

Guide to the MBA/MPH Dual Degree Program UTSA COB and UTSPH

Introduction

The Master of Business Administration/Master of Public Health (MBA/MPH) dual degree is a collaborative program between The University of Texas at San Antonio, College of Business (COB) and The University of Texas School of Public Health (UTSPH). The MBA/MPH program will prepare students to integrate business and public health skills in their professional lives as practitioners, researchers or administrators.

The MBA and MPH degrees are widely recognized as valuable training for professionals pursuing careers in both administration and management, and health-related fields. Combining the two degrees provides invaluable training for persons pursuing leadership roles in health services organizations, public health agencies, and health-related fields, as well as in conducting clinical or community-based research. Skills learned in core business disciplines, such as accounting, business law, economics, finance, information systems, management, management science, marketing and others, are combined with skills learned in public health core disciplines such as biostatistics, epidemiology, health administration, and environmental sciences. The value of combining the two degrees is evident and prepares students to use the expertise gained toward solving crucial public health and health-care needs while efficiently and effectively stewarding the public and private resources required.

The dual degree program provides an avenue for students to concurrently enroll in both degree programs so that duplication in course content is minimized, academic interactions are more efficient, and the time and costs incurred are reduced compared to earning the degrees independently. Students in the MBA/MPH program are separately enrolled in both Universities. Shared crediting of some coursework makes it possible for students to complete both degrees within 3 years. Progress and academic standing in one program does not affect progress in the other program, although shared credit is only granted for courses completed with at least a grade B, or P if the course is Pass/Fail. Students may choose to extend the program and take up to 5 years to complete the MPH and up to 6 years to complete the MBA degree. If students complete the required public health core courses (typically 16 hours) and are unable to complete other program requirements, they may opt to withdraw from the MPH program and earn the Certificate in Public Health.

University Acronyms and Links

SPH – School of Public Health <http://www.sph.uth.tmc.edu/>

UTSA – UT San Antonio <http://www.utsa.edu/>

UTSA COB – UT San Antonio College of Business <http://business.utsa.edu/>

UTHSCH – UT Health Science Center at Houston <http://www.uthouston.edu/>

UTSPH – UT School of Public Health <http://www.sph.uth.tmc.edu/>

UTSPH SARC – UT School of Public Health San Antonio Regional Campus <http://www.sph.uth.tmc.edu/sa/>

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Admissions

Admission to UTSPH, UTSA COB, and the Dual Degree Program

Applicants are reviewed independently by each school according to the admission schedule and policies of the respective schools. Although admission forms for the two schools may acknowledge dual degree programs, applicants must submit all admission materials to each admission office independently and on time. The applicant should not assume that admission materials will be shared between admission offices or that admission to one program ensures admission to the other program or its dual degree program. Students admitted to both schools will be reviewed for enrollment into the dual degree program by the Coordinating Committee if interest in the dual degree program was indicated on the application.

The UTSPH application includes a one-page goal statement. It is very important that this essay specifically address the applicant's experience and interest in combining public health and business administration. Students accepted into the program will receive separate letters of admission from the UTSPH, one to the MPH program and a second to the dual degree program.

Although they are not required for all applicants, the following documents provide information that the Admissions Committee often finds helpful in evaluating an applicant's potential for success at the UTSPH:

- Curriculum Vitae or Resume
- Copies (not originals) of published papers, reports, etc. to serve as a writing sample

Admission of Current Students

Current MBA or MPH students may decide to add the dual degree option to their educational plan and apply to the dual degree program. As long as the student is still in the first half of their home program, they will receive the shared credits. First half is defined by completion of up to 22 credit hours in the MPH program or up to 18 credit hours in the MBA program. It should be noted that academic credits earned at other institutions prior to enrollment at the School of Public Health will not count toward the MPH.

Key Contacts

UTSA COB

Helpful Websites:

General Information COB: <http://business.utsa.edu/>

General Information for prospective students: <http://www.utsa.edu/home/futurestudents.html>

Financial Aid: <http://www.utsa.edu/financialaid/>

Scholarship Information: <http://www.utsa.edu/scholarships/>

UTSA student computer access and assistance: <http://www.utsa.edu/oit/scs/>

UTSA student health information: <http://utsa.edu/health/forms.cfm>

Key Personnel:

UTSA College of Business Dean

Lynda da la Viña, Ph.D.

Dean and Peter Flawn Professor of Economics

College of Business

University of Texas at San Antonio

One UTSA Circle

San Antonio, TX 78249

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UTSA College of Business Program Coordinator

Dana A. Forgione, Ph.D.

Janey S. Briscoe Endowed Chair in the Business of Health

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One UTSA Circle

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UTSA Admissions Officer

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UTSA COB Registrar

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UTSA COB Registrar

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UTSA COB Graduate Student Services

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Katherine.Pope@utsa.edu

UTSA COB Financial Aid Director

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Office of Student Financial Aid and Enrollment Services
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One UTSA Circle
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UTSA COB International Office Director

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Director of International Programs
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University of Texas at San Antonio

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Charles.Crane@utsa.edu

UTSPH

UTSPH San Antonio Regional Dean, UTSPH San Antonio Regional Campus Program Coordinator

Sharon Cooper, Ph.D.
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UTSPH San Antonio Regional Campus Student Affairs Representative

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UTSPH San Antonio Regional Campus Systems and Applications Specialist (IT go-to person)

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UTSPH Admissions Officer

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UTSPH Registrar

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UTSPH Financial Aid Director

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UTSA COB MBA Degree

General Information regarding the UTSA COB MBA Degree may be found at <http://business.utsa.edu/>.
Information for prospective students is found at <http://www.utsa.edu/home/futurestudents.html>.

MPH Studies

General Information

The MPH portion of the MBA/MPH program consists of 33 semester credit hours from the UTSPH plus 12 hours of specified shared course credits from UTSA COB. Students must complete one core course in each of the five disciplines in addition to other electives, a practicum, and culminating experience. To find out more about resources available at the San Antonio Regional Campus (SARC), visit [Learn More About the San Antonio Regional Campus](#).

Requirements for MPH Students

Students should refer to the SPH Catalog in effect at the time of matriculation for a listing of core courses and other graduation requirements (<http://www.sph.uth.tmc.edu/academics/course-information/catalogs/>).

Practicum

Students should review practicum requirements (<http://www.sph.uth.tmc.edu/practicum/>) soon after matriculation. The practicum requires an [online practicum orientation](#), identification of a faculty sponsor/advisor and completion of a learning contract signed by the faculty sponsor and the site preceptor. Students registering for practicum hours should manually enter the desired number of hours since the registration program may default to 9 hours, resulting in incorrect registration and increased tuition.

The culminating experience may also be built upon the practicum experience or a similar practice-based experience. For information on using the practicum as the culminating experience, view: [Culminating Experience Options](#).

Culminating Experience (Thesis and Other Options)

Students are required to complete one of five culminating experience options as part of the requirements for graduation. Students in the MBA/MPH program must have at least three (3) committee members –two (2) from UTSPH and one (1) from UTSA COB. View information on the Culminating Experience at: www.sph.uth.tmc.edu/uploadedFiles/Research_Services/Culminating_experience_guide_version1.pdf.

Global Health Concentration Information

Students interested in issues related to [Global Health Studies](#) (i.e. access to health care, malnutrition in children, infectious diseases, HIV/AIDS, malaria, TB; vaccinations, disease eradication programs, health and politics, refugee health, poverty, globalization, energy security, etc) and students interested in understanding the ways global health affects everyone, are encouraged to join the Global Health Concentration (GHC) early in the program to maximize efficiency in their course selection. It is important to periodically check the following UTSPH websites for updates:

Main GH website: <http://www.sph.uth.tmc.edu/tabDetail.aspx?id=12387>

GH courses: <http://www.sph.uth.tmc.edu/tabDetail.aspx?id=12387> (Courses tab)

GH Faculty: <http://www.sph.uth.tmc.edu/tabDetail.aspx?id=12387> (Faculty tab)

Admissions Policy for Global Health Concentration

Students at any SPH campus (Houston, Dallas, Brownsville, San Antonio, El Paso or Austin) may elect to add the concentration to their degree plan.

Election of the concentration requires the following:

- (1) [Admission Request for Global Health Concentration form](#)*** which stipulates approval of the student's advisor and a [member of the Global Health Concentration faculty](#).
- (2) The Global Health Concentration Directors reviews request for consideration and approval;
- (3) A copy of the signed admissions request document is forwarded to the Office of Student Affairs. Copy is available on student records.

***you need to do this very soon

Requirements for the Global Health Concentration

To successfully complete the Concentration in Global Health, students must:

(a) Complete of a minimum of 12 credits in qualified courses:

- 4 credits come from required [Global Health courses](#) and
- the remaining 8 planned with global health advisor in conjunction with student main degree program.
(The PH Seminar class taught in the spring of MS1 counts as a 1 hour elective)

(b) Carry out a practicum dealing with issues commonly seen within different global setting. Note - you do not need to travel abroad to fulfill these requirement, but the program does [offer opportunities outside the United States](#)

(c) Construct a thesis or dissertation topic revolving around a relevant global health issue of interest to the student and guided by the [global health concentration advisor](#).

Note that the students' advisory committee, and in particular the faculty representing the Global Health Concentration, will determine if the student has met the requirements. Your Global Health concentration advisor can also approve courses not on this list to count toward the requirement. Please refer to "[Courses link](#)" to view a list of preapproved courses.

Global Health Concentration Graduation Requirements

If you are planning on graduating, make sure that you have completed the [GHC Graduation Checklist](#).

Certificate in Public Health

The Certificate in Public Health is awarded for successful completion of core coursework in the five core public health disciplines totaling 16 hours. This same core is required for the MPH, and it is recommended that the core is completed before taking other public health classes. Classes taken in the Certificate Program can be transferred to the MBA/MPH, if the grade was an 'A' or 'B'. Conversely, core classes taken in the MBA/MPH program can be applied to the Certificate if the student opts to withdraw from the MPH degree program.

Course Location

MPH courses are offered at the SARC campus, via ITV, and online.

MPH Academic Advising – the Student Advisory Committee

Students newly admitted to the dual degree program are assigned two advisors from the UTSPH and one advisor from the UTSA COB which make up the Student Advisory Committee.

The role of the Student Advisory Committee is to help the student select coursework, a practicum site, and a culminating experience topic. The Student Advisory Committee might also serve to identify appropriate additional shared credit courses and may expand to include a faculty member with further expertise to supervise the culminating experience/thesis research work. The committee also works with students who have chosen to pursue the Global Health Concentration and assists all MBA/MPH students in getting the most out of their MPH experience.

Student Evaluation

A student evaluation meeting (required attendance) is held at the end of the fall and spring semesters. Students track academic progress by adding to the MPH Competencies Form and updating the goal statement prior to the evaluation meeting. Students keep a copy of the updated form and provide a copy to the advisory committee for review and placement in the student file. The MPH Competencies Form can be downloaded from [MPH Competencies Form](#).

Leave of Absence

Students must complete the MPH within five years and the MBA within six years of matriculation. Students may, however, apply for a leave of absence from the MPH program for one year, and, in exceptional cases, a second year of leave may be granted. A leave of absence may be requested separately through the UTSA COB for the MBA degree. Students continue to earn shared credits toward the MPH for their satisfactorily completed MPH coursework, but extend the amount of time to complete their degrees. This may allow some students to “take a break” from the MPH if their business school coursework or schedule is too demanding or for other personal reasons. Planning ahead is crucial because the SPH does not grant retroactive Leave of Absences. To take a leave of absence, you will need to:

- 1) Notify Sharon Cooper at Sharon.P.Cooper@uth.tmc.edu and she will let the SPH staff know.
- 2) *Write a note about your plans, sign it, scan it, and email to your advisor for their signature. An example of what you need to state in the note is “I would like to formally request a leave of absence from the School of Public Health for _____ semesters. The primary reason for my request is to concentrate on my business school courses (or for medical reasons). Thank you for your time. Sincerely, _____.”
Advisor’s Signature _____
- 3) Fax or scan and email this signed note to Dr. Kay Bartholomew, Associate Dean for Educational Programs, at Leona.K.Bartholomew@uth.tmc.edu a week before this semester begins (for the one you are starting the LOA).

*you cannot send a regular email with this note as they will need the hand-written signatures

Graduation

Graduation is separate for each school. Students who are within one semester of graduation (preferably sooner) should refer to <http://www.sph.uth.tmc.edu/planningtograduate/> for important deadlines and step-by-step instructions. To receive the shared credits, students will have to submit official UTSA COB transcripts to UT Houston Registrar’s office when they are within one semester of graduation. Each institution will send one transcript per semester, free of charge, to the partner institution to evidence the completion of courses at the other institution. Contact Melissa Garcia Melissa.E.Garcia@uth.tmc.edu for questions concerning graduation.

MBA/MPH Dual Degree Program

Program Overview

UTSA College of Business (COB)	School of Public Health (SPH)
Leveling courses: <ul style="list-style-type: none"> • Specific COB courses and certain pre-approved SPH courses may be used to fulfill these requirements reducing actual leveling courses in the program to (9) credit hours 	SPH Courses in each of 5 core areas: <ul style="list-style-type: none"> • Biostatistics • Environmental Health Sciences • Epidemiology • Health Promotion and Behavioral Sciences • Public Health Policy/Management
Core Courses	Public Health Practicum Experience
College of Business Capstone Course	Culminating Experience Project or Exam
Electives (up to 12 credit hours shared)	Electives (up to 12 credit hours shared)
Total: (36) credit hours + any needed leveling courses (up to 15 additional credit hours)	Total: (45) credit hours

Total credit hours for dual degree plan: (57) credit hours* + any needed COB leveling courses. The Dual Degree program reduces completion time for both degrees by one year.

**Dual degree plan allows for a total of up to 24 shared credit hours between the COB and SPH programs*

Shared Credit Hours

Admission to MBA/MPH program confers eligibility for shared credits. The UTSPH will count up to twelve semester credit hours in approved shared credit courses taken in the UTSA College of Business curriculum. The *Memorandum of Understanding* between the UTSPH and UTSA COB schools allows each institution to send one transcript per semester, free of charge, to the Collaborating Institution to evidence the completion of the courses at the Host Institution.

The following courses have been approved as shared credit courses:

Course #	Course title	Semester Credit Hours
<i>College of Business courses that can be applied to the MPH elective courses*:</i>		
MKT 5003	Introduction to Marketing	3
ACC 5003	Financial Accounting Concepts	3
MKT 5023	Marketing Management	3
MGT 5043	Management and Behavior in Organizations	3
FIN 5023	Financial Management	3
ECO 5023	Managerial Economics	3
<i>School of Public Health courses that can be applied to the MBA in lieu of Leveling courses:</i>		
PH 1690	Foundations of Biostatistics	4
PH 3710	Administration and Public Health	3
PH 3910	Health Economics	3
PH 3825	Public Health Law	3
<i>School of Public Health courses that can be applied to the MBA Business of Health Directed Concentration courses**</i>		
PH 3710	Administration and Public Health (if not used above)	3
PH 3825	Public Health Law (if not used above)	3
<i>School of Public Health courses that can be applied to the MBA Business of Health Elective Concentration course**</i>		
PH 9997	Public Health Practicum Experience	3
PH 3715	Introduction to Management and Policy Sciences	3
PHD 3830	Ethics and Policy	3
PH 3910	Health Economics (if not used above)	3

* Up to 12 semester credit hours of courses from the College of Business can be applied to a student's MPH degree program.

**Up to 12 semester credit hours of courses from the School of Public Health can be applied to a student's MBA degree program beyond the Leveling courses.

Required MBA Leveling Courses (if no Pre-existing Business Background):

The following eight courses should be completed before taking the MBA Foundations of Knowledge (Core) courses and are required for graduation. SPH courses listed below are considered equivalent and may be substituted for the corresponding UTSA COB courses displayed in the same row.

UTSA COB Course	DESCRIPTION	UTSPH Course	DESCRIPTION UTSPH Equivalent Course
ACC 5003	Financial Accounting Concepts		
BLW 5003*	Legal Environment of Business	PH 3825	Public Health Law
ECO 5003	Economic Theory and Policy	PH 3910	Health Economics
IS 5003	Introduction to Information Systems		
MGT 6123	Healthcare Management	PH 3710	Administration and Public Health
MS 5003	Quantitative Methods of Business Analysis	PH 1700	Intermediate Biostatistics

*Students may request a review for potential waiver of the BLW 5003 Legal Environment of Business leveling course

Sample Course Sequencing

Two samples of course sequencing are provided for each of two potential types of applicants to the program. If a student begins the dual degree program without a business background, the student would likely follow the [MBA/MPH Course Sequencing if Leveling is Needed](#) sample course schedule. For those students entering the program with a strong business background, the [MBA/MPH Course Sequencing Without Leveling](#) course schedule may be appropriate.

It is advisable that each student be in contact with the UTSA COB *before starting the program* to determine the leveling courses, if any that will be necessary for them to begin the program. After determining which if any leveling classes must be incorporated, an appropriate individualized course schedule can then be planned with the assistance of a student's advisors.

Financial Aid and Scholarships

Financial Aid

Tuition is billed and paid separately for the MBA and MPH programs since the dual degree program involves two separate schools. Financial aid is available to degree seeking students at both schools however Federal Law limits the annual amount. Any financial aid received from one school must be considered when determining financial aid eligibility for the other, and it is essential that both schools be named in the application process when applying each academic year.

Eligibility requirements at UTSPH for student financial aid include: at least half time enrollment status (5 hours in summer, 6 hours in fall and spring); US citizen or eligible non-citizen; good academic standing; satisfactory progress as defined by SPH; and not be in default on a student loan or owe a refund on a federal grant.

Applications are processed on a first come, first served basis as determined by the federal compute date of the **Free Application for Federal Student Aid (FAFSA)**. The FAFSA is a needs-based analysis used by the U.S. Department of Education to determine financial aid eligibility. Students can also apply to UTSPH for emergency loans to help pay for tuition. This loan is short term and must be paid back within 90 days.

For additional information on all student financial aid options, please visit <http://www.sph.uth.tmc.edu/admissions/financial-assistance/>.

Scholarships

Students with outstanding academic credentials will automatically compete for a limited number of scholarships during the UTSPH admissions process. The applicant does not need to do anything beyond the MBA/MPH application to be considered for these scholarships. Scholarship recipients are notified of the award with their letter of admission. The Office of Student Affairs receives the list of scholarship recipients and applies tuition and fees charges to the scholarship account.

Financial Aid Contacts:

UTSPH Financial Aid Director

Wanda Williams
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UTSA COB Financial Aid Director

Jan L. Carey-McDonald
Director of Student Financial Aid
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Jan.Careymcdonald@utsa.edu

MBA/MPH Program Administration

Coordinating Committee

The Coordinating Committee consists of at least two faculty representatives from each institution and the respective Associate Deans of Academic Affairs. The Committee will also include student representatives and key faculty and program coordinators from each of the participating campuses as consulting (non-voting) members.

The Committee will be the mechanism to ensure that policies for the MBA/MPH Dual Degree Program retain the academic integrity of both degrees and promote a variety of inter-institutional exchanges, including adjunct faculty appointments, shared teaching, collaborative research, and faculty enrichment. Specifically, the Coordinating Committee will be charged with the tasks of ensuring that:

- Students admitted to each school and wishing to be enrolled in the dual degree program will be evaluated for the dual degree program
- Problems or issues related to the program will be addressed and any ensuing recommended changes will be requested
- An annual evaluation of the program will be conducted at the end of each academic year, and
- A report will be submitted to the Associate Dean for Academic Affairs for each Party who, in turn, will report to the Party's respective Deans.

Coordinating Committee Members:

Sharon Cooper, Ph.D.

Professor and Regional Dean, UTSPH

TBD

Associate Professor, UTSPH

Dana A. Forgione, Ph.D.

Janey S. Briscoe Endowed Chair in the Business of Health, College of Business, UTSA

Linda E. Lloyd, Ph.D. (UTSPH, ex officio)

Associate Professor and Associate Dean for Public Health Practice, UTSPH, ex officio

Pamela C. Smith, Ph.D.

Associate Professor and Dayton Schrader Scholar in Accounting, College of Business, UTSA

Lynda de la Viña, Ph.D.

Dean and Peter Flawn Professor of Economics, College of Business, UTSA, ex officio

Coordinating Committee Consulting Members:

(To be determined from students, key faculty and program coordinators)

UTSPH Dual Degree Application

All documents must be received by the Registrar's Office before the application deadline. To apply, students should use the following link to the MPH using the dual degree MPH application process:

<http://registrar.uth.tmc.edu/Admissions/appformslist.htm#SPH>

MBA/MPH students should **NOT** use the Schools of Public Health Application Service (SOPHAS) application process! Also, both primary and secondary email accounts should be listed to ensure timely communication.

Checklist

- Contact UTSPH SARC** : Melissa Garcia, Senior Staff Assistant at Melissa.E.Garcia@uth.tmc.edu (210- 562-5516) or Rebekka Tremblay at Rebekka.L.Tremblay@uth.tmc.edu with any questions about the program.
- Application Form**: Complete the application form (including a public health goal statement) found on the registrar's website <http://registrar.uth.tmc.edu/Admissions/appformslist.htm#SPH>. Pay attention to any special instructions or browser note information that may be located *at the top* of the [Application Forms and Instructions](#) web page.
- Transcripts**: We strongly advise that you wait to submit your transcripts and supporting documentation until your application has been submitted—the registrar has no way of saving/filing your documentation until you submit the online application and therefore your documents may be lost. Call the UT SPH registrar to confirm whether your application has been received before sending. **Scores from the Graduate Record Examination (GRE)** taken within the last five years.
- 2 Letters of recommendation**: Two recent and original letters of reference on official letterhead are requested (academic recommendations preferred). Please use the Letter of Recommendation Form, which includes instructions and the address it should be sent. The form is available with the application forms at: <http://registrar.uth.tmc.edu/Admissions/appformslist.htm#SPH>.
- Application fee**: A \$30.00 application fee is payable to UTHSCH. **Note: The application fee is NOT due at the time the application is submitted.** If you are accepted to the MBA/MPH program, the application fee will be collected with the first tuition and fee bill.
- Notify the SPH MBA/MPH coordinator**: Notify Melissa Garcia at Melissa.E.Garcia@uth.tmc.edu once you have submitted your application **and** have verified all supporting documents and materials have been received by the SPH. She will send weekly reports to the admissions committee, notifying them of pending applications.

Supporting Documents

Supporting documents may include letters of recommendation and transcripts (as listed above), as well as additional materials, such as CV or publications, and should be sent to the UTHSC-H Registrar's Office.

Important! Applicants using express mail should use the address provided in the link below and not the one on the application, which is only for regular mail. Using the wrong address may result in significant delays for the application and additional costs! All documents must be submitted to the Registrar's Office.

If you are sending documents by First Class mail, please mail to:

UTHSC-Houston
Office of the Registrar
P.O. Box 20036
Houston, TX 77225

If you are sending documents *via express mail*, please mail to:

UTHSC-H
Office of the Registrar
7000 Fannin, UCT 2250
Houston, TX 77030

Checking the Status of the MPH Application

Once the UTSPH/UTHSCH registrar has received your application, information including a Student Identification Number (SID or “A” number) is mailed within 24-48 hours. Contact the UTHSCH Registrar (registrar@uth.tmc.edu or 713-500-3361) if the information is not received within 3 business days. The SID/“A” number should be kept available for future UTLINK transactions. For the first **UTLINK** login, the default PIN is set as the last two digits of the year and the two digit month of birth (ex: July 1980 is entered as 8007). The PIN must be changed at the first login to UTLINK and at various times throughout the year. Windows users must use Internet Explorer version 5.5 or later. Mac users of Internet Explorer must use the Control key with the Mouse selected Tab lists (Term, etc).

Access UTLINK at <http://utlink.uth.tmc.edu>. Adding the link to a “favorites” list is recommended for easy access to view application status, registration, and tuition payment. **Applicants will not be notified of an incomplete application; therefore, tracking the application progress frequently is encouraged to ensure documents are arriving and being uploaded.** It usually takes the registrar 24 or more hours to upload documents once they arrive. Go to [Check the Status of Your Application](#) to find directions on how to use UTLINK for the first time.

General UTLINK Information: http://registrar.uth.tmc.edu/Registration/utlink_info.html

MPH Program and New Student Information

When you enroll at the UT School of Public Health, be sure to complete all of the forms in the Registration Checklist below and return them to the appropriate offices. Specific instructions for each item are listed following the checklist. For questions, please contact one of the following:

UTSPH SARC Student Affairs Representative
Melissa Garcia
210-562-5516
Melissa.E.Garcia@uth.tmc.edu

or

UTSPH Office of Student Affairs
713-500-9032
saffairs@uth.tmc.edu
UT Health Science Center at Houston
Tel: 713-500-3361
Fax: 713-500-3356

Registration Checklist:

- Email Response Form to UTSPH SARC Student Affairs Representative
- Criminal Background Check
- International student check-in (only applies to students on Visa)
- Immunization Form
- Residency Status Form (you are automatically considered a non-resident until you submit form)
- Verification of health insurance status (you are automatically billed for insurance unless you submit form)
- Register for classes (minimum 3 hours – register on [UTLINK](#))
- Pay tuition and fees ([UTLINK](#))
- Activate UTSPH email address
- Access classes on Blackboard
- Complete MBA/MPH Dual Degree Program Enrollment Form

Response Form

The UTSPH response form lets the UTSPH know whether or not you wish to enroll in the School of Public Health for the MBA/MPH program. This is separate from and unrelated to your UTSA COB application and acceptance. The response form is included along with the letter of admissions and verifies that the student will enroll in the school. Submit the [response form](#) to ensure your place in the degree program. Be sure to indicate when you intend to begin your MPH program coursework, so that you can receive updated information from the San Antonio Regional Campus.

Criminal Background Check

The UTSPH requires that a criminal background screening process be completed and submitted by all new students admitted to a degree program prior to enrollment for their first term of study. For more information, see the [Criminal Background Check](#) webpage. This may be different from the criminal background check for UTSA COB.

Immunization Form

Immunization records must be on file in the registrar's office at both schools prior to matriculation. All students must complete the UT-Houston Medical School Health Service Immunization Form prior to MPH registration and fax it to UT Health Student Services at (713) 500-0605. You will also have to complete the immunization record for the MBA program (different form), so completing both forms at the same time will reduce your trips to the doctor's office. **Note:** Immunization requirements for the two schools may differ.

MPH Immunization form (Houston): <http://registrar.uth.tmc.edu/Forms/immuform.pdf>

Residency Status Form

All students must complete the [residency questionnaire](#) prior to registration and fax it to UTHSCH Registrar at (713) 500-3356.

Students may waive the out-of-state tuition if they have a qualifying scholarship. This waiver is only good for one year at which time the student must present another copy showing they received the scholarship again. Going to school in the state of Texas for one year does not change residency status. You must show intent to live here, i.e. buy a house, etc. Residency status at UTSA COB and UTSPH must be the same.

Verification of Health Insurance Status

Health insurance is required of all Health Science Center students. The Board of Regents has authorized the assessment of a health insurance fee for each semester to each student who cannot provide evidence of continuing coverage under another approved plan. The waiver form may be obtained from the Registrar's Office, Auxiliary Enterprises, or by clicking on this link: [Health Insurance Waiver form](#). You can obtain details on the insurance plan in the Auxiliary Enterprises office. Their phone number is 713-500-8400.

PLEASE NOTE: The form must be submitted no later than the 12th class day of the spring and fall term, and the 4th class day of the summer term. If you do not take action by the deadline, you MUST pay the insurance assessed to you. For more information on student insurance see: <http://ae.uth.tmc.edu/info/insurance.html>.

Register for Classes

- Plan to register as early as possible –courses fill up quickly and this will allow you time to address any holds on registration that you may have. Do NOT wait until the last day to register!
- You must register for a minimum of three credit hours.
- View academic calendar and registration schedule: http://registrar.uth.tmc.edu/SOC/registration_index.html
- For course selection, go to http://registrar.uth.tmc.edu/SOC/Class_Search.asp. Under “Course Search” choose School of Public Health, choose the correct term (fall, spring, summer), and choose the “All Courses-San Antonio Regional Campus.”
- Classes with a "Y" before the call number require faculty approval for registration. Students registering for a class that requires approval must contact the primary instructor of the class and obtain an approval code.
- View [course descriptions](#) for detailed information about course content.
- To register, students must use the [UTLINK website](#). For step-by-step registration instructions: http://registrar.uth.tmc.edu/Registration/UTLINK_Instructions.pdf.

Note: If the Add/Drop option is not under the “courses” tab in UTLINK, there may be a hold on the account. Check with Melissa Garcia to find out if you have holds on your account.

Pay Tuition and Fees

MPH tuition varies with the number of hours taken in each semester. The tuition and fees schedule for the UTSPH may be found at: http://registrar.uth.tmc.edu/SOC/tuition_index.html.

Note: Check to make sure the application fee is included on the tuition bill.

Tuition and fees may be paid online by credit card at [UT-Link](#) OR by check at the Bursar's office (UCT 2240, UT Houston HSC, PO Box 20036, Houston, TX 77225).

Note: Checks must reach the Bursar's Office before the deadline. **Registration will be cancelled for all students who have not paid by the 12th day of class.** For fee payment deadlines and installment payment plans, see: http://registrar.uth.tmc.edu/Registration/Acad_Reg.html#PayMethod

Activate UTSPH Email Address

Although UTSPH will provide an email account, you will also receive a UTSA COB email account and will be responsible for maintaining both. Email addresses at UTSPH consist of first name, middle initial, followed by the last name, e.g., Julie Elizabeth Doe – julie.e.doe@uth.tmc.edu.

After a student pays tuition, 48 hours is needed to set up the UTSPH username and password. For assistance with problems, contact Mark Ahles at Mark.A.Ahles@uth.tmc.edu or the Houston IT Help Desk at 713-500-4848.

Accessing Classes on Blackboard

After registration for classes and after an email UTSPH address has been obtained, students can access course information via Blackboard within 24-48 hours. Blackboard login at <http://bb.uth.tmc.edu/index3.html> requires a UTSPH email username and password. Students should explore this website and become familiar with its links before the class begins.

UTSPH New-Student Orientation

A New Student SPH Orientation is held for students matriculating each fall and spring semesters. The Orientation, which is mandatory, is presented by UTSPH MPH and UTSA COB faculty and program coordinators in collaboration with the Director of the Office of Student Affairs.

Complete MBA/MPH Dual Degree Program Enrollment Form

Once admission has been granted to each degree program, the student must complete the [MBA/MPH Dual Degree Program Enrollment Form](#) and return it to the UTSPH San Antonio Regional Campus Student Affairs Representative: Melissa Garcia at Melissa.E.Garcia@uth.tmc.edu or fax to (210)562-5528.

This completes enrollment into the Dual Degree program.