

DBMI MS Program - New Student Information

Other Logistics

REA Parking Pass (Due Wednesday, August 6, 2025)

A REA parking permit is needed to park in the lots associated with our building. If you would like an REA permit, I will assist with requesting a **free** one for you during your time in the Graduate Informatics Certificate Program. The REA parking permit will become effective Monday, August 18th, as long as you submit this [request form](#) by **Wednesday, August 6th**. I will inform you when your permit has been awarded.

Important things to know about the REA parking permit:

- By receiving an REA parking permit, you need to abide by the university's [Commuter Services Parking Regulations](#).
- A REA permit can only be used to park near our building in lots 128 & 129 – the red markings in attachment show the closest slots to our building.
- REA parking slots can change without notice. Parking signs in lots 128 & 129 will indicate where you can park.
- The REA permit **does not** allow you to park in designated visitors and patient slots, or other designated permit slots in our parking lots.
- The Department of Biomedical Informatics **will not** pay for parking tickets.
- You can add other vehicles to this permit through your [Commuter Services Parking Portal](#) after the REA permit is applied to your account, or beforehand if you already have another university parking permit.
- If multiple vehicles are connected to your Commuter Services Parking Portal only one vehicle can be used at a time for this REA permit.

If you submit your request form after the due date, please contact me so that I can submit your request individually. You can always request one later, if needed.

DBMI MS New Student Orientation on **Wednesday, 13 August 2025**

A calendar invite was sent to everyone's UMail. Please remember to **accept your invitation ASAP (given you haven't)** to confirm your attendance. We are expecting everyone to attend this event, unless an excused absence has already been discussed. If you need to be excused from attending due to extenuating circumstances, reach out to me immediately upon knowing of your circumstance.

General event details have been copied here:

Date: Wednesday, August 13th

Time: 10:00 AM - 4:30 PM Mountain Time

Location: The Alumni House

155 S Central Campus Dr.

Salt Lake City, UT 84112

Campus Map location [found here](#).

Parking: For this event, you can park for free at Lot 30, immediately north of the Alumni House and shown on the [campus map](#). Parking anywhere else will require you to have the designated parking permit or you'll need to pay to park to avoid being ticketed. For those of you using public transportation, several UTA buses can take you to the Student Union which is a very short walk to the Alumni House.

Attire: Business casual preferred.

Requesting a UCard (Due Wednesday, August 13, 2025)

A UCard, university ID card, is an important item to have on your person. Students can use it to...

- Ride free on the UTA transit system (bus, city-train, and/or front runner);
- Check out library items through campus libraries;
- Access DBMI suites if they're locked (which does happen because staff are all on hybrid work schedules and are rarely in the suites in the evenings);
- Gain free access the [UMFA](#), the [Red Butte Gardens](#), and the [NHMU](#) – great places to visit and two are just up the street from our department;
- Get discounts around town;
- And so much more ([details here](#)).

To request your UCard (given you don't already have one) visit [here](#). **If you are already an employee at the University** (either on main campus, upper campus, or UHealth) *you do not need to request a student UCard* – your current UCard will also act as your student UCard. If you want a UCard with the designation of student, you can get a dummy student UCard in one of the UCard offices, and you should not be charged for requesting one.

Also, **please do not request the UCard mobile version**. We can't grant DBMI suite access on mobile cards yet, thus you need to request the physical card. Next section address DBMI suite access.

DBMI Suites

Location: Our department suites are located at 421 Wakara Way, Salt Lake City. This area is known as 'Research Park'. Here's [the link](#) to our campus map that shows where we're located.

Accessing Suites: As just mentioned, you need your UCard to access the DBMI suites (140, 201, & 208). This is extremely helpful on days you take courses in-person in our DBMI classroom or conference rooms, meet with an instructor, attend an event, use study spaces, store your lunch, etc. and the suite is locked. Please request your UCard **by no later than Wed, August 13th**. I'm submitting a batch request that Thursday and it takes a couple business days to process them. Your UCard request must be processed for us to activate DBMI suite access to your UCard.

If you obtain your UCard after August 13th, contact me/Eli and we can still grant you suite access.

Study Spaces: There are two designated shared student study spaces available to all DBMI students. They are rooms 2103 and 2104 in Suite 201 of our building. Your UCard will be programmed for you to be able to access that suite and use the spaces.

Kitchen Spaces: There are two kitchens (one is Suite 140 and one is Suite 208). You can use either of them to store your food. The kitchen in Suite 140 also has an ample eating area.

Please be courteous and mindful of the shared spaces. Clean up after yourself!

Send official transcripts to the Office of Admissions (Due Sunday, August 31, 2025)

Every new student who matriculates to the University needs to submit final official transcripts to the University's Office of Admissions. *The exception* is if you have graduated/are graduating from the U of U and have not attended any other college/university since last enrolling at the U. If this applies to you, you do not need to submit official transcripts.

The transcripts you uploaded to your admissions application are not considered official. **Transcripts must be sent from the awarding institution directly to the University of Utah to be considered official or by using one of the approved agencies.**

- Details on how to send official transcripts (including approved agencies) can be found [here](#).
- Information on international documents can be found [here](#).

If you are graduating this summer term: hold off on sending your official transcript(s) until after your degree has been awarded to avoid having to send multiple official copies. If any of your courses show in-progress or are missing grades and/or the official transcripts do not indicate your degree was awarded/conferred, then you'll have to send official transcripts again.

Housekeeping Items

- **MS Program Handbook:** The 2024-25 MS Handbook is available [here](#). We're in the process of updating the 2025-26 MS Program Handbook and will put it online once available. I'll notify you when it's ready. The MS Program Handbook is a very helpful tool to refer to when you need to figure something out, and we will refer to it often. We don't ask that you read it all, but we do ask that you familiarize yourself with the content that's in it.
- **Student Resources Guide:** The Student Resources Guide is available [here](#). We're making some updates (adding some useful things) to this one too. Again, please familiarize yourself with the content that's in it, and I'll update everyone when the new one is posted online.
- Transferring approved **non-matriculated credit hours** (if applicable): When the semester starts, I'll send an email out with the form needed to 'transfer' any non-matriculated credits you've completed as a non-degree seeking student. This form can only be submitted during the first semester a student is in their program.