MEMORANDUM

DATE: July 21, 2016

TO: 2016 Entering Class
College of Human Medicine

FROM: Wanda D. Lipscomb, Ph.D.
Associate Dean for Student Affairs
Senior Associate Dean for Diversity and Inclusion

SUBJECT: Advance Planning for Matriculation into Medical School Information Update #3: Basic Life Support (BLS) Training, Parking Information, Student Organization Pre-Sale Information

We hope that you are continuing to enjoy these weeks leading up to your matriculation. You should have received the first two email communications to the College of Human Medicine 2016 Entering Class on June 2, 2016 and a second email on June 20, 2016 with several items for you to complete.

We continue to be impressed with your timeliness in meeting the Pre-matriculation requirements that we have forwarded to you so far. This third mailing includes information about the 1) Basic Life Support (BLS) Training, 2) Parking Information for both the East Lansing and Grand Rapids Campuses and 3) Announcement of the Student Organization and Resource Fair and Student Organization Pre-Sale Items. Carefully review each item included in this communication.

Basic Life Support (BLS) Training for Medical Students

Students in the 2016 Entering Class of the Michigan State University College of Human Medicine are required to complete Basic Life Support (BLS) Training for Healthcare Providers.

The MSU Learning and Assessment Center (LAC) will provide the mandatory American Heart Association “Basic Life Support for Healthcare Provider” course for the 2016 Entering Class. This is a two-part course that includes an advanced online component followed by a skills training and testing component that will be provided during orientation.

The cost for this course is $75.00, and your certification will be valid for two years.

You will receive a separate individual email with a link to register for your BLS training. You must complete the registration and the Part I online component by no later than August 12, 2016. Please note that the registration link will be sent to your official MSU email.

You must complete “Part 1” online in advance of the second part of the course. “Part 2” (mannequin/skill testing) will be completed during orientation week at the time indicated in the separate registration link that you will receive. You will need to present the completion certificate from “Part 1” when you arrive for the second portion of the course. You will not receive your course completion card without that certificate.
• BLS Training Part II for Entering Students assigned to the East Lansing campus will be scheduled on Wednesday, August 24, 2016.

• BLS Training Part II for Entering Students assigned to the Grand Rapids campus will be scheduled on Thursday, August 25, 2016.

If you have any questions regarding the BLS Training, please contact Mrs. Amy Fowler in the Office of Student Affairs and Services at 616-234-2622 or by email at amy.fowler@hc.msu.edu.

Parking

All medical students must register their vehicles to park at Michigan State University facilities.

• **East Lansing Campus:** Beginning August 4, 2016, students will be able to register their vehicles and obtain a parking permit online at www.police.msu.edu. You can pay for the entire year or per semester to park in Lot 100 located at the Radiology Building. Additional Parking information is attached.

• **Grand Rapids Campus:** Fall semester parking registration for the Secchia Center is available online at https://commerce.cashnet.com/msu_3573. The CHM Student Parking Grand Rapids Policy can be accessed at http://www.chm.msu.edu/STUDENTS/Students.htm. There are several options available for parking in Grand Rapids, so please review them carefully to determine which option will work best for you. Additional Parking information is attached.

**Student Organization and Resource Fair and Pre-Sale Items**

Student Medical Specialty Interest Groups and other Student Organizations provide opportunities for medical students to be actively involved in leadership, medical specialty exploration, and service to the community. The Office of Student Affairs and Services provides administrative support and guidance to Student Organizations and Medical Specialty Interest Groups. To introduce you to the organizations and interest groups, the Office of Student Affairs and Services sponsors an Annual Student Organization and Resource Fair. This year the Student Organization and Resource Fair will take place during orientation week on Friday, August 26, 2016 from 4:30pm to 6:30pm at Munn Ice Arena on the Michigan State University East Lansing campus. It will be a time to relax, meet new friends, enjoy treats, and discover ways to get involved with student organization and interest group activities. The student organization and interest group leaders are looking forward to meeting you.

Several Student Medical Specialty Interest Groups and Student Organizations offer goods and services that require advance orders and/or purchase including lab coats, surgical probes, white coat embroidery, scrubs and apparel. (Flyers announcing these sales are attached).

The Asian Pacific American Medical Student Association is offering advance order and purchase of lab coats, and the Surgery Interest Group is offering advance order and purchase of probes and scrubs. **Please note that all students entering the Shared Discovery Curriculum are required to have a probe and lab coat before the Gross Anatomy Lab orientation on Thursday, August 25, 2016 during Pre-matriculation week.**

The American Medical Association is offering to have your name embroidered onto your white coat. And the American Medical Women’s Association is offering Tank Tops and Long Sleeve Shirts for sale.
Descriptions of items for sale and links to order and purchase these items are listed below along with deadlines for ordering from each of the organizations:

- **Asian Pacific American Medical Student Association (APAMSA) Gross Anatomy Lab Coat**
  Deadline to order Gross Anatomy Lab Coat is: Friday, July 22, 2016
  Link to order form: [https://docs.google.com/forms/d/1zyUSVpdAi3lKO5zdjoF0WZitO0hlePEgoa3BRoebZ0k/viewform](https://docs.google.com/forms/d/1zyUSVpdAi3lKO5zdjoF0WZitO0hlePEgoa3BRoebZ0k/viewform)

- **Surgery Interest Group (SIG) Probes and Scrubs**
  Deadline to order Probes and Scrubs is: Friday, July 22, 2016
  Link to order form: [https://sites.google.com/site/2016scrubandprobesale/](https://sites.google.com/site/2016scrubandprobesale/)

- **American Medical Association (AMA) White Coat Embroidery**
  Deadline to order White Coat Embroidery is: Wednesday, August 17, 2016 at 5:00pm EST
  Link to order form: [http://goo.gl/forms/npkcZ6UoapHf8Mfj1](http://goo.gl/forms/npkcZ6UoapHf8Mfj1)

- **American Medical Women’s Association (AMWA) Tank Tops and Long Sleeve Shirts**
  Deadline to order Tank Tops and Long Sleeve Shirts is: Friday, July 22, 2016
  Link to order form: [https://docs.google.com/forms/d/19IIK1HbSGL3Jho4cuJUN1Ut84rizJDb3bY_cgkRhfSE/viewform](https://docs.google.com/forms/d/19IIK1HbSGL3Jho4cuJUN1Ut84rizJDb3bY_cgkRhfSE/viewform)

**Reminders of the Deadlines for Requirements Outlined in the Two Previous Mailings:**

**Matriculating Student Questionnaire:** Thank you to the more than 50% of you who have completed or are in the process of completing the Matriculating Student Questionnaire conducted by the Association of American Medical Colleges (AAMC). Those who have not yet completed the questionnaire can expect to receive a reminder email July 1, 2016 directly from the AAMC. Your responses are important and help the AAMC better understand the needs of first-year medical students.

Remember to print out your MSQ completion confirmation page and bring it with you as your entry for fun-filled activities and prizes later this fall.

**Vaccinations and Immunizations:** Please continue to submit your documentation of required vaccines and immunizations to the Office of the University Physician at uphys@msu.edu. Details of the immunizations requirements and instructions for submitting documentation can be found on the HealthCare Professional Student website: [http://www.uphys.msu.edu/resources/healthcare-professional-student-immunizations](http://www.uphys.msu.edu/resources/healthcare-professional-student-immunizations). Immunization records and documentation should be submitted to the Office of the University Physician no later than Monday, August 1, 2016.

Please continue to contact the Office of the University Physician (517-353-8933) and/or Dr. Judith Brady, Assistant Dean for Student Wellness and Engagement ([judy.brady@hc.msu.edu](mailto:judy.brady@hc.msu.edu))

**Bloodborne Pathogens Awareness Training:** Remember to complete this required online training module by midnight, Friday, June 29, 2016. To complete the training, go to: [http://www.oeps.msu.edu/TRAIN/BPA/](http://www.oeps.msu.edu/TRAIN/BPA/) and click on the “begin” button. Select the “MSU Medicine and Nursing Students” module.

Attachments: Parking Information for East Lansing
Parking Information for Grand Rapids (2)
AMA Flyer
AMWA Flyer
1.0 Policy/Purpose:
The College endeavors to present a variety of parking options for students in Grand Rapids. This policy applies to student vehicles parked on MSU-CHM owned or leased property. Owned or leased properties include Secchia Center garage parking (operated by Michigan Street Development) and the lot at College and Michigan Street.

Vehicles operated or parked on MSU owned or leased property must be registered with the College and parked according to the privileges granted. Parking is self-supporting (no tax or tuition money is used to support the system). Revenue from the MSU-CHM owned parking system is used to support, maintain and improve these parking venues.

A. Student Parking
1. CHM Students have the following options:
   a. Register following the CHM on-line registration process and pay the registration fee for vehicles, motorcycles and/or mopeds. OR
   b. Park and pay at Grand Rapids City owned or Ellis operated metered spaces or pay lots.

2. A student who is the son or daughter of a University employee, operating a vehicle bearing an employee permit, must register the vehicle as a student and comply with the provisions of the MSU Student Parking and Driving Regulation which can be found at http://police.msu.edu/management-services-bureau/parking-office/student-permits/. The employee privileges are not extended to the student.

3. The person to whom the privileges are granted is the only person who may park under the privileges; otherwise, they are invalid.

4. There are a limited number of student permits for the Secchia Center. It is anticipated that CHM students with authorized permits may park in the Secchia Center garage between 6:00 p.m. and 6:00 a.m. (Secchia Student Evening Permit.) Depending on faculty demand, a small number of permits may be available to students for day parking at Secchia. These will be available in the order of registration.

5. Mopeds, as defined by state law (less than 50cc) and properly registered using the on-line bicycle registration process, may be parked in the bicycle racks with the exception of the plaza.

B. Student Vehicle Registration
1. A student may register one of two ways:
   a. Register one vehicle with student parking privileges and receive one permit and, for those parking at Secchia, an authorization to purchase an AVI parking module.
   b. Register as a car pool participant (limit of 4 per permit) with student parking privileges. All participants must provide vehicle information and student ID numbers. Each student must...
purchase a separate AVI parking module. Contact CHMGRParking@chm.msu.edu with any questions.

CHM students may register for vehicle using the on-line registration process at https://commerce.cashnet.com/msu_3573. Payment is due at time of purchase and you may opt to pay using electronic funds transfer from a bank account, VISA, MasterCard, and Discover.

C. Permits and AVI Modules

1. All permits remain the property of MSU, are assigned to individuals and are non-transferable. Unauthorized transfer or use of a permit and/or AVI module will result in their/its confiscation, and termination of the privilege(s) for at least the balance of the registration period. Confiscation of an AVI parking module will result in its deactivation. A fee is required to obtain a new AVI parking module.

2. Replacement of a lost permit may be obtained by payment of an assessed fee (restrictions may apply). Replacement of a stolen permit requires a police report number and CHM Assistant Dean’s Office approval.

3. Permits shall be affixed according to the instructions provided with the permit. Note: A current permit, though properly affixed, is valid only when all expired permits have been removed. Decals that have been laminated or taped to the windshield are not valid.

4. Permits expire in accordance with the date shown on the permit unless privileges are no longer deemed valid or have been revoked.

D. Loaner Permits

If the vehicle which is currently registered with the Parking Office is being repaired, and another vehicle driven in the interim, the employee may obtain interim authorization on a day to day basis. To obtain authorization, the employee should enter the parking lot through the visitor gates, taking a ticket upon entrance. The employee should then proceed to park on level P5 – visitor parking. The employee must contact the Ellis Parking office in Building 25. Ellis Parking will confirm the employee’s parking status, and issue a validation coupon. At the conclusion of the day, the employee will insert the ticket and the validation coupon into the pay-station terminal at the parking gate and the gate will rise to permit exit.

E. Bicycles

Any bicycle on the premises of the Secchia Center must be registered, parked and locked at a bike rack and in operable condition; otherwise, it may be impounded and fees assessed to retrieve it. MSU, City of Grand Rapids, Lansing, City of East Lansing, Lansing Township and Meridian Township permits are acceptable. Permits must be current, valid and adhered to the bicycle frame’s post below the seat, facing the handlebars. Failure to properly display and/or affix the permit may result in bicycle impoundment. Bicycles may be registered on-line at https://commerce.cashnet.com/msu_3573

F. Parking Violations will result in towing. Towing, storage and associated fees are solely the responsibility of the vehicle owner. Unauthorized vehicles parked in the garage or lots will be towed on the first occurrence.

1. The following are examples of violations:
   a. Parking in University vehicle spaces
   b. Parking in leased spaces
   c. Parking in designated disability or car pool parking spaces
   d. Parking in reserved areas
   e. Parking in visitor or car pool spaces
   f. Parking in areas not clearly designated as a space
   g. Parking in the circle drive for more than 10 minutes

G. Miscellaneous

1. Students who wish to be considered for special reserved parking should contact the CHM Operations Administrator. The CHM Operations Administrator will work closely with the Resource Center for Persons with Disabilities to facilitate accommodations based upon documented need.
2. Unless otherwise permitted by the CHM Operations Administrator, vehicles bearing Secchia Center student permits may only park in MSU-CHM designated SECCHIA CENTER MONTHLY PARKING spaces during the hours in which the student permit stipulates (i.e. 6:00 p.m. – 6:00 a.m., Monday-Sunday.) Students who choose not to purchase a parking permit may park in the visitor section of the Secchia Center parking ramp and remit the daily parking fee to Ellis Parking.

3. A parking permit may be refused to anyone having unpaid parking violations issued by Michigan State University.

4. Questions about this policy should be directed to the CHMGRParking@chm.msu.edu

2.0 Definitions:

AVI Module: Small electronic module that is attached to the windshield above the rear view mirror. Module has a sensor that permits the parking gate to rise, allowing entry and exit to the lot.

MSD- Ellis parking: Michigan Street Development (MSD) includes the parking venues beneath the Secchia Center, Buildings 25, 35 and the Lemmon-Holton Cancer Pavilion. MSD has hired Ellis Parking to provide attendant services to the parking garage.

College and Michigan Parking Lot: Street level parking venue owned by Michigan Street University. Located at the north-west corner of College Avenue and Michigan Street.

Motor Vehicle: All motor drive vehicles such as automobiles, trucks, motorcycles and mopeds.

3.0 Procedures:

1. CHM-GR student completes the appropriate on-line parking registration at:  
   https://commerce.cashnet.com/msu_3573

2. CHM Parking Office will:
   a. Issue a CHM-GR Vehicle Identification Sticker for the vehicle.
   b. Provide an AVI module to student if purchased as part of the registration process and the student is registered at Secchia Center
   c. Notifies MSD parking Office of all issued AVIs and request activation.

3. Michigan Street Development Parking office (Ellis) will:
   a. Verify authorization request for AVI module activation.
   b. Activate requested AVI, including car pool groups.

4. MSU-CHM GR student will:
   a. Attach the MSU parking permit to the left lower corner of the windshield.
   b. Attach the AVI to the windshield of his/her vehicle if registered to park at the ramp at Secchia Center.
   c. Park in the designated areas as noted below:
      i. College and Michigan:
         1. Park in any open space
      ii. Secchia Center Ramp:
         1. Enter/Exit the ramp from Michigan Street entrances #1 or #3 or from Division Ave.
         2. Park in any Secchia Center Monthly Parking space on P3
   d. Contact MSD-Ellis parking office if AVI is lost or damaged.
   e. Contact MSD-Ellis parking office to report problems with the parking gate or ramp (Note: if AVI is not attached in the correct position on windshield the gates may not operate properly).
DATE: May 18, 2016

TO: MSU – College of Human Medicine Students in Grand Rapids

FROM: Sheila Morgan, CHM West Director of Operations

SUBJECT: 2016-17 Vehicle Parking Registration for MSU Owned Properties in Grand Rapids

Parking registration for the College of Human Medicine Students who wish to park in MSU owned/leased parking in Grand Rapids is available through the on-line parking registration process.

 Owned or leased properties include Secchia Center garage parking and the lot at College and Michigan Street. **Vehicles operated or parked on MSU owned or leased property must be registered with the College and parked according to the privileges granted.** The CHM Parking Policy is on the CHM website and may be accessed at: http://chm.msu.edu/STUDENTS/Students.htm. Please review it carefully.

In addition to MSU owned/leased spaces, a variety of parking options and price points are available for students in Grand Rapids. Please review the information below carefully before making your selection.

**MSU OWNED OR LEASED PARKING OPTIONS**

**MSU parking beneath the Secchia Center**
- Covered parking located in the parking garage below Secchia Center
- 115 spaces are offered to faculty, staff and students
- Cost from July 1, 2016 through June 30, 2017 is $135 per month
- There is a one-time, non-refundable, cost of $25 to purchase the AVI module to trigger the gates

**MSU parking at College and Michigan Streets**
- Uncovered parking lot
- Approximately a 15 minute walk from the Secchia Center
- 70 spaces offered to faculty, staff, students and the public
- Cost from July 1, 2016 through June 30, 2017 is $45 per month

**Secchia Evening/Weekend Parking Permit**
- Covered parking located in the parking garage below Secchia Center
- Allows evening and weekend parking ONLY in the parking garage below Secchia Center
- Allowed between 6PM - 6AM Monday-Thursday evenings, and weekends from 6PM Friday until 6AM Monday
- Cost from July 1, 2016 through June 30, 2017 is $36 per month
- One-time, non-refundable, cost of $25 to purchase the AVI module to trigger the gates

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Carpool Option:

All CHM parking options may be set up as a car pool for up to four participants. One person must be the primary registrant and pay for all carpool participants. Vehicle information must be provided for each carpool participant prior to distribution of the permits.

Registration for MSU Parking at Secchia Center or College and Michigan:

- To register for any of the above options, please click on the following link: [https://commerce.cashnet.com/msu_3573](https://commerce.cashnet.com/msu_3573)
- Click on “Register” to create a screen name and password and complete account registration
- Click on “Browse Catalog”
- Click on “MSU CHM Student Parking Registration”
- Select the desired parking option
- Follow directions to complete and submit the appropriate online registration.
- Payment may be made online via credit card or electronic funds transfer from your bank account.

**Note:** When completing the registration form you will have the option to have your parking permit mailed to you. If you choose “no”, please pick your permit up from the CHM Dean’s Office Receptionist located at Secchia Center, Suite 450 between 8AM and 5PM. Please allow 2-3 full business days to process registration prior to picking up permits.

Questions regarding MSU Owned or Leased parking should be directed to: CHMGRParking@chm.msu.edu or Kathy Ransom, Parking Manager at kathy.ransom@hc.msu.edu

Bicycle Registration:

REMINDER: Any bicycle parked at Secchia Center must be registered. Registration is free and may be accomplished going to the following link: [https://commerce.cashnet.com/msu_3573](https://commerce.cashnet.com/msu_3573). Click on Grand Rapids Parking; Bicycle Registration. Once you have registered a small permit will be mailed to you to place on your bike.

NON- MSU OWNED/LEASED OPTIONS

Immanuel Lutheran Church
- Located directly west of Van Andel Institute, and across Michigan Street from Secchia Center
- Limited number of parking spaces on the south (back) side of the church
- Cost is $80/month
- Payment would be directly to the church
- Payroll deduction is not available for this option
- Contact at (616) 454-3655 or via email at office@immanuelgr.org

City of Grand Rapids
- A wide spectrum of cost effective parking options are operated by the City of Grand Rapids including city owned parking lots, DASH (Downtown Area Shuttle) Lots and parking meters
- For more information, refer to: [http://grcity.us/enterprise-services/Parking-Services](http://grcity.us/enterprise-services/Parking-Services)
- Payment for City of Grand Rapids parking options would be made directly to the city
- Payroll deduction is not available for this option

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Ellis Parking on Ottawa
- Located off of Ottawa Ave. just south of Michigan Street
- Limited number of parking spaces
- Payroll deduction is not available for this option
- Contact Debby Nyenhuis at 616-458-1179 or via email at dnyenhuis@ellisparking.com
Beginning August 4, 2016 at 9am, you will be able to register your vehicle and purchase a Lot 100 parking permit online at www.police.msu.edu for Fall 2016 and Spring 2017 combined. Permit privileges are not valid until your permit is properly affixed to your windshield so be sure to allow for mailing time. You may park complimentary in pay lots 62W, 63W, 79, 100, and the visitor section of the Wharton ramp from August 19-30, 2016 or in lots 83, 89, or 91 until 7am on August 31, 2016 while waiting for your permit to arrive in the mail. You may not park overnight (2am to 6am) in the pay lots.

Vehicles operated or parked on MSU property by MSU students must be registered with the Parking Office. Vehicles are registered based on your residency. The permit to register your vehicle will allow you to park either in lot 89 (on the corner of Farm Lane and Mount Hope Road) or in the lot determined by your residency. You have two options for parking in lot 100 (the pay lot east of the Clinical Center):

1. **Pay to register your vehicle with the MSU Parking Office for the entire year and pay by the hour to park in pay lot 100.** Those who have a current and valid commuter, Spartan Village, or University Village permit affixed to their windshield will pay .50 per half hour to park in lot 100. All others will pay .90 per half hour to park in lot 100. Payment in the pay lots must be made using cash as credit cards are not accepted. The cost of a commuter permit is $103 for the 2016-2017 academic year. A Spartan Village or University Village permit will cost $127. The cost for those living in the residence halls will depend upon which residence hall you live in. The minimum fee is $127 for on-campus residents.

2. **Pay to register your vehicle with the MSU Parking Office for the entire year and pay $169 per semester for a lot 100 parking permit rather than paying by the hour.** The flat rate for the lot 100 permit is in addition to registering your vehicle (see #1 for costs of registering your vehicle). The cost for Fall 2016 and Spring 2017 semesters if you live off campus will be $441 ($103 for the commuter permit + $169 + $169). Please call the MSU Parking Office for the total cost if you live on campus. Your MSU Student ID card will work as a gate card at the entrance and exit card readers for lot 100 if you have a current and valid lot 100 permit. If your ID card is not working, then please call the Parking Office so that we can activate it. You may show your lot 100 permit to the booth attendant to exit lot 100 until your MSU ID card has been activated.

Lot 100 permits sold online are sold for Fall 2016 and Spring 2017 combined. If you wish to purchase a permit for one semester only then you must come into the MSU Parking Office in order to do so. Fall 2016 permits will be sold at the MSU Parking Office starting on August 15, 2016. They will not be sold in the MSU Parking Office before this date. Please allow yourself plenty of time as lines are very long this time of year. You must bring in your MSU student ID card and a copy of your current vehicle registration with you in order to register in person at the MSU Parking Office.

**ATTENTION:** At times parking spaces and/or areas may be reserved for special events, and an additional fee will be charged. Permits for lot 100 are not valid on home football game days as lot 100 is reserved for football parking on these days. If you choose to park in lot 100 on a home football game day, then you will be charged the special event parking fee to do so.

**Questions?** Call the Parking Office at (517) 355-8440, Mon – Fri, 7:30am – 4:45pm.
AMERICAN MEDICAL WOMEN’S ASSOCIATION  
TANK AND LONG SLEEVE SALE  

All shirts will feature a Spartan MD Logo (see below) on the front in white

Tank (Unisex, American Apparel): 15$, choice of three colors

- Black Aqua  
  XS - XL

- Heather Kelly Green  
  XS - XL

- Heather Lake Blue  
  XS - XL

Long Sleeve (Unisex, Gildan): 20$, choice of three colors

- Forest Green  
  S - 5XL

- Dark Heather  
  S - 5XL

- Maroon  
  S - 5XL

FOR MORE INFORMATION CONTACT: THE AMWA MSU E-BOARD VIA AMWA.MSU@GMAIL.COM  
ORDER FORM: HTTP://GOO.GL/FORMS/FM5BRLSORLZ21PG1
Cost: $15 exact cash or check made out to MSU CHM AMA GRA
Date we pick up coats and money: August 18
Date of distribution: August 26 at Munn Ice Arena student org fair

Contact: Andrew Short at shrontand@msu.edu