



## Need to Put Your Finger on it?



PULSE is MCG's new student information system. With any Internet-ready PC, you can do the following plus so much more!

### Orientation Checklist...

- ✓ MCG NetID & initial password?
- ✓ MCG Email or GroupWise?
- ✓ **How to Login to PULSE?**
- ✓ PULSE Self-Help Web Guide
- ✓ Online Orientation to MCG
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- Learn Financial Aid Status
- Register for Classes
- See your Class Schedule
- Review or Pay Your Account
- Print or Request a Transcript

Try not to skip a beat



of the instructions below...

**You will need to learn your MCG NetID or username and initial password before you can login to your MCG email (GroupWise) or PULSE.** Please go to [MCG's eGuide](#). Your information will be available from eGuide after your admissions agreement form is received. The email address given will be your MCG GroupWise account. The first part of your MCG email address will serve as your NetID or username. So if your MCG email address is [ccolumbus@students.mcg.edu](mailto:ccolumbus@students.mcg.edu), then your NetID or username is ccolumbus.

**Your initial password for your MCG email (GroupWise)** is the four digit year of your birth followed by the last four digits of your Social Security number without spaces or hyphens. So if you were born in 1987 and your Social Security number is 456-78-1234 then your initial password would be 19871234. If you have trouble logging into GroupWise, please contact the IT Service Desk, [ITservice@mcg.edu](mailto:ITservice@mcg.edu) or call (706) 721-4000.

**International Applicants, or if you do not have a Social Security Number,** you will use the first letter of your last name followed by your nine-digit student ID also known as your PULSE ID. Please contact Admissions at 706-721-2725 to obtain your Student ID number. If your last name is Studyalotz and your PULSE ID is 299299299, then your initial password if you don't have a SSN would look like s299299299. If you have trouble logging into GroupWise, please contact the IT Service Desk, [ITservice@mcg.edu](mailto:ITservice@mcg.edu) or call (706) 721-4000.

When you logon for the first time to your MCG email or GroupWise, you will be prompted to change your password. Enter your old password, ie. s456781234. Then choose a new password that is between 8 and 32 characters in length. The new password must be alphanumeric (a combination of numbers and letters.)

Login to your GroupWise email *before* you login to PULSE. If you login to PULSE first then you

will get the message that your password is expired and you will be asked to go to GroupWise or the following link to the [MCG NetID page](#) to change your password. Once your password has been changed in GroupWise or at the MCG NetID page, then it is changed in **PULSE** too.

### **Access Your MCG Email or GroupWise Account...**

You can access your GroupWise account by going to <https://webaccess.mcg.edu>. Use your **NetID username and password**.

Please remember that your computing activities can impact MCG's Research, Educational, and Clinical activities. In accordance with the Information Systems Security and Computer Usage policy, all users, including faculty, students, employees and visitors, are expected to refrain from activities which consume resources unnecessarily or otherwise decrease network performance and reliability for the MCG community. This includes but is not limited to peer-to-peer music and movie sharing and video service hosting.

For more information on your email account or if you are unsure or you have any questions about acceptable use of computing resources on campus, please contact the IT Service Desk at (706) 721-4000 or [ITservice@mcg.edu](mailto:ITservice@mcg.edu), or visit <http://www.mcg.edu/itss/Help/email/gwmanuals.htm>.

David Wardlaw  
Manager, Customer Service  
Information Technology Support & Services  
Medical College of Georgia

### **Login to **PULSE**...**

**Please know there are specified dates you are scheduled to register for classes in **PULSE**.**

You will not be able to register before the established date range. Click to [check the dates when your program is scheduled for Web registration](#).

#### **NOTICE:**

#### **NOTICE - Credit Card Payment System - NOTICE**

To maintain effective support of the TouchNet credit card and webcheck payment system used by MCG students in **PULSE** to pay tuition and fees, there is a regularly scheduled maintenance window on the 2nd Friday of each month.

Click [here](#) to go to the login page of MCG's new student information system...



Click any **PULSE** logo or **PULSE** hyperlink on this page. (There is a link on the MyMCG login page to **PULSE** too.) Or use your Internet Explorer browser to go to <https://pulse.mcg.edu>. Input your MCG NetID and password for your username and password. These are the same MCG NetID username and password that you use for everything else, ie. Groupwise, WebCT, MyMCG, etc. If you are new to MCG, go to the eGuide [to find your NetID username and password](#).

Click [how to login](#) for more information. If you have difficulty, logging into **PULSE**, contact the IT Service Desk at (706) 721-4000 or [ITservice@mcg.edu](mailto:ITservice@mcg.edu), or come by the library, M - F, from 7:30 am. to 7:30 pm.

#### **Online Orientation to the Medical College of Georgia**

In an effort to better accommodate students, we have created an [online orientation](#). After registration and prior to the start of classes please go to the [MyMCG login page](#). Familiarize yourself with the WebCT and Vista icons on this page. Find your program from within the list associated with each icon. Information for the programs associated with the Vista icon do not have an online orientation, but the [departments](#) are glad to help with any questions. If your program is associated with the [WebCT](#) icon, click on the [WebCT](#) icon and log in using your MCG NetID and password. The [orientation](#) will appear in your list of courses once your login is authenticated by the system. The [online orientation](#) includes links to Student Financial Aid, Student Services, and Public Safety, as well as other important pages.

If you have difficulty logging on to the WebCT site, please contact Shawnee Sloop at 706-721-8970, or Office of Educational Design & Development at [oedd@mail.mcg.edu](mailto:oedd@mail.mcg.edu).

#### **Immunizations Up-to-Date?**

In order to meet the immunization requirements of the University System of Georgia, you must have your immunizations documented and verified on the Certificate of Immunization Form, which can be obtained at the following web address: <http://www.mcg.edu/shs/preregrq.htm>. This form, together with other medical information previously mailed to you, must be completed and returned to the MCG Student Health Services Office at AF-1040; Augusta, GA 30912-9070 **before you can register**. If you need to contact the MCG Student Health Services Office you can reach them at 706-721-3448. Please keep a copy of any documentation sent to Student Health Services for your personal records.

PLEASE NOTE: Students MUST meet the immunization requirements in order to register for classes.

#### **Indicate Student Health Insurance Choice...**

**All MCG students** who are enrolled in a part time or full time degree or certificate program are required to carry comprehensive health insurance coverage that meets the minimum benefit standards defined by the university.

**Accordingly, you will be automatically enrolled in an MCG negotiated group health insurance plan and billed for the semester premium** with your regular tuition and fees. Click and scroll for [rates and more information on MCG's health insurance plan](#) or visit: [www.studentinsurance.com](http://www.studentinsurance.com) and click on the "Medical College of Georgia" under *University*

*Approved Student Health Plans for Domestic and International Students."*

Any financial aid you receive will be applied to the payment of your entire bill, including the insurance premium. You must pay any difference at registration.

**If you have other insurance** that meets [the university's minimum benefit standards](#) (the standards are listed on the [www.studentinsurance.com](http://www.studentinsurance.com) website) and you wish to opt out of the MCG negotiated plan, you may do so by completing the online student health insurance waiver form on the website at the link [Waive Online](#). If your waiver request is approved, your insurance premium will be waived. The Spring/Summer (1/1/2008-7/31/08) insurance premium waiver is for the amount of \$624. For the few Psychology residents and Dental residents who will start early, there will be an additional charge because it covers 13 months. These rates include the administrative fee. Contact Lee (Harry) Sheppard with questions about student health insurance or the waiver at (706) 721-3448 or via email at [hsheppard@mcg.edu](mailto:hsheppard@mcg.edu).

**Student ID Photos**

According to the table of Programs and dates below, photos and cards are produced at our Public Safety Office in Annex II, located on 15<sup>th</sup> Street. [ID Photo Cards will be made in Annex II, Room HT-1147 from 9:00 a.m. – 4:00 p.m.](#) Parking is available. No appointment is necessary.

<b>Student ID Photo Dates (Summer 2008)</b>	
<b>Program</b>	<b>Date</b>
Physician Assistant	May 5 - 9
Physical Therapy	May 5 - 9
RN to BSN	May 5 - 9
BSN	June 16 - 20

Please complete the [ID Badge/Access Card form](#) and bring it with you when you come to have your ID badge made. Please contact the ID Badge Office at 706-721-6287 if you have a conflict with the above dates and/or times.

**Wellness Center Student Membership Activation...**

All new students must sign their [activation form](#) prior to their first visit to the Wellness Center. This form is a basic agreement to abide by the policies and procedures of the Wellness Center and any sponsored programs. The form also includes a notice regarding the increased risks during physical activity and the responsibility of the student in order to participate in such activity.

Please send this form, and only this form, to the following address: MCG Wellness Center, DA-1000, Augusta, GA 30912.

If there are any questions, please contact Dale Hartenburg, Director of the Wellness Center at (706) 721-6800.

**Additional Information for Non-US Citizens...**

The Board of Regents of the University System of Georgia, which is the governing body over the 35 public higher education institutions in Georgia including the Medical College of Georgia, requires all non-U.S. citizens to provide the attending Institution with **original** documents verifying your legal entrance into the United States.

In an effort to expedite your registration process, you are asked to present these **original** documents to Beverly Tarver, Director of the Office of Student Diversity, for review. Please make arrangements to stop by her office, located in the Student Center room DA 237, between 9:00 a.m. and 4:30 p.m. If you would like to present your **original** documents on a day other than those listed above, phone the Office of Student Diversity at (706) 721-2821 for an appointment.

### **Parking...**

If you plan to park a vehicle on campus, you must register it. The campus adopted a new parking plan effective July 1, 2003. Under the new plan, your permit will be for either center campus lots and decks or perimeter lots. The center of campus, where demand for parking is highest, is \$25 per month. The lots on the perimeter of campus are \$15 per month. Under the new plan, parkers will also purchase registration decals per vehicle registered at a cost of \$10. Details of the parking plan are available on the Public Safety's Parking website: <http://www.mcg.edu/psd/PrkgandTranspSvcs/ParkingTransportationSvcsHomePage.htm>.

Please complete the [parking registration form](#) and bring to [Annex II, Room HT-1147](#) on the first floor, near the south entrance. If you have any questions regarding parking or the registration form, please contact Parking Services at 706-721-2953.

### **PARKING FOR STUDENTS TAKING OFF-CAMPUS COURSES**

Parking is included in your tuition and fees. You must have a valid student ID to obtain a decal from the Parking Office at your respective campus.

### **PARKING FOR STUDENTS TAKING ONLINE COURSES**

Students taking online courses who will not be on the MCG campus often may purchase parking permits for \$1.00 each. Personnel will be available to assist you in registering your vehicle at the same time you register for classes.

In order to register your vehicle, you must provide the following information: year, make, model, color and license tag number.

### **Check Financial Aid Status...**

Once you have logged in to [PULSE](#) and responded to the Terms of Usage, click the Student Services & Financial Aid link follow the headings to check the status. Find out about any forms or requirements that are due and click and print in most cases. Review your financial aid status. If you have received a financial aid award, you may cancel any portion or all of your financial aid award by submitting a written letter of cancellation to the [Office of Student Financial Aid](#). Click [how to check Financial Aid Status](#) for more information. Questions about your financial aid can be answered by contacting the Student Financial Aid office, [osfa@mcg.edu](mailto:osfa@mcg.edu) or (706) 721-4901.

### **Sign-up for eDeposit...**

After you login to [PULSE](#), click the eDeposit link to arrange for any Financial Aid left over after paying for tuition and fees to be electronically deposited in your bank account. Even before this money is transferred to your bank account, authorized funds above and beyond what is needed for tuition and fees can be used to purchase books and supplies in the bookstore. After the last day to drop or add a course, any unused Financial Aid funds will be transferred to your bank account if you have signed up.

If you do not sign-up for eDeposit, any unused Financial Aid funds will not be available from the Business Office as the [PULSE](#) flyer states. The updated procedure is that a check will be sent after the last day of drop/add to your in-town address. Please check in [PULSE](#) to make sure we have your current mailing address.

### **Registration...**

Some students will be pre-registered for courses and some will need to register. Check your registration status through the links on [PULSE](#). Login and click the Registration link. From the Registration page, click the Registration Status link to learn about registration eligibility or holds. To register, click the Back button on the top, left of the Internet Explorer toolbar and select the Register for Classes link. If you are pre-registered, you will see a schedule or you can add a class or classes. Click [how to register](#) for more information.

### **Verify charges and Financial Aid Amounts...**

Login to [PULSE](#). Click the Student Services & Financial Aid link and then click the Student Records link. Check out the Account Summary link. At the bottom of the page, click the Pay by Credit Card link or the Pay by Check link. With Pay Path for Credit Card charges, there is a 2.75% service charge in addition to the interest the card will charge. With Web Check, there are no additional charges. The bill is paid electronically from your checking account. Click [how to verify charges and Financial Aid amounts](#) for more information.

### **HIPAA Training for Students is Mandatory...**

All MCG students are required to complete HIPAA training to ensure compliance with the federal privacy law known as the Health Insurance Portability and Accountability Act (HIPAA). Non-compliance with this training rule will place MCG at risk for violating this federal law.

HIPAA training is provided online through [www.educode.com/MCG](http://www.educode.com/MCG). Each lesson will take approximately 10 minutes to complete. The HIPAA Privacy Officer will audit all HIPAA training records to ensure 100% compliance by students. Each student is accountable for his/her HIPAA training.

The deadline for completing this assignment is within 30 days from date of assignment – notification occurs either through orientation or by your school.

For details about how to sign-on or for information about who to contact for questions, click the following link for [HIPAA training information](#).

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