

Incoming Medical Student Master Checklist - Class of 2028

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Welcome!

Hello members of the Class of 2028,

We know we've been sending you bits and pieces regarding your fall semester, some of which include asks of you and various deadlines. We worked to compile a reference document compiling all tasks established thus far to help you track some of the more administrative tasks, as you prepare to make Larner your home.

All deadlines are for summer/fall 2024, unless noted otherwise.

PRO TIP: If you are accessing a linked PDF, we advise you to clear your cached images and files to ensure you are seeing the latest and greatest version of the provided resource. This applies to any linked PDF you access online, so we hope this is helpful long after your “adventures in the M1 Incoming Student Checklist.”

We cannot wait to welcome you home to the Larner College of Medicine on August 05!

Kind regards,
Your Orientation Planning Team

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Pre-Enrollment Tasks (REQUIRED)

To enroll at the Robert Larner, M.D. College of Medicine at the University of Vermont, all students must complete the matriculation requirements listed below using the interactive requirements checklist in the Application Portal (AMP).

All items are due no later than July 1. However, *it is strongly recommended* that you begin the immunization documentation as soon as possible because often additional actions are needed on your part before your status is considered in compliance. *Students admitted after July 1 must submit all requirements within 30 days of acceptance.*

Review the Immunization Requirements and Submit Proof of Immunization

Task Contact: [UVM Student Health Services](#)

[Via the Application Management Portal \(AMP\) pre-matriculation checklist feature](#)

We suggest you begin working on this ASAP.

Student Financial Services Matriculation Requirements:

Task Contact: [Medical Student Financial Services](#)

[Via the AMP Checklist](#)

Review the [Medical Student Financial Services \(MedSFS\) Matriculation Guide](#). In the document, links provided to:

Schedule a mandatory one-on-one entrance counseling session.

Complete brief survey to indicate specific topics you wish to cover in your counseling session.

Review and confirm review of Technical Standards for Admission, Advancement, and Graduation Policy

Task Contact: [Medical Student Services](#)

[Via the AMP Checklist](#)

Review LCOM Disability Insurance Policy, complete the Disability Insurance Beneficiary Designation/Change Form, and upload completed form to AMP-based checklist

Task Contact: [Medical Student Services](#)

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Send Official Transcripts to Medical Student Admissions

Task Contact: [Medical Student Admissions](#)

If any courses were incomplete when you submitted your application, send transcripts via your previous institution's registrar's office.

Review the [Medical Student Handbook](#) & Affirm ([via the AMP checklist](#)) that you agree to abide by the provisions in the [Medical Student Handbook](#), including the [Tenets of Professionalism](#), [Student Lockers Policy](#) and the [Student Honor Code](#).

Task Contact: [Medical Student Services](#)

Complete and submit your [health insurance enrollment or waiver form](#)

Task Contact: [UVM Student Insurance Office](#)

Students must complete the [insurance decision/waiver form](#) annually to declare their enrollment in SHIP or their decision to waive it for an equivalent insurance plan.

Review and update CONTACT INFORMATION in your [myUVM Portal](#)

Task Contact: [UVM Office of the Registrar](#)

Phone number, emergency contact information, and local/permanent addresses; continue to maintain this if/when any changes occur.

- And if applicable because you recently changed your legal name, submit a [Name Change Form](#) with the [UVM Registrar's Office](#). If this is applicable, please process as soon as possible. The earlier you complete this process prior to matriculation, the more convenient managing the change will be for you; the process is more involved once student user accounts are established in early-July of your matriculation year.

Review and update DIETARY and ADMISSIONS INFORMATION in your [OASIS Academic History](#) files.

Task Contact: [Liz Dohrman, Event Manager](#)

COMPLETION DEADLINE: Please update any dietary restrictions by July 14 for Orientation food orders to be placed accordingly.

OASIS serves as our Medical Student electronic Dietary restrictions and food allergies, hometown/state, previous degree(s)/institutions.

Review ACADEMIC HISTORY posted [to OASIS](#) for accuracy.

Task Contact: [Medical Student Services](#)

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Prior to Arrival for In-Person Curriculum (**REQUIRED**)

Intercultural Development Inventory (IDI)

(via the IDI Assessment platform)

Task Contact: [Krista Koeller, Program Specialist in the Office of Diversity, Equity, and Inclusion](#)

LAUNCH DATE: June 24

COMPLETION DEADLINE: August 01

The link for the IDI will be sent to your UVM email address and will come from idiadmin@idiassessment.com. Once you complete the inventory, you will be sent an email with your results and an invitation to complete the online debrief, which should be done before orientation. If you do not receive a link, please contact [Krista Koeller, Program Specialist in the Office of Diversity, Equity, and Inclusion](#).

Complete Mandatory Pre-Arrival Trainings

(Sent [via the VectorSolutions system](#); course invitation email to the training will be sent to your UVM email address)

LAUNCH DATE: June 26

COMPLETION DEADLINE: August 01

Task Contacts:

- **Diversity Inclusion & Belonging for Students:** [The Office of Diversity, Equity and Inclusion](#)
- **Sexual Assault Prevention for Graduate Students (SAPG):** [Medical Student Services Team](#)

Mandatory Pre-Arrival Training Modules:

- [Diversity Inclusion & Belonging for Students Finding Our Common Ground Pre-Work](#)
- [Part I of the Sexual Assault Prevention for Graduate \(SAPG\) Students](#)

On June 26, you will receive an email to your UVM account from Vector with a personalized link to get started (@uvm.edu email address). The link in the email will prompt you to create an account using netid@uvm.edu as the username and a VectorSolutions password of your choosing. If you lost the email or can't find it (it may land in your spam folder), you can still access the learning modules [via the UVM Vector Solutions sign-in platform](#) beginning June 26.

Completed in VectorSolutions (course enrollment will be in your dashboard).

If you have any issues accessing the courses or have technical questions, please reach out to [Vector Customer Care](#) and a representative will assist you directly.

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Read *Make It Stick*

Task Contact: [Curriculum Services](#)

LAUNCH DATE: Mid-July

COMPLETION DEADLINE: August 06

Before delving into the rich curriculum at the Larner College of Medicine, we want to take some time to talk about the science of learning. We believe it important to deliver content in a way that is enduring so that after studying the physiology of cells and systems, pathology and clinical experiences are more meaningful, ultimately impacting patient care positively. By mid-July, you will receive a copy of the book *Make It Stick: The Science of Successful Learning* in the mail.

Please read this text before Orientation begins. It is your first required independent learning material. You will be revisiting the research and recommendations of *Make It Stick* during an Orientation Team-Based Learning (TBL) session and throughout your first courses.

Upload Your Photo for Your UVM Student ID

Task Contact: [UVM CATcard Service Center](#)

COMPLETION DEADLINE: No later than noon EST, July 29 (Monday prior to Orientation Week) to ensure you receive your badge at Orientation Week registration.

CATcard is the official identification card for students, faculty, and staff at the University of Vermont. It provides access to CAT\$cratch, UVM's prepaid debit account; it functions for dining, library and fitness access; it can be programmed for door access, and it functions as a bus pass for the CCTA.

Sign up for a White Coat Try on/UVM Medical Center Badge ID Photo Slot

Task Contact: [Medical Communications](#)

COMPLETION DEADLINE: August 06, no later than Noon EST (Sunday prior to Orientation Week)

Students will select their white coat style and size during these sessions, scheduled during Orientation Week, will have their photos taken in a white coat and be recorded pronouncing their names. Photos will be used to help faculty get to know the Class of 2028 and will be used for UVM Medical Center Badges. Videos will be used to make sure names are pronounced correctly at events like White Coat and Commencement. A sign-up link will be sent out in late July.

Alternatively, students may stop by the Office of Medical Communications to try on and select their white coat, have their photo taken and be recorded saying their name the week prior to Orientation when picking up laptops. Additional information will be shared via email about days and times.

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Sign up for a Wellness Day Activity

Task Contact: [The Larner Curriculum Services Team](#)

LAUNCH DATE: Late July/first week of August.

COMPLETION DEADLINE: August 05 (no later than end-of-day, of Orientation Week - Day 1)

The Curriculum Team is working to finalize your [Professionalism, Communication, and Reflection \(PCR\) Course](#) groups. Half of the class meets on Tuesdays for PCR and the other half meets on Thursdays. Tuesday PCR students will be invited to sign-up for Tuesday Community Service Activities and Thursday Wellness Day activities, and Thursday PCR students will be invited to sign-up for Tuesday Wellness Day activities and Thursday community services activities. Keep your eye on your MED inboxes for the email from our Curriculum Services Team, inviting you to sign-up for a wellness activity!

Sign up for a Community Service Project

Task Contact: [Medical Student Council](#)

COMPLETION DEADLINE: August 05 (no later than end-of-day, of Orientation Week - Day 1)

Students will spend Tuesday or Thursday afternoon of Orientation Week volunteering in the greater Burlington Community. A link to sign up for projects will be shared via email and will correspond with the day students are scheduled for [Professionalism, Communication, and Reflection \(PCR\) Course](#).

Pick up your LCOM-provided laptop

Task Contact: Submit a help [Footprint](#)

The COM Technology Services (COMTS) Team will provide you with a new Surface Pro computer, with a keyboard and digital pen. This computer has been specifically chosen, and configured, to integrate with LCOM systems and curriculum. Please pick your computer up before the first day of Orientation. If you are participating in U-Moo, plan to pick up your computer before departing on Friday morning. Additional details will be emailed.

COMPLETION DEADLINE: If participating in U-Moo, by August 1st; if not, by August 2nd

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Prior to Arrival for In-person Curriculum (OPTIONAL)

Register for the Jumpstart VIC Course

Task Contact: [Stephen J. Everse, PhD, Jumpstart VIC Course Director](#)

COMPLETION DEADLINE: Registration will close on Wednesday, July 03

[JumpStart VIC](#) is a program designed to prepare incoming students for success in medical school. This program provides you with interactive opportunities to identify, and close, gaps in your basic science knowledge that is essential for success in our pre-clinical curriculum and which you had gained previously in your studies for the MCAT exam. It is also an opportunity for you to build a supportive community and identify strategies for success as you transition to medical school.

This will also give you the opportunity to meet some of your classmates and to ask the faculty and MS2's about anything related to your next four years in our area and medical school.

Everyone is strongly encouraged to engage with JumpStart VIC before Orientation begins!

Register for U-MOO!

Task Contacts: [Medical Student Services](#)

COMPLETION DEADLINE: Register no later than 8am EDT, August 01 to participate.

For more information and to register, check out the [UMOO webpage](#).

Welcome to the Larner College of Medicine! We know you are eager to begin your medical training. A great way to begin your medical school journey is with your fellow classmates and current students on an outdoor adventure! This student led excursion provides you with a fun outdoor retreat for all experience and comfort levels.

This optional pre-Orientation event is an outdoor experience open to all first-year students that will take place just prior to Orientation (Friday, August 02, 10:00AM to 1pm - Lunch Provided). Current students will be present to facilitate groups. There will be a wide range of activities including a light hike, bird watching, lawn games, and ample time to connect - all with an emphasis on FUN and WELLNESS.

This is a rain or shine event, so please plan accordingly with your attire. All are welcome, no outdoor experience necessary!

Complete the LCOM Connect Questionnaire (Larner Connect Program)

Task Contact: [Larner Medical Student Council](#)

COMPLETION DEADLINE: July 19, 2024

The LCOM Connect Program is brought to you by the Larner College of Medicine Student Council. It's a way to help incoming first years find answers to questions, connect with students who have "been there", start

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school with a friend and have someone on their team for their first year of medical school. The LCOM Connect Committee will pair you (the 'Connectee') with a member from the Class of 2027 (the 'Connector').

Shortly after the Class of 2028 orientation week, The LCOM Connect Committee will host a luncheon for the M1/M2 pairs, and during the school year, the M2 LCOM 'Connectors' will be on campus to help their M1 LCOM 'Connectee' navigate all the twists and turns of the M1 year. Many students become very close to their own M1 pair and Student Council hopes to continue the tradition for years to come.

This questionnaire assists us in making pairings for the coming year. We close the survey the third Friday, in July (July 19, 2024), to allow Student Council time to pair students.

Consider obtaining Parking Permits

Task Contact: [UVM Transportation and Parking Services](#)

COMPLETION DEADLINE: If you wish to have your car/park on campus, you must obtain a parking permit prior to arriving for in-person curriculum.

Permits are required to park on campus whether you are commuting or living on campus. Parking regulations are enforced 24 hours a day, seven days a week using a system of warnings, citations, and/or towing.

Complete Health History Form

Task Contact: [Student Health Services](#)

COMPLETION DEADLINE: Prior to being seen at the Center for Health & Wellbeing

All new incoming students should complete a "Health History Form" upon matriculation.

If you visit the [Student Health Services \(SHS\)](#) for immunizations, allergy injections, well visits, acute care visits, etc., this form will assist clinical staff in diagnosing and caring for you as a patient.

Access to the Larner Fitness Center

Task Contact: [Leigh Ann Holterman, Assistant Director of Medical Student Wellbeing, Medical Student Services](#)

COMPELTION DEADLINE: Must be completed to access the Larner Student Fitness Center

To get access to the Larner Student Fitness Center, you must read the guidelines, watch a safety video and sign a waiver. The link to complete this task will be sent to your medical school email address mid-summer (@med.uvm.edu), so please keep an eye out! Students cannot access the fitness center and showers prior to completing these items. Once you review the guidelines and training video, and complete the waiver, Medical Student Services will ensure your CatCard grants you access to the space. The Fitness Center is available to all Larner students 24/7.

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Please Complete the [AAMC Matriculating Student Questionnaire \(MSQ\)](#)

Task Contact: [The AAMC MSQ Team](#)

COMPLETION DEADLINE: Survey closes on September 15

Review/Update your additional Lived Personal Information in your [University Directory account](#)

Task Contact: [UVM TechTeam](#) (UVM Main Campus tech support)

Indicate [lived name and/or pronouns](#). For some applications, the lived name will immediately display. For others, there is a 24-hour waiting period before changes will appear in the system.

Consider contacting [UVM Student Accessibility Services \(SAS\)](#) – See the [Technical Standards for Admission, Advancement, and Graduation Policy](#) for more information

Task Contact: [Student Accessibility Services \(SAS\) @UVM](#)

Disability Services at UVM [Student Accessibility Services \(SAS\)](#) provides ADA Accommodations to students with documented disabilities. Please visit the Larner College of Medicine Medical Student Handbook [Policy 300.00 Technical Standards for Admission, Advancement, and Graduation](#), and [Policy 310.00 Support for Disabilities: Technical Standards Procedure for Students with Disabilities Seeking Accommodation](#) for more information on seeking reasonable accommodation.

Students seeking more information on eligibility and accommodations should complete the [Getting Started with SAS](#) online intake form or contact SAS by phone or email.

Students should contact SAS prior to arrival to ensure that eligibility for accommodations is determined and accommodations are in place prior to the start of medical school.

While we encourage you to explore this prior to arrival, you can do so at any time over the course of your medical education. Please do not hesitate to reach out to [Tim Moynihan, PhD, Director of Academic Support](#), with any questions.

Review the [Family Educational Rights and Privacy Act \(FERPA\)](#) (know your rights)

Task Contact: [UVM Registrar's Office](#) (802-656-2045)

Review the [Family Educational Rights and Privacy Act \(FERPA\)](#). *Know your rights. FERPA affords students certain rights with respect to their education records.* The Federal Higher Education Opportunity Act requires institutions to notify students of their rights under FERPA. Additionally, the Standards of the LCME reinforce this regulation. [UVM's FERPA Rights Disclosure Policy Statement](#).

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Post-Matriculation

Required During Orientation Week

Orientation Course Assignments Throughout the Week

On the Monday of Orientation, after a welcome from LCOM Deans, you begin your course with a technology set-up session. This will launch you into your course content and education tools. Course assignments are facilitated via our [VIC Portal](#) System (Blackboard-based), and you will receive guidance and support from our incredible [Curriculum Services Team](#) on how to complete all required assignments.

Optional During Orientation Week

Take a Campus Tour

Campus tours will be offered on Monday of Orientation – see your VIC calendar.

Task Contact: [Medical Communications](#)

Required After Orientation

Complete Orientation Evaluations (in Blue)

(Medical Student Handbook [Policy 550.00 – Evaluation of the Curriculum](#))

Task Contact: [Cara Simone \(she/her\), Evaluation and Research Specialist](#)

COMPLETION DEADLINE: Completion Deadline and instructions will be provided to you during your Orientation Course. You will fill out two evaluations: a faculty evaluation and a course evaluation. You will have **sixteen days** after the course ends to submit your final evaluations.

Acquire a valid driver's license & access to a car.

(See [Medical Student Handbook Policy 520.00 – Transportation to Training Sites](#) for more information)

Task Contact: [Medical Student Services](#)

COMPLETION DEADLINE: November 01

Students must have and maintain a valid driver's license and/or access to a car while enrolled as a UVM medical student. Travel to clinical sites is a requirement of the Larner College of Medicine curriculum. This is required in coursework that begins in the first months of enrollment.

Firmly establish those sea legs as a #uvmfuturedoc!

And do not hesitate to [reach out with any questions](#). We always here to help where and when we can!