

Hello Class of 2025,

We've been working to put together an excellent College of Medicine and Life Sciences (COMLS) Orientation schedule and should have all details ready no later than July 16, 2021.

There are several tasks you'll need to complete prior to Orientation, scheduled for July 27th – July 29th, with the White Coat ceremony planned for Friday, July 30th. **Please place your White Coat Order today** and complete the remaining tasks by *July 16, 2021 at 5:00 pm*.



White Coat Order

Complete your [White Coat Order Form](#). Orders must be submitted **ASAP**. If you have any questions regarding white coats, please contact Kristin.RobertsHoffman@UToledo.edu.



Student Directory Photo

Complete the [Name and Photo Form](#) for our Student Directory. Be sure your photo background is plain (i.e., no patterned walls, artwork/objects in the background, shadows, etc.). Please upload the same photo used for the *Name and Photo Form* to the *Rocket Card ID Badge* link in the next section.



Rocket Card ID Badge

1. Log in with your UTAD username and password (same information used for Rocket email) to <http://myut.utoledo.edu/> and click on the Student tab ([need help locating?](#)).
2. On the bottom of the left column under **My Other Resources**, select **Request New/Replacement Rocket Card**.
3. A new webpage will open: *Rocket Card Photo Upload and ID Request System*. Verify all information is correct: your title/ID Type is **"Student"** and you are assigned to the **College of Medicine and Life Sciences**.
4. Please select your pickup location as **Health Science Campus – Mulford 245**. *Rocket Card ID Badges may be picked up the week before Orientation*.
5. Select [UPLOAD YOUR PHOTO](#) to add your photo. Click on [SUBMIT ORDER](#) at the bottom of the screen and accept the fee. The fee will be added to your student account.



Building Access Card

1. Log in with your UTAD username and password (same information used for Rocket email) to <http://myut.utoledo.edu/> and select the **Student** tab.
2. On the bottom of the left column under **My Other Resources**, click **Request Door Access for HSC Proxy Card**.
3. Note: Apply at least one week prior to orientation and allow 48 hours to process. Students are required to show their Rocket Card ID Badge to pick up their HSC Proxy Card. Please pick-up your HSC Proxy Card prior to the start of Orientation. You may disregard instructions that you have 48 hours to pick up your card: we have been granted an exception from the UT Police Department until August.



Download the App for Daily Check-in

1. In order to check in at any OSA events, you will need to download the [CORQ app](#) from your mobile device.
2. Once you download the app, please select **The University of Toledo**.
3. Sign in using your UTAD username and password.
4. Select **Event Pass (your unique QR code)**. *Save this QR code to your Apple wallet or as a screenshot. This QR code is unique for each student and required to check in for all in-person events.*
5. Please note: **You must have this set up ahead of time – do not wait until the day of Orientation to download the app. Failure to check in each day will result in a professionalism violation.**

Parking:

Students with vehicles on campus must apply for a parking permit or vehicles will be ticketed. Please visit the [UT Parking Portal](#) and follow the [instructions](#) to complete your purchase.

Student parking is available in Area (lots) 43 & 44 (yellow striped parking spots are for faculty and staff).

Parking anywhere else may result in a ticket; please refer to the [HSC Campus Map](#).

Laptops and Cell phones usage:

All Orientation material will be available online.

OSA Career Advising events will not require a laptop; please have phones and laptops put away for all OSA events.

Attire:

Business casual attire will be required for various occasions. Please represent the COMLS appropriately.

FAQ:

Please visit our [Orientation website](#) for updates and more information about programming. The final schedule of events will be available by **July 16, 2021.**

Office of Student Affairs

College of Medicine and Life Sciences



Business Casual vs. Professional

Have an interview or professional event coming up? Learn how to decode dress code.



Business Casual (Female):

- Suit Jacket or Cardigan Can Be Added for a Classy Look
- More Colors & Patterns Acceptable
- Khaki Pants, Nice Trousers, or Fingertip-length Skirt
- Flats or Heels Acceptable
- Suit Jacket or Business Dress
- Suit Pants or Slacks
- Skirts & Dresses Extend to Knee
- Low-Heels Acceptable



Professional (Male):

- Jacket or Vest Can Be Added For Classy Look
- Collared or Polo Shirt
- More Patterns & Colors Accepted
- Tie Optional
- Khaki Pants or Nice Trousers
- Dress Shoes
- Suit or Sports Jacket
- Suit Pants or Nice Trousers

Tips for Success in Any Business Situation



- 1 When in doubt, dress conservatively.
- 6 Wear a belt and a watch.
- 2 A suit (suit & tie for males) will suffice in most situations
- 7 Be sure your hair is neatly trimmed or groomed. Avoid the "messy" look.
- 3 Make sure your outfit is wrinkle-free.
- 8 Shirts with lettering or graphics should not be worn.
- 4 Stick with solid colors and tighter-woven fabrics or simple patterns.
- 9 Check your outfit for missing buttons, lint, or a crooked tie.
- 5 Accessories should be kept simple: basic pumps, modest jewelry, light make-up & light perfume.
- 10 A skirt should be no shorter than the tips of your middle fingers (or just above the knee for good measure).