

MEMORANDUM

TO: Year 1 Students – Class of 2028

FROM: Sherry Pederson, Manager, Undergraduate Medical Education & Annie Either Assistant Manager (UGME)

DATE: JUNE 2024

RE: ***REGISTRATION – COLLEGE OF MEDICINE***

Welcome to the College of Medicine. The information outlined below will get you started with the documentation required. You will receive much more information as it becomes available. The following pertains to students on both campuses. Note: all first-year forms will be collected in CANVAS, with the exception of proof of immunization.

1. University Registration

Students will receive timely emails with information on what courses they should register in. All students must be registered prior to the start of orientation. If you run into difficulty, contact Vanessa Hindmarsh in the UGME Office at vanessa.hindmarsh@usask.ca, or reach out to Student Central in the Administration Building at 306-966-1212. Please note that unlike other colleges, **courses will not fill**, there is a seat for all students that have been admitted to College of Medicine in each course.

2. Important Dates

Orientation will begin on July 31, 2024 @ 9:00 am. This mandatory orientation will continue with additional learning activities until Friday, August 2, 2024. All classes commence August 6, 2024.

3. [Release of Information Consent Form](#)

Periodically, a department, physician or preceptor will need to contact you for scheduling changes, etc. To ensure efficient communication, personal information will be required to build your profile in the various University/College systems (i.e. SIRIUS, One45). As such, we will need your permission to release this information. **This is for internal purposes only and is not widely distributed.**

4. Student Loans

University of Saskatchewan policies regarding the handling of Government Student Loans are as follows:

If you are taking out a new loan and are registered as a full-time student, we will automatically confirm your enrolment to your government student loan provider. Please ensure you are registered full-time for the period of study your loan is for. The total assessed tuition and fees, for the loan period, will be deducted from your student loan if available. **It is your responsibility to check your account balance in PAWS to ensure that there is no outstanding balance.** For student loan purposes, the number of credit units for first year is 66. If you have questions about student loans, please contact Student Central at 306-966-1212 or email: askus@usask.ca.

5. Personal Data Sheets

You will be sent a form through One45 titled “2024 Undergraduate Medical Student-Personal Data Sheet”. We require you to fill out this form and list one emergency contact including their phone number and e-mail address. Please complete this as soon as you receive it and submit in CANVAS as instructed. If you are having issues or have any questions, please reach out to Kim Basque at ugme.preclerkship@usask.ca.

6. White Coat Ceremony and Fall Welcome

The **Fall Formal** is scheduled for **September 21, 2024, in Saskatoon SK**. The formal provides an opportunity to present undergraduate awards to continuing students based on the 2023/2024 academic year. There are a few awards set aside for first year students, you will be emailed directly about those in early August 2024. The **White Coat Ceremony** is scheduled for **Saturday October 5, 2024**, and will also be in Saskatoon. The White Coat Ceremony is a ritual that marks one’s transition into the medical profession and you will want to invite loved ones to attend this event.

7. Student Services; Office of Student Affairs

The Office of Student Affairs (OSA) provides a safe place for current MD undergraduate students to seek support when they have academic or personal issues. The OSA provides resources and support around mental and physical health, mistreatment and discrimination, disabilities, financial concerns, career advising and mentorship. Student Services includes the Office of Student Affairs (OSA), and the Office of Career Advising and Mentorship (OCAM), and Indigenous Health. The Senior Lead, Indigenous Initiatives and Programming provides personal and cultural supports for students and others as requested, and referrals to the OSA and other health related services as required.

For further information, please visit [this website](#).

8. Photo & Photo Consent From

The College requires a passport style picture on a plain background, in .jpg or .tiff format. The image will be used for ID badges, so they must be exactly as instructed. The minimum size would be 900 x 1200 pixels, normal cell phone camera quality will work. Photo of face and upper torso, shot straight on, smiling is encouraged with a plain or colored background.

The College has several uses for the photo, and it does require your consent. Please complete the [Photo Consent Form](#).

Complete the **photo and consent** form **by July 31, 2024 and submit in CANVAS as instructed. If you have questions please reach out to** Kim Basque at ugme.preclerkship@usask.ca.

9. **Immunization requirements** – Completion of the immunization requirements is the responsibility of the student. This includes **locating childhood and adult immunization records**, booking appointments for your immunization review (*have your schedule ready when you are booking*), and any costs associated with the immunization program (*we only accept exact cash or debit card*). You must take a copy of the Immunization Record to your College once it has been completed. More information about the Immunization requirements and process can be [found here](#).
10. As a student in the College of Medicine you will agree to adhere to all [University of Saskatchewan policies](#) and procedures, including [safety policies](#) and protocols.
11. **USSU Health & Dental Benefits** –
Regina Students: You are now classified as an off-campus student by the University of Saskatchewan. You are not automatically covered by the USSU Health & Dental Plan but may be eligible to enroll yourself and your spouse and/or dependent children during the appropriate [Change-of-Coverage Period](#).
Saskatoon Students: If you are already covered by an equivalent health and/or dental plan (such as a parent's or spouse's employee benefit plan, or a plan provided by your band council or through Health Canada), you can opt out and receive a credit to your student account for the Plan. The [Change-of-Coverage Period](#) is from TBD.
More information on above can be [found here](#).
12. **Important forms & information** – have been placed on the [UGME website](#), please complete requests and forms as instructed and review the important resources listed there. Read each item on this webpage as there are important forms that need submission to different places.

All other necessary information, including locker assignments, will be distributed and discussed at orientation.

If you have any questions, please email Sherry Pederson at sherry.pederson@usask.ca.

cc: Dr. J Kraushaar, Dr. H Chang, Dr. J Chlan-Fourney, Dr. N. Shedden, S MacDonald, C Eskra, M Nelson, K. Basque, C Pfeifer