



IT Department:

This is a reminder to students about the new policy that took effect in August, where all students are required to use their SJSM email accounts when requesting help. Requests from non-SJSM email accounts will not be serviced. If you did not receive a SJSM email address, you must state this in the subject line when creating the request for IT support. Once your personal email account and student ID have been verified we will send you your SJSM email address. If the information does not match our records we will ask you to contact the main office.

Library

Library Login

The generic library login (student) is no longer available as an option.



Please follow the instructions on the login page. You will need to know your Student ID number; if you do not know your ID number you can get it through your Moodle profile page or call the school office at (847) 375-0543. Below is the link to guide you on getting your ID number from Moodle.

<http://www.sjsm.org/library/wp-content/uploads/2014/01/student-ID.pdf>

New USMLE Question Bank

SJSM has partnered with McGraw Hill to offer students one of the best USMLE question banks on the market: USMLE Easy. This question bank is now available on the school's library page: www.sjsm.org/library. Please visit the student portal for step-by-step instructions on how to gain access to this great learning tool. It is expected that this question bank will replace the currently used Exam Master by the end of the year.

Admissions Department

Due to an overwhelming demand for our medical program we are happy to announce that our upcoming Fall 2014 class will be full. We would like to welcome all new students to SJSM and wish them the best of luck in accomplishing their dream. Faculty and Staff across all SJSM campuses are looking forward to making sure you get the best education possible. Welcome once again.

Finance Department:

We are happy to announce that students may now pay their tuition using a credit card. This long awaited and highly requested feature is now available to all students by logging into their accounts on the student portal. To make credit card payments, after logging in, go to the *My Utilities* tab then select *My financial account*. You will then be prompted to login to your financial account. After logging in select *My Finances*, here you can see your balance and make credit card payments.

*Please note all credit card payments incur a surcharge of 3%.

Students who have previously set up a bank account with the Finance Department at SJSM (United States bank accounts only) may now pay online at www.sjsm.org. In order to do so, please go to your school's website. Under the Resources tab select *Resource List* (Anguilla students will skip this step), and then select *Financial Helpdesk* (Anguilla students may select *Financial Helpdesk* directly from the Resources tab). Under "What do you require assistance with?" click the drop down list and select *Make an ACH payment*.

Please note you must have previously set up a bank account with the Finance department to make use of this online payment option. For questions, the Finance department can be reached at 847-375-0543, M to F, 9am to 5pm Central Standard Time.

Clinical Department:

Residency application time is here again. SJSM sent an email outlining the application process at the beginning of July along with the form that needs to be filled out and returned to the Clinical Department. We have observed very low interest in returning the filled out forms before the July 15th deadline. Please note that students who submit the form after the deadline are not guaranteed that their MSPE (Dean's Letter) will be completed on time and submitted to ERAS before the October 1st deadline. Please note that complying with deadlines and school procedures is the only way to complete the residency application process in a timely manner. As the residency process progresses, late requests for documents and resulting requests for expedited service cannot be accommodated.

Message for students who registered with ERAS:

It has been observed that many of you did not transfer your account into "My ERAS" and did not obtain an AAMC ID. SJSM will not be able to upload any documents to your account without the AAMC ID and proper registration. Please go back and review your accounts and make sure that your account has been transferred in to "My ERAS" and that an AAMC ID has been generated.

Friendly Reminder: Students must take and pass the Clerkship Examinations at the end of each of the core discipline, except for Family Medicine (since it is a combination of all the other core rotations).





The Institutional Diagnostic examinations (clinical shelf exams) need to be completed through Exam Master within the first week after your rotation ends. The test score will count towards 25% of the grade from the clinical rotation.

Students starting all six core rotations are also required to submit a daily log in order to get the final grade for a core rotation. To successfully fulfill this requirement a minimum of 10 entries per week is mandatory. Students may use the mobile medical logbook application which can be operated through your phone or computer. This application works best on Google Chrome and Safari. Visit our new Clinical website www.sjsm.org/clinical to see the most updated policies, documents, and a host of other clinical information.

USMLE Step 1 Process Updated: Students who do not successfully pass the Step 1 exam are now required to send in their failing score report to the school.

Campus information:

Anguilla Student Parking

Beginning this Fall 2014 semester, students will be required to register their vehicles and obtain a parking pass in order to park on SJSM property. Parking behind the White Building will be free for all registered vehicles. These spots will be unmarked, but there will now be a parking attendant available to assist students in parking appropriately.

Additionally, there will be several "premium" parking spots that will be available for a fee. These spots will be located in front of the White and Yellow buildings. Students will be given special parking passes for these premium spots which will be assigned to them. Additional details and policies will be provided through the student portal shortly.



Anguilla Student Lockers

Beginning this Fall 2014 semester, we will have student lockers installed in the student lounge. These lockers will be available for rent for periods ranging from 1 week to 4 semesters. Students will be given the option to rent a locker as of the first day of Fall classes. A formal rental inquiry via the student portal is required. All inquiries submitted prior to the first day of Fall classes, will not be accepted. After the inquiry is submitted, your request will be processed in the order it was received. Additional details and policies will be provided through the student portal shortly.

St. Vincent Museum

Effective this Fall 2014 semester, students of SJSM-SVG will start enjoying the benefit of visits to the Medical Museum of Dr. Cecil Cyrus, renowned St. Vincent physician. Dr. Cyrus has also agreed to join the faculty of SJSM starting this Fall. His experience and knowledge will further improve the education offered to the students of the school.

Bonaire Recognitions:

SJSM would like to congratulate Dr. Gugnani, the coauthor of three articles in one of the world's oldest and best known general medical journals, The Lancet. The Lancet has been described as one of the most prestigious medical journals in the world.

<http://www.thelancet.com/journals/lancet/article/PIIS0140-6736%2814%2960460-8/fulltext>

[http://dx.doi.org/10.1016/S0140-6736\(14\)60696-6](http://dx.doi.org/10.1016/S0140-6736(14)60696-6).

<http://www.sciencedirect.com/science/article/pii/S0140673614608448>

SJSM would also like to congratulate Dr. Sharma on receiving Honorable Mention for his presentation at the 2nd International Translational Nanomedicine Conference held in Boston Massachusetts this past month.

