



ESSENTIAL INFORMATION LETTER

Date: April 27, 2020

To: Students Entering the Genetic Counseling Program in 2020

From: School of Health Professions

On behalf of the administration, faculty, and staff of the School of Health Professions, it is my honor to welcome you to Baylor College of Medicine. We are anticipating your arrival for Orientation and Registration events beginning Thursday, July 30, 2020. Classes begin Monday, August 3, 2020.

Your enrollment will begin a partnership between you and our faculty that will lead to your completion of the Master of Science degree 21 months from your matriculation date.

The attached pages provide a good deal of information important to your acclimation to Baylor and to your graduate program. Please be familiar with these provisions and contact us as soon as possible regarding any questions or concerns. Depending on the concern, you may reach out to your Program Directors, Mr. Dan Riconda and Ms. Salma Nassef, our School's lead administrator, Ms. Jeannette Adams, or to me, your dean. Any of us will be happy to help.

As you know, the COVID-19 situation is ever changing. We will make you aware of any applicable travel restrictions or BCM safety requirements as far in advance of your arrival as possible. IN case you are required to quarantine for 14-days prior to coming on campus, depending on your point of origin, we recommend that you plan to arrive in Houston two weeks prior to your matriculation date, no later than July 16, 2020.

Please contact me with any questions or concerns about our plans. I look forward to your being part of the "Baylor Family."

Regards,

A handwritten signature in black ink that reads "Robert J. McLaughlin, Ph.D." The signature is written in a cursive style.

Robert J. McLaughlin, Ph.D., FASHP
Dean, School of Health Professions

ESSENTIAL INFORMATION

New Student Information

Congratulations and welcome! We are excited about your arrival at the start of the new academic year, July 30, 2020. The information provided in this document will assist you to make the transition to become a student at Baylor College of Medicine.

Secure Access

Baylor is a secure-access facility where you must wear an ID badge visibly throughout your time here. We are initiating a new badging system this year and you may have your ID badge prior to Orientation. Just to be cover our bases, please bring a picture ID (e.g., driver's license or passport) to present to the Baylor security guard to gain access to the building on your first day. The security guard will issue you a visitor's badge, if needed. For future reference, know that children are not allowed in the main academic buildings of the College and visitors require advance authorization.

School of Health Professions Orientation

Incoming Generic Counseling students are required to attend School of Health Professions Orientation Thursday, July 30 at 8:30 a.m. Casual but presentable attire is acceptable. Bring a pen, as you will be completing several documents. Barring the need for Orientation to be "virtual," we expect Orientation to occur in Room 022D (basement of a wing of the main Baylor complex called the Jewish Institute for Research; many Department of Molecular and Human Genetics facilities are in the adjoining wing).

Genetic Counseling Program Orientation

Friday, July 31, 2020 is your second day of orientation activities devoted entirely to your Program. Program orientation will be held in the Jewish Wing, Room 022D, beginning at 8:30am.

Transportation/Parking

On Thursday, July 30, 2019, you may park in Garage 6 (refer to campus map on accepted applicant webpage). Garage parking is \$13/day. You will be responsible for the cost of parking. Additional information about parking and transportation will be provided during the first day of orientation.

Before You Arrive

Please read and follow the below sections carefully. Each paragraph may contain information you must address prior to matriculation.

Financial Aid

The College offers many financial aid opportunities. Financial Aid materials are available at <https://www.bcm.edu/education/financial-aid>. Be aware that half of your financial aid award each year is available in August and half in January.

Veterans' Benefits

If you are in a military program, provide to Student Account Services (sas@bcm.edu) a copy of your contract, military orders, etc., so they may bill the government for your tuition/fees. NOTE: Failure to do this may mean you will be required to pay certain expenses that ordinarily would be paid by the government, simply because Student Account Services was not informed. Direct questions regarding veteran benefits to the Registrar's Office at (713) 798-7766.

Immunizations/Health Requirements

The state of Texas requires all students in health care fields to be immunized against certain diseases before beginning study in their field. **All students must have complete records on file in Occupational Health**

by the end of June. Failure to do so may affect your ability to matriculate. Find a link to Occupational Health on the accepted applicant webpage. **Prior to matriculation, you must submit copies of your immunization records or lab tests indicating immunity.** Students must have received a bacterial meningitis vaccination dose or booster in the last five years (not applicable to students 22 years of age or older).

Final Transcript

A copy of all your college/university final transcripts is required for our records. It is essential that students completing courses and/or degrees in the Spring 2020 semester arrange to have a copy of your final transcript sent to the GC Program office immediately following your graduation or the end of the semester. Inform your institution that the mailing address is One Baylor Plaza, Mailstop BCM115, Houston, TX, 77030.

Name Changes

If your name has changed since your acceptance to Baylor College of Medicine, contact us as soon as possible before matriculation. You must submit the appropriate documentation (e.g., marriage license, court decree) before we can change your name in our systems. Please contact Tasha Winfree at tasha.winfree@bcm.edu or Jeannette Adams at jlewis@bcm.edu if you need to change your name.

Compliance Training

You are required to complete online training modules before your matriculation date of July 30, 2020. These modules apply to HIPAA, BCM Social Media Policy, Confidentiality Policy, and other compliance issues that may include COVID-19. One month prior to matriculation, you will receive an email with links to the training. You will also receive login information for the Learning Management Site which you need to access the training modules.

Tuition and Fees

New students pay one-half of your tuition along with fees (Education Resource Center, Educational IT, Facility, and Malpractice Insurance, and Health Insurance) on/before September 1, 2020. The remaining half of these fees is due February 1, 2021.

	Payment #1 Due September 1, 2020	Payment #2 Due February 1, 2021	Total for Year 1
Tuition	\$12,500	\$12,500	\$25,000
Fees			
Curriculum Materials	293	292	585
Malpractice	6	6	12
Matriculation	200	0	200
Health Insurance (student only)	2,804	2,804	5,608
Yearbook	51	0	51
Educational IT	120	120	240
Educational Resource Center	75	75	150
Documentation	100	0	100
Student Activities	540	0	540
Student Services Fee	35	0	35
Research Fees	150	0	150
Total	\$16,724	\$15,797	\$32,671

Health Insurance (includes comprehensive dental)

Every BCM student is automatically enrolled in the health care program for students each academic year. The Student Account Services Office adds the premium charges to your account as of July 25; thereafter, you are billed every 6 months. You can choose to include your spouse and/or child for an additional fee. *Students have the option to waive coverage if you have insurance through another health plan, if that*

plan meets all the waiver criteria set by BCM. The program will be explained in more detail on the first day of Orientation; forms to request a waiver for coverage may be obtained at that time.

Student Health Care Monthly Premiums

Coverage Level	Monthly Premium (Includes Medical and Dental)
Student Only or International Visitor Only	\$ 467.25
* Spouse/Domestic Partner Only	\$ 467.25
* One Child	\$ 446.34
* Two or More Children	\$ 892.68
* Spouse/Domestic Partner and One Child	\$ 912.75
* Spouse/Domestic Partner and Two or More Children	\$1,359.93

*** Note: These premiums are in addition to the student premium.**

Address questions concerning coverage for BCM students to Melina Rodriguez in the Human Resources – Benefits office: melina.rodriguez@bcm.edu or 713-798-8135.

Minimum Computer Requirements

All students are required to have a laptop computer to take exams. The College has no preferred computer manufacturer as long as the computer supports either a Windows or Macintosh operating system; however, a Chrome Netbook will NOT work for your wireless exams. Most laptops purchased in the last three years are adequate for exam testing applications with the possible exception of adequate RAM; we recommended at minimum 4 GB RAM.

In addition, laptops are useful to access Baylor College of Medicine resources, the HAM-TMC Library, digital recordings of lectures, and other instructional resources.

The minimum technical requirements of the laptop are as follows:

	Windows	Macintosh
Operating System	Windows 10, or higher	OS X 10.14 (MacOS Mojave) or higher
Processor	Intel Core i5 or equivalent 8 GB of RAM, 250 Gb hard drive (SSD Recommended)	
Screen Size	No smaller than 13” 1024x768 minimum resolution	
Wireless Capabilities	Compatible with 802.11 a/g/n <i>The Baylor Enterprise Wireless Network requires the use of the Cisco PEAP protocol for authentication and encryption. Wireless access is now achieved by the proper configuration of the Wi-Fi utility included in Windows & Apple operating systems.</i>	
Applications	Microsoft O365 <i>Once you officially become a Baylor student, you will qualify for student discount programs. These will be presented at orientation to IT your first week on campus.</i>	

Apple iPad	<i>iOS 11 or higher and must not be Jailbroken Hardware recommendations = iPad 3+, iPad Air + and iPad Pro *iPads are supported in course exams (through ExamSoft) but not licensure exams; are NOT intended to take the place of a laptop.</i>
Peripherals	LAN Dongle if you do not have a full-size network socket A working USB port (newer devices may require an adaptor)
Flash Drives	USB 3 Flash Drive (8-64 GB, used to store and transfer large files)
<i>Netbooks, Tablets, MS Surface & Chromebooks are NOT supported for online exams. *Refer to each individual school's policy about these devices.*</i>	
<i>These requirements are based upon our experience with National Board of Medical Examiners online examinations that we now administer. Laptops with lower capability are not suitable.</i>	

A word about mobile devices...

Tablets and smartphones are amazingly useful learning tools but they are not a replacement for a laptop computer. The configuration for small screens can make viewing and navigating exams challenging. Many on-line educational resources available at BCM and elsewhere are accessible via these mobile devices.

Remote Internet Access

Genetic counseling students require a high-speed internet connection (cable modem, fiber or DSL) to access BCM curriculum resources off campus. Many course materials, including streaming video files, are accessible through the College's electronic course support system and Blackboard Enterprise. Streaming video does not display over a dial up line. Many course materials contain images that download more quickly and efficiently over a high-speed connection. Please carefully explore your ISP solution. No matter which one you choose, we strongly suggest that you look closely at its reputation for reliability and customer support, not only at its price.

For further technical information or questions, please contact Jeannette Adams: jlewis@bcm.edu
(713-798-4613)

Contact Information

Genetic Counseling Program (713) 798-5400
Registrar's Office (713) 798-7766
Health Professions Administration (713) 798-4613