



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 12, 2021. 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 College's 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 Burrell College of Osteopathic Medicine 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 Burrell College of Osteopathic Medicine Student Handbook and Course Catalog.
4. **Deadline to Complete: July 12, 2021**
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. Burrell College of Osteopathic Medicine 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. [Burrell College of Osteopathic Medicine 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: jtaulbee@bcomnm.org
 2. Phone Number: 575-674-2227
 3. Contact Name: Jeremy Taulbee

Submit the College's Immunizations Form

1. In line with the recommended vaccinations for healthcare providers established by the Center for Disease Control (CDC), Burrell College of Osteopathic Medicine'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 Burrell College of Osteopathic Medicine requirements for working in a healthcare environment as outlined in the the College's Student Handbook, and the [The College's 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 Burrell College of Osteopathic Medicine Immunization Form. All titers or tests must be administered no earlier than six (6) months prior to matriculation.
4. A link to the immunization submission portal will be sent out in February.
5. **Deadline to complete: May 1, 2021**
6. 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. **Burrell College of Osteopathic Medicine Financial Aid**
Page <https://bcomnm.org/students/office-of-financial-aid/>
 1. **FAFSA**- <https://studentaid.ed.gov/sa/afsa>
 2. **ELM Select** – <http://www.elmselect.com/#/>
3. Deadline to submit verification of financial aid – May 21, 2021
4. Do you have more questions?
 1. Office of Financial Aid: financialaid@bcomnm.org
 2. Phone Number: 575-674-2209
 3. Contact Name: Bernice Hernandez or Tim 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 Castlebranch, a firm specializing in background checks and drug screening for healthcare workers. Your final matriculation to Burrell College of Osteopathic Medicine will be contingent upon information contained in the report. **Criminal background check reports as well as drug screenings compiled by any vendor other than Castlebranch will not be accepted.**
2. Students must complete the Burrell College of Osteopathic Medicine criminal background check and drug screening, by July 1st, 2021. The College 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, 2021
4. Contact:
 1. Student Affairs: studentaffairs@bcomnm.org
 2. Phone Number: 575-674-2221
 3. Contact Name: Brett Newcomer or Jeremy Taulbee

Submit Proof of Health Insurance

1. All Burrell College of Osteopathic Medicine students are required to maintain active continuous health insurance coverage while enrolled in the DO curriculum. Students will be required to submit proof of active health insurance coverage to the online insurance submission portal.
2. A link to the insurance submission portal will be sent out in February.
3. **Deadline to complete: July 1, 2021**
4. Contact:
 1. Student Affairs: studentaffairs@bcomnm.org
 2. Phone Number: 575-674-2221
 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, [please submit a ticket here](#).

Attend Mandatory Student Orientation

1. New Student Orientation will take place the week of July 12 - July 16, 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 12 to complete the registration process.
4. Students will participate in informational sessions with Burrell College of Osteopathic Medicine 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 details of the Class of 2025 White Coat Ceremony is currently TBD. The Office of Student Affairs will provide further information once available.
2. **Date of the ceremony: TBD**
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. Incoming students must submit all official college transcripts from all degree granting institutions for all courses that have **not** been previously verified through AACOMAS by July 1st, 2021. Transcripts must indicate that the student has satisfactorily completed all prerequisite course requirements and satisfied any contingencies, including graduation, as outlined in the admissions offer agreement. 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 Office of Admissions by New Student Orientation.
2. Official transcripts are those that are issued directly to the College; transcripts, which are issued to the student, will not be considered official.
3. In the event that final transcripts are not provided by July 1st, or New Student Orientation for those approved, 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: admissions@bcomnm.org. Mailed official transcripts can be sent to: Burrell College of Osteopathic Medicine, Office of Admissions, 3501 Arrowhead Drive, Las Cruces, New Mexico 88001.
5. Do you have more questions?
 1. Office of Admissions: admissions@bcomnm.org
 2. Phone Number: 575-674-2210

Update Personal Information

1. To ensure that you receive important documents and communications from Burrell College of Osteopathic Medicine, 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: 575-674-2214
3. Contact Name: Keziah Garcia

Review and acquaint yourself with the CAMS Student Portal

1. To access the CAMS Student Portal go to:
<https://camsstudentportal.bcomnm.org/student/login.asp>
 - a. Username: firstname.lastname
 - b. Password: self-selected
 - c. Log in to: Active Directory
 - d. Term: FA2021
2. Include social security number
3. Complete Student Enrollment Agreement
4. Review student invoice/billing
 - a. Use student portal to pay, cash payers
5. Accept/Decline Student Financial Aid
6. Complete Entrance Counseling
7. Complete [AACOM Financial Aid Modules](#)