

Below you will find instructions for the following matriculation requirements:

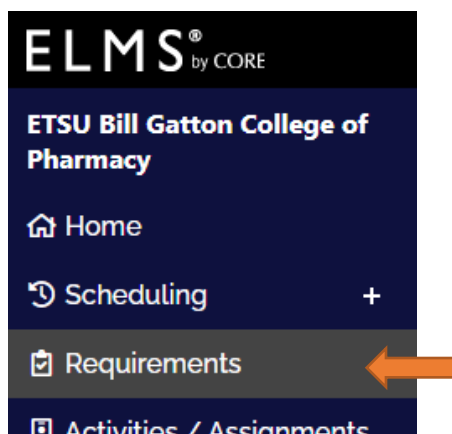
- **Instructions to complete four required forms on CORE ELMS**
- **Instructions to upload immunization, BLS, and health insurance documentation**

**Please ensure you have read the requirements as linked on the [Incoming Students webpage](#). Only the documentation described there will be accepted to fulfill matriculation requirements.**

**Most items have a deadline of June 5. All deadlines and timelines are detailed on the above-linked Incoming Students webpage.**

**If you have any questions about these requirements, please contact Michele Graybeal at (423) 439-6338 or [graybeam@etsu.edu](mailto:graybeam@etsu.edu).**

1. First, you will need to [activate your ETSU email account](#) if you have never done so.
2. Always use this link to sign into CORE ELMS with the Single-Sign-On: <https://corehighered.com/sso/etsu/>
  - a. Enter your ETSU email address (e.g., teststudent@etsu.edu) and the password you already set up for your ETSU account.
  - b. Click on the Requirements tab at the Left Navigation:



Here you will see a long list of various records. For now, you will only be dealing with certain fields. Let's visit these one-by-one:

***PLEASE COMPLETE ITEM 3 FIRST, AS SOON AS POSSIBLE, especially the [White Coat Order Form](#).***

*Items 4, 5, and 6 may be done in any order – by the corresponding deadline - and whenever you are signed into your ELMS account.*



6. Under the **Immunizations** category: to upload any vaccination/titer result/TB test result documents, scroll down to each requirement and click on the “Add” button under the Update column.

a. Choose the first field to which you are uploading, and repeat for each immunization requirement.

	<b>COVID Vaccine (Initial Dose(s))</b> Initial vaccination; doses received depend on vaccination received		Add
	<b>COVID Vaccine Booster</b>		Add
★	<b>Hepatitis B Surface AB titer showing immunity</b> Hepatitis B requirement is 2-part: <ul style="list-style-type: none"> <li>complete the vaccination series which consists of three injections (2-injections if Hepilisav) given at recommended intervals; and</li> <li>obtain a blood serum <b>titer test (quantitative hepatitis B surface antibody)</b> that demonstrates the student has developed an adequate level of antibody protection to indicate immunity.</li> <li><b>If the hepatitis B titer is negative following completion of the initial series of injections, the student will be required to repeat the series.</b></li> </ul>		Add
★	<b>Hepatitis B vaccine #1</b>	⊙	Add
★	<b>Hepatitis B vaccine #2</b>	⊙	Add
★	<b>Hepatitis B vaccine #3 (if not Hepilisav 2-shot series)</b>	⊙	Add
	<b>Meningitis</b>		Add
	<b>MMR IgG titer showing immunity</b> *Alternative to 2-dose MMR vaccination		Add
★	<b>MMR Vaccine #1</b>	⊙	Add
★	<b>MMR Vaccine #2</b>	⊙	Add
	<b>Other Immunization Documentation</b> *only use if there is not a specific folder available for requested immunization	⊙	Add
★	<b>TB Skin Test</b> Students must obtain a TB test annually; unless their is a history of positive tests/reactions. If a history of positive tests is present, students will be referred to get a *chest x-ray, and would complete an **annual questionnaire in place of the TB test.  *Alternative to TB skin test: Chest x-ray **After clear chest x-ray: Risk assessment form	⊙	Add
★	<b>TDAP booster</b>	⊙	Add
	<b>Varicella IgG titer showing immunity</b> *Alternative to 2-dose Varicella vaccination		Add
★	<b>Varicella Vaccine #1</b>	⊙	Add
★	<b>Varicella Vaccine #2</b>	⊙	Add

b. The COVID-19 vaccine/booster(s) and Meningitis vaccine are not requirements for enrollment. However, we request that you upload documentation if you have received them.