



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 15, 2024. Be sure to review this site in its entirety and check your email for any additional updates provided by individual departments. Failure to complete the 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 review the checklist information provided by each department below:

Admissions

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, 2024. 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 or that were submitted through AACOMAS; 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@burrell.edu. 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?
 - o Office of Admissions: admissions@burrell.edu
 - o Phone Number: [575-674-2210](tel:575-674-2210)

Bursar

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:
 - o Associate Controller & Bursar: vmartin@burrell.edu
 - o Phone Number: [575-674-2283](tel:575-674-2283)
 - o Contact Name: Varsi Martin

Financial Aid

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** [Office of Financial Aid](#)
 - o **FAFSA**- <https://studentaid.gov/h/apply-for-aid/fafsa>
 - o **ELM Select** – <http://www.elmselect.com/#/>
3. Deadline to submit verification of financial aid – April 9, 2024
4. Do you have more questions?
 - o Office of Financial Aid: financialaid@burrell.edu
 - o Phone Number: [575-674-2226](tel:575-674-2226)

IT

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: [Computer Recommendations](#)
3. Do you have more questions?
 1. Information Technology, [please submit a ticket here](#).

Registrar

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 [Office of the Registrar](#)
3. Deadline to complete: Prior to Arrival
4. Do you have more questions?
 - o Registrar: registrar@burrell.edu
 - o Phone Number: [575-674-2232](tel:575-674-2232)

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: [Office of the Registrar](#)
5. Do you have more questions?
 - o Office of the Registrar: registrar@burrell.edu
 - o Phone Number: [575-674-2232](tel:575-674-2232)

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: FA2024
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](#)

Student Affairs

Please review the Pre-Matriculation Checklist survey emailed to you directly for specific instructions and deadlines for each pre-matriculation requirement. Reach out to studentaffairs@burrell.edu with any questions regarding the following:

- Immunizations or Health Screening
- Background Check or Drug Screening
- Health Insurance
- Disability or Religious Accommodations
- The Student Handbook
- Medical Diagnostic Equipment
- Mandatory Student Orientation
- White Coat Ceremony
- Housing
- BLS Training