



STRITCH SCHOOL  
*of* MEDICINE

June 2013

Dear Accepted Student,

On behalf of the faculty, students and administrators at Loyola Stritch School of Medicine, I congratulate you on the many accomplishments that have led to your acceptance. We are confident you will receive an excellent medical education at the Stritch School of Medicine, and we look forward to you joining us as members of the Class of 2017 on Monday, July 29, 2013.

The information that follows this letter should be helpful as you make arrangements to begin your medical education. It is important that you review the information carefully, as you are responsible for all deadlines and requirements. Also, you will find the Acknowledgement Form and other pre-matriculation information which we ask you to email back to us within the next two weeks.

I must remind you the offer of acceptance which you received was made with the provision that you complete all requirements for admission, while maintaining the scholastic standing evidenced by the credentials now in your file. Students enrolled in degree-granting programs are expected to complete their degrees prior to matriculation. If you have any questions concerning these matters, please contact me for clarification.

Thank you,

Adrian Jones, J.D.  
Assistant Dean for Admissions and Recruitment

## **ORIENTATION WEEK**

The Stritch School of Medicine First Year Orientation Program is a week long program that will help you acclimate to the medical school setting, meet new classmates, and begin to prepare for the rigors of a medical education. Orientation will begin on Monday, July 29, 2013. Further information can be found in the Orientation Schedule link.

## **ADMINISTRATIVE PERSONNEL AND TELEPHONE NUMBERS (AREA CODE 708)**

|                          |                         |          |
|--------------------------|-------------------------|----------|
| Admissions Office:       | Adrian Jones, J.D.      | 216-3229 |
|                          | Viviana Martinez, M.Ed. | 216-3229 |
|                          | Judy Porod              | 216-3240 |
| Educational Affairs:     | Gregory Gruener, M.D.   | 216-8780 |
|                          | Patricia McNally, Ed.D. | 216-4998 |
| Financial Aid:           | Lynn Wawrzyniak, MBA    | 216-3227 |
| Bursar:                  | Haydee Nauert, M.S.     | 216-3228 |
| Registration & Records:  | Mary Van Houten, MBA    | 216-5291 |
|                          | Julie Steinecker        | 216-3222 |
| Student Affairs:         | James Mendez, Ph.D.     | 216-8140 |
|                          | Beth Sonntag, M.Ad.Ed.  | 216-8140 |
|                          | Michael Lambesis, M.Ed. | 216-3220 |
|                          | Kyra Calhoun, M.Ed.     | 216-8640 |
| Student Health Services: | Mary Gewargis, APN      | 216-2458 |

## **PROOF OF CITIZENSHIP**

As of March 2013, Loyola University Chicago Stritch School of Medicine has changed its residency requirements to include U.S. Citizens, Permanent Residents and those applicants that are eligible under the Deferred Action for Childhood Arrival (DACA). This change will go into effect for those applicants who are applying for the entering class of 2014 and will not affect those who are currently in the entering class of 2013.

As part of registration during Orientation, you will need to provide proof of US citizenship or permanent resident status. Please remember to bring this documentation with you to Orientation on Monday, July 29th.

### **US Citizen:**

1. Your **current** U.S. Passport **or**
2. Your state-issued driver's license or other state-issued ID which has a photo and descriptive information about you **AND**  
either Social Security Card or original/certified copy of your birth certificate.

If you are a naturalized U.S. Citizen, please also bring this documentation.

### Non-US Citizen:

Your Permanent Resident Card with your current passport.

The above documentation is required in order to begin medical school so please do not forget to bring it with you on Monday, July 29th. Your documentation will be recorded as you go through the registration portion of Orientation.

### TRANSCRIPTS

**PRIOR TO REGISTRATION, PLEASE ARRANGE TO HAVE AN OFFICIAL FINAL TRANSCRIPT SENT FROM EACH UNDERGRADUATE AND GRADUATE SCHOOL YOU HAVE ATTENDED TO THE STRITCH SCHOOL OF MEDICINE, OFFICE OF ADMISSIONS (Building 120, Room 200).** An official final transcript is one that is sent directly from the Registrar. It shows the completion of all course work and a confirmation date if a degree has been earned. The transcripts you had sent to AMCAS for your initial application will not satisfy this requirement. If you do not have complete, official transcripts on file at the Stritch School of Medicine by Monday, July 29, 2013, you may not be permitted to register.

*Since Loyola has an early starting date, we realize that a complete transcript or one showing the granting of a degree may not be available by July 29, 2013. If this is the case, you must request that your college Registrar send written verification to the Admissions Office by July 29, 2013, stating that your degree has been earned. The letter from the Registrar must also specify the date when the official transcript will be forwarded. If you anticipate requesting such a letter, you should allow your Registrar sufficient time to prepare it.*

### TUITION AND FEE PAYMENT

| TUITION AND FEE PAYMENT SCHEDULE 2013 - 2014 |              |                      |                |
|--|--------------|----------------------|----------------|
| 1ST YEAR STUDENTS                            |              |                      |                |
|  | 1st Semester | 2nd Semester         | Total for Year |
| Tuition                                      | 24,100       | 24,100               | 48,200         |
| Activity Fee                                 | 50           | 50                   | 100            |
| Student Health Service                       | 150          | 150                  | 300            |
| Hospitalization Insurance estimated          | 1,870        |                      | 1,870          |
| Health & Fitness Center                      | 148          | 148                  | 296            |
| Computer Fees                                | 100          | 100                  | 200            |
| Disability Insurance                         | 222          | *Estimated to age 25 | 222            |
| Medical Equipment                            | 691          |                      | 691            |
| Totals                                       | 27,331       | 24,548               | 51,879         |

By now you should have received a notification about your new LOCUS Universal ID and Password. Your assigned LOCUS Universal ID is created with the first letter of your first name and your last name. For example, John Student would be *jstudent*. If you have not received this information yet or if you require additional technical assistance, or help changing your password, please contact the University Help Desk at (773) 508-7190 during regular business hours.

You can access your Student Financial information by logging into LOCUS through the link [www.luc.edu/locus](http://www.luc.edu/locus) . After signing into LOCUS using the LOCUS Universal ID and password, choose the menu option “Campus Finances” to view the following selections:

## DIRECT DEPOSIT

Loyola University Chicago Stritch School of Medicine requires the **DIRECT DEPOSIT** method for all student refunds. Refunds from Loyola-Stritch are electronically deposited into your checking or savings account within 3 days of being processed by the SSOM Office of the Bursar.

### Creating your “Refund Direct Deposit Profile” in LOCUS

1. If you have applied for financial aid (and you are expecting a refund), you will need to access your account in LOCUS and create your “Refund Direct Deposit Profile”. Select this option under the “Campus Finances” menu and click on Add Account. Complete the required fields on the form electronically, sign the Agreement and save.
2. If you have not applied for financial aid, we still encourage you to complete your “Refund Direct Deposit Profile” in LOCUS in case your situation changes and you qualify for a refund. Select this option under the “Campus Finances” menu and click on Add Account. Complete the required fields on the form electronically, sign the Agreement and save.

## ELECTRONIC BILLING

**Your first e-Bill will be sent on July 15<sup>th</sup> and your tuition and fees are due on August 5th.** The e-Bill is a snapshot in time of how an individual student’s financial account appears on the day it is generated. The “*amount due*” may change as activity takes place in your account. Please, view the “Account Summary” under “Campus Finances” for an up-to-date balance. *A negative due balance indicates that money is owed to the student. A positive amount due balance indicates the amount owed to the University. Loyola University reserves the right to assess a late payment fee of 1.5% of the past due balance on the student’s account.*

### Access Your e-Bill

1. Login to your LOCUS account at: [www.luc.edu/locus](http://www.luc.edu/locus).
2. Click on **Campus Finances**.
3. Click on **View e-Bill(s)** to view the Student e-Bill History page.
4. Click on **View Detail** next to any of the months listed to view that month's e-Bill.

**Remember:** Your e-Bill is a snapshot of your account on the day we generate the statement. Initial e-Bill statements for a term will include charges and anticipated financial assistance as of the invoice date. Any charges not covered by anticipated financial assistance are due by the tuition due date for each specific bill. Balance forward statements will be created if your account still shows a non-zero balance. It will reflect all account activity since the prior month billing statement and the balance forward from the previous statement. The Account Summary in LOCUS is the place to find the real-time status of your account.

### View Your Account Summary

To access a real-time view of your financial account, follow these steps:

1. Login to your LOCUS account at: [www.luc.edu/locus](http://www.luc.edu/locus).
2. Click on **Campus Finances**.
3. Click on **Account Summary by Term**.

The first line, Balance for All Accounts, displays the current balance of your Loyola student account. Below that line is the breakdown of the balance for each individual term. Specific payments and charges can be located by clicking on the term name.

### **Make a Payment**

Once you have received your e-Bill you can make a payment at any time in LOCUS by e-check or credit card. Links to the Make A Payment pages can be found directly from the Campus Finances menu and the Student e-Bill History page, as well as from the e-Bill itself. To Make a Payment, start the payment wizard by first choosing one of the Pay by Methods that are available, e-Check or Credit Card. Follow the on-screen instructions to complete the payment process.

### **Parent and Guest Access**

Students can set up proxy access to their financial accounts for parents and other guests with the following steps:

1. Login to your LOCUS account at: [www.luc.edu/locus](http://www.luc.edu/locus)
2. Click on **Campus Finances**.
3. Click on **View Parent/Guest**.
4. Click on **Add Parent/Guest**.
5. Click the '**I accept**' button on the consent form.
6. For each parent or guest, enter the person's last and first name, e-mail address and assign a password. (You may assign the same password to all those who receive proxy; or assign a different password for each.) The password is case-sensitive and must be at least 8 characters in length. It must include at least 2 numeric and at least 2 alpha characters. The university will assign each proxy with a Universal ID, which will be sent to each via the e-mail addresses you provided.  
\*YOU are the only person who has the password(s) for those who have Parent/Guest Access, and you will need to communicate this information to them. Make certain you let them know when you have set them up with access and provide them with their password(s).
7. Check off all three of the boxes labeled **Account Summary, e-Bill, and Financial Aid**. **If you check off the View 1098T box, please note that this will not be effective until February 2014 for the 2013 tax year information.**
8. Click **Save**.

Note that proxy access DOES NOT provide access to your grades, student judicial affairs, income or personal information.

### **START-UP EXPENSES**

Most students should anticipate between \$2,500 and \$3,000 in preliminary expenses as you begin medical school. These expenses will include security deposits for apartments and utilities, the first month's rent, school books and supplies, food and other personal needs. If you have a family, these expenses will be larger. If your financial aid is received by the Department of Education, your refund for living expenses will be available during the week of August 5th. Therefore, you should be prepared to meet your initial expenses with your own money.

New students without local bank accounts should have between \$800 and \$900 in cash, traveler's checks, money orders, or access to ATM's to cover their personal expenses during the first weeks of medical school. It is almost impossible to cash personal checks from non-Illinois banks in local stores. Local banks will not cash your checks until you have established an account and the processing period for out-of-state checks have passed. During the first weeks of school please be prepared to have money available for your use at times when the banks are closed.

During the week of orientation, there will be expenses for any immunizations or titers you might need as well as for any of the optional social events the M2's are planning.

## **PHOTOGRAPHS**

Photographs are required for completion of your permanent medical school file. Four (4) photographs must be sent to the Admissions Office (Building 120, Room 200) **no later than Monday, July 1, 2013.** The photographs will be used on various registration forms and for other paperwork including National Boards Certifications throughout your four years at Loyola. They must be:

- \* Front pose only; head and shoulders
- \* **2" x 2"** color or black and white
- \* Professional quality; automatic machine photographs will not be accepted; passport photographs are acceptable
- \* Please **PRINT YOUR NAME** on the back of each photograph (ballpoint pen preferred so ink doesn't bleed onto other photos)

## **LABORATORY INSTRUCTION IN THE STRITCH SCHOOL OF MEDICINE**

Our basic science departments want you to be aware that students in the Stritch School of Medicine, like students in most medical schools, are required to participate in laboratory educational programs involving cadaver dissection, autopsy and gross pathology and microscopic studies of normal and pathological tissues. If, due to strong personal convictions, you feel you cannot take part in these procedures, you should give serious consideration to another medical education program that might be more suitable to your professional development.

## **THE MEDICAL STUDENT UNION**

The Medical Student Union (MSU) is the student government of the medical student body. Through the MSU, students can take part in various service opportunities throughout the Chicago land area and participate on standing committees at the Stritch School of Medicine and the Medical Center. The MSU provides a voice for medical student opinions to the faculty and administration, deals with medical student issues on a local and national level, and sponsors social events such as the St. Luke's Day Dinner Dance and the Spring Formal. All medical students are welcome to participate in MSU activities.

**TRANSCRIPT INVENTORY FORM  
ENTERING CLASS OF 2013**

**Name:** \_\_\_\_\_

**AMCAS ID:** \_\_\_\_\_

Please print chronologically every college, university or professional school you have attended. This includes junior colleges and summer session attendance. Note the dates of enrollment and any degree(s) awarded. If a degree in progress has not been received, note the expected date of conferral.

| College Name<br>City & State | Dates Enrolled<br>Mo./Yr. to Mo./Yr. | Degree Conferred<br>(B.A., M.S., etc.) | Degree Date<br>Granted/Expected |
|------------------------------|--------------------------------------|--|---------------------------------|
|                              |                                      |  |                                 |
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|                              |                                      |  |                                 |

**PLEASE RETURN THIS FORM TO [SSOM-ADMISSIONS@LUMC.EDU](mailto:ssom-admissions@lumc.edu)  
WITHIN TWO WEEKS OF RECEIVING THE PRE-MATRICULATION  
& ORIENTATION WEBSITE INFORMATION.**

## **ACKNOWLEDGEMENT FORM - 2013**

### **LOYOLA UNIVERSITY CHICAGO STRITCH SCHOOL OF MEDICINE**

By typing my full name and AMCAS ID# below and submitting this form electronically, I acknowledge receipt of the "Pre-matriculation Information" and realize I am responsible for all information including deadlines contained in the "Pre-Matriculation and Orientation Information" website.

|                                 |                   |
|---------------------------------|-------------------|
| <b>NAME (First &amp; Last):</b> | <b>AMCAS ID#:</b> |
|---------------------------------|-------------------|

If your address and telephone number(s) have changed since your interview day, please complete the information below.

|                          |                  |
|--------------------------|------------------|
| <b>ADDRESS:</b>          |                  |
| <b>CITY &amp; STATE:</b> | <b>ZIP CODE:</b> |
| <b>DAYTIME PHONE:</b>    |                  |
| <b>CELL PHONE:</b>       |                  |
| <b>EVENING PHONE:</b>    |                  |
| <b>EMAIL ADDRESS:</b>    |                  |

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