

# Step-by-Step Matriculation Requirement Instructions

1. Log-in to [OASIS](https://uvm.oasisscheduling.com/) using the "Web Service" link and entering your University of Vermont credentials

<https://uvm.oasisscheduling.com/>



**LOGIN**

**Please select:**

Please choose **Web Service** to log-in with your Larner College of Medicine, UVM (main campus), or UVMCC (medical center) credentials.

Trouble with your credentials? Contact the IT service center that issued your account:

- [UVM \(main campus\)](#) 802-656-2604
- [Larner College of Medicine](#) 802-656-7300
- [UVMCC \(medical center\)](#) 802-847-1414

Trouble navigating the log-in process? Please contact the Larner College of Medicine Help Desk.

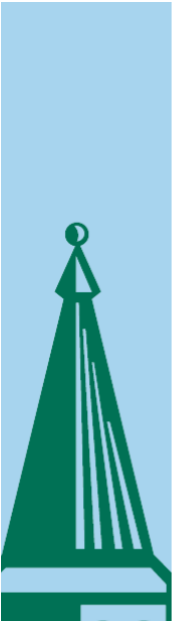
[Web Service](#) ←

[Non-Web Service](#)

Be sure to choose "Web Service"

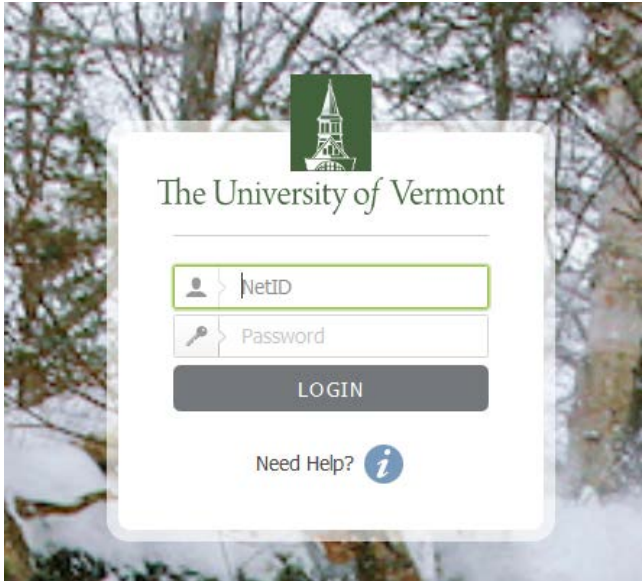
"Web Service" connects users with a centralized authentication interface that recognizes main UVM campus, LCOM and UVMCC credentials.

The "Non-Web Service" option is not available to most users.



Sign in with one of these accounts

- UVM College of Medicine
- University of Vermont ←
- UVM Medical Center




2. Enter current year: 2020-2021/Foundations1

**Select a year**

After entering a year you may change years by using the "Reselect Year" button on the top of the page.


Year	Student Level	Login time	Mode
<a href="#">Enter 2020-2021</a>	Foundations1	01/09/2020 08:47:47 AM	View Only



3. Click on each of the two links in the Announcements Box
- a. Requirements Checklist
  - b. Academic History

**Announcements**

- Set your [CoM Scheduling PIN](#).
- Set your [default font size](#).
- Set your [default CoM Scheduling year](#).
- You have [Requirement Checklist](#) items to complete.
- View your [Academic History](#).



**Test Student's Foundations1 Schedule for 2020-2021**


No courses have been selected.

## Requirements Checklist

1. Click on "You have [Requirement Checklist](#) items to complete" in the Announcement Box

**Announcements**

- You have [Requirement Checklist](#) items to complete.
- View your [Academic History](#).



2. Click on "Show" in the upper right side of the screen

**Requirements Checklist**

= Completed     = Incomplete     = Incomplete; Not required


[Print Checklist](#) | [Include closed checklists](#)

**Accepted Student Matriculation Requirements** [Show](#)

To enroll in the University of Vermont College of Medicine, **all students** must complete the matriculation requirements listed below.

All items are due no later than **July 1**. However, it is **strongly recommended that you submit your completed immunization form directly to Student Health Services by no later than May**. It is not unusual, upon review, for the Center for Health and Wellbeing to determine additional action is needed by the student before their status is considered in compliance. Be sure to monitor the status of your immunization requirement via the Student Health Services tab in your Academic History file.

List closes:08/07/2020  
Unique entries:0  
Total entries:0



3. Click on each checklist item in the left-hand column to address it.

**Accepted Student Matriculation Requirements**

To enroll in the University of Vermont College of Medicine, **all students** must complete the matriculation requirements.

All items are due no later than **July 1**. However, it is **strongly recommended that you submit your completed items by mid-May**. It is not unusual, upon review, for the Health Center to determine additional action is needed by the

List closes:  
 Unique entries:null  
 Total entries:null

**MAT: Student Handbook**

Please review and affirm that you agree to abide by the provisions in the [Medical Student Handbook](#), including the [Tenets of Professionalism](#) and the [Student Honor Code](#).

0 entry of 1 required

**MAT: Immunization Requirements**

**MAT: Student Handbook**

No entries to display

4. Once you've clicked on the item, click on "Add entry" in the upper right corner to respond appropriately.

**MAT: Student Handbook**

Please review and affirm that you agree to abide by the provisions in the [Medical Student Handbook](#), including the [Tenets of Professionalism](#) and the [Student Honor Code](#).

0 entry of 1 required

**MAT: Student Handbook**

No entries to display

[Add entry](#)

5. When you have completed the actions required by the checklist item, the red circle next to the item will change to a check mark.

**MAT: Student Handbook**

Please review and affirm that you agree to abide by the provisions in the [Medical Student Handbook](#), including the [Tenets of Professionalism](#) and the [Student Honor Code](#).

1 entry of 1 required - Complete

**MAT: Immunization Requirements**

Please review the [Immunization Requirements](#) and [Submit Proof of Immunization](#)

**MAT: Student Handbook**

[Add entry](#)

Entered 03/27/2019 02:34:04 AM by Dow, Nathan; Class of 2023 - (Back to Checklist | Print | Edit | Delete)

Date  
03/27/2019

MAT: Student Handbook

I have reviewed and agree to abide by the provisions of the University of Vermont College of Medicine Student Handbook, including the Tenets of Professionalism and the Student Honor Code.

[Verify/Add Comment](#)

6. Repeat this process for each item, clicking on "Add entry" for each, until the entire list is complete.

7. If asked to upload a document to your Academic History file, please follow the instructions that appear below under the "Academic History" section (screenshots, page 5).

If an item requires verification (sign-off) before it is considered complete, the red circle will not change to a checkmark until the Admissions Office has confirmed your documentation.

Items requiring verification are:

- Official Transcripts – verified once all have been received by the Admissions Office
- Technical Standards Form Upload – confirmation that **your actual, "real," not typed signature** is included
- AD&D Insurance Beneficiary Information Form – verification that your **beneficiary information is included**

To request sign-off:

- Add your entry, then click on “Sign-Off” (At the top of the blank column to the right of the checklist)
- Select Sign-Off user by choosing Eva Wilton from the drop-down menu
- Click on “Request Sign-Off”

It is very important that you request sign-off by selecting Eva's name as described above; otherwise, your pending item will not appear in her daily queue of items pending review.



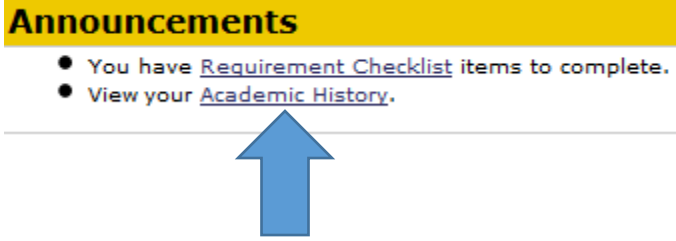
8. When the entire checklist is complete, a checkmark will appear at the very top of the screen next the checklist name.

**VERY IMPORTANT!**

Once you have attested to submitting your immunization records to Student Health Services (SHS) so that the checkmark appears, you **MUST MONITOR YOUR ACADEMIC HISTORY** in OASIS for the status of your SHS record review. (See next page.)

# Academic History

1. Click on “View your Academic History” in the Announcements box.



2. On the Admissions/Entering Student Data tab:

- a. Review the home town, state, country and previous degrees; and undergraduate institution and undergraduate major entries to ensure that the data imported from AMCAS is correct. Please identify inaccuracies. Updates to degree or academic major details must be verified by an official transcript provided to the Admissions Office. Your home town and state refer to your permanent town and state—where you are from, not your current residence. **Please ensure that these fields represent exactly what should be included in event programs and scripts (i.e., the White Coat Ceremony, Commencement, etc.)**
- b. To assure that your name is pronounced correctly during celebrations and ceremonies include a phonetic spelling of your name. This field is exported directly into scripts for events, such as those listed above. The LCOM Communications Department will also create an audio file of your name pronunciation at Orientation that will be imported into your Academic History file.
- c. If you have ever worked at FAHC/UVMCMC and been issued a user account, enter your M# at the “Assigned M#” prompt.
- d. Please indicate if you have any of the listed dietary restrictions, along with any relevant food allergy details to inform COM event planning.

**\*\*To enter data and/or upload files: Click on “Edit On”** in the upper right-hand corner of the screen. (See screenshot on following page.)

3. **The Student Health Services tab allows you to monitor the status of your immunization form once submitted.** The form should be submitted directly to Student Health Services as soon as possible upon acceptance. Once you have submitted the form, complete the attestation in your checklist so that the checkmark appears. This indicates that you believe you have submitted the necessary paperwork. **Then be sure to monitor the review of these records via your Academic History tab.** You must have a “COMPLETE” or an “IN PROGRESS” status recorded in OASIS on your **Academic History tab** in order to matriculate. An “IN PROGRESS” status will change to “OUT OF COMPLIANCE” if you do not submit necessary documentation by the dates stipulated by SHS in your Academic History tab. **Any questions concerning the status of your records should be directed to the Center for Health and Wellbeing, not the Office of Medical Student Education/Admissions.** It is common for clearance of your form to take much longer than you might anticipate, **PLEASE** submit this well before the final deadline to ensure that you are cleared by July 1.

After clicking on “Edit On,” the screen will allow you to enter or edit data, including uploading files.

## To upload a file:

1. Click on “Add file” to browse for the file on your computer
2. Click on “Upload” to upload the file then hit “SAVE”
3. If you need to delete an uploaded file, use the “Clean” button  
(See screenshot on following page.)

**BE SURE TO HIT "SAVE & NOTIFY" AT THE BOTTOM OF THE SCREEN WHEN YOU ARE THROUGH.**

<b>Test Student</b>					<a href="#">Edit On</a>
<b>Admissions/Entering Student Data</b>	<a href="#">Student Health Services</a>	<a href="#">Status Changes</a>	<a href="#">Exams: Delay Requests &amp; CSE Remediation Memos</a>	<a href="#">MSPE</a>	<a href="#">Mailbox Lock</a>
<b>AMCAS Imported Information</b> The fields below were imported directly from AMCAS. Please take a moment to review them. If any are incorrect please provide corrected information in the "Student Verified Information" section that follows. <a href="#">View Item</a>					
AMCAS: Home Town/City <a href="#">View Attribute History (1 entry)</a>	Somewhereville				
AMCAS: Home State <a href="#">View Attribute History (1 entry)</a>	VT				
AMCAS: Undergraduate Institution <a href="#">View Attribute History (1 entry)</a>	Middlebury College				
AMCAS: Undergraduate Major <a href="#">View Attribute History (1 entry)</a>	Biology				
AMCAS: Previous Degrees <a href="#">View Attribute History (1 entry)</a>	BS (2012 - Middlebury College)				
<b>Student Verified Information</b> It is important to the College of Medicine to accurately pronounce student names and cite background information during ceremonies and celebrations. Please take a moment now--as you are matriculating--to identify any inaccuracies that appear in AMCAS imported information above.  Your "Home Town and State" fields refer to your permanent residence. At ceremonies and events, this will be included in the program and read aloud. For example: John Smith from Essex Junction, Vermont.  Any updates to your degree or major information must be verified on an official transcript provided to the Admissions Office.  If you fear that your name may be mispronounced, you are strongly encouraged to upload a recording of your preferred pronunciation.  Please also indicate if you have any of the listed dietary restrictions, along with any food allergy details COM event planners should be aware of. <a href="#">View Item History</a>					
Corrections/Updates to AMCAS Information (above) <a href="#">View Attribute History (0 entries)</a>					

**EDIT ON will enable editable records and display the dietary restrictions list**

Do any of these dietary restrictions apply? <a href="#">View Attribute History (0 entries)</a>	No Restrictions Food Allergies (specify below) Gluten-Free Kosher Vegan Vegetarian
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Upload a recorded sound file with the pronunciation of your name. [View Attribute History \(0 entries\)](#)

+ Add file
✓ Upload
🗑 Clean

Save

Save & Notify

Cancel