

## **INFORMATION LETTER**

Date: November 2021

To: Students Entering Orthotics and Prosthetics and Physician Assistant Programs in 2022

From: School of Health Professions

On behalf of the administration, faculty, and staff of the School of Allied Health Sciences, it is my honor to welcome you to Baylor College of Medicine. We are anticipating your arrival for Orientation and Registration on Monday, June 20, 2022. Classes will begin on June 22, 2022.

Your enrollment will begin a partnership between you and our faculty that will lead to your completion of the Master of Science degree some two and one-half years from your matriculation date.

Please feel free to contact me if you have questions or concerns about our plans. I look forward to your being part of the “Baylor Family.”

Ashley Mullen, Ph.D., MSAT, CPO  
Interim Dean, School of Health Professions

### **New Student Information**

Congratulations and welcome! We are excited about your arrival here at the start of the new academic year on June 20, 2022. The information provided through this website will assist you in making the transition to being a student at Baylor College of Medicine.

### **New Student Registration**

The coronavirus has changed the way social gatherings are planned. The School of Health Professions would like to believe we will be able to meet on campus and hold an in-person orientation in June 2022. A Zoom orientation will be scheduled if that is not possible. All incoming health professions students are required to attend the New Student Registration and Orientation beginning Monday, June 20 at 8:00am. We will update you with orientation details as Baylor’s Coronavirus Incident Command Center makes decisions on campus and classroom capacity. Students should plan to be in the Houston area by June 20. Although some classes may remain online, Anatomy lab will be in-person and necessitate your being in Houston.

All students will be issued a BCM student ID. Please take a picture/headshot (head and shoulders only) of yourself against a white background and save it in a jpg format. Please email the jpg file to Diana Rangel at [diana.rangel@bcm.edu](mailto:diana.rangel@bcm.edu) by June 1, 2022.

### **Program-Specific Orientation**

Tuesday, June 21, 2022 is your second day of orientation activities devoted entirely to your program, either the Physician Assistant or Orthotics and Prosthetics Program.

### **Transportation/Parking**

On Monday, June 20, 2022, parking is available in Garages 4 and 6 (refer to campus map on accepted applicant webpage). Garage parking is \$13/day. You will be expected to bear this initial cost of parking. Additional information about parking and transportation will be provided during the first day of orientation.

Please read and follow the below sections carefully. Each paragraph contains information that needs to be addressed prior to matriculation.

### **Before You Arrive**

#### **Financial Aid**

Many financial aid opportunities are offered through the College. Financial Aid materials are available to you at <https://www.bcm.edu/education/financial-aid>. We will include \$2,000 in every first-year student's financial aid allocation to purchase a new computer or upgrade your current computer. If you already own a computer or can purchase a computer or an upgrade for less than \$2,000, you should decline all or part of your financial aid allocation so you borrow only what you actually need (\*see Smart Phone below). Be aware that half of your financial aid award is available in August and half in January. Be sure to read the Health Professions and Graduate Student Application [Instructions](#) before beginning your application packet.

#### **Veterans' Benefits**

The Office of the Registrar assists active duty military service members, veterans and their eligible dependents and spouses in obtaining their educational benefits and acts as a liaison to the regional VA office to process enrollment certifications. For more information, contact the [Office of the Registrar](#).

#### **Immunizations/Health Requirements**

The state of Texas requires all students in health care fields to be immunized against certain diseases before beginning study in their field. **Prior to matriculation, you are required to submit copies of your actual immunization records or actual lab tests indicating immunity.** A link to Occupational Health is provided on the accepted applicant webpage. Please note that students must have received a bacterial meningitis vaccination dose or booster in the last five years (not applicable to students 22 years of age or older). **All students must have complete records on file in Occupational Health by the end of May 2022.** Failure to do so may affect your ability to matriculate.

#### **Final Transcript**

A copy of all your college/university final transcripts is required for our records. For students completing courses and/or degrees in the Spring 2022 semester, it is essential that you arrange to have a copy of your final transcript sent to the PA Program office immediately following your graduation or the end of the semester. Inform your institution that the mailing address is One Baylor Plaza, MailStop BCM115, Houston TX, 77030.

#### **Name Changes**

Name changes will need to go through the Registrar's Office after matriculation is completed. The Registrar cannot process the change until the student officially matriculates. The name change request form can be found at <https://www.bcm.edu/sites/default/files/2018/36/name-change-request.pdf>.

#### **Basic Life Support/CPR Certification**

Prior to matriculation, you must have completed a course leading to certification that follows either the American Heart Association or American Red Cross guidelines. Online courses without practical experience are not acceptable. Current BLS certification must be through June 2023 or later. PA students are REQUIRED to bring a copy of your card to the PA Program orientation.

### Compliance Training

You will be required to complete online training modules before your matriculation date of June 20, 2022. These modules have to do with HIPAA, BCM Social Media Policy, Confidentiality Policy, and other compliance issues. An email will be sent to you one month prior to matriculation with links to the training. Your BCM username and password will also be provided in the email.

### Tuition and Fees

New students pay one-half of their tuition along with fees (Education Resource Center, Educational IT, Facility, Student Activities and Malpractice Insurance, and Health Insurance) before September 1, 2022. The remaining one half of these fees will be due on February 1, 2023. The international student (F-1 Visa), Yearbook, Matriculation, Lab Materials, Documentation, Curriculum Materials, and Research fees are to be paid in full on September 1, 2022. Student Account Services Office processes your tuition and fee payments.

|   | Payment #1<br>Due September 1, 2022 | Payment #2<br>Due February 1, 2023 | Total for Year 1 |
|---|-------------------------------------|------------------------------------|------------------|
| <b>Tuition</b>  | \$16,015                            | \$16,015                           | \$32,030         |
| <b>Fees</b>   |                                     |                                    |                  |
| <i>Foreign students only<br/>International (F-1 Visa)</i> | 75                                  | 0                                  | 75               |
| <i>Foreign students only<br/>International (F-1 Visa)</i> | 100                                 | 0                                  | 100              |
| BCLS/ACLS   | 0                                   | 250                                | 250              |
| Curriculum Materials                                      | 758                                 | 758                                | 1,516            |
| Lab Materials   | 56                                  | 0                                  | 56               |
| Malpractice   | 6                                   | 6                                  | 12               |
| Matriculation   | 200                                 | 0                                  | 200              |
| Health Insurance (student only)                           | *2,804                              | *2,804                             | *5,608           |
| Yearbook  | 51                                  | 0                                  | 51               |
| Educational IT  | 120                                 | 120                                | 240              |
| Academic Success Center Fee                               | 75                                  | 75                                 | 150              |
| Facility  | 2,400                               | 2,400                              | 4,800            |
| Documentation   | 100                                 | 0                                  | 100              |
| Student Activities  | 20                                  | 20                                 | 40               |
| Student Services Fee                                      | 38                                  | 0                                  | 38               |
| Research Fees   | 25                                  | 25                                 | 50               |
| <b>Total</b>  | <b>\$22,843</b>                     | <b>\$22,473</b>                    | <b>\$45,316</b>  |

\*Rates are subject to change.

The cost for curriculum materials reflected in the above table includes the cost of required equipment for performing physical examinations. The PA Program purchases the equipment for you and distributes it to you on the second day of orientation.

### Health Insurance (includes comprehensive dental)

Every BCM student is automatically enrolled in the health care program for students each academic year. The Student Account Services Offices adds the premium charges to each student's account as of July 1. Health Insurance is billed to you every 6 months. You can choose to include your spouse and/or child for an additional fee. ***Students also have the option to waive coverage if you have insurance through another health plan.*** The program will be explained in more detail at new student orientation and waivers for coverage will be provided at that time.

|  | Monthly Premiums |
|--|------------------|
| Student Only   | *\$467.25        |
| Spouse Only (would be added to Student Only amount)          | *\$467.25        |
| One Child (would be added to Student Only amount)            | *\$446.34        |
| Two or More Children (would be added to Student Only amount) | *\$892.68        |

\*Rates are subject to change.

**Contact Information**

Physician Assistant Program (713) 798-3663  
 Orthotics and Prosthetics Program (713) 798-3098  
 Registrar's Office (713) 798-7766  
 Health Professions Administration (713) 798-4613

Please let us know if we can provide further assistance to you. See you soon!

## Minimum Computer Requirements – 2021-2022

All incoming learners and/or any current learner replacing a laptop at BCM are required to have a laptop computer commencing August 2020. In addition to testing, the laptops will prove useful in accessing Baylor College of Medicine’s resources, the TMC Library, digital recordings of lectures and other instructional resources. The classes that you take at BCM are paperless; therefore, you must have a computer to access class materials including course notes, presentations and classroom recordings. In addition, most exams at BCM are administered over wireless networks at the College. Many learners use both a laptop and a tablet – the laptop for note-taking and the tablet for study on the go.

Most laptops purchased in the last three years will be more than adequate for the exam testing applications with the possible exception of adequate RAM. It is recommended that consideration be given to upgrading the computer’s RAM to at least 8 GB.

The campus has no preference for a particular computer manufacturer provided the computer supports either the Windows or Macintosh operating systems. Learners at Baylor College of Medicine are required to provide their own laptops for these examinations. Please do not buy a Chrome Netbook because it will NOT work for your wireless exams

The minimum technical requirements of the laptop (*current as of Jan 2021*) are as follows:

|   | Windows Based Specifications  | MacOS Based Specifications            |
|---|---|---------------------------------------|
| Operating System  | <b>Windows 10, or higher</b><br>certified for use are 1909, 2004, and 20H2  | <b>MacOS 11.0 (Big Sur) or higher</b> |
| Processor   | <b>Intel Core i5 or equivalent</b><br><b>8 GB of RAM, 250 Gb hard drive (SSD Recommended)</b>   |                                       |
| Camera/Webcam & Mic   | <b>A USB webcam or integrated camera &amp; mic are required for online learning</b>   |                                       |
| Screen Size   | <b>No smaller than 13”</b><br><b>1024x768 minimum resolution with 32-bit color</b>  |                                       |
| Wireless Capabilities   | <b>Compatible with 802.11 a/g/n</b><br><br><i>The Baylor Enterprise Wireless Network requires the use of the Cisco PEAP protocol for authentication and encryption. Wireless access is now achieved by the proper configuration of the Wi-Fi utility included in Windows &amp; Apple operating systems.</i> |                                       |
| Applications  | <b>Microsoft O365</b><br><br><i>Once you officially become a BCM Learner you will qualify for a number of discount programs. These will be presented to you at orientation from IT in your first week on campus.</i>  |                                       |
| Peripherals   | <b>LAN Dongle if you do not have a full-size network socket</b><br><b>A working USB port (Newer devices may require an adaptor)</b>   |                                       |
| Web Browser   | <i>Mozilla Firefox or Google Chrome</i>   |                                       |
| Apple iPad  | <i>iPadOS 14 or higher and must not be Jailbroken</i><br><i>Hardware recommendations = iPad 5+, iPad Air + and iPad Pro</i><br><i>*iPads are supported in course exams, but NOT exams taken with ExamMonitor</i><br><i>Are NOT intended to take the place of a laptop.</i>                                  |                                       |
| <b>Netbooks &amp; Chromebooks are <u>NOT</u> supported for online exams</b><br><b>*Refer to each individual school’s policy about these devices*</b><br><br><i>Microsoft Surface devices - Surface Pro, Surface Books, and Surface Laptops are supported</i><br><i>(Non-Pro Surface devices are NOT supported for any College in the Institution)</i> |   |                                       |

The most current Minimum Computer Requirements can always be found on the Student Ed-Tech page.  
<https://www.bcm.edu/education/academic-faculty-affairs/student-services/academic-success-center/studenttrainee-tech-resources>

**If you need to purchase a new laptop...**

We include in every first-year student's financial aid allocation \$2,000, which can be used to purchase a new laptop computer. If you already own a computer or can purchase a computer or an upgrade for less than \$2,000, you should decline all or part of your financial aid allocation so you borrow only what you actually need. Be aware that half of your financial aid award is available in August and half in January.

**A word about mobile devices...**

Tablets and smartphones are amazingly useful learning tools, although they are not a replacement for a laptop computer. Many of the on-line educational resources available at BCM and elsewhere are accessible via these mobile devices.

**Remote Internet Access**

A high-speed internet connection (cable modem, fiber or DSL) is required of all learners to access BCM curriculum resources off-campus.

Many course materials, including streaming video files, are accessible through the College's electronic course support system and Blackboard. Streaming video does not display over a dial-up line. Many course materials contain images that download more quickly and efficiently over a high-speed connection. Please carefully explore your ISP solution. No matter which one you choose, we strongly suggest that you look closely at their reputation for reliability and customer support (not just price).

**School of Medicine NBME Exams**

Netbooks, Tablets & Chromebooks are not supported on licensure exams. These requirements are based upon our experience with National Board of Medical Examiners online examinations that we now administer. Laptops with lower capability are also not suitable.

**For further technical information or questions, please contact:**

Education Technology at [ed-tech@bcm.edu](mailto:ed-tech@bcm.edu)