



STUDENT HANDBOOK

2009-2010

PROGRAM OVERVIEW

The Post-Baccalaureate Pre-Medical (PBPM) program is tailored to college graduates who wish to pursue full-time pre-requisite science coursework necessary to be eligible for admission to medical school. Approved in 2006 by the Board of Visitors of the University of Virginia, the one-year PBPM program makes it possible for students who have a bachelor's degree and few, if any, previously taken biology, physics, chemistry, and organic chemistry courses to complete the science curriculum required for entrance into medical school. The program is designed for career-changing and late-deciding adults who have not previously taken the required sciences. It is not remedial, nor is the program designed for enhancement of grades in science courses already completed. In addition to its challenging and intellectually rigorous curriculum, the program also offers health care shadowing, medical volunteer opportunities, MCAT preparation, and seminars and workshops taught by expert medical faculty from the UVA School of Medicine, the community, and beyond.

PBPM students are governed by the student-run Honor System and the Standards of Conduct described in Chapter 5 in the *University Record*, subject to revision from time to time by authorized University offices. Policies and procedures can be obtained from the University Honor Committee and the University Judiciary Committee. Academic policies and regulations of the program are under the aegis of PBPM Program, the Dean of the School of Continuing and Professional Studies, and the College of Arts and Sciences (CLAS). Policies in this handbook are subject to change without notice. The official program contact information is:

University of Virginia
School of Continuing and Professional Studies
Zehmer Hall
106 Midmont Lane
P.O. Box 400764
Charlottesville, VA 22904-4764
(434) 982-5284 Fax: (434) 982-5324
postbacpremed@virginia.edu
<http://www.uvapostrbacpremed.info/>

ADMISSIONS

The Post-Baccalaureate Pre-Medical program is designed for individuals who possess a baccalaureate degree in the non-sciences. Applicants must complete a formal application for admission and be

in good academic and social standing at the institution they attended most recently. They also should have earned at least a 3.25 cumulative grade point average at their undergraduate institution(s). Applicants must be in good financial standing at the University of Virginia. Prospective students apply directly to the PBPM program rather than to the Office of Undergraduate or Graduate Admission. Official transcripts from all institutions attended must be submitted to the PBPM office. Applicants may apply for entry into the full-time, one-year program beginning September 1 through March 1 of the following year. Qualified applicants will be invited to interview with the PBPM Admissions Committee. Applicants will be notified of admission decisions by mail. The PBPM program class cohort size will typically range between 30 and 35 students.

CALENDAR & ORIENTATION

Summer session classes begin in early June, 2009. The 2009-2010 University of Virginia academic calendar is available at:
<http://www.virginia.edu/registrar/calendar.html#093>

The Post-Bac Pre-Med Program orientation is tentatively scheduled for Saturday, June 6 and Monday June 8, 2009. A complete schedule of events, including science orientation, leadership and team building, introduction to University departments, shadowing and medical experiences are planned. The exact schedule of orientation will be made available at a later date.

COURSE REGISTRATION

Post-Bac Pre-Med students are registered for classes as a cohort as students in the College of Arts and Sciences. Specifically, students are registered for the pre-requisite science courses necessary for medical school admission each semester by the Post-Bac Pre-Med Program office. Should you have completed a sequence of courses such as Chemistry 141 and 142 along with any associated labs, alternative courses will be determined in conjunction with your advisor. Please be sure to contact the Director or Associate Director to discuss your courses if you have any questions.

REGISTRATION BLOCKS

Unpaid bills, library fines, lack of updated vaccinations, University parking tickets, or previous registration blocks can mean that a student

will not be enrolled in any courses until the block is successfully removed through payment, compliance with student health regulations, etc.

Individuals may not enroll in courses or complete registration if a registration block exists on their account. It is necessary to clear all registration blocks prior to registering for courses. It is the student's responsibility to ensure that all health related regulations are met.

If a student is already registered for classes and then a block is placed on their account, then a \$25 fee will be added to the student's account.

GLIDE YEAR

The Glide Year is the period following the program's completion, prior to entrance into medical school. It is the time when students will submit their applications for admission to medical school, take the MCAT, and engage in medically related activities to enhance their preparation for medical school. The UVA Post-Bac Pre-Med Program faculty and staff are dedicated to supporting PBPM students through this year. Whether through new experiences or the enhancement of previous volunteer or paid medical-related opportunities, the PBPM advisors will assist students in developing individual plans of action for the year. Formal advisement will end the summer following ending the program.

TUITION & FEES

Program tuition and fees approved by the University of Virginia Board of Visitors are \$20,250.00 for in-state tuition and \$25,550.00 for out of state students. Students claiming in-state residency are required to submit an "Application for Virginia In-State Educational Privileges" (<http://www.virginia.edu/undergradadmission/documents/VirginiaInStateForm07.pdf>). Total program cost will be divided into thirds and billed in three installments throughout the year – May/June, July/August, December/January. The statement will be forwarded to your permanent address and must be paid on or by the due date stated.

Tuition and fees cover academic instruction, MCAT preparation, seminars, and other associated program costs. The comprehensive student fee grants you access to various University services and resources, including the Student Health Center, sports and recreational facilities, student ID services, UVA libraries, Career Services, and the University bus transit.

TUITION & FINANCIAL AID INFORMATION

If you are seeking financial aid, please visit Student Financial Services at www.virginia.edu/financialaid. You will be asked to complete the following forms by the preferred date of March 31, 2009:

- FAFSA Form
- Post-Bac Pre-Med Financial Aid Application
<http://www.virginia.edu/financialaid/Post-Baccalaureate.php>.
- Coursework Certification Form

ACADEMIC CURRICULUM

PBPM students shall be registered for the maximum full-time core science courses each semester by the PBPM program office. The course load includes labs, lectures, and discussions each of the three semesters of the program. Students are required to complete a minimum of 6 credits over the summer sessions, and 12 credits in the fall and spring semesters. Course loads are very likely to be higher than the minimum in order to complete all of the premedical requirements in one year. Due to the rigorous academic load and requirements of the program, as well as related out-of-classroom activities, employment is not recommended.

PBPM CORE COURSES

Students are registered for courses in the College of Arts and Sciences (CLAS) beginning with Summer Session II chemistry courses and associated discussions and laboratories. The fall and spring semester course load includes biology, physics, and organic chemistry courses and associated laboratories. The program calendar begins annually each June with Summer Session II, and ends the following spring semester in May. In addition to the program's credit courses, students are expected to participate in not-for-credit formal and informal seminars, shadowing opportunities, hospital department internships, etc., to gain exposure to the practice of medicine. MCAT preparation seminars will begin each January and continue through much of the spring semester. The standard program core curriculum for summer, fall, and spring semesters is as follows:

Summer Sessions:

CHEM 141 Introductory College Chemistry
CHEM 141L Intro College Chemistry Lab
CHEM 142 Introductory College Chemistry
CHEM 142L Intro College Chemistry Lab

Fall Semester:

CHEM 241 Organic Chemistry
CHEM 241 Organic Chemistry I Disc
CHEM 241L Organic Chemistry Lab
PHYS 201 Principles of Physics I
PHYS 201 Prin of Physics I Problems
PHYS 201L Basic Physics Lab I
BIOL 201 Introduction to Biology
BIOL 203 Intro to Biology Lab/lecture
INST 204 American Health Care System

Spring Semester:

BIOL 202 Introduction to Biology
BIOL 204L Intro Biol Lab
BIOL 204 Intro to Biology Lab/lecture
PHYS 202 Principles of Physics II
PHYS 202L Basic Physics Lab II
PHYS 202 Prin of Physics II Problems
CHEM 242 Organic Chemistry II
CHEM 242L Organic Chemistry II Lab
CHEM 242 Organic Chemistry II Disc

COURSE REGISTRATION

Post-Bac Pre-Med students will be registered for the pre-requisite science courses necessary for medical school admission each semester by the Post-Bac Pre-Med Program office. Students who have successfully completed a comparable core science course or sequence of courses with a grade of B or better from their undergraduate institution may petition the PBPM program director to register for an alternative course that is relevant to medical school admissions. Acceptable alternative courses include 1) Biology, Chemistry, Physics, and Math courses, 2) other medical school prerequisites or recommendations (such as English), and 3) courses directly about medicine or healthcare (bioethics, medical anthropology, etc). Please be sure to contact the PBPM Director or Associate Director to discuss course alternatives. Also, should a student have any previous registration blocks with the University, registration cannot be performed until the block is successfully removed by the student.

ACADEMIC REGULATIONS & POLICIES

ACADEMIC PROGRAM SUCCESS

All PBPM students must maintain good financial and social standing at the University, and complete the following academic requirements by the end of each semester of the program:

1. Completion of each semester's required courses or approved alternate courses with a cumulative GPA of 3.3 or better.
2. Cumulative completion of courses to progress to the next semester sequence of science courses which build upon the previous semester's coursework.
3. Satisfactory completion of shadowing, volunteer, and related medical opportunities contracted between the student and the program each semester.
4. Satisfactory completion of the minimum advisement sessions with the program director, PBPM Career Advisor and the PBPM MD/Faculty Advisor.
5. Satisfactory completion of a minimum of 6 credits in the summer sessions, and 12 credits in the fall and spring semesters.

Students who are unable to satisfy these requirements by the end of the term semester may be placed on Academic Warning (See Section: Satisfactory Academic Performance) or may be required to leave the program. A student who is asked to withdraw from the program may, after waiting one full year, petition to re-apply.

ACADEMIC STANDING

Students admitted into the PBPM program are expected to complete all course requirements within one academic year consisting of three consecutive terms (summer, fall, spring) of matriculation into the program. All PBPM students are expected to maintain satisfactory academic progress toward program completion. Students are considered to be in good academic standing at the end of a semester if, in that semester, they have completed all course work with a cumulative GPA of 3.3. Upon the completion of the semester, the PBPM office reviews each student's academic standing and progress toward program completion. If a problem arises, the student will be notified.

ACADEMIC WARNING

Students will be placed on academic warning if they:

1. Fail to earn a semester GPA of 3.3.
2. Fail to complete the requirements of the semesters in a timely manner.
3. Fail to complete the minimum 6 credit hours over the summer sessions and 12 credit hours in the fall and spring semesters.

Students on academic warning are expected to meet with their advisors no later than the third week of the next term to discuss their plans to remedy their academic shortcoming(s). Students on academic warning who withdraw or take leaves of absence are eligible to return but do so on academic warning and are subject to suspension if they do not attain good standing within the first term semester of their return.

Note: if a student receives lower than a 3.0 in any semester, their chances of admission to medical school are severely hampered. It is the PBPM program's recommendation that such students seriously consider a voluntary withdrawal and enrollment in a less intensive program. The premedical advisor can assist students with researching other options.

ACADEMIC SUSPENSION

Students are subject to suspension after two consecutive terms on academic warning. Students who have been suspended from the PBPM program may apply for readmission after one calendar year. Readmission must be approved by the PBPM Director and the Dean of the School of Continuing and Professional Studies. Application for readmission is made to the program director at least 30 days before the next University registration period in which the student is eligible to reapply. Students should include with their applications a statement that (1) addresses their readiness to return to regular study in light of any serious difficulties during their most recent enrollment (e.g., financial, medical, or personal hardship) and (2) outlines those courses that the students must complete during the remaining term(s) to complete the program. Students who are readmitted following a suspension must meet specified academic objectives.

CERTIFICATES

Students who have completed all the requirements of the PBPM program, and who have observed the rules and regulations of the University, including the Honor Code, and who are otherwise in good standing, will be granted a certificate of program completion and have completion noted on their transcripts. To receive a certificate from the University, students must achieve a minimum cumulative grade point average of 3.0 in the program.

The University reserves the right to withhold the certificates of financially delinquent students or when students have engaged in Standards of Conduct violations at or prior to graduation ceremonies. The

University also reserves the right to revoke degrees previously conferred when the student has not satisfied the rules and regulations of the University or is found to be in breach of the Honor System.

No student with an outstanding NG is eligible to receive a certificate.

AUDITING

A student enrolled in the PBPM program may not audit core program science courses or labs unless approved by the program director or associate director.

CLASS ATTENDENCE

Regular attendance in classes is a vital part of the educational process. At the University of Virginia each student is expected to accept the responsibility of attending classes regularly and promptly. Instructors are encouraged to state their policy on attendance to their classes; they may refer any student whose attendance record they consider unsatisfactory.

COURSE ADD/DROP & REFUND

Students will be registered into the required PBPM program courses each semester by the PBPM staff. Additional coursework or the substitution of previously taken science courses may be appropriate and should be discussed with the program director and advisors prior to the beginning of the each semester. Students may not drop or change courses without consultation with the PBPM program director. In such cases that warrant deviation from the PBPM sequence of courses, an individual student course plan will be determined. Students who withdraw from all courses after the term has begun will be charged tuition for the term on a prorated scale as detailed under the regulations and refund policies of the College of Arts and Sciences (CLAS) as stated in the *University of Virginia Undergraduate Record*.

CREDIT/NO CREDIT OPTION

PBPM students do not have an option regarding selection of courses for no credit or no grade; students are registered for credits and grades in every core course.

GRADE CHANGES

No grade may be changed after it has been submitted to the university registrar without the approval of the CLAS dean or his/her designee. The dean is not authorized by the faculty to change a grade submitted to the university registrar except when an instructor certifies that, because of an error in calculation or transcription, an incorrect grade has been submitted. Extra work to raise a grade, once submitted, is not permitted.

GRIEVANCE PROCEDURES

A student enrolled in the PBPM program who has a grievance with a faculty member, the PBPM director or pre-med career or medical advisors, the Dean of the School of Continuing and Professional Studies, or the Vice President and Provost of the University is invited to discuss the grievance in the following manner:

1. Concerns related to a faculty member that cannot be resolved by the two parties should be discussed with the PBPM director.
2. If the concern relates to the director, the student should file a grievance with the Dean of the School of Continuing and Professional Studies.
3. If the concern relates to the Dean of the School of Continuing and Professional Studies, the student should file a grievance with the Vice President and Provost.
4. If the concern relates to the Vice President and Provost, the student should present appropriate documentation in writing to the President of the University.

HONOR SYSTEM

The purpose of the Honor System is to sustain and protect a community of trust in which students enjoy the freedom to develop their intellectual and personal potential. Each student is charged with the responsibility to refrain from dishonorable conduct. The essence of the system is that a student's word as a member of the University can be accepted without question and that any violation of a student's word is an offense against the entire student body. An honor offense is defined as an intentional act of lying, cheating, or stealing which warrants permanent

dismissal from the University. Criteria regarding an honor offense, and other related information may be viewed online at www.virginia.edu/honor.

INCOMPLETE

Circumstances beyond a student's control may arise that necessitate his or her requesting an incomplete (IN) and an IN is recorded when reasons known to the professor are judged adequate to justify an extension of time to complete course requirements. In these cases, the transcript records "IN" to indicate that the course grade is being withheld until the student completes all course requirements. The student must initiate the request for an IN, and the instructor must agree. The request must be made in a timely manner such that the professor has time to inform the student of the decision prior to the final exam for the course. The request for an Incomplete Grade Form (available on-line and from the PBPM office) must be completed and signed by both the student and instructor.

An IN may not be used to allow a student to attempt to raise a grade at the end of the term. The time to change the IN to a grade is determined between the student and the instructor. A grade of IN becomes an F ten days after the end of the examination period unless a form requesting an extension of time has been signed by the course instructor and approved by the PBPM Director. An approved grade of IN does not convert to F until four weeks after the end of the examination period. The faculty has adopted a policy that students, unless authorized by the dean's office, must complete all course work before taking the final examination. Instructors are not authorized to extend the time for completion of course work without the dean's approval. Forms for securing extensions are available in PBPM office or online.

INDEPENDENT STUDY

Due to the rigorous core course schedule that students must complete, independent study is not an option for PBPM program students.

INTRA-UNIVERSITY TRANSFER

PBPM students are not degree candidates at the University of Virginia and therefore do not meet the criteria enabling transfer into other schools of the University through the Intra-University Transfer process.

LEAVE OF ABSENCE

Given the mandatory course sequences and the one-year limit to the program, it is impossible to take a one-semester leave of absence. Students who need to take a break from classes for any semester should look at the program withdrawal policies.

REPEATING COURSES

Previously taken science courses that are duplicated in the PBPM program core course requirements may be retaken if the course or sequence of courses was completed three years or more prior to entry into the program. Consultation with the program director or associate director to determine alternative courses is required.

REQUESTS FOR EXCEPTIONS & APPEALS

Students who believe they should be exempted from prerequisite courses or other PBPM program requirements or regulations may petition for an exception to the PBPM director and to the Dean after they have consulted with their pre-med career and pre-med medical advisors.

WITHDRAWALS

The following policies govern withdrawal from the PBPM Program as well as from individual courses:

COURSE WITHDRAWAL - With the instructor's permission, and following consultation and advisement from the director, students may seek to withdraw from a course with a grade of W at the midpoint of the course for a period of eight weeks from the term semester's (not the course's) first day of instruction. After this cutoff, students either must complete the course or, with the instructor's endorsement, submit a request for an incomplete. The PBPM director will consider a student's petition to withdraw from a course after the deadline because of compelling or highly unusual circumstances. Students who discontinue a course at any point without complying with the proper procedure may be subject to a failing grade.

ENFORCED WITHDRAWAL - The Dean of the School of Continuing and Professional Studies may compel a student to withdraw from the PBPM program for good cause. A student who is asked to withdraw from the program may petition the dean for readmission after one calendar year.

MEDICAL WITHDRAWAL - A student may withdraw from the PBPM program for reasons of health with the approval of the Dean of the School of Continuing and Professional Studies and program director. A notation of Medical Withdrawal will appear on the student's transcript.

VOLUNTARY WITHDRAWAL - A PBPM student who wishes to withdraw from the program must formally complete University requirements for withdrawal. The student is encouraged to meet first with the program advisors and director of record; as well as meet with the PBPM director for an exit interview, fill out the appropriate paperwork, and turn in the University identification card. Leaving the program without following the requisite process results in the student's receiving a grade of F in all courses that he or she fails to complete. A student who withdraws from the University voluntarily has the notation "Withdrew [date]" recorded on his or her permanent academic record.

ACADEMIC SUPPORT

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

A student enrolled in the PBPM program must inform the University of the need for academic accommodation due to a qualifying disability. Requests for accommodation should be supported by appropriate documentation of the relevant disability filed with the University Learning Needs and Evaluation Center (LNEC). Upon the recommendation of the Learning Needs and Evaluation Center, the College of Arts and Sciences and School of Continuing and Professional Studies provide appropriate accommodations for students with diagnosed disabilities.

ACCURACY OF STUDENT RECORDS & OFFICIAL CORRESPONDENCE

Students are responsible for the accuracy of their academic records. The Office of the University Registrar provides access to ISIS, the student information system, via the Internet (www.virginia.edu/registrar). Students may access their grades and their unofficial transcripts by connecting to ISIS. While not an official record, the Virginia Student Academic Audit (VISTAA) is a report designed to assist currently enrolled students and their advisors in the advising process. It is the student's responsibility to point out errors in the

record. Changes to the transcript are permitted only during the current and immediate subsequent semesters. Once one semester has lapsed, a student's record is considered permanent.

The College of Arts and Sciences, the School of Continuing and Professional Studies, and the PBPM Program send much of their official correspondence via e-mail. Students are expected to open and maintain an active UVa e-mail account and are held responsible for all materials sent via electronic mail. Students using non Virginia.edu mail accounts are responsible for forwarding correspondence to their account and are directed to the ITC Help Desk located in 235 Wilson Hall (924-3731) or to the ITC website: www.itc.virginia.edu/helpdesk, for information and assistance.

ADVISING & SHADOWING

As a student of this program, you will benefit from the opportunity to obtain advice from a variety of faculty and program advisors who have been selected to dedicate their resources and expertise to Post-Bac Pre-Med students. As Director of the Post-Bac Pre-Med Program, **Beth Bailey, Ph.D.**, is responsible for the administrative oversight of the program, provides one-on-one advising, and conducts workshops on the medical school admissions process and preparing for medical school interviews. **Lori Nicolaysen, M.Ed.**, serves as an advisor and counselor to students, and also assists students with glide year planning. **Ms. Susan Pott**, the Program's Coordinator, provides guidance on University policies, procedures, student services, support, and administration. **Dr. Robert Powers**, a practicing physician and faculty member in the UVA Department of Emergency Medicine, is the Program's Medical Director. Dr. Powers works closely with students to explore medically related opportunities and shadowing experiences. **Professor Robert Burnett** from the Chemistry Department teaches the Organic Chemistry course and provides advice on academic matters. Dr. Burnett assists students in learning how to be successful science students.

ADVISEMENT & MENTORING

Academic and student services advisement is an important element of the PBPM program. Students are responsible for consulting with program advisors several times each term including prior to course registration, mid-semester assessment, and a third time during the semester to assess progress. Students are responsible for consulting with these advisors several times each term including prior to course

registration, mid-semester assessment, and a third time during the semester to assess progress. It is the responsibility of the academic advisor to work closely with the student to discuss their program of study, to monitor academic progress, to provide support and student service information, and to provide advice on matters pertaining to individual planning for medical school admissions, MCAT preparation, and related medical practices and initiatives.

PBPM alumni from previous cohorts are available on a volunteer basis to mentor enrolled students. Each year, a list of mentors is provided. Students may contact mentors with brief questions on an ad hoc basis or may pursue ongoing mentoring.

The PBPM Director and Associate Director will assist students in identifying a faculty mentor to guide the student in areas of personal/professional medical interests.

FINANCIAL AID

PBPM students interested in applying for financial aid should complete and file the free Federal Assistance Student Financial Aid forms (FAFSA), the UVa PBPM Financial Aid Application, and the Coursework Certification Form. Minimum semester credit requirements for federal financial aid are met in each semester of the program. Information regarding the FAFSA can be found at www.fafsa.ed.gov. The PBPM application and certification forms, and more information can be obtained online at www.virginia.edu/financialaid. Contact the Office of Financial Aid at (434) 982-6000.

SEMINAR SERIES

Two types of seminars comprise part of the informal curriculum of the PBPM program: critical issues seminars and leadership training seminars. Their collective purpose is to enhance students' abilities to be informed regarding areas of medicine and current medical research, to understand and think critically about abstract ideas and complex social issues affecting the practice of medicine, and to educate students through experiential leadership and teamwork dynamics/training that enhance personal and professional communication, interaction, and life skills to achieve successes in medical school and the

practice of medicine. Seminars will be offered throughout the program year, conducted by University medical MD/Ph.D.'s, researchers, and professional staff, as well as invited external guest lecturers. Topics may include medical ethics; medical finance & the business of medicine; Medicare/Medicaid; health care and social policies; patient and family dynamics, HIV/Aids, medical disciplines, etc. Input from students regarding the selection of topics and speaker is welcomed and encouraged.

STUDENT AFFAIRS AND SERVICES

PBPM students maintain a special status in the University with all student privileges conveyed through the payment of the University comprehensive fees including full access to intramural and recreation activities and facilities, University Parking and Transportation, electronic mail, the Information Technology Center, counseling and health services, and other non-curricular activities.

ACADEMIC RESOURCES

IDENTIFICATION CARDS (STUDENT I.D.)

Post-Bac Pre-Med students are University of Virginia students eligible for a University ID card. Privileges associated with the card include student health services, recreation facilities use, student athletic purchases. It is anticipated that you will procure your ID card on during orientation at the University ID Card Office, located in the lower level of Observatory Hill Dining Hall, on the corner of Alderman and McCormick Roads. Meter parking is available in front of the building, on McCormick Road. Office hours are from 8:00 a.m. until 5:00 p.m., Monday through Friday. There is no fee charged for the initial ID card.

All ID cards are the property of the University of Virginia and are provided for appropriate use for identification and access to services. The card is not transferable and is valid as long as the holder continues his/her specific affiliation with the University of Virginia. Any misuse, alteration or fabrication of the card will subject the holder to disciplinary action by the University.

COMPUTING IDENTIFICATION (I.D.)

As an incoming UVa student, you will need to access your UVa Computing I.D. The process to establish your computing I.D., as well as to create accounts for

you on the Central Mail Service (email) and the Home Directory Service (virtual file storage) can be found at the UVa Informational Technology and Communication (ITC) student webpage, www.itc.virginia.edu/students. Information regarding computers, software, policies, etc., relevant to you as a student at the University is also available on this site.

EMAIL ACCOUNTS

Follow these steps to establish an email account on the University of Virginia's Central Mail Service:

1. **Confirm that you are registered with the University** by checking to see if you are listed in the university's directory:
 - a. Go to www.virginia.edu/dir.html.
 - b. Place your cursor in the People Search box
 - c. Enter your name and click the Search button.

If your name is not listed, then your registration is not complete.

2. Once you have confirmed that you are registered with the university, you are ready to set up your email account:
 - a. Go to the Central Mail Service Account Creation Page at: config.mail.virginia.edu/addaccount.html
 - b. Follow the instructions provided.
 - c. **Note your Computing ID and password!**

If you have problems or questions, call the ITC helpdesk at (434) 924-3731.

At some point, the University will begin providing dramatically enhance email services. Students will be prompted to choose between using the Google Applications for Education (including the popular Gmail application) or Microsoft Windows Live @ edu. A particularly beneficial aspect of the overhaul is that students will be able to keep their UVa email account for life, and upon leaving the University, their messages and folders will be preserved.

PBPM students will be notified when this change is being implemented and will be given specific instructions for accessing the new email services

Note: Your UVa account is used by the University to send official communications, and you are responsible for any messages that are sent to this account. You are required to check this e-mail account or have your e-mail forwarded to an account you do check regularly. To forward your mail, go to www.mail.virginia.edu, log in to your account, and change your preferences under the "Settings" tab.

TOOLKIT

Most University of Virginia faculty use Toolkit to communicate with students about their course(s) throughout the semester. To receive course information via Toolkit, you must have an active UVa e-mail account.

If you have an UVa Central Mail System (CMS) account with userid and password, you can use the same userid and password to login to Toolkit at: <http://toolkit.virginia.edu>. Another option is to visit the Toolkit homepage and select the link for "Register for a Toolkit Account". Fill out an online form and receive your initial Toolkit password via your UVa-registered email address.

Health Services and Insurance

HEALTH INSURANCE

All University students are required to have health insurance before arriving on Grounds. If you do not have health insurance or are not covered by another person's policy, UVa offers a student health insurance plan that may be beneficial to you. All Post-Bac Pre-Med students are eligible to enroll in this plan. Coverage under the plan begins in late August and continues for 12 months. To initiate coverage, you will need to fill out the appropriate application and pay the premium. Complete information and registration forms are available online at www.virginia.edu/studenthealth/insurance.html

IMMUNIZATION REQUIREMENTS

To become a registered student at UVa, you must have all necessary immunizations updated. You will need to complete the "Pre-Entrance Health Form" and have it signed by your family physician, indicating that you have received the following shots. These immunizations are required by law:

- Tetanus/diphtheria booster
- Mumps
- Measles (Rubella) vaccination
- German Measles (Rubella) vaccination
- Polio (Poliomyelitis)
- Tuberculosis screening

If you need any of these immunizations updated once you arrive in Charlottesville, you can do so at the Albemarle County Health Department (1138 Rose Hill Drive), (434) 972-6269. If you have additional

questions or concerns, contact the Department of Student Health at (434) 982-3915.

Note: You must complete the University immunization form required of all entering students and return it to Student Health by May 15, 2009.

STUDENT HEALTH SERVICES

A portion of the University registration fees you pay is automatically applied to student medical care and covers visits to Student Health clinics (general medicine, gynecology, and mental health) during the academic year. The clinics normally operate by appointment; however, staff will see patients with urgent problems on a walk-in basis. The University only covers costs for currently enrolled UVa students with a valid student I.D. which must be presented at the time of treatment. A student's family members are not eligible for the services provided by the UVa Student Health Office.

Student Health fees pay for:

- All visits to Student Health
- Visits to the UVa Hospital Emergency Room for illness (not injury) when Student Health is not open

Also, the pharmacy at Student Health carries some common medications at reduced prices.

Student Health fees do not pay for:

- Eye exams
- Glasses or contact lenses
- Dental care
- Accidental injuries
- Long-term speech/hearing therapy or hearing aids
- Injections for allergies
- Physical exam for employment, travel, etc. (An additional fee is charged for this service.)
- Services not authorized in advance by Student Health personnel
- Health care for partners or other family members

ON-GROUNDS UNIVERSITY HOUSING

UVa does not guarantee housing for students; therefore, the sooner you begin looking for housing, the better your chances of finding something to suit you. We suggest that you start your search immediately following your decision to attend the Post-Bac Pre-Med program.

SINGLE STUDENTS - Post-Bac Pre-Med students maintain a special student status at the University; as

such, the Housing Division provides you with the choice of living in either undergraduate or graduate housing, depending upon your personal preference. You can find more information regarding University Housing by calling (434) 924-6873 and speaking to Mr. John Evans, visiting the Housing website at www.virginia.edu/housing, or writing to:

For graduate housing info:

University Housing Office
Graduate Housing
Page House
Station 1
University of Virginia
Charlottesville, VA 22904

For undergraduate housing info:

University Housing Office
Undergraduate Housing
Page House
Station 1
University of Virginia
Charlottesville, VA 22904

MARRIED STUDENTS - The University has two married student housing complexes. These are Copeley Hill (254 units; one-, two-, and three-bedrooms) and University Gardens (69 units, one- and two-bedrooms). Two- and three-bedroom apartments are available only to students with children. One-bedroom apartments are rather small and have no den or study. In the past, some unfilled two-bedroom apartments have been rented to childless couples, but this is an exception, not the norm. Absolutely no pets are allowed in either complex.

Because these units are economical, they are always in great demand and there is always a waiting list. To receive more detailed information about Copeley Hill and University Gardens, write the University Housing Office, Family and Faculty Housing, Page House, Station 1, University of Virginia, Charlottesville, VA 22904, or by calling (434)924-6873. You can also visit the Web site at www.virginia.edu/housing.

Note: The number of children allowed in University apartments:

- 1-Bedroom: not recommended for students with children
- 2-Bedroom: no official limit, but recommended no more than 2
- 3-Bedroom: no official limit, but recommended no more than 4

HOUSING RATES

Housing rates are established annually no later than July 1 for the following academic year and include heat, electricity, water, and basic cable TV. Additional cable channels may be purchased by contacting cable providers directly. As a Post-Bac Pre-Med student you may have improved chances to obtain one of these apartments because your program begins in summer.

If you sign a lease for an On-Grounds property, you are responsible for that apartment until termination of the lease. A \$150 security deposit is required, refunded after the termination of the lease based upon the condition of your apartment when you leave.

OFF-GROUNDS HOUSING

The best place to begin your search for privately-owned housing is the University Off-Grounds Housing Office (OGHO) Web site, www.UVastudentcouncil.com/offgrounds/. The Blue Ridge Apartment Council (BRAC) maintains a web site, www.brac.com, which includes descriptions of apartments, townhouses, duplexes, and houses available in the Charlottesville area. Many of these rentals are shown by appointment only, so it is best to call and arrange appointments early. Also be sure to check area newspapers—in particular, The Daily Progress (www.dailyprogress.com), The Hook (www.readthehook.com), and C-ville Weekly (www.c-ville.com)—for housing classifieds and listings. However, a number of apartments and other accommodations never reach the Off-Grounds Housing list or newspaper classified ads in the newspaper and instead are passed from one student to the next by word of mouth.

Local property management companies and real estate agents may also prove helpful in your search for privately managed and owned facilities. Appointments may be necessary.

UNIVERSITY SPORTS & RECREATION

All University facilities are free for use by students with a valid student I.D. which must be shown at the door. A student's spouse may purchase a pass for \$80 per semester from the Intramural/Recreational Sports Department (currently located in the Aquatic and Fitness Center, (434)924-3791, adjacent to Scott Stadium, open Monday through Friday from 8:00 am to 5:30 pm). A spouse must present the pass and a picture I.D. when entering any University

recreational facility. If you and your spouse have different last names, you must bring a marriage certificate or a copy of a tax return that was filed jointly in order for your spouse to obtain a pass for the semester. Also available are family cards, which allow children up to age 17 into recreational facilities for family programs and classes and during specified family hours at designated facilities.

All Post-Bac Pre-Med students, and spouses who have purchased a recreational pass, are eligible to register for fitness programs—such as aerobics and body conditioning classes, fitness equipment usage seminars, and fitness assessments—for an additional fee. Instructional classes are also offered in activities such as scuba, tennis, squash, racquetball, Tai Chi, yoga, swimming, and various youth sports. Recreational sports equipment may be checked out from the equipment services area in each facility. A current recreational pass or valid student I.D. must be presented. The Outdoor Equipment Rental Center also provides a large inventory of outdoor equipment available for nominal fees, including tents, backpacks, sleeping bags, coolers, stoves, canoes, and accessories. Call the UVa Outdoor Equipment Rental Center at (434) 924-7700 for more information and prices. Outings and instructional workshops are available in all recreational facilities.

Handball, racquetball, and square courts can be reserved for one hour/one day in advance by phone or in person at Slaughter and North Grounds. Tennis court reservations can be made one day in advance in person or by calling the Memorial Gym Equipment Cage at (434) 924-6204. On Friday, reservations can be made for Saturday, Sunday, and Monday.

Any recreational cardholder or full-time student may bring in guests. Guest passes can be purchased at each facility for \$5 per guest per day. Hosts are limited to two guests per visit. Guests must be at least 18 years of age and be accompanied by their host at all times. For a recording listing the hours of operation for all facilities, call the Recreational Hotline at (434) 924-PLAY. Hours vary by season.

For more information on University Sports and Recreation, including a complete listing of facilities, can be found at www.virginia.edu/ims.

ACADEMIC SUPPORT SERVICES

BOOKSTORE

The University Bookstore is the on-Grounds source for course textbooks (organized by department and course number on the second floor of the Bookstore). Student supplies, non-textbook publications, as well as UVA souvenirs are also available. The Bookstore is located above the Central Grounds Parking Garage adjacent to the Memorial Gym. You can find the University Bookstore on-line at www.bookstore.virginia.edu/ or by calling (434) 924-3721.

CAVALIER ADVANTAGE CARD

The Cavalier Advantage Card is a convenient way for Community Scholars to deposit cash into a debit account and eliminate the need to carry cash for various on-Grounds services. The card extends a 25% discount at the Central Grounds Parking Garage, a 5% discount at the board dining halls and a 10% discount at TJ's Locker. Photocopies cost only \$.07 with the Advantage card (\$.10 when using cash). The card is honored at the Bursar's Office, UVA Bookstore, Registrar's Office, University Career Services, Parking and Transportation, and Cavalier Computers. Students, faculty, staff, visitors and guests may purchase a card from cash deposit machines located at the Business Operations Office on the lower level of Observatory Hill Dining Hall or in Clemons Library, Alderman Library, Science and Engineering Library at Clark Hall, Fiske Kimball Library at the Architecture School, or Saunders Hall at the Darden Graduate School of Business. A one-time fee of \$1.00 for the card is deducted from your deposit amount. To obtain additional information including current card discounts, visit online at www.virginia.edu/cavalieradvantage/.

COMPUTER LABS ON-GROUNDS

Computer Labs are available for use by Community Scholars in the following facilities:

- Bryan Hall – Room 235
- Chemistry Building – Room 411
- Clark Hall – Room 140
- Clemons Library – 4th Floor
- Cocke Hall – Room 115
- Ruffner Hall – Room 277
- Small Hall – Room 112
- Thornton Hall – Room A233 (Stacks)

Printing is available in computer labs with the use of copy cards or the Cavalier Advantage Card.

DINING AROUND GROUNDS

The following retail dining locations are open to all. Please visit www.virginia.edu/dining online for current hours of operations and offerings.

Alderman Café
The Castle
Garden Room, Faculty Dining
Fine Arts Lounge
Java City at the Bookstore
C3 at Lambeth
Pavilion XI
Poolside Café
C3 at Root Cellar
Sidley Austin Brown & Wood Café
Tree House
West Range Café
C3 at Newcomb

INCLEMENT WEATHER POLICY

If classes are cancelled due to inclement weather, announcements will be made on UVA's snow cancellation phone line (924-SNOW) and on local radio stations. The Inclement Weather Policy states that if the academic University is closed, all day and evening classes are cancelled.

LEARNING NEEDS & EVALUATION CENTER

The primary purpose of the Learning Needs and Evaluation Center (LNEC) is to promote the academic success of students with disabilities by providing equal access within the University community. LNEC also strives to promote accessibility for faculty, staff, family, friends, and invited guests of the University with disabilities. All students with disabilities may seek appropriate and reasonable accommodations for documented disabilities. If services are requested, students should contact the LNEC and submit appropriate documentation at least two weeks prior to a course start date. The LNEC is located in the Elson Student Health Center at the corner of Jefferson Park and Brandon Avenues, and can be visited online at www.virginia.edu/studenthealth/lneec.html, or contacted by calling (434) 243-5180.

LIBRARIES

All University libraries are open to the community. Present your driver's license or other picture identification at the circulation desk of the library to establish a user number. To obtain library assistance online visit website www.virginia.edu/lib.html. For assistance with VIRGO, the University's computerized

library system, call the Alderman Library Reference Department at (434) 924-3021. University on Grounds library locations include:

Alderman Library is the largest University library. Alderman houses the humanities and social sciences collections and is the primary graduate research library.

Camp Library of the Colgate Darden Graduate School of Business (Student Services Building, 2nd floor) serves as the business graduate research library. Its general book collection has approximately 100,000 volumes. The library subscribes to over 1000 periodicals and holds the annual reports of over 1,500 companies.

The Chemistry Library is a small departmental library, primarily used by faculty, graduate students, and researchers. It contains 23,500 books and 230 journal and serial subscriptions. It is located in the Chemistry Building on McCormick Road.

Clemons Library provides abundant study space and 24-hour access. The library is also heavily used for its core collection of basic, high-use materials, its extensive audiovisual collection and its digital media technologies.

Curry School of Education Library in Ruffner Hall serves as the primary undergraduate and graduate library for education students. It houses 50,000 books and subscribes to 800 journals. Departmental Libraries for Biology/Psychology, Math/Astronomy, and Physics have their own collections, usually in their classroom buildings.

Fiske Kimball Fine Arts Library (Campbell Hall) serves the university community at large and supports the teaching and research initiatives of the School of Architecture, the McIntire Department of Art, and the Department of Drama.

Health Sciences Library requires special access. Call the Assistant Director for Outreach Services at (434) 924-2507 for information.

Law Libraries require special access. Call the library administration at (434) 924-3384 for information.

Music Library (Old Cabell Hall) is a research library with the largest music collection in

Virginia. It houses more than 100,000 monographs, scores, serials, sound recordings, and microfilms.

Science and Engineering Library (Clark Hall) is the principal collector and provider of non-medical scientific information at the University. It holds 370,000 books and 1,500 journals in all fields of pure and applied science.

MAPS

University facilities and on-Grounds locations may be viewed online using interactive and web-based maps. Visit www.virginia.edu/Map/ to access

specific buildings and facilities, sections of Grounds, or to obtain directions through an online search.

TUTORING

Departmental academic support is available through course T.A.'s (Teaching Assistants), faculty, and tutors. The PBPM program suggests that students address academic issues early with the faculty instructor and T.A. The program supports hiring a program tutor for the cohort as requested and as needed. The program does not hire tutors for individual students.