

## INFORMATION REGARDING SCHOOL OF MEDICINE REGISTRAR'S SERVICES

9500 Gilman drive, #0606, La Jolla, CA 92093  
MET 120.17 •P: 858-534-1393•F:858-534-8556  
[somregistrar@ucsd.edu](mailto:somregistrar@ucsd.edu)

### Contact the SOM Registrar when....

- 1/ **need verification of enrollment** for various purposes (loan deferment, conference application, fellowship applications, USMLE exams, insurance discounts, Navy/Military forms, third party organizations, etc.)
  - 2/ **need verification of MD degree** (Medical Education) once you've matched for Residency and after graduation for credentialing, state medical board licensing, etc. purposes
  - 3/ **need to order Transcripts** for various purposes
  - 4/ **have inquiries regarding enrollment and fee assessment, fee payments, quarterly enrollment & registration, and UCSD health insurance (SHIP) waiver questions** (*including enrollment through UCSD Extension while a medical student!*)
- (NOTE<sup>1</sup>: if you receive financial aid/have student loans, you need to contact the SOM Financial Aid Office for aid/loan details!*
- (NOTE<sup>2</sup>: regarding your schedule and signing-up for specific classes, you'll need to contact the appropriate coordinator –clinical years/courses: Denise LeStrange or pre-clinical electives: Sabrina Sampson)*
- 5/ **have inquiries regarding your academic transcript/academic history or your UCSD student account (Triton Link) in general** (e.g. course entry errors, grade errors, unit value errors, etc.)
  - 6/ **have inquiries regarding signing up for USMLE Step 1 and Step 2 CS and CK exams**
  - 7/ **have inquiries regarding grades/grade submission** in general
  - 8/ **need to take a Leave of Absence** (for various purposes)
  - 9/ **need to change your name** on your UCSD school record (and diploma)
  - 10/**have diploma inquiries** (pre-graduation inquiries and post-graduation inquiries for replacement diploma)
  - 11/**need an excuse letter for Jury Duty**
  - 12/**you have "Needle-stick" type injury/exposure related documentation**
  - 13/ **you have disability insurance questions**

***NOTE** that your inquires may be forwarded to other, appropriate SOM staff or Campus Registrar personnel if it does not fall under the SOM Registrar's functions and/or where further assistance is needed!*