10-7883-4da6-b6fa-bb4bf4fa36e7>

How-To-Guide

Connect to Wireless Network

Select *HSC-AIR* under the wireless available networks and provide your eRaider credentials.

**Make sure to trust the certificate

Access Your Exchange Account on the Web via Outlook Web Access (OWA)

Outlook Web Access instructions are as follows:

Navigate to mail.ttuhs.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 Email Configuration

Select Microsoft Exchange or Corporate e-mail.

Enter the following information when you are prompted:

- **e-mail:** @ttuhsc.edu
- **Username:** eRaider username
- **Password:** eRaider password
- **Description:** TTUHSC or something else you would like to name the account
- **Domain:** ttuhsc Depending on your device this could be a separate field or it could combine your username, i.e. ttuhsc\Username
- **Server:** mail.ttuhs.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/>

Information Technology Department

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). 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 i5 or i7 or i9 or AMD Quad-core with 2.8ghz	Higher processor speed will provide better performance
Memory(RAM)	At least 8 GB of RAM	Higher system memory (RAM) will improve performance
Hard Drive	At least 320 GB	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 2.0 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	512 MB video RAM	
Operating System	Windows 10-64 bit version	For adequate security and compatibility, ensure that your laptop operating system is up-to-date.
Camera	Integrated webcam or any Logitech models	



	MAC OS	Information
Processor	Intel Core i5 or i7 or i9	Higher processor speed will provide better performance
Memory(RAM)	At least 8 GB of RAM	Higher system memory (RAM) will improve performance
Hard Drive	At least 128 GB	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 2.0 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	512 MB video RAM	
Operating System	MAC OS	For adequate security and compatibility, ensure that your MAC operating system is up-to-date.

Warranty & Encryption	<ul style="list-style-type: none"> • 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 Student Computer-based Assessment	<ol style="list-style-type: none"> 1. Recommended browsers: Internet Explorer (IE), 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

TTUHSC El Paso students are offered software at a discounted cost. Please visit the following link, login with your eRaider credentials and select **Software Download** for available programs.

<https://eraider.ttu.edu/>

- Office 365 by Microsoft
 - <https://www.microsoft.com/en-us/education/products/office?ms.officeurl=student>
- Expression Studio Web 4 Pro

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 87 and 88
- Firefox 84 and 85 (Extended Releases are not supported*)
- Edge 87 and 88
- Respondus Lockdown Browser (supporting the latest system requirements)
- Safari 13 and 14 (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.

Recommended Browsers for Learning Management System (Canvas)

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

- **Chrome** 78 and 79
- **Firefox** 71 and 72 (Extended Releases are not supported*)
- **Edge** 79
- **Respondus** Lockdown Browser
- **Safari** 12 and 13 (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.

For additional information regarding Canvas browser support information please visit <https://community.canvaslms.com/docs/DOC-10720>

Information Technology Department

Bring your Own Device:

All students, residents and staff using the testing centers in the Medical Education Building (MEB) will be required to provide their own personal computing devices. Therefore, all students must possess and maintain a laptop computer that meets the 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). 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 recommendations for student computer equipment

	Windows	Information
Processor	Intel Core i5 or i7 or i9	Higher processor speed will provide better performance
Memory(RAM)	At least 8 GB of RAM	Higher system memory (RAM) will improve performance
Hard Drive	At least 320 GB	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 2.0 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	512 MB video RAM	
Operating System	Windows 10	For adequate security and compatibility, ensure that your laptop operating system is up-to-date.



Warranty & Encryption	<ul style="list-style-type: none">• 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 Student Computer-based Assessment	<ol style="list-style-type: none">1. Recommended browsers: Internet Explorer (IE), Google Chrome or Firefox. <u>Do not</u> use browser beta versions, i.e. Opera or Brave.2. Students are responsible for maintaining and checking their personal computer exam settings <u>prior</u> to exam day.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 from obtaining a TTUHSC EP network connection.

Software

TTUHSC El Paso students are offered software at a discounted cost. Please visit the following link for information on purchasing software.

<https://hscweb.ttuhsce.edu/it/is/itsolutioncenter/media/>

- Office 365
- Microsoft Office 2016
- ChemDraw Pro
- Lync 2011 for Mac OS X
- Lync 2013 for Windows
- Movie Captioner
- Adobe Creative Cloud
- Expression Studio Web 4 Pro

Latest Windows Media Player

Adobe Reader: www.adobe.com/downloads/

Latest Adobe Flash Player: www.adobe.com/downloads/

Quick Time: www.apple.com/quicktime/download/

Silverlight: www.microsoft.com/silverlight/

Antivirus Software

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

Recommendations:

- <https://www.avast.com/>
- <https://www.avira.com/>
- <https://www.sophos.com>

Recommended Browsers for Learning Management System (Canvas)

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

- **Chrome** 78 and 79
- **Firefox** 71 and 72 (Extended Releases are not supported*)
- **Edge** 44 (Windows only)
- **Edge** 79
- **Respondus** Lockdown Browser
- **Safari** 12 and 13 (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.

For additional information regarding Canvas browser support information please visit <https://community.canvaslms.com/docs/DOC-10720>



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

PARKING REGISTRATION

INFORMATION FOR STUDENTS

Please register vehicle(s) on-line at: <https://ttuhsc.parkadmin.com/> (See following registration slides for assistance) If you have ADA requirements, you will need to bring a copy of your driver's license and a copy of your disability placard or vehicle registration. If you are a veteran with disabled plates you will need to register your vehicle, a copy of your vehicle registration will be required and no parking fee will need to be made.

A lump sum parking fee of **\$98.45** will apply to students for academic year 2021-2022.

Payment during orientation will need to be made as follows in order to obtain permit:

Method of payment accepted will be **money order or check** made payable to Texas Tech University Health Sciences Center or TTUHSC El Paso (see sample attached). Please use blue or black ink only.

Payment can be made before orientation at 5310 El Paso Drive, Monday thru Friday from 8 am to 4 pm.

Method accepted at office will be cash, credit card or check.

WELCOME TO THE ONLINE APPLICATION PROCESSING CENTRE for Parking Services

In order to apply online for Parking Permits, pay a Violation, Appeal Parking Tickets, or to access an Event Risk Management form you must first register a user profile.

To register for parking, please **Create Account** on-line at:
<https://ttuhsc.parkadmin.com>



Username or Email Address

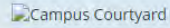
Password

[Forgotten username or password?](#)

or



Registration Form



Already Registered? [Click here](#) to login.

To register, please follow the registration process below.

1. Complete the Registration Form
Simply fill out the registration form below, review your information for accuracy, and click the Submit button.
2. Receive Confirmation Instructions
We will send you an email message with a link to activate your account and setup your password. If you have already completed Step 1 and would like us to resend the activation link, please [click here](#).
3. Confirm Your Registration
Once you have received your password, you can visit the [edit profile](#) page to change your password or profile information.

Personal Information

User Type: *

Username: *

Email Address: *

Salutation:

First Name: *

Middle Name:

Last Name: *

Local Mailing Address: *

City: *

State: *

Zip Code: *

Permanent Phone Number: *

Please include area code

Cell Phone Number:

Please include area code

Driver's License:

Location of Issuance:

Student Information

Campus Location:

Student ID: *

Same Address as Above:

Permanent Mailing Address:

City:

State

Zip Code

Permanent Phone Number:

Complete personal information, see notes for certain sections and submit registration upon completion.

TTUHSC El Paso

Traffic & Parking Office
5001 El Paso Dr.
El Paso, TX 79905
Telephone: (915) 215-4425 Fax: (915) 215-8830

Reminder

Registration Form

Confirm Registration Information

Please confirm your registration information below.

Personal Information

User Type:
Username:
Email Address: Email:
Salutation:
First Name:
Last Name:
Local Mailing Address:
City:
State :
Zip Code :
Permanent Phone Number:
Student ID:
Permanent Mailing Address:
City:
State
Zip Code
Permanent Phone Number:

Information entered will populate on this page.

- If everything is correct you will select **Confirm Registration**.
- If you need to make a change, select **Change Information** to edit

Change Information

Confirm Registration

TTUHSC El Paso

Traffic & Parking Office
5001 El Paso Dr.
El Paso, TX 79905
Telephone: (915) 215-4425 Fax: (915) 215-8830

Reminder

Upon confirming registration, you will receive an email regarding your confirmation and activation instructions

Registration Form

Registration Complete

A link to activate your account has been dispatched to the email provided. Once you have received this email, you can setup your password and visit the [Edit Profile](#) page to change any of the information you supplied during the registration process.

Note: If you do not receive an email within 2 hours, please check your junk mail folder.

Return to Home

EMAIL SAMPLE

From: <ParkingElp@ttuhsc.edu>
Date: Mon, Jan 14, 2019 at 11:43 AM
Subject: Parking Services: Account Activation
To: < >

Hello **Student Name**

You have completed the registration process. Please click [here](#) to activate your account and setup your password.

You may change your profile at the following location:

<https://ttuhsc.parkadmin.com>

WELCOME TO THE ONLINE APPLICATION PROCESSING CENTRE for Parking Services

In order to apply online for Parking Permits, pay a Violation, Appeal Parking Tickets, or to access an Event Risk Management form you must first register a user profile.

After completing activation, you will enter your User Name and Password at:
<https://ttuhsc.parkadmin.com>
Click Login



Username or Email Address

Password

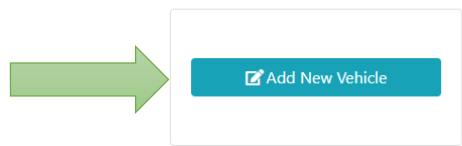
[Forgotten username or password?](#)

Login

or

Create Account Lookup your Ticket

Vehicles



Add New Vehicle

Plate:

Province:

Plate Type:

Make:

Vehicle Type:

Colour:

Year:



This will direct you to your profile page, where you will select the word **Vehicles** on the upper left hand side and click on **Add New Vehicle**
Enter your vehicle information and save changes.

Note:

- You may register two vehicles with no additional charge.
- If you are registering a vehicle with paper plates, enter paper plate number and upon receiving your new plates you may update them in your profile or you may contact the Parking Office at 915 215-4425 or via email at ParkingElp@ttuhsc.edu

After adding your vehicle(s), you may log out of the system. Permit will be distributed during orientation.

For assistance contact the
Traffic & Parking Office
at 915-215-4425/via email at
Parkingelp@ttuhsc.edu

PLEASE ONLY USE BLUE OR BLACK INK ON CHECKS/MONEY ORDERS

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

Check owner Name	5284
Address	Date Written
City, State Zip code	
<small>PAY TO THE ORDER OF</small> TTUHSCEP	\$ 98.45
Ninety-eight dollars & 45/100	DOLLARS
FOR parking permit	Signature
⑆22222222⑆ ⑆123 111 555⑆ 5284	



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
EL PASO

CAMPUS PARKING MAP



P1 West Patient - Black	P5 Reynolds Street - White Thin RFID	P9 Medical Center of the Americas (MCA) - Light Blue	P12 Val Verde Street - Mint
P2 Law and Contractor - HangTag	P6 Robert Brown Avenue - Green	P10 Texas Tech Research Academic Center (TTRAC) - Yellow	P13 El Paso County Coliseum - Tan
P3 East Patient - Black	P7 Medical Education Bldg (MEB) - Red	P11 MSB II Lot - Silver	P14 Tower Lot - Maroon
P4 Ladd Street - No Decal	P8 Academic Services Bldg II (ASBII) - Purple	P15 Miles Lot - MS3 & MS4 - Silver	

[Updated: 9-03-2019]