JAMP

Joint Admission Medical Program

Application
Handbook
2024

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Welcome to JAMP!

Dear Prospective JAMP Scholar,

The Joint Admission Medical Program (JAMP) is a workforce pipeline program, created by the Texas Legislature to provide support and encouragement for highly qualified economically disadvantaged students from across the State of Texas to successfully matriculate into medical school and pursue a career in medicine.

The program is a joint effort between the medical schools and the public and private universities of Texas. JAMP assists students in acquiring the skills and knowledge to be successful by providing mentoring, summer enrichment programs including clinical preceptorships at one of the Texas medicals schools, scholarships, and ultimately, acceptance to one of the Texas medical schools.

The first group of undergraduate students joined JAMP in 2003 and entered medical school in 2006. They have now completed medical school and residency training and are now pursuing careers in medical practice. If you have an interest in becoming a physician, we strongly encourage you to look into what JAMP has to offer you.

This Application Handbook was created by the Joint Admission Medical Program Administrative Office to assist applicants in completing the application for the 2024 entering class. Reading and following these directions will grant insight into the application process and make completing the application much easier. As an applicant, it is your responsibility to read, understand, and follow all JAMP instructions throughout the application process.

Remember, your JAMP Faculty Director is there to help! If you haven't met them already, make sure you set an appointment with them as soon as possible. You can find their contact information on our website or by clicking here.

Thank you for your interest in JAMP and we wish you the best!

Sincerely,

The JAMP Team

Application Timeline and Deadlines

Application Opens:

Monday, May 1, 2023 at 8:00 a.m. Central Time.

Application Submission:

Tuesday October 31, 2023

Supporting Documents Deadline:

Wednesday, November 8, 2023

THERE ARE NO EXCEPTIONS FOR THE JAMP DEADLINES UNDER ANY CIRCUMSTANCES.

*

Meet with your JAMP Faculty Director to discuss how Supporting Documents will be submitted.

*

Contact JAMP

If you have any questions and need to speak to a JAMP representative, please contact us at the number or email below.

Phone: 512-499-4352

Email: info@texasjamp.org

Hours: Monday-Friday (7:00 am. – 4:00 pm. Central Time), except Federal holidays.

To ensure a quick response, include your JAMP ID number and full name in all correspondence. JAMP will only discuss an application with the applicant. Due to the Family Educational Rights and Privacy Act of 1974, FERPA, JAMP will not discuss an application with parents, spouses, relatives, friends, or employers.

Website: www.texasjamp.org
Facebook: www.facebook.com/TexasJAMP
Twitter: www.twitter.com/TexasJAMP
Instagram: www.instagram.com/TexasJAMP

Before You Start

You **should** contact your JAMP Faculty Director to discuss your interest in the program. For your application to be completed, you will need to complete the "Notice of Intent to Apply and Authorization to Release Records Form" and return the form to your JAMP Faculty Director.

Applicant Responsibilities:

As a JAMP applicant, it is your responsibility to become familiar with the application procedures. All application documents, including application, transcripts, and letters of evaluation must be submitted to JAMP in a timely manner, by the corresponding deadline.

Prior to interviewing, you should read and understand the Technical Standards/Essential Functions for admission and graduation at each school to which you are applying. You will be required to sign a statement indicating you are able to meet these standards with or without accommodations.

After submitting your application, you must notify JAMP of certain changes to the application.

a. You can make changes to the following sections by logging back on to the application: Contact Info, Colleges Attended, College Coursework, Planned Enrollment, My Account, and Test Scores.

b. You must notify JAMP in writing via either email or a message in the application of the following changes:

- Change of Evaluator: Once you have secured a different evaluator, please notify JAMP of the new evaluator via email or through the application message system. Include your full name, JAMP ID and indicate the name of the evaluator that needs to be removed. Provide the following information for the evaluator that should be added:
    - Salutation (i.e. Dr, Prof, Mr, etc.)
    - First name of Evaluator
    - Last name of Evaluator
    - Suffix (i.e. MD, PhD, etc.)
    - Relationship to you
    - How evaluator will submit letter (via JAMP Evaluator Portal or regular mail)
    - Whether or not you release your right of access to the letter

- Felonies & Misdemeanors: After the date of submission of your JAMP application, if you are charged, convicted of, plead guilty, or no contest to a felony or misdemeanor crime, you must inform JAMP. **You must notify JAMP within ten business days of the occurrence of the criminal charge or conviction.** Failure to do so could result in the rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.

- Disciplinary Action: After the date of submission of your JAMP application, if you become the subject of an institutional action or disciplinary action, you must inform JAMP. **You must notify JAMP within ten business days of the occurrence of the institutional action.** Failure to do so is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.

JAMP applicants will also:

Meet with the JAMP Faculty Director regarding the submission of all supporting documents (including transcripts). Note that an application to the program is not considered complete until all supporting documents have been received by the JAMP Administrative Office.

1. Respond immediately to all notices, comments, instructions, and questions received from JAMP.

2. Applicants are responsible for regularly checking their email and JAMP application accounts for these important notices and questions.

3. Print and retain a copy of the completed JAMP application.

4. Submit updated transcripts throughout the application cycle.

Monitor the status of the application online. To check your status, sign into your application and click on the [Status] status link from the menu on the right-hand side of the application. The [Status] link is the first option under the [Application Info] heading. The top portion titled [Section Status] shows the date each section of the application was completed/last saved. To see the status of your supporting documents, scroll down towards the bottom of the page until you reach the [Supporting Documents] heading.

Application Tips

Start Early

What is the best way to make sure you get everything done on time? Start early.

Do not wait until the last minute to submit your JAMP application. There are no exceptions for the JAMP deadlines under any circumstances. Applicants should ensure that they complete and submit their application with enough time to address any issues that may arise.

Be Prepared

The application is lengthy and requires planning to submit an application that best conveys who you are. Having the following items ready to go before you start the application will ensure that you submit the best application possible.

Meet with your JAMP Faculty Director as quickly as possible.
- Copy of transcript from every college attended to aid in completing [College Coursework] section.
- Dates and hours of all employment, community service, research, leadership, and healthcare activities.
- Contact information for evaluator(s).

Quality Matters

Although you may be tempted to rush through the process of applying for admission, remember that the quality of the items you submit will make a difference.

During review, the selection committee will consider every factor that has contributed to your academic achievement and your personal achievement. Every item entered on the application will be considered and compared to others in that same group. Therefore, the quality of your application may be the thing that makes you stand out from the crowd—and that results in you getting the decision you are looking for.

Important Notes

Do not use the [Back] button while completing the application. Using the navigation buttons and features of your browser is very likely to cause errors and other unpredictable behavior. Instead, use the application's internal navigational features to move from section to section.
Special characters cannot be used in the text boxes. Please remove all special characters when completing the [Essays] section (e.g. <, >, =, @, *, ñ, or [Tab]).

E-mail message are often sent to multiple applicants, which some email systems identify as spam or junk email. Some email providers use filters to prevent users from receiving spam. Email filters may interpret an email from JAMP as spam and automatically delete a message to you about the status of your application. To avoid missing important emails, turn the "spam" or "junk" email filters off during the application cycle. If your email provider does not allow you to turn the filter off, you may have to access a "junk mail file" that archives all messages identified as sent to multiple addresses. Periodically check your spam/junk email file for messages from JAMP.

Accessing the JAMP Application

You can access the JAMP Application through our website, www.texasjamp.org.

Once you have registered for a JAMP account, you are ready to begin filling out the application. You may login to update your information as often as you wish prior to submitting your application. It is highly recommended that before you submit the application, you take time to review each section thoroughly as no changes can be made after submission (other than the changes indicated in the responsibilities above). After any changes, be sure to click the [Save] button before leaving the page.

Technical Details

The JAMP application supports only the following browsers. Not using one of these may cause you to experience various technical issues: Microsoft Edge & Firefox

Supporting Documents

Applicants must meet with his or her JAMP Faculty Director (JFD) regarding the submission of all supporting documents. An application to the program is not considered complete until all supporting documents have been received by the JAMP Administrative Office.

The following supporting documents must be submitted to the JAMP Office no later than **Wednesday, November 8, 2023 by 5:00 p.m. Central Time**:

1. Notice of Intent to Apply & Authorization to Release Records
2. A copy of applicant's High School Transcript and Class Rank
3. *Student Aid Reports (FAFSA) for:
   a. 2022-2023
   b. 2023-2024
4. Letters of Evaluation from:
   a. JAMP Faculty Director
   b. University Faculty Member
   c. Work/Volunteer Supervisor
   d. Extracurricular Coordinator
   e. High School Counselor/Teacher
   f. Mentor

5. Official University Transcript listing Fall and Spring grades
6. College Transcripts (any institution previously or currently enrolled in or that has granted college credit)

*As Student Aid Reports are not available indefinitely, interested applicants should immediately access and save previous year Student Aid Reports available to them for use on the application. Applicants are responsible for providing all supporting documents to his or her JAMP Faculty Director. Supporting documents received after the deadline may prevent your application from being considered.

Application Section Overview

[BACKGROUND INFO] SECTION

HOME INSTITUTION

Select the participating university where you are enrolled from the drop-down list. Only universities that participate in JAMP will appear on this list. This university will become your "home" institution.

Note: If you will be transferring to a JAMP participating school, please select the school you will be enrolled in by the application deadline. This university will become your "home" institution.

HOW DID YOU LEARN ABOUT JAMP

Select the value that best represents how you learned about JAMP.

HOW LONG HAVE YOU LIVED IN TEXAS

Indicate the length of time you have lived in Texas. For example, if you have lived in Texas since birth, you might enter "18 years".

[QUESTIONS] SECTION – PERSONAL INFORMATION

CONTACT INFO

You may revise this section any time during the application process.

Legal Name: Enter your first, middle, and last names. You will also enter any salutations or prefixes associated with your name.

Other Names: If you prefer to be addressed by a different name other than your legal name, you will indicate that information in this section. Also, if there are any other names listed on your academic records than what you have already entered, you must indicate each additional name then click the [Add Name] button. Examples include maiden names or hyphenated last names.

E-mail/Phone: Indicate your e-mail address. If you need to change your email address, do so through the [My Account] link in the upper right-hand corner of the application. Note that notifications of new messages from JAMP will be sent to the e-mail address on file.

Provide the cell phone number where JAMP and/or medical school admissions officers can contact you. If you do not have a cell phone, you will answer "No" to the question "Do you have a cell phone?"

You will also provide your work phone number – if applicable.

NOTE: E-mail is the primary mode of communication between JAMP and applicants. Urgent correspondence will only be sent to you via email. Be sure to keep your email address always updated. It is the applicant's responsibility to regularly check both their email and JAMP application for important messages from JAMP. Providing an incorrect email address will prevent you from receiving important messages from JAMP.

Mailing & Permanent Address: Enter all fields of the mailing and permanent address sections.

> **Address 1** – Enter your current mailing address. JAMP will use this address to send you any correspondence.
> **Address 2** – If needed, enter an apartment number or additional address information in this field. If not, leave this field blank.
> **City** – Type the name of your city.
> **Country** – Select your country from the pull-down menu.
> **State** – Select your state from the pull-down menu.
> **County** – Select the US County of your mailing address from the drop-down menu – if applicable.
> **Zip Code or Postal Code** – Enter your zip or postal code.
> **Phone number** – Provide the phone number where JAMP and/or admissions officers can contact you.

Permanent Address: Enter your Permanent Address information if different from your Mailing Address. If your Permanent Address is the same as your Mailing Address, answer "Yes" to the question "Is your Mailing Address also your Permanent Address?" and the information will pre-populate from what you entered under Mailing Address.

DEMOGRAPHIC INFO

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

Birth Information: Enter the following information.

> **Date of Birth** – enter your date of birth (mm/dd/yyyy)
> **City** – Enter the city where you were born.
> **Country** – Select the country in which you were born from the drop-down menu.
> **State/Possession/Canadian Province** – Select the state, possession, or province where you were born.
> **County** – Select the US County in which you were born from the drop-down menu – if applicable.

Hometown: The following questions refer to what you consider your "hometown"

> **City** – Enter the city name of your hometown.
> **Country** – Select the country from the drop-down menu.
> **State/Possession/Canadian Province** – Select the state, possession, or province from the drop-down menu.
> **County** – Select the US County of your hometown from the drop-down menu – if applicable.
> **Approximate population** – Select the approximate population range from the drop-down menu.
> **Describe the area** – Select: Rural, Urban, Inner City, Suburban, Military or Government Installation or Other. (Definitions will be provided)
> **Primary language spoken at home** – Select the primary language spoken from the drop-down menu.

Sex: Select one of the options shown.

Gender Identity: Select one of the options shown.

Pronouns: Select one of the options shown.

Ethnicity: Indicate whether you are:
      a. Hispanic or Latino
          - Select one of the groups that you consider to be your ethnic background.
      b. Not Hispanic or Latino

Race: Select one or more of the displayed racial categories that best describe you.

Race or Ethnic Group Descriptions:
Ethnicity and Race questions are asked for federal and/or state reporting purposes. These questions are voluntary and applications will not be at a disadvantage in the admissions process if they are not completed.

American Indian	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. Applicants may be expected to provide official documentation/certification of active affiliation with a recognized tribe or reservation community.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
Black/African American	A person having origins in any of the black racial groups of Africa
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White/Caucasian	A person having origins in any of the original peoples of Europe, the Middle East or North Africa

SOCIOECONOMIC INFO

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

The questions in this section ask:
- Are you a member of the first generation in your family to apply to, attend, or graduate from an undergraduate program? (i.e. are you the first in your immediate family to go to college?)
- Are you a member of the first generation in your family to apply to, attend, or graduate from a graduate or professional program?
- Are you a parent or guardian of dependent children?
- What do you consider your primary language?
- Are you bilingual or multilingual?

Household Info from Birth to Age 18: You will also be asked several questions that pertain to the household in which you were raised or spent the majority of your life from birth to age 18. If you moved frequently during this time period, enter the information for the location you spent the majority of your childhood.

Socioeconomically Disadvantaged: There is a required question that asks the applicant to describe why they believe they are socioeconomically disadvantaged. You have 600 characters to address this question. Please provide any insight into your situation that was not previously addressed in your application.

MILITARY SERVICE

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

You will answer questions concerning whether you have served in the United States military.

FAMILY

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

An applicant will be able to enter up to six parent/legal guardians as well as information regarding siblings. The section will ask questions including but not limited to the following data:

- Relationship: Biological parent, adoptive parent, other legal guardian, grandparent, sibling.
- Address
- Education/occupation information
- Is this a legal guardian or did you live with this person for three years while in high school?

Significant Person:
An applicant will be able to enter up to six entries in this section including the following data:

- Relationship: Biological parent, adoptive parent, other legal guardian, grandparent, sibling.
- Residency information
- Education/occupation information.

FINANCIAL INFORMATION

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

You will enter the percentage of your college expenses provided by family, spouse, academic scholarships, financial need-based scholarships, loans, employment, or other sources. The total percentage must add up to 100%.

FELONIES AND MISDEMEANORS

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

Have you ever been arrested or charged with any violation of the law regardless of outcome? (Unless the offense involved alcohol or drugs, you may exclude: 1) traffic tickets; and, 2) violations with fines of $250 or less.)

Serious traffic offenses such as reckless driving, driving under the influence of alcohol and/or drugs, hit and run, evading a peace officer, failure to appear, driving while the license is suspended or revoked MUST be reported. This list is not all inclusive. If in doubt as to whether an offense should be disclosed, it is better to disclose the offense on the application.

Matters in which you were diverted, deferred, pardoned, or pled nolo contendere MUST be disclosed. If you are in doubt as to how to respond to the questions, full and honest disclosure is highly recommended. If you answer "Yes" to any question in this section, you are required to submit records and a statement.

IMPORTANT

After the date of submission of your JAMP application, if you are charged, convicted of, plead guilty, or no contest to a felony or misdemeanor crime, you must inform JAMP. <u>You must notify JAMP within ten (10) business days of the occurrence of the criminal charge or conviction.</u>

Failure to do so is grounds for rejection of your application, withdrawal of any offer of acceptance, dismissal after enrollment, or rescission of any degrees granted.

HIGH SCHOOL INFORMATION

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

Indicate how you completed your high school education: High School, GED or Homeschooled.

High School Graduated: Enter the Country and State, if applicable, in which your high school is located. Enter part of the high school name and then click [Search] to search for your high school.

The less you type in the [High School Name] field, the more results you will get back. Try entering words that are unique to your high school's name.

From the search results, click on [Add School] next to the correct listing – doing so will pre-populate the following information:

- High School Name
- City
- Zip Code
- State
- County

If your high school was not found, you will need to add the school manually in the designated [High School Information] fields.

Next, enter graduation month, graduation year, class size and class rank, if applicable, in the designated fields.

Home Schooled: For applicants who were home schooled, please list the city, zip code, country, and state where you were home schooled (or received your diploma). Enter the graduation month and graduation year.

COLLEGES ATTENDED

**You may revise this section any time during the application process.
You will be able to add new colleges/universities as well as newly completed course work.**

- List all undergraduate schools you have attended or enrolled in including dual credit course work regardless of whether you earned credit there or not.
- List each school once for each type of degree even if there was a break in attendance. For example, if you attended Houston Community College in the summer of 2018 and 2019, you would list the school once with attendance dates as: Summer 2018 – Summer 2019.
- Include foreign colleges. You do not need to list a foreign college if it was part of an official study abroad program and the coursework appears on the transcript of the sponsoring U.S. college or university.
- Failure to list all colleges and universities may delay processing of your application and may be considered a violation of your application certification statement.

How to Enter a College Attended

Step 1: Click on the [Add College or University] button.
- Enter the country, state and a distinctive part of the college or university name and a list of matching institutions will appear. Keep in mind that the less you type in the [College Name] field, the more results you will get back. Try just entering words that are unique to your college name. For example, if searching for The University of Texas at Austin, just enter Austin. Click the [Search] button to obtain your search results.

- Select the correct institution and click [Select] to add the school to your list of Colleges Attended. This will fill in the required [Institution Information] fields for the college listing.

If your college was not found in the search, please call the JAMP Office at 512.499.4352 for further assistance. Do not enter in your college manually before calling the JAMP Office.

Step 2: Enter attendance dates and degree information. Remember, these must include FUTURE coursework dates too, if applicable!
- Majors and minors are listed alphabetically. If your major/minor is not listed, select "Other" and enter your major/minor in the designated field. Next, indicate if you were enrolled in an honors program at this school. For certificates earned, along with other academic achievements, list these in the [Academic Recognition] section of the application.

Step 3: Click [Add College Attended] on the bottom left corner of the screen.
- Continue to enter additional colleges and universities attended by clicking on the [Add College or University] link.

Step 4: Complete and save this section.
- Once you have entered all schools, check the box that states: "Click the checkbox if you have no more colleges to enter at this time". Your colleges will not be saved until you have checked this box and clicked [Save] or [Save and Continue]. Note: Your major will not appear until you complete AND save the [Colleges Attended Questions] section.

TERMS ATTENDED

Note: This section must be completed before you attempt to enter your coursework. Enter all terms during which you have taken coursework at each school listed in the [Colleges Attended] section as well as any future terms you plan to take coursework. (i.e. Summer 2023, Fall 2023, Spring 2024).

The terms listed in this section must match the attendance dates in the [Colleges Attended] section. You cannot add terms that go beyond the attendance dates entered in the [Colleges Attended] section.

How to Enter a Term Attended

Step 1: Adding a term.
- To add a term, click on the [Add Term] button next to the institution for which you wish to add a new term.
- From the drop-down menu, select the year, term and whether or not the credits are reported in semester or quarter hours.
- Click [Add This Term] to save.

Step 2: Repeat previous step for each term you attended.
- For example, if you attended UT San Antonio from Fall 2020-Spring 2022, and only attended Fall and Spring semesters, you would have a total of four terms entered.

Step 3: Continue for all institutions.
- Repeat steps 1-2 for each institution where you completed college coursework, including where you plan to complete coursework.

Step 4: Remember to save!
- Once you have entered all terms for all institutions, you MUST click [Save] or [Save and Continue] or your information will be lost.

COLLEGE COURSEWORK

Before You Start

Request an official transcript from each college/university you have attended to use as a reference for completing the [College Coursework] section. This helps ensure that your data is complete and accurate.

Use Your Transcript(s), Be Prepared to List All Courses: It is helpful if you enter courses in the same order in which they are listed on your official transcript. You will list all for-credit courses you ever enrolled in at every college you have attended and have listed in the [Colleges Attended] section. This includes:

- College-level courses taken while in high school (i.e. dual credit courses), even if they did not count toward a degree at any college.
- Colleges at which you took a course, even if transfer credit was later accepted by another school.
- List courses under the granting institution, even if you received transfer credit elsewhere. For example: if your university transcript shows transfer credit from a community college (or other institution), do NOT enter these as transfer credits under your university. Instead, list the community college as a separate [College Attended] and list any corresponding coursework at this institution only. (Study abroad and Foreign Transfer coursework are exceptions to this rule)

Include Future/Planned Coursework: Be sure to include future/planned coursework. *Terms reflecting future/planned coursework should already be listed in [Terms Attended].*

- In the [College Coursework] section list the courses you plan on taking. You will indicate "Not Yet Reported" for the grade.
- If you are unsure of the courses you plan on taking, list at least one placeholder course.
- Always answer "YES" to Last Time Taken for future coursework.
- Your application will not be processed if planned enrollment is indicated but coursework is not listed.

If in Doubt About a Course: All courses that appear on your official transcript(s), and for which a grade and credit were ever assigned, will be included in the JAMP GPA calculations, even if they are not included in the GPA calculations of the transcript-issuing school. This includes, but is not limited to:

- Courses that have been repeated
- Courses that you failed or withdrew from, regardless of whether they have been repeated
- Courses you took in high school for college credit that appear on a college transcript
- Courses taken at American colleges overseas

Remember!

JAMP will verify your self-reported courses against your official transcript(s) and will report any discrepancies to your selected institutions. **JAMP does not enter courses for you.** JAMP will contact you and return your application for corrections or explanations if it identifies a significant number of course discrepancies or omissions.

Failure to properly enter all course information and to make corrections as requested may result in processing delays and may jeopardize your chances for admission.

ENTERING COURSEWORK

Follow these step-by-step instructions for entering your coursework into the [College Coursework] section of the application.

Step 1: Select Term:
> • Select the term from the institution you wish to enter coursework for by clicking on the [Add Course] button

College/University Attended	Year	Term	Hours Type
Lamar State College-Port Arthur Add Course 0 courses found for this term.	2006	Fall	Semester
Texas Tech University Add Course 0 courses found for this term.	2008	Fall	Semester
Texas Tech University Add Course 0 courses found for this term.	2009	Spring	Semester
The University of Texas at Austin Add Course 0 courses found for this term.	2009	Fall	Semester
The University of Texas at Austin Add Course 0 courses found for this term.	2010	Spring	Semester
The University of Texas at Austin Add Course 0 courses found for this term.	2010	Summer	Semester
The University of Texas at Austin Add Course 0 courses found for this term.	2010	Fall	Semester
The University of Texas at Austin Add Course 0 courses found for this term.	2011	Spring	Semester
The University of Texas at Austin Add Course 0 courses found for this term.	2011	Fall	Semester
The University of Texas at Austin	2012	Spring	Semester

Step 2: Academic Status
> • Indicate your academic status for the term. See options and descriptions below.

College/University Attended	Year	Term	Hours Type
The University of Texas at Austin 0 courses found for this term.	2009	Fall	Semester

Add a Course

Academic Status:	Select an Academic Status
Course Type:	Select a Course Type
Prefix:	Enter the departmental prefix for the course as it appears on your transcript.
Course Number:	Enter the course number as it appears on your transcript.
Course Name:	Enter the course name as it appears on your transcript.
Course Area:	Select a Course Area
Transcript Grade:	Select a Grade — Note: Grades for courses added after your application is submitted will be entered by TMDSAS.
Credit Hours (format ##.#):	If your grades are reported in credits or units, you will need to convert them to semester or quarter hours. The back of your transcript should have the conversion. If not, contact your Registrar for the conversion.
Was Last Time Taken:	○ Yes ○ No

Add Course   Cancel

Academic Status	
PF: Pre-First Year	Any advanced placement, CLEP, or Dual Credit courses that you received credit for before graduating from high school.
FR: First Year	First academic year following graduation from high school.
SO: Second Year	Second academic year following graduation from high school.

Step 3: Course Type
- Indicate course type for the course you are entering:

  - **Regular Class:** regular class taken in the classroom – no special designation.

  - **Distance Learning/Online Course:** indicate if the course was completed via on-line, correspondence, or other form of learning at a distance.

  - **Honors:** an honors course is one taken as part of an undergraduate honors program, not a course for which you may have received academic honors.

  - **Study Abroad:** indicate if you enrolled in courses at a foreign university as part of a Study Abroad program and received credit for those courses on a US or Canadian school transcript. (Courses completed overseas that are not part of a Study Abroad program should be treated as foreign coursework and will not be included in the JAMP GPA computation.)

  - **Advanced Placement/CLEP:** indicate if you have received credit on your transcript from Advanced Placement or CLEP examinations. AP/CLEP credit is accepted only if the school granting the credit lists the specific course(s) and number of units granted per course on an official transcript. Lump sum credit is not accepted. If these do not appear on the transcript, an official letter from the registrar is required. List AP credit only once, even if more than one institution granted credit.

    AP credit appearing on the transcript without subject or course names will be classified as non-science unless official documentation is received. If a letter grade is shown on the official transcript, the letter grade should be listed in the Grade column and will be included in your GPA calculations. If a letter grade is not given on the official transcript or the course is indicated as being passed, then enter the semester hours and, under Grade column, select CR – credit.

  - **International Baccalaureate:** indicate if you have received credits on your transcript for completion of an International Baccalaureate Program, an intensive pre-college curriculum sponsored by the International Baccalaureate Organization.

  - **Credit by Institutional/Departmental Exam:** indicate if you have received credits on your transcript for successful completion of an institutional or departmental examination.

  - **Audit:** any course you attended without attempting to earn credit. These courses will not be included in your JAMP GPA.

  - **Developmental:** developmental courses will not count towards the GPA nor will they be calculated into the overall hours.

  - **Dual Credit:** college credit earned when a high school student is taking a college course or both high school and college credit. If you took college courses while in high school and received only college credit, you should indicate this Course Type as "Dual Credit". The credit must appear on an official transcript from the college. Courses may be taken at the high school or at the college but need to be listed on the application under the name of the college.

Step 4: Prefix
- Enter the departmental prefix for the course as it appears on the official transcript. For example: CHEM, BIOL, PSYC, ENGL, etc.

Step 5: Course Number
- Enter the course number as it appears on the official transcript. Do not enter the section number.

Step 6: Course Name
- Enter the course name.
- Simply capitalize the first letters of all words, even if it appears in all CAPS on the transcript.
- Use your best judgment - only abbreviate when necessary.
    - If the course name is abbreviated on the transcript, you may enter the abbreviation or the full name.

Step 7: Course Area
- Download the TMDSAS Course Listing for your institution to assist in coding your courses.
- Indicate the course area for each course.
- Select course area classification based on the primary content of the course.
- Refer to the course listing guide associated with your institution.
- For courses that are not listed, use your judgment and refer to the TMDSAS Prescribed Coursework Definitions – JAMP will determine the correct course area during processing.
- Any Math course that is not Developmental, Calculus or Statistics, should be coded as "MATH-Mathematics" in the application.
- Social Science courses are Non-Science.

Coursework With No Defined Prefix/Number?
Department = Prefix; Use the department prefix. For example: PHYS for Physics or MATH for Calculus, etc.
Academic Status= Number; Use the numbers 1-5 to correspond with your academic status (FR, SO, JR, SR, PB/GR) as the first number followed by 00 or 000, depending on how your institution numbers courses, either in the hundreds or thousands.
Detailed Course Name; Provide as descriptive a course name as possible

Step 8: Transcript Grade
- Enter the grade <u>exactly</u> as it appears on the official transcript. If you earned an A, select A.
- If narrative evaluations are used in your system in lieu of grades, list "Pass" if pass credit was awarded. Copies of narrative evaluations will be forwarded to your designated colleges.
- Grades become standardized as they are entered - the application system will convert the grade to a JAMP Grade. The JAMP grading system standardizes the grades to be used in the GPA calculation and to be reported to the admissions review committee. JAMP Grades include: A, B, C, D, F, Credit, Pass, Quit, Failed, Incomplete, and Not Yet Reported (for future or planned coursework).
- For Audited Courses enter a grade of CR if the grade listed on your transcript does not correlate with any other JAMP grade.

Step 9: Credit Hours
- Enter the credit hours according to transcript. You can enter hours up to one decimal place (00.0).
- Enter in semester or quarter hours only. You will indicate whether your school operates on a semester or quarter system when adding the terms in the [Terms Attended] section.
- Only list courses worth credit. Do not list any course where 0 credit hours were earned, for example, chapel, orientation, etc. If you withdrew from a course, list the number of hours you would have earned had you completed the course.

Note: <u>All</u> Texas schools report credit in semester hours.

Some institutions grant credits as course units. If your grades are reported as units, you will need to convert them to either semester or quarter hours. The back of your transcript should have the conversion. If not, contact your Registrar for the conversion.

Common conversion examples:
Austin College: 1 unit = 4 semester hours

Step 10: Last Time Taken
- Answer "Yes" if:
  - You took this course only once and do not plan to retake it.
  - The course was repeated for additional credit but not for a better grade. Common examples include: Physical Education, Chorus, Band, or Research/Thesis.
  - This is a future or planned course.
- Answer "No" if:
  - You withdrew from the course and re-took or plan to retake the course.
    - Answer "No" for the first time and "Yes" when taken for the last time.
  - You retook or plan to retake the course for a better letter grade.
    - Answer "No" for the first time and "Yes" when taken for the last time.

Note: Most coursework will be answered as [Yes].

Step 11: Add Course
> • Click the [Add Course] button.

Steps 12-15: Input Additional Courses as Applicable
> • Continue to add courses for the selected term by clicking [Add Another Course for this Term].
> • Once finished with all courses for the selected term, click on the [Done for this Term] button.
> • Select the next term to enter coursework from the [College Coursework] page.
> • Save and continue once you have finished adding all courses for all terms listed, by clicking on the [Save] button. Then click the [Continue to Next Section] button to continue with the application.

Planned Enrollment

Indicate if you plan to take any future coursework between the time of application and Fall 2023. You will indicate the college, term and year for all future coursework. You will still need to list future terms in the [Terms Attended] section AND the planned courses in the [College Coursework] section.

Note: If planned enrollment is indicated, planned coursework or placeholders must be listed; you will receive an ERROR message if these terms have not been added into [Terms Attended]. Make sure your Colleges Attended dates and terms are all included!

Military Credit

Individuals in the U.S. Armed Services frequently receive credit for special courses that they have taken while in service. These courses are considered post-secondary, but do not appear on a college transcript. In other situations, information about these courses may be posted to a Joint Services Transcript. JAMP does not consider these courses to be college courses and they should not be added to the application.

In certain situations, colleges/universities may award academic credit for these same military courses, or for experiences gained during military service. Such credit is usually considered "life experience credit" and is awarded as credit hours towards the completion of a degree. In situations such as this, the applicant should indicate the credit hours on the JAMP application, under the college/university granting the credit. Only the credit hours awarded by the college/university should be included in the JAMP application.

You will not be able to make any changes to these sections once you have submitted your application. Review your entries carefully before submitting

Transcripts

You must meet with your JAMP Faculty Director to arrange a sealed official transcript, accompanied by a JAMP Transcript Request Form, be submitted to the JAMP office. Only one transcript is required from every accredited U.S., U.S. Territorial or Canadian college attended. Do not have any transcripts delivered to JAMP until you have completed the [Colleges Attended] section of your application.

Official transcripts will be necessary for all undergraduate coursework. Transcripts must be submitted from each school attended even if:
- Coursework appears as transfer credit on another school's transcript
- Coursework does not count toward a degree
- Coursework was taken while attending high school

While JAMP will accept transcripts that are not attached to a JAMP Transcript Request Form, JAMP is not responsible for transcripts that cannot be matched to your application due to the absence of a JAMP Transcript Request Form. You are strongly encouraged to utilize these forms.

Photocopies or faxed copies are not accepted. Electronic copies sent directly from your institution to the JAMP Office are encouraged.

It is your responsibility to verify and ensure that JAMP has received all of your transcripts. Check the status of your transcripts regularly by logging into your application and viewing the [Application Status] page.

[QUESTIONS] SECTION – EDUCATION/TRAINING HISTORY

You will answer questions regarding:
- Self-identification as a non-traditional applicant.
- Interruptions to your education or vocation.
- Any Disciplinary Action

[QUESTIONS] SECTION – PERSONAL BIOGRAPHY

If you have activities that fit into more than one of the categories below, you should list the activity in one section only.

Keep in mind that your [Chronology of Activities] will be automatically built from the information you enter in all other sections of the application. Your chronology MUST account for all time between high school and October 2023; therefore, you must account for this time period in all the sub-sections of the [Employment & Activities] section. **For on-going activities scheduled to end after October 2023, make a note in the description section of the appropriate activity.**

Academic Recognition:
- List academic honors, awards and other recognitions received since high school to October 2023.
  - Indicate the Award Title, date received, city, country, state, and a brief description of the award. Click on [Submit] to save the record.
  - Additional records can be added by clicking the [Add an Award] link.

Non-Academic Recognition:
- List non-academic honors, awards and other recognitions received since high school to October 2023.
  - Indicate the Award Title, date received, city, country, state, and a brief description of the award. Click on [Submit] to save the record.
  - Additional records can be added by clicking the [Add an Award] link.

Leadership:
- List any leadership roles or positions of responsibility held since high school to October 2023. *Note, if you have no leadership roles/positions, you may list leadership qualites you have learned from other opportunities.
  - Indicate the Role Title, start date, end date, city, country, state, and a brief description of the position. Click on [Submit] to save the record.
  - Additional records can be added by clicking the [Add a Leadership Role] link.

Employment:
- List all jobs (paid work experience) held since high school to October 2023, including military service.
  - Indicate the employer, job title, when the job was held, start date, end date, city, hours worked per week, country, state, and a brief description of the job. Click on [Submit] to save the record.
  - If you held a job every summer, enter each time period as a separate record.
  - Additionally, if you held this job for consecutive terms, select "Other" for the question "When did you hold this job?" You will be able to provide more details if you wish.
  - Additional records can be added by clicking the [Add an Employment Activity] link.

Research Activities:
- List any significant research activities (paid or volunteer) you have participated in since high school to October 2023.
    - Include any publications (submitted as well as published), abstracts and posters. Indicate the Research Activity Name, start date, end date, city, approximate hours worked per week, total cumulative hours, country, state and a brief description of the research. Click on [Submit] to save the record.
    - If research culminated in any publications, abstracts, or posters, answer "Yes" and provide details as indicated.
    - Additional records can be added by clicking the [Add a Research Activity] link.

Healthcare Activities:
- List any healthcare related community service, volunteer, employment OR shadowing experience you have participated in since high school to October 2023.
    - Indicate the Activity Name, start date, end date, city, hours worked per week, total cumulative hours, country, state, and a brief description of the activity. Click on [Submit] to save the record.
    - Multiple doctors, same location: If you shadowed multiple doctors at the same location, DO NOT create multiple entries – instead, create ONE entry per location and list each doctor in the description. If each doctor you shadowed had a different specialty, you may make a separate entry per specialty
    - Additional records can be added by clicking the [Add a Healthcare Activity] link.

Community Service:
- List any non-healthcare related community service or volunteer activities you have participated in since high school to October 2023.
    - Indicate the Activity Name, start date, end date, city, approximate hours per week, total cumulative hours, country, state, and a brief description of the activity. Click on [Submit] to save the record.
    - Additional records can be added by clicking the [Add a Community Service Activity] link.

Extracurricular and Leisure Activities:
- List any significant extracurricular, leisure activities or hobbies you have participated in since high school to October 2023.
    - Indicate the Type of Activity, start date, end date, city, approximate hours per month, total cumulative hours, country, state, and a brief description of the activity. Click on [Submit] to save the record.
    - Additional records can be added by clicking the [Add an Extracurricular/Leisure Activity] link.

Identifying Top Meaningful Activities:
- Identify which of your previously listed activities were most meaningful and why. You are required to identify the most meaningful activity and may list up to three.
    - These should only be activities that have been completed or are on-going. Do not include activities with a future start date.
    - 500 character limit, each entry.

[QUESTIONS] SECTION - ESSAYS

You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting

To avoid formatting issues, we recommend typing your essay directly into the JAMP application rather than cutting and pasting your essay from other software. Copying formatted text into the application may result in formatting issues that cannot be edited once your application has been submitted. Be sure to proofread carefully.

Note: Special characters cannot be used in the essays. Please remove all special characters when completing the [Essays] section (e.g. <, >, =, @, *, ñ, or [Tab]).

Personal Statement – Required of all applicants
The personal essay asks you to explain your motivation to pursue the study of medicine and the Joint Admission Medical Program. You are asked to explain why or how.

The essay is limited to 5000 characters, including spaces.

Personal Characteristics Essay – Required of all applicants
Learning from others is enhanced in educational settings that include individuals from diverse backgrounds and experiences. Please describe your personal characteristics (background, talents, skills, etc.) or experiences that would add to the educational experience of others.

The personal characteristics essay is limited to 2500 characters, including spaces.

Optional Essay – There is one optional essay available to all applicants
Briefly discuss any unique circumstances or life experiences that are relevant to your application which have not previously been presented.

The optional essay is an opportunity to provide the admissions committee with a broader picture of who you are as an applicant. The essay is optional; however, you are strongly encouraged to take advantage of this opportunity. This is not an area to continue your essay or reiterate what you have previously stated: this area is provided to address any issues that have not previously been addressed.

Optional Essay is limited to 2500 characters, including spaces.

[PROOF OF RESIDENCY] SECTION

*You will not be able to make any changes to this section once you have submitted your application. Review your entries carefully before submitting. *

This section contains questions regarding your citizenship, state of legal residence, etc. These questions will determine whether you are classified as a Texas resident or a non-resident.

Applicants who are not US citizens MUST provide JAMP with a copy of both sides of their Permanent Resident card. An application will NOT be processed without this documentation. The documentation can be uploaded directly to the application or mailed to JAMP. If your Permanent Resident card has no expiration date, enter the expiration date as ten years from the issue date.

[SUPPORTING DOCUMENTS] SECTION

*You will be able to make changes to this section once you have submitted your application. You will be able to add or remove planned test dates.

Upload Photo:
As part of your application, you are required to upload a digital photo of yourself. It must be smaller than 100 KB and be in one of the following file formats: jpg, gif, png, or bmp.

Letters of Evaluation:
Applicants must submit a letter of evaluation from their JAMP Faculty Director, University Faculty, Work/Volunteer Supervisor, Extracurricular Coordinator, High School Counselor/Teacher, or Mentor. Evaluators should know an applicant well enough to evaluate him/her both academically and personally. It is recommended that your evaluators be current/former professors that can speak to your academic ability in the sciences.

To send letters of evaluation from your JFD and a University Faculty member, placeholders for the required letters will be shown. Click the edit button to fill out and complete a letter placeholder.

- Salutation
  - Indicate the appropriate salutation of your evaluator (e.g. Dr., Mr., Mrs. Ms., etc.).
- First Name
  - Enter the first name of your evaluator.
- Last Name
  - Enter the last name of your evaluator.
- Suffix (if applicable)
  - Indicate the appropriate suffix of your evaluator (e.g. I, II, Jr, Sr, MD, DDS, DVM, etc.).
- Relationship to you
  - Indicate the evaluator's relationship to you (e.g. Academic Advisor, HP Advisor, Professor, Supervisor, Business Associate, etc.).

You will not be able to save this section until you have completed every **REQUIRED** letter placeholder.

Note: This section must be filled out entirely and saved before evaluation forms can be uploaded for your application.

Be sure your full name and JAMP ID number is on the JAMP Evaluation Form. Individual evaluation letters should be accompanied by the JAMP Evaluation Form (with the waiver signature line completed) if you are waiving your right of access to the evaluation letter.

If JAMP receives an evaluation letter without the JAMP Evaluation Form, it is assumed that the applicant has not waived his/her right of access to the letter.

Evaluators must return the evaluation form and letter to your JFD. Be sure you include your JFD's contact information on the evaluation form. You must be sure the evaluator knows that the form and letter must be returned to your JFD to allow enough time to submit prior to the deadline.

Extra Letters:
The JAMP Council prefers to receive only the required evaluation letters. Additional letters are not encouraged.

CERTIFICATION & MENIGITIS ACKNOLWEDGEMENT

In order to submit your application, you are required to certify several statements. Your certification of these statements serves the same purpose as a legal signature and is binding. Once saved select "Continue".

SUBMIT

Only completed applications can be submitted. The Section Status page will indicate which sections are completed. If all sections are completed a "Submit My Application" button will appear at the bottom of the page. If all sections are not completed, you must return to that section and complete it before a submit button will appear.

*Note, you will receive a confirmation page noting that you have completed your application. Print and save a copy for your records.

After Submitting Your JAMP Application

MONITORING THE STATUS OF YOUR JAMP APPLICATION

Checking the status of your application online allows you to follow the progress of your application and the supporting documents and test scores received on your behalf.

To check your status, all you have to do is sign into your application. Click on the [Status] status link from the menu on the right-hand side of the application. The [Status] link is the first option under the [Application Info] heading.

The top portion titled [Section Status] shows the date each section of the application was completed/last saved. To see the status of your supporting documents, scroll down towards the bottom of the page until you reach the [Supporting Documents] heading. If a document has been received, the receive date will appear next to the document name.

Be sure to keep track of your username and password. You will not be able to access your application or status without them. Also, keep track of your JAMP ID. You will need to include your ID on all correspondence with JAMP.

COMMUNICATION AFTER SUBMITTING YOUR APPLICATION

Important messages will be sent to you by JAMP either through email or through the internal message system within your application. If you have questions that cannot be answered by reading the JAMP website or by monitoring your application status online, you can contact JAMP either by email, sending a message through the application or by phone.

E-mail message are often sent to multiple applicants, which some email systems identify as spam or junk email. Some email providers use filters to prevent users from receiving spam. Email filters may interpret an email from JAMP as spam and automatically delete a message to you about the status of your application. To avoid missing important emails, turn the "spam" or "junk" email filters off during the application cycle. If your email provider does not allow you to turn the filter off, you may have to access a "junk mail file" that archives all messages identified as sent to multiple addresses. Periodically check your spam/junk email file for messages from JAMP.

GPA CALCULATION

JAMP calculates the following GPA's:

Undergraduate GPA	Comprised of all undergraduate coursework.
Undergraduate BCPM GPA	Comprised of all undergraduate biology, chemistry, physics and math coursework.
Undergraduate Non-BCPM GPA	Comprised of all other undergraduate coursework not included in BCPM GPA.

GPA CALCULATION RULES

The Texas Higher Education Coordinating Board determines the procedures for calculating the GPA for students seeking admission to graduate or professional school in Texas. All institutions must follow these guidelines. The guidelines are as follows:

- Only official transcripts from accredited institutions of higher education shall be accepted by JAMP.
- All academic work undertaken, and grades or symbols assigned at each institution shall be reflected on the student's official transcript(s). No grade may be expunged from a student's record.
- All grades assigned for academic coursework shall be used in calculating the GPA.
- A 4.0 scale shall be used in computing the GPA. (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0)
- A grade or symbol indicating failure (F, WF, NC, or in a pass/fail system, FL equals F) shall count as hours undertaken, but no grade points shall be earned.
- Excluded from the GPA shall be any credit by examination (CR), quit (Q), withdrew (W), withdrew passing (WP), incomplete (I or X), and a pass grade within a pass/fail system.
- The GPA shall be computed by multiplying each grade point (see 4 and 5) by the semester or quarter credit hours earned per course and totaling the products. The semester or quarter hours of courses undertaken shall then be totaled. The total of the products shall be divided by the total semester or quarter hours. The result is to be calculated to the hundredth place, giving the official cumulative GPA.
- Academic work at foreign colleges, universities, or prep schools shall be excluded from the calculation. In such cases, the GPA and credit shall be evaluated and computed as determined by JAMP.

JAMP

Joint Admission ⬤ Medical Program

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