



Welcome New Students

Welcome New Students, congratulations on your admission to the School of Biomedical Informatics!

Students come to the School of Biomedical Informatics (SBMI) from all over the world to take advantage of our excellent academic programs and outstanding teaching faculty. We welcome you and look forward to having you join our dynamic community.

Below you will find important information to assist you in onboarding as a new student here at SBMI.

ACCOUNT HOLDS

Criminal Background Check/ Identity Management (CBC/IDM)

Please follow the instructions at <https://sbmi.uth.edu/prospective-students/background-check.htm>. Please ensure you select the "University of Texas School of Biomedical Informatics" to receive your clearance. For issue or concerns, please contact esa@emplscreen.com.

Once the IDM hold has been removed, your UTHealth Houston credentials are created including your UTHealth Houston e-mail. Please reset your password using the "Change Password" link on the myUTH login page. Contact the UTHealth Help Desk at 713-486-4848 to obtain your username and password.

Immunization and Health Form

Immunizations are required of all students attending in-person courses at SBMI. Select the Immunization link on your [applyUTH/myUTH](#) home page to enter your immunization data. The list of required immunization records, can be accessed [HERE](#). If you will enroll in 100% online courses at SBMI and your program does not require on-campus sessions, please contact SBMIAcademics@uth.tmc.edu to be considered for an Immunization waiver.

Core Residency Questions Form

At UTHealth Houston all new academic students are classified as a non-resident student until a Core Residency Questionnaire Form is completed and returned to the Registrar's

Office for a decision. Please submit a [Core Residency Questionnaire Form](#) to the UTHealth Houston Registrar's Office at ResiForm@uth.tmc.edu.

Health Insurance Certificate

Health Insurance Certificate – The hold populates on your [myUTH](#) account every term. The Board of Regents of The University of Texas System mandates health insurance for all students enrolled in the University of Texas (UT) System health components. If you do not have insurance, or you do not verify your health insurance, you will be charged for university-issued health insurance in addition to your tuition and fees.

International Health Insurance Plan (*International Students Only*) - All international students attending The University of Texas Health Science Center at Houston (UTHealth Houston) on a non-immigrant visa status are required by the UT System Board of Regents to have continuous medical insurance compliant with the federal Patient Protection and Affordable Care Act (PPACA). Enrollment in the [UT Student Health Insurance Plan \(SHIP\)](#) is automatic at the time of registration.

For more information about university-provided health insurance, please contact [Auxiliary Enterprises](#).

Activity Guide/Grant Consent 1098T/SSN Activity Guide

Activity Guide - The Activity Guide hold populates every term on your [myUTH](#) to ensure your contact information on your account is up-to-date.

Grant Consent 1098T/SSN Activity Guide - These holds/to-do list items may or may not appear on your [myUTH](#) account. If they do, upon logging in to your [myUTH](#) account, click on your “Tasks” tile and click on the “To-Do List items”. The hyperlink with instructions should populate allowing you to clear these holds.

International Students (Visa Holders) and Permanent Resident Holds

International Affairs Hold - The [Office of International Affairs](#) (OIA) will contact all international students directly via email once your official admission letter is processed and received by OIA. This email will provide prospective students with information for obtaining appropriate visa eligibility documents, including Form I-20, and detailed instructions to complete a check-in and clearance process upon arrival on campus. ALL foreign national students are required to check-in with OIA prior to beginning their academic program at the UTHealth Houston School of Biomedical Informatics (SBMI).

International Health Insurance Plan - All international students attending The University of Texas Health Science Center at Houston (UTHealth Houston) on a non-immigrant visa status are required by the University of Texas (UT) System Board of Regents to have continuous medical insurance compliant with the federal Patient Protection and Affordable Care Act (PPACA). Enrollment in the [UT Student Health Insurance Plan \(SHIP\)](#) is automatic at the time of registration. For more information, questions or concerns, please visit [Auxiliary Enterprises](#).

New Student Orientation Hold

The new student orientation modules will open approximately two weeks before registration starts for each semester. Approximate dates are (July 1 (Fall), November 1 (Spring), and April 1 (Summer).) After clearing your Identity Management hold, you will be manually added to the New Student Orientation course via our Learning Management System: [Canvas](#). ALL sections of the modules must be completed for the hold to be removed. Please allocate several hours to dedicate to these modules.

Please go to the [Orientation Canvas Course](#) and log in using your UTHealth Houston credentials (same as myUTH login and student email login). Once logged in, you will see the course and click on the “Join this course” link to start the new student orientation.

Your course completion is manually reviewed by our staff and the hold is then removed. Please allow 3-5 business days after you complete the modules for the hold to be removed from your [myUTH](#) account.

Canvas at UTHealth

Log In to Canvas

Welcome to Canvas at UTHealth, an easy to use online learning tool. Accessible at any time via the Internet, Canvas allows students and faculty to access class information, as needed.

Choose Your School to Log In

Other Institutions

Select Your School

System Messages

There are no known issues at this time.

Visit status.instructure.com for detailed information about the status of different Canvas components.

Need Help?

- View [Getting Help with Canvas](#)
- Visit the [UTH Canvas News](#) Course
- Contact your school's [LMS Advisory Team](#)
- Email lms.admins@uth.tmc.edu
- Follow [@UTHCanvas](#) on Twitter

COURSE REGISTRATION TO-DO'S

Enrolling in Courses

Click this link to view a video tutorial on enrolling in classes at SBMI: [Course Registration](#). After enrolling in courses via [myUTH](#), all courses will be available on your Canvas platform by the first day of class.

All new students are required to take BMI 5300: Introduction to Biomedical Informatics in their first semester. You will find a list of all courses offered each semester on the [Semester Schedule](#). For assistance with course selection please contact your

program advisor. You can find your advisor and contact information in your admission letter. You may also contact SBMIAcademics@uth.tmc.edu or (713) 500-3591 for assistance.

Tuition and Fees/Financial Aid

Information about the tuition and fee schedule, and how to make your payments and/or set-up an installment plan, can be found [HERE](#).

Federal Financial aid application processes are managed by [UTHealth Student Financial Services](#). Non-degree/Certificate students are not eligible for Federal Financial Aid. Only US Citizens and Permanent Residents in degree-seeking programs (Master and doctoral degrees) are eligible. For applicants eligible for [TASFA](#), please contact Financial Services for assistance and inquiries.

If tuition and fees are due but your Financial Aid is pending or still in process, you may apply for an **Emergency Tuition Loan** to assist you with paying tuition until the aid can be finalized. Here is the [link](#) with general eligibility criteria and required documents. Completed Emergency Tuition Loan applications should be sent to Michael Zuniga at Michael.A.Zuniga@uth.tmc.edu. Applications received after 3PM (CT) will be processed the next business day.

Official Transcripts/Test Scores

If you have not submitted **ALL** of your final, official transcripts, WES or ECE Transcript Evaluations, and/or test results to the [UTHealth Houston Registrar's Office](#) please do so now. Failure to submit official documents by your first enrolled term will result in a hold placed on your account preventing you from future course registration.

World Education Services (WES) & Educational Credential Evaluators (ECE) Official documents can be provided electronically by selecting the University of Texas Health Science Center at Houston (UTHealth) in each respective portal.

Official electronic transcripts can be transmitted directly from the institution to the registrar's office. UTHealth Houston partners with a number of institutions who transmit transcripts to electronically using electronic data interchange (EDI). Transcripts sent electronically by EDI are typically received within 48 hrs. of the time they are ordered. Institutions who use Credential Solutions/Credentials, Inc. or the National Student Clearinghouse for transcript delivery also can send electronically using EDI.

Official Test Scores

- **GRE/TOEFL Scores** - Please use code 6906; no department code is required.
- **IELTS Scores** - Can be sent via mail to the Office of the Registrar:

UTHealth Houston
Office of the Registrar
PO Box 20036
Houston, TX 77225

For electronic options, please contact the registrar's office directly via email at registrar@uth.tmc.edu or by calling (713) 500-3388.

TOOLS & RESOURCES

applyUTH/myUTH

ApplyUTH - is the initial platform you use to accept your offer and manage required paperwork or holds prior to your myUTH account activation.

Prior to being matriculated as a new student here at SBMI, you will use the [applyUTH](#) portal to check on your status. Matriculation of new students occurs approximately two weeks before the start of registration. Here are the corresponding dates for matriculation: July 1 (Fall), November 1 (Spring), and April 1 (Summer).

myUTH - is the UTHealth Houston institution-wide platform where our students can manage their courses, tuition, fees and other administrative items for their graduate program. See attached [myUTH FAQ's](#).

Once you have cleared the criminal background check which will also clear the Identity Management (IDM), hold you will then be given access to your [myUTH](#) account. The Identity Management (IDM) hold will not generate to your account until you are matriculated as a new student here at SBMI.

Once your [applyUTH/myUTH](#) account has been set up please start working on the holds on your account. You will need to take care of all holds on your account to enroll for the semester.

UTHealth E-mail Account

After clearing your Identity Management hold, your UTHealth Houston e-mail account gets activated. You will receive an e-mail from the Office Academic Affairs with information on accessing it. You can use any internet browsing application to access your mail at [Webmail](#) by logging in with your myUTH credentials. Please be sure to log on to this email account to verify your account is working properly.

Your UTHealth email address is to be checked regularly, as our faculty and school use this email address as our primary means of communication with the student body.

Student ID Badge

Once you have registered for classes, you can obtain a student ID badge at the [Parking Office](#) located on first floor by the guard desk of the University Center Tower (UCT) at 7000 Fannin Street Houston, TX 77030.

Online students living outside of the Houston metro area can request an ID badge by sending a request and a passport-style photo to SBMI Academic Affairs at SBMIAcademics@uth.tmc.edu.

The ID badge is your identity for after-hours access and for the [Texas Medical Center \(TMC\) Library](#). You will also need it if you want to purchase software at one of the bookstores in the medical center.

To gain access to SBMI student areas, please send a clear photo/copy of the front and the back of your ID badge to SBMIAcademics@uth.tmc.edu with the email subject, "Student ID Badge Access Request." Access is only provided to SBMI students and not students studying at other UTHealth Houston Schools.

UTHealth Houston Central Student Portal

You may want to bookmark the UTHealth Houston Central Student Portal (<https://www.uth.edu/student/>). This site will serve as a guide to help connect you with the most sought-after resources:

- Bursar's Office
- Disability Accommodations
- Financial Aid Office
- Office International Affairs (OIA)
- Police Station
- Registrar Office
- Student Life (Auxiliary enterprises) - University Housing, Student Parking, Rec Center, Student Health & Counseling, Shuttle Services, Bookstore, Health Insurance and much more)
- TMC Library
- Veteran Services

Another great resource is the UTHealth Houston student-centered mobile app that you can download onto your mobile device. This app allows you to access your class schedule, grades, financial aid, and payment plans while on the go. It is available on both iOS and Android devices by visiting the App Store or Google Play and entering "UTHealth Student" into the search.

Frequently Asked Questions (FAQ)

Visit our [Frequently Asked Questions \(FAQ\)](#) page for answers to commonly asked questions from students. This page will assist you throughout your graduate school journey.

Contact Information

Office of Academic Affairs
(713) 500-3591
SBMIAcademics@uth.tmc.edu