AY 2018-2019 MD Student Handbook

Miscellaneous

**Lockers** - At matriculation students receive a locker for their use as VUSM students. Students are responsible for providing their own lock. Students who enter an inactive status with the Office of Student Records during their VUSM educational career (e.g., for an “away” research, service learning year, or MD/PhD students in their graduate phase) are not assigned lockers during their inactive time, and those returning to active status may receive a new locker. Students are asked to clean out their lockers before leaving campus for any time period longer than one month. Lockers are managed by Krista Gyarmati (krista.a.gyarmati@vanderbilt.edu) in Eskind Biomedical Library and Learning Center, room 421.

**Letters of Good Standing and Enrollment Verification** – Letters of Good Standing and Enrollment Verification are produced through the Office of Enrollment Services in cooperation with the Office of the University Registrar. For additional information, see [https://medschool.vanderbilt.edu/enrollment](https://medschool.vanderbilt.edu/enrollment).

**Name Change Policy and Procedure** – Name change requests from current students should be submitted to the Office of the University Registrar. Instructions and the request form are available at [https://registrar.vanderbilt.edu/academic-records/name-update.php](https://registrar.vanderbilt.edu/academic-records/name-update.php).

If a student finds that his/her name information is not correct in electronic systems, he/she should contact the VUSM Office of Enrollment Services.

It is the student’s responsibility to notify Vanderbilt University Human Resources regarding a name change if he or she has received compensation from the University.