

HEALTH REQUIREMENT FOR INCOMING STUDENTS

Fall Admission due date July 15; Spring Admission due date is January 10. Please read all of the instructions below before proceeding, as there are multiple steps to fulfilling the health requirement.

Information received after July 15 will be subject to delay in review

All new full-time students must complete the following 3 steps to meet the health requirements.

Submission Step 1

Print the Entrance Health Packet, which contains 4 forms. This packet is available on the [Student Health Portal](#).

- Complete the Entrance Information page, including insurance information

Bring the following forms to your primary care clinician to be completed and signed:

- Student Health History
 - Tuberculosis Risk Assessment
 - Immunization Form (Provider immunization form may be substituted)
-

Submission Step 2

Immunization Entry - **Failure to complete this step will cause a significant delay in your review process.**

To enter your immunizations in [Student Health Portal](#):

1. Once you log in to the Portal, select Immunizations from the main menu. You will see blue headings: Required, Alternates, and Recommended.
2. Click on the blue Required Immunizations box. A list of immunizations will appear. Scroll down until you see a box and a calendar where you can enter the date of your immunization.
3. Repeat this process for each vaccine you have received. Enter each immunization only one time.
4. When you are finished, click the blue Submit button on the top right. You will then see the immunizations you entered, marked "Not verified".

Once you upload the immunization record provided by your clinician, the Simmons College Health Services staff will review and verify all of your information and ensure it is accurate. Any errors will be corrected by our clinical review team.

Simmons College advocates for a healthy and fully immunized college community. According to the Exclusion Guidelines mandated by the Massachusetts Department of Public Health, there are two situations in which students who are not appropriately immunized may be admitted to school: a medical

or a religious exemption. Philosophical exemptions are not allowed by law in Massachusetts, even if signed by a physician.

Submission Step 3

Upload all completed forms to the [Student Health Portal](#).

1. Scan and save each form as a separate file on your computer. File names must adhere to specific rules:
 - Images must be .gif, .png, .tiff, .jpg, .jpeg. Documents must be .txt or .pdf.
 - File must be smaller than 4 MB. Scan in black and white, or at a setting of 150 DPI to achieve a smaller file.
 - Be sure your file names do not include any special characters.
2. Log into [Student Health Portal](#), select Upload from the main menu.
3. In the section below the Instructions box, there is a list of documents available to be uploaded. Choose the document you are uploading in the 'Choose document you are uploading' drop down menu.
4. Click on Select File, and locate the file on your local machine.
5. Click on the Upload button. The document will be listed below, as a confirmation that the document was added to the queue. If you made a mistake you may delete the file by clicking on the X at the end of the document name which is listed next to the Change box.
6. Repeat Steps #2 though #4 for each document you are uploading.
7. All the documents you have chosen to upload will appear below the Documents already on file section as a confirmation they were successfully uploaded.

Review all the forms in your grid before you click Upload. Once you Upload them, you **cannot** delete them.

If your health information is not complete, you will receive an email notifying you of a secure message on the Portal, which will explain what is missing (i.e. immunizations, lab work, etc.). Please call 617-521-1020 if you have questions.

Helpful suggestions:

- Retain a copy of all documents you submit.
- Do not **email** documents for confidentiality reasons.
- To expedite the review process, please upload information that is complete.

We appreciate your patience while we implement the Student Health Portal and work to improve our students' experience.