



# NEW STUDENT WELCOME GUIDE

*Doctor of Chiropractic*



UNIVERSITY of  
Western States



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# WELCOME TO UNIVERSITY OF WESTERN STATES

Congratulations on your acceptance to the Doctor of Chiropractic (DC) program at University of Western States (UWS)! You are joining the ranks of many dedicated and notable UWS students and alumni. The DC program at UWS will provide you with an excellent clinical education that includes superb diagnostic and adjusting skills, professional connections, unique clinical experiences and preparation for a future in integrative medicine. The opportunities your UWS education provides are endless and we are excited for you to start your journey with us.

This orientation resource is a helpful reference as you prepare to become a UWS student. Once you're here, our [Student Navigator](#) will be your one-stop-shop for information as you move through the chiropractic program. You can always check back to the Student Navigator anytime you have questions or are feeling a little lost.



# NEW STUDENT CHECKLIST

## STEP 1



**Respond to your offer of admission by submitting your tuition deposit, then complete your background check.**

**When:** *Within three weeks of your acceptance notification. Contact your admissions advisor if more time is required or to discuss options.*

**Who to contact:** *Your admissions advisor or [admissions@uws.edu](mailto:admissions@uws.edu)*

## STEP 2



**Check your application portal for outstanding items or requirements and submit documentation to the admissions office. Make sure to submit updated official transcripts with final course grades and/or degree conferral.**

**When:** *The sooner, the better.*

**Who to contact:** *Your admissions advisor or [admissions@uws.edu](mailto:admissions@uws.edu)*

## STEP 3



**Apply for U.S. Federal Financial Aid or Canadian Provincial Aid and scholarships.**

**When:** *The sooner, the better.*

**Who to contact:** *[finaid@uws.edu](mailto:finaid@uws.edu) and/or your provincial aid office*

## STEP 4



**Look for an email from the university with your UWS email account login information. Log in at [mail.uws.edu](mailto:mail.uws.edu) with the temporary password and create a new one. The subject line of this email is "Set up your UWS accounts" and it will come from [support@uws.edu](mailto:support@uws.edu).**

**When:** *During the month before your first class.*

**If you need help:** *[support@uws.edu](mailto:support@uws.edu)*

## STEP 5



**Review this welcome guide and the Student Navigator.**

**When:** *As soon and as often as you can.*

**Where to find:** *[UWS Student Navigator](#)*



## STEP 6



**Complete your required forms. [Find details about forms here.](#)**

**When:** *As soon as they are sent, one month prior to term start.*

**If you need help:** [studentsuccess@uws.edu](mailto:studentsuccess@uws.edu)

## STEP 7



**Request to join your cohort's Facebook group.**

**When:** *As soon as you'd like to start connecting with your cohort group.*

**Who to contact:** *Your admissions advisor or [admissions@uws.edu](mailto:admissions@uws.edu)*

## STEP 8



**Review resources for students relocating to Portland [here.](#)**

**When:** *As soon as you can.*

**If you need help:** *Your admissions advisor, [admissions@uws.edu](mailto:admissions@uws.edu) or [UWS Switchboard](#)*

## STEP 9



**Review the [digital device requirements](#) and purchase a laptop or ensure you have the appropriate equipment.**

**When:** *Before first day of term.*

**If you need help:** *Your admissions advisor or [admissions@uws.edu](mailto:admissions@uws.edu)*

## STEP 10



**Complete the *Passport to Canvas* self-paced student orientation course. Look for the course in your [UWS Canvas dashboard](#) a few weeks before the term starts.**

**When:** *Before first day of term.*

**If you need help:** [studentsuccess@uws.edu](mailto:studentsuccess@uws.edu)

## STEP 11



**Attend Welcome Day.**

**When:** *Friday before first day of term.*

**If you need help:** [studentsuccess@uws.edu](mailto:studentsuccess@uws.edu)



# CONTACTS AND RESOURCES AT UWS

Everyone at University of Western States is happy you're here and eager to help you. Learn more about the people who will be your most valuable resources as a student.

## **ADMISSIONS OFFICE**

[admissions@uws.edu](mailto:admissions@uws.edu) | 800-641-5641

You're probably already very familiar with your advisor and the admissions team. They were there to help you as you learned about the university, the chiropractic program and how to apply. As you transition from prospective student to current student, you'll rely less on your admissions advisor and more on the student affairs team to answer any questions you may encounter throughout your student journey.

## **BUSINESS OFFICE**

[businessoffice@uws.edu](mailto:businessoffice@uws.edu) | 503-847-2553

The business office handles the financial portion of being a student, specifically paying tuition. If you have any payment concerns or want to set up a payment plan, you should connect with this office.

## **CAMPUS SAFETY**

503-206-3206

[Download UWS Safe app](#)

Always call 911 in an emergency. For non-immediate safety concerns call 503-206-3206 from any phone to reach campus safety and operations.

## **FINANCIAL AID OFFICE**

[finaid@uws.edu](mailto:finaid@uws.edu) | 503-847-2563

The financial aid office strives to bring the cost of education within reach through a variety of financial aid programs.

## **TIP** **OTHER HELPFUL RESOURCES**

- [Academic calendar](#)
- [Event calendar](#)
- [Campus map](#)

### **INTERNATIONAL STUDENT INFORMATION**

UWS DSO: [admissions@uws.edu](mailto:admissions@uws.edu)

800-641-5641

Joining University of Western States means becoming part of a community of students from all over the world. Find helpful resources about visas, taxes, banking and more on the [UWS website](#). Your UWS designated school officials (DSOs) will help guide you through international student requirements.

### **REGISTRAR'S OFFICE**

[registrar@uws.edu](mailto:registrar@uws.edu) | 503-847-2560

The registrar's office handles scheduling, class registration, grades and enrollment verification for current students. They maintain permanent student admission and academic records, fulfill transcript requests and make records available to students and others as allowed by federal and state law and institutional policy. They are also a valuable resource to understanding your benefits if you are a veteran.

### **STUDENT AFFAIRS OFFICE**

[studentsuccess@uws.edu](mailto:studentsuccess@uws.edu) | 503-251-2802

The student affairs office is your go-to for programs to help you succeed as a UWS student. These programs include tutoring, academic coaching, mental health counseling, accessibility services, clubs and activities.

### **UWS SERVICEHUB**

In this age of technology, you may encounter some issues – we all do from time to time. Our IT team has created UWS ServiceHub to assist you throughout your entire student experience at UWS. You can also directly email [support@uws.edu](mailto:support@uws.edu) with tech questions.

**TIP** **Need to contact a department that's not on this list?**

[Find them here.](#)

**Looking for a specific person?**

[Find on the UWS website directory.](#)







BEFORE YOU ARRIVE



# UWS TECHNOLOGY

Technology is part of our everyday here at University of Western States. Find access, information and resources for all your technology needs on our [UWS technology webpage](#). If you need to submit a service desk ticket or reference tutorials, visit [UWS ServiceHub](#) or email [support@uws.edu](mailto:support@uws.edu).

## *Tools You Will Use*

### **UWS Canvas**

UWS Canvas is the university's online classroom space where you'll access courses and resources. You cannot log in to UWS Canvas until you have your UWS email address and password. Once you have access, we highly recommend completing the *Passport to Canvas* self-paced student orientation, which will familiarize you to the online space.

### **myUWS**

myUWS is where you will find final grades, tuition statements, unofficial transcripts and class schedules. This is also where you pay your tuition, access your academic plan and update some personal information

### **ExamN+ Browser App (also referred to as eMedley)**

Many courses at UWS include electronic tests administered through the ExamN+ browser app. You will learn more at Welcome Day, but you can use these [step-by-step instructions](#) to set up guided access and the AllofE browser anytime.

## **TIP**

You can find quick access links to all of the UWS technology platforms and resource pages within the student control panel at [Inside UWS](#) on the UWS website. To find official UWS documents and policies, visit [Udocs](#), the university intranet.

## *UWS Email*

### **Webmail**

Webmail is the UWS internal email system. Important university information will be sent to your UWS email address, not your personal email address. About a month before the start of classes, you will receive an email titled "Set up your UWS accounts" from [support@uws.edu](mailto:support@uws.edu) that contains your student email address, temporary password and instructions on how to access UWS email. Once you receive your UWS account information, you will no longer receive any university-related information at your personal email address. If you encounter any issues or cannot locate this information, first check your spam and if you still cannot find it, contact [support@uws.edu](mailto:support@uws.edu).

For more information on UWS email, please visit our [technology webpage](#) to find out how to:

- Access UWS email
- Change your password
- Sync UWS email to your mobile device

## *Required Devices and Educational Software*

### **Digital Device**

UWS requires all doctor of chiropractic students to purchase a laptop that meets the digital device requirements. [Find more detailed specifications and answers to frequently asked questions about devices here.](#) The UWS library has ten iPads and ten laptops available for short-term loans.

### **Educational software**

In addition to UWS Canvas, you will be using other educational software during your time at UWS. Learn more about this software on our [technology webpage](#).

### **Campus Notification System**

The UWS notification system, UWS Safe app, enables the university to alert you in the event of a campus closing, emergency situation or other important event. This app can notify you in multiple ways, including push notifications, text message (by subscription), your UWS email, the UWS website and UWS social media accounts. You must download the app in order to receive these important messages. [Download and learn more about UWS Safe app features.](#)



## CURRICULUM, REGISTRATION AND SCHEDULE

The chiropractic program is a three year, 12-quarter continuous enrollment program. Continuous enrollment means you will need to remain enrolled until you graduate, unless you are [approved for a leave](#).

In our lock-step program, students are automatically registered for classes each term by the registrar's office, so you don't need to worry about which courses to take or registering yourself. Once you have your UWS account information, you can view your schedule at [my.uws.edu](http://my.uws.edu). You'll also receive additional information about your schedule at Welcome Day.

## YOUR STUDENT ID

Your student badge and ID number are used for many things at UWS including identity and enrollment verification, retrieving tax forms, printing, building access and public transportation. You can find your student ID number by logging into myUWS and looking under the "account" tab in the upper right hand corner of your profile. You will get your badge on Welcome Day.

## TEXTBOOKS AND DOCTOR BAG EQUIPMENT

You can find a list of required and recommended [textbooks for your courses and doctor bag equipment here](#). Students are encouraged to check the [library catalog](#) for electronic versions of required and recommended textbooks before purchasing. The library carries a limited number of print copies of all required and recommended textbooks. Electronic versions of many textbooks are also available for student use, saving students hundreds of dollars per term.

International students are encouraged to look into textbook availability via the library and campus store as soon as possible, as it may take longer to acquire print or electronic textbooks. For assistance with textbook purchases, please contact the campus store, [campusstore@uws.edu](mailto:campusstore@uws.edu).

## ANATOMY LAB AND SUPPLIES

The [UWS anatomy lab](#) is located at the Linfield Portland campus, three miles from the Tillamook campus and students will need to coordinate their own transportation. UWS provides laboratory manuals, anatomy atlases, nitrile gloves and instruments for use during the prosection lab sessions. Fume masks are not required nor normally worn but students with fume sensitivity should consult with the instructor about options for masks and filter cartridges. No special clothing is required while in the lab but students are encouraged to wear something that can get messy. Changing rooms are available to students and personal locks are required to keep valuables protected.

## HOUSING

UWS does not offer on-campus housing, however, the university has created a [housing resource webpage](#) to help students find a place to live near campus. Students can also utilize [Switchboard](#) to connect with other members of the UWS community and see what housing options may be available.

## TUITION AND FINANCIAL AID

While payment is due on or before the first day of the term, students have a grace period until the Friday of week 2 to pay without any penalties. Once you're a student, you can make a payment online through [myUWS](#).

Students applying for U.S Federal aid must first file a [Free Application for Federal Student Aid \(FAFSA\)](#). The university federal school code is 012309. Visit [myfinancialaid.uws.edu](#) to accept your aid and confirm that all documents have been received. Students applying for [Canadian student grants and loans](#) need to apply with their province or territory.

Your bank or financial aid application may require proof of enrollment. If you have been accepted to UWS but have not yet officially started classes, you can request an enrollment verification letter from the [admissions office](#). Once you have officially started coursework as a UWS student, you should request your verification letter from the [registrar's office](#). Any provincial aid documents requiring a UWS staff signature to confirm your enrollment should be sent to the [financial aid office](#).

Learn more about understanding your tuition and fee statements, making payments and setting up payment plans on our [business office webpage](#).





WELCOME DAY AND  
STARTING CLASS



## WELCOME DAY

Chiropractic Welcome Day is a required (and fun!) event held on the UWS campus, typically on the Friday before classes start. It is designed for new students to learn more about the university and its many resources. You will meet your classmates and other members of the campus community, receive your student ID, schedule and parking pass, turn in required forms and prepare for the first day of class. Look for an email invitation to this event a month before classes begin.

Welcome Day is designed to answer all your student-related questions and prepare you for life as a UWS student. Prior to Welcome Day, and anytime you have questions throughout your student journey, visit the [Student Navigator](#). The [office of student affairs](#) is also available to help out with anything that you can't find there.

## FIRST DAY OF CLASS

On the first day of class, bring your student ID, laptop and memorized log in credentials for your UWS accounts (i.e., email, UWS Canvas, etc.). Instructional materials are accessible in their respective Canvas courses. You may access these materials in real-time during lectures or you may download them to your laptop in advance. Course note packets may be accessed via the Canvas files in individual courses to print at your convenience.



## REQUIRED FORMS

### **DC Student Required Forms Packet**

Your required forms will be sent to your UWS email address via SignNow three weeks before the start of term. The forms packet must be completed the Friday before term starts. If not completed by the deadline, a hold will be placed on your account. A hold may delay financial aid disbursement.

### **Commute Declaration**

Please complete [this form](#) by the end of the first week of class. Read more about [parking and transportation](#) options around campus.

### **Background Check**

A criminal background check is done after an applicant has been conditionally accepted into our academic programs and should be completed prior to the beginning of classes. The background check, which is paid for by UWS, is done for the safety of our students, patients and employees. A link to Advanced Reporting, the company that UWS employs to run our background checks, was included in your acceptance letter. [Visit our background check page for more information.](#)







ON CAMPUS



## UWS LIBRARY

[The university library](#) offers 24/7 access to extensive library electronic resources including research databases, e-journals, e-books and research guides. It also provides printing/copying services, equipment checkouts, fax and notary services, and more. [Explore the new student library guide here.](#)

*Library DIY: Using the UWS Library* is an optional Canvas course available to you in order to brush up on accessing and using library information resources, basic search skills, choosing the right resource for your information need, avoiding plagiarism and more.

## CAMPUS STORE

[The UWS campus store](#) is the campus resource for books, medical supplies, nutritional supplements, food and UWS logoed gifts and clothing. The Spinal Tap coffee kiosk is part of the campus store and, along with coffee, serves a variety of grab-and-go foods.

## SAFETY

UWS has established a number of safety measures including: our UWS Safe app which contains a campus alert system and reporting portal among other safety resources, a campus security program and counseling support. [Learn more about campus safety here.](#)

## SERVICES AT UWS

- [Accessibility for students with disabilities](#)
- [Alumni services](#)
- [Fitness and wellness facilities](#)
- [Health and counseling](#)
- [Student employment opportunities](#)
- [Tutoring and academic coaching](#)
- [Veteran benefits](#)
- [WellConnect student assistance program](#)

## SPECIALIZATIONS AND CONCURRENT DEGREES

All chiropractic students are eligible to receive a Bachelor of Science in Human Biology degree after the completion of the 5th quarter of the DC program. Many DC students also choose to enroll in one of our other graduate programs to focus their degree. Explore the UWS website to learn more about the our degree offerings and how/when to apply.

### *UWS Graduate Programs*

- [Clinical Mental Health Counseling](#)
- [Clinical Nutrition](#)
- [Human Nutrition and Functional Medicine](#)
- [Naturopathic Medicine](#)
- [Sport and Performance Psychology](#)
- [Sports Medicine](#)







CONNECT

UWS provides students with many ways to connect with each other and the community, local and across the world. Explore some of the ways here:

- [Student clubs](#)  
Student clubs are a great way to get to know your classmates, get involved on campus and above all else, have fun.
- [Associated Student Body \(ASB\)](#)  
ASB is the student government organization at UWS.
- [Mentor Network](#)  
The Mentor Network connects incoming students with upper-quarter peer mentors and current students with alumni mentors.
- [Weekly Vitals](#)  
Weekly Vitals is an email newsletter and [webpage](#) with information about upcoming events, student clubs, university news, guest speakers and more.
- [Switchboard](#)  
Switchboard is a digital space to connect with the UWS community by asking for what you need and offering what you want to share like jobs, shadowing, patient referrals, practice management and advice.

## SOCIAL MEDIA

Connect with us on social media! These are our channels:

[Facebook](#) | [Twitter](#) | [YouTube](#) | [LinkedIn](#) | [Instagram](#)

Need some guidance when it comes to UWS policies and practices around social media?

These resources can help:

- [Social media policy](#)
- [Social media best practices](#)

### *DC Facebook Groups*

UWS has created private Facebook groups for incoming DC students to connect with each other. Introduce yourself to your future classmates/colleagues, find housemates, study buddies or adventurous pals to explore the city and beyond. Once you are accepted, you should receive an invite to your Facebook cohort group from a UWS admissions representative. If you have been accepted but haven't received an invitation to join the group, please contact [admissions@uws.edu](mailto:admissions@uws.edu).



# WE ARE SO HAPPY YOU'RE HERE!

Everyone is welcome at UWS. We strive to create a culture of inclusivity that embraces and celebrates the diversity of its faculty, staff and students. UWS values a learning environment in which students are empowered through multicultural perspectives that lead to a culturally competent health care workforce, and where employees feel valued and enriched through their differences, creating and promoting a welcoming environment that fosters inclusiveness and equal opportunity for all.

Read more about our policies and procedures:

- [Diversity, Equity and Inclusion](#)
- [Equal Opportunity and Non-Discrimination Policy](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Nondiscrimination and Anti-Harassment Policy](#)
- [Title IX Sexual Harassment Policy](#)
- [Title IX - Sexual Discrimination and Mutual Respect Policy](#)





