

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Pre-Matriculation Communication</b>		<b>SOP #: SA.013.04</b>
Effective Date	02.01.2018	
Last Revision/Review	09.05.2024	

### **1. Purpose**

To outline and define the processes by which newly accepted students receive communication from the Office of Student Affairs prior to matriculation.

### **2. Related Policy/Authority**

Include a link to the organization's authority (its policy and/or federal citation).

### **3. Faculty/Staff Responsibilities**

Assistant Vice President of Student Affairs, Director of Student Life.

### **4. Definitions/Abbreviations**

### **5. Procedural Steps**

1.1 The Office of Student Affairs receives notification of an applicant's status as an "accepted" student, in any of the following three ways:

- a. Burrell Finance: The Burrell Finance Office notifies the Office of Student Affairs when they receive a deposit from an applicant.
- b. Burrell Admissions Office: The Burrell Admissions Office regularly distributes an "Admissions Master List" of the applicants who have been offered a seat in the DO Program, and have paid their seat deposit and are thus "Accepted"
- c. AMP Portal: Using this online admissions portal, the Office of Student Affairs can filter the database of current applicants (maintained by the Burrell Office of Admissions) to see which applicants are considered "Offer-Accepted" and "Offer-Paid", both of which are considered "Accepted."

2.1 Pre-Matriculation Checklist

- a. An online checklist link will be sent to each Accepted student as their seat deposit is confirmed.
- b. A checklist is generated for each campus location
- c. The Checklist includes the following information:
  - i. Welcome Message from Student Affairs
  - ii. Housing Options
  - iii. Link to Class Facebook page
  - iv. Student Affairs Letter
  - v. Health Insurance information

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- vi. White Coat Ceremony
  - vii. Ordering the Medical Student White Coat
  - viii. Creating Castlebranch Account
  - ix. Background Check and Drug Screening
  - x. TB Screening
  - xi. BLS certification
  - xii. Required Medical Equipment
- d. Accepted students will provide their signed acknowledgement that they have read and received the checklist.
  - e. When updates are made to checklist after students have accessed it, an email is sent to them notifying them of the updates, and the need for them to review the new items.
- ### 3.1 Sending Email Templates
- a. AMP Portal
    - i. Login to AMP at <https://applicant.burrell.edu/Security/Login.aspx>
    - ii. Make certain that the Applicant Year in the top right corner is correct. The Applicant Year is equal to the year in which the student will matriculate.
    - iii. Select the “APPLICANT” tab on the menu bar.
    - iv. Search for the applicant(s) in one of the following two ways:
      - 1. By Status: You can list all Offer-Paid or all Offer-Accepted students by selecting “Status” in one of the selection drop down menus, ensure the middle option says “Contains”, and the search text box contains either “OP” for Offer-Paid or “OA” for Offer-Accepted. Then click the “Search” button. The results are displayed beneath the Search area.
      - 2. By Name: if there is a minimal number of applicants to send the emails to, select “Last Name” in the drop-down menu, ensure the middle option says “Contains”, and enter the applicant’s last name. Then click the “Search” button. The results are displayed beneath the Search area.
    - v. Using the results list, click the check-box to the left of each applicant you desire to send emails to during this session. As you select applicants, each selected name and total number of names selected will appear in the “Total Selected” box to the right of the Search area.
    - vi. Once you have selected all desired applicants, choose the “Email Template” option from the menu on the left-hand side of the screen.
    - vii. The “Applicant Template Email” screen will appear. In the “FROM” drop-down menu, make sure the address is [studentaffairs@burrell.edu](mailto:studentaffairs@burrell.edu).
    - viii. From the “Email Template to Send” drop-down menu, choose the email template you would like to send to the selected applicants.
    - ix. If an attachment is necessary, click the “Add Attachment” button, and select “Student-Affairs-Documentation” in the Directory drop-down menu. Clicking on the filename will allow you to preview the attachment and clicking “Attach” will attach it to the email template. Click “Done” when you are finished attaching files. If you attached a file by mistake, you can remove it by clicking “remove.”
    - x. Make sure that “studentaffairs@burrell.edu” is listed in the CC or BCC box and the checkbox to the left is checked.



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### **8. Signature**

Approved by	9.5.2024
Department Head of Student Affairs	Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
05.09.2023	2.1, 3.1	Updates to process		5.19.2023
05.06.2024	5	Updates to checklist groups		5.20.2024
09.05.2024	All	Updated Associate Director of Student Affairs to Director of Student Life		10.16.2024