



Pre-Matriculation Requirements for Accepted Student-Burrell College of Osteopathic Medicine

Congratulations on your offer of admission to the Burrell College of Osteopathic Medicine! We look forward to supporting you through your medical school journey and watching you become a physician para la gente, y el futuro.

Please review the time sensitive information and complete the requirements listed below prior to the start of New Student Orientation week beginning Monday, July 15, 2019. Be sure to review this site in its entirety. Failure to complete the prerequisite requirements will result in denial of enrollment into the DO program. If you have any questions about completing these requirements, please contact the Admissions Office at 575-674-2210.

Please use the following information as a checklist to keep track of the pre-matriculation requirements as you complete them. The information is provided to ensure that you get everything completed on time so tasks have been organized in order of when each requires completion.
You need to:

Familiarize yourself with the BCOM Student Handbook

1. The Student Handbook and Course Catalog is intended to provide information regarding policies and procedures that govern the conduct of the Doctor of Osteopathic Medicine degree program. All enrolled students of BCOM should become familiar with its contents.
2. Student Handbook and Course Catalog: https://bcomnm.org/student-handbook_catalog/
3. During Orientation Week, students will sign an online acknowledgement of the BCOM Student Handbook and Course Catalog.
4. **Deadline to Complete: July 15, 2019**
5. Contact
 1. Student Affairs: studentaffairs@bcomnm.org
 2. Phone Number: 575-674-2221
 3. Contact Name: Brett Newcomer or Jeremy Taulbee

Review Family Educational Rights and Privacy Act

1. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The College has in place procedures necessary to maintain compliance with FERPA guidelines.
2. Review FERPA Notice at <https://bcomnm.org/students/resources/office-of-the-registrar/>
3. Deadline to complete: Prior to Arrival
4. Do you have more questions?
 1. Registrar: registrar@bcomnm.org
 2. Phone Number: 575-674-2231
 3. Contact Name: Marisella Reyes

Request Disability and Religious Accommodations

1. BCOM welcomes students with disabilities who meet the technical standards of the Doctor of Osteopathic Medicine program with or without accommodations. If you are a student with a disability who needs accommodations to fully access the DO program, please contact the Office of Student Affairs.
2. [BCOM Accommodations Policy](#)
3. **Deadline to submit:** Accommodations are not provided retroactively. Students are therefore encouraged to request accommodations far in advance of the start of the program.
4. Contact:
 1. Student Affairs: bnewcomer@bcomnm.org
 2. Phone Number: 575-674-2225
 3. Contact Name: Brett Newcomer

Submit BCOM Immunizations Form

1. In line with the recommended vaccinations for healthcare providers established by the Center for Disease Control (CDC), BCOM's immunization requirements are designed to protect patients and students.
2. All students must provide documentation of immunization for and/or immunity from communicable diseases and comply with BCOM requirements for working in a healthcare environment as outlined in the BCOM Student Handbook, and the [BCOM Immunization Policy](#).
3. Please read all instructions on the Immunization Form carefully. Do not send your immunization records or personal health records in lieu of the completed BCOM Immunization Form. All titers or tests must be administered no earlier than six (6) months prior to matriculation.
4. Please contact Student Affairs for the BCOM Immunization Form.
5. Submit completed form to studentaffairs@bcomnm.org
6. **Deadline to complete: May 1, 2019**
7. Contact:
 1. Student Affairs: studentaffairs@bcomnm.org
 2. Phone Number: 575-674-2227
 3. Contact Name: Jeremy Taulbee or Brett Newcomer

Research Financial Aid Information

1. A student attending the Burrell College of Osteopathic Medicine is making a commitment to invest in a bright future. The Office of Financial Aid is dedicated to helping students achieve their success and is always ready to guide them through the process of financing your education. We want to provide every student with the resources and information needed in order to develop a sound strategy for meeting each student's education related expenses. Anytime a student needs assistance, our door is always open; just come on in!
2. **BCOM Financial Aid Page** <https://bcomnm.org/students/office-of-financial-aid/>
 1. **FAFSA-** <https://studentaid.ed.gov/sa/fafsa>
 2. **ELM Select** – <http://www.elmselect.com/#/>
3. **Deadline to submit verification of financial aid – May 15, 2019**
4. Do you have more questions?
 1. Office of Financial Aid: financialaid@bcomnm.org
 2. Phone Number: 575-674-2223
 3. Contact Name: Marlene Melendez or Timothy Smith

Complete Criminal Background Check and Drug Screening

1. All incoming students are required to complete a criminal background check and drug screening. The background check and drug screening are conducted by Comploio, a firm specializing in background checks and drug screening for healthcare workers. Your final matriculation to BCOM will be contingent upon information contained in the report. **Criminal background check reports as well as drug screenings compiled by any vendor other than Comploio will not be accepted.**
2. Students must complete the BCOM criminal background check and drug screening, by July 1st, 2019. BCOM requires that all background checks and drug screenings to be completed no earlier than 60 days prior to matriculation. A link to the vendor site will be sent via email no earlier than 60 days prior to matriculation.
3. Deadline to complete: July 1st, 2019
4. Contact:
 1. Office of the Registrar: registrar@bcomnm.org
 2. Phone Number: 575-674-2231
 3. Contact Name: Marisella Reyes

Submit Proof of Health Insurance

1. All BCOM students are required to maintain active continuous health insurance coverage while enrolled in the DO curriculum. For this purpose, BCOM has established a college-sponsored Student Health Insurance plan. During the open enrollment period of June 1 – June 30, incoming students will enroll in the student insurance plan or submit a waiver request if the necessary level of health insurance coverage will be provided via another plan. A link will be provided by the Office of Student Affairs once the Open Enrollment period begins.
2. Enrollment/Waiver Period: June 1-June 30, 2019
3. Contact:
 1. Student Affairs: studentaffairs@bcomnm.org
 2. Phone Number: 5757-674-2221
 3. Contact Name: Brett Newcomer or Jeremy Taulbee

Pay Tuition and Fees

1. Information about the Tuition and Fees can be found [here](#).
2. Payments can be made Online, In Person, or By Mail. Please review the [Student Accounting Payment Information](#) for further details.
3. Additional Resources can be viewed on the [Student Accounts/Bursar Page](#).
4. Contact:
 1. Assistant Controller: vmartin@bcomnm.org
 2. Phone Number: 575-674-2283
 3. Contact Name: Varsi Martin

Review Computer Specifications

1. Burrell College of Osteopathic Medicine is a bring-your-own-machine campus. A computer will be required for several elements of your courses. Please find specifics regarding the recommended computer at the provided link.
2. Specifications: <https://bcomnm.org/computer-recommendations/>
3. Do you have more questions?
 1. Information Technology: helpdesk@bcomnm.org

Attend Mandatory Student Orientation

1. New Student Orientation will take place the week of July 15 -July 19, and is mandatory.
2. Students are required to attend all sessions. Students should expect to be occupied with mandatory sessions during the hours of 8:00am-5:00pm each day of orientation.
3. Please arrive with a valid Picture I.D. on July 15 to complete the registration process.
4. Students will participate in informational sessions with BCOM Faculty and Staff, and will receive their student ID badge and campus parking permit (if applicable).
5. Do you have more questions?
 1. Student Affairs: studentaffairs@bcomnm.org
 2. Phone Number: 575-674-2221
 3. Contact Name: Brett Newcomer or Jeremy Taulbee

Attend White Coat Ceremony

1. The Class of 2023 White Coat Ceremony will take place on Friday July 26th, 2019 at the Las Cruces Convention Center. Students will be allowed to bring up to 5 guests and the ceremony will be live-streamed online. The Office of Student Affairs will provide further information via email regarding RSVP, guests and purchasing your White Coat for the ceremony.
2. **Date of the ceremony: Friday July 26, 2019**
3. The ceremony will be held at the Las Cruces Convention Center.
4. Do you have more questions?
 1. Student Affairs: studentaffairs@bcomnm.org
 2. Phone Number: 575-674-2221
 3. Contact Name: Brett Newcomer or Jeremy Taulbee

Submit Final Transcripts

1. Students must submit all official college transcripts from all degree granting institutions and all courses that have **not** been previously verified through AACOMAS by July 1st, 2019. Transcripts must indicate that the student has satisfactorily completed all prerequisite course requirements and satisfied any contingencies, including graduation, as outlined in the acceptance letter. Students who have an officially approved reason acceptable to Burrell College of Osteopathic Medicine for submitting transcripts after the due date must have their transcripts recorded with the Registrar by the first day of class.
2. Official transcripts are those that are issued directly to BCOM; transcripts, which are issued to the student, will not be considered official.
3. In the event that final transcripts are not provided by the first day of class at BCOM, the student may be subject to disciplinary action, and/or have an academic hold placed on my records, and/or may be suspended or dismissed, for not providing all required transcripts.
4. Electronic official transcripts can be sent to: registrar@bcomnm.org. Mailed official transcripts can be sent to: BCOM Registrar, 3501 Arrowhead Drive, Las Cruces, New Mexico 88001.
5. Do you have more questions?
 1. Office of the Registrar: registrar@bcomnm.org
 2. Phone Number: 575-674-2231
 3. Contact Name: Marisella Reyes

Update Personal Information

1. To ensure that you receive important documents and communications from BCOM, it is vital that you always keep your contact information up-to-date. A student may update their current and permanent addresses and other contact information by submitting a Request for Change of Record form to the Registrar.
2. Deadline to complete: Prior to Arrival
3. Update Local Contact information, <https://camsstudentportal.bcomnm.org/student/login.asp>
4. Name Change Procedures, <https://bcomnm.org/students/resources/office-of-the-registrar/>
5. Do you have more questions?
 1. Office of the Registrar: registrar@bcomnm.org
 2. Phone Number: 575-674-2231
 3. Contact Name: Marisella Reyes

Review and acquaint yourself with the CAMS Student Portal

– <https://camsstudentportal.bcomnm.org/student/login.asp>

1. Include social security number
 1. <https://camsstudentportal.bcomnm.org/student/login.asp> –
 1. Username: firstname.lastname
 2. Password: self-selected
 3. Log in to: Active Directory
 4. Term: FA2019
2. Complete Student Enrollment Agreement
3. Review student invoice/billing
 1. Use student portal to pay, cash payers
4. Accept/Decline Student Financial Aid
5.
 1.
 1. Complete Entrance Counseling
 2. Complete AACOM Financial Aid Modules
 3. <https://camsstudentportal.bcomnm.org/student/login.asp> –
 1. Username: firstname.lastname
 2. Password: self-selected
 3. Log in to: Active Directory
 4. Term: FA2019