

# New Student Immunization Requirements

*Division of Student Engagement*

**Policy Owner:** Dean of Student Engagement

**Effective date:** April 1, 2007

**Approval date:** April 1, 2007

**Schedule for Review:** Spring 2030

## Policy Summary:

Posting information on campus is granted to those who complete the review procedures listed below. The purpose of the review procedures is to facilitate the efficient and orderly use of posting spaces on campus. It must be understood that Fort Lewis College does not endorse or support the event/information contained in the reviewed and stamped posting materials.

## Policy Statement:

Colorado State Law requires you to submit an immunization record with evidence of **two MMR vaccinations** (measles, mumps and rubella) to the Student Health Center. Colorado State Law also requires Fort Lewis College to provide information to all incoming freshman students living on campus about meningococcal (meningitis) disease.

A current copy of your immunization record **must** be submitted once by **census date in the fall, spring or summer**.

**If you do not comply with this requirement, a hold on making any registration changes will be placed on your student account.**

## Use the following information to assist you in submitting records:

1. Immunization records can be uploaded to the Student Health Portal:  
<https://fortlewis.studenthealthportal.com/account/logon> and through theFort or FLC Student Health Center website.
2. Log in using your CAS information.
3. Choose My Forms and click on Immunizations link.
4. Enter the dates of your MMR vaccines to be considered compliant.
5. Upload a copy of your vaccine record and click Submit.

## If you need assistance in obtaining your immunization records:

1. Submit a **Release of Medical Records** form found under the "Fees and Services" link on the FLC Student Health Center webpage.
2. Call the SHC 970-247-7355 for assistance.

## Responsibilities:

**For following the policy:** All new students

**For enforcement of the policy:** Student Health Center

**For oversight of the policy:** Dean of Student Engagement

**For procedures for implementing policy:** Student Health Center

**For notification of policy:** Policy Librarian

### **Review and Revision History:**

Revised June 9, 2025