



New Graduate Student Check List

Let's get started!



Review the online Trainee Handbook

<http://www.urmc.rochester.edu/education/graduate/trainee-handbook/>



Get Your NetID.

Your NetID is a private key to a variety of online services available to you at the University of Rochester. This service is part of a University authentication/security measure to ensure that accounts are managed more securely across the campuses. It is intended, ultimately, to become a "single sign-on" for all central University information services and networks, eliminating many different logins and passwords necessary to do your daily work. Your NetID resides in a dedicated and heavily protected campus server. Visit

<http://www.rochester.edu/its/netid/> to obtain your NetID and NetID password.



Sign up for University Health Coverage.

All full-time students must complete the 2011-2012 Health Insurance Selection Process for the academic year, September 1, 2011 through August 31, 2012. If you haven't completed this process yet, we urge you to do so today by visiting the following web site to complete your Health Insurance Selection Process.

<http://www.rochester.edu/uhs/studentinsurance/HealthOptionsProcess.html>

You need your NetID and password to enter this web site.



Check-in with your Graduate Program Coordinator.

You have probably been in touch with your coordinator via email for some time now.

Please stop by your coordinator's office to check in and complete paperwork necessary for your program and for payroll.



Check-in with the International Services Office if you are an international student.

International students **must** report to the ISO upon arrival in Rochester. The ISO is required to report your arrival and to verify non-immigrant status through SEVIS. Please visit the ISO at 213 Morey Hall on the University's River Campus.



See the Registrar for Registration.

If you join the doctoral program July 1 for a summer rotation, you need to register for Summer in Residence. This will allow the Registrar to obtain current contact and address information as well as alert University Health Service to activate your summer health insurance coverage. Registration for the Fall semester will occur during Orientation, which is scheduled for August 23 and 24.



Get University Identification Card.

Please visit the ID Service Office, located in Medical Center room G-7009. The ID Office staff



will take your photo and provide you with a laminated, clip-on ID card. Please note that display of an ID card is required for all members of the University while on Campus.



Get a parking permit for your vehicle.

To obtain a parking permit, please visit the Medical Center Parking Office, located in Medical Center room G-6037. You may pay the cost of a full year of parking or purchase a permit on a month-by-month basis. The Parking Office is open from 7:30 am to 4:30 pm, Monday through Friday. You must display your University ID Card and driver's license to obtain your permit. Don't risk a parking ticket!!!



Complete Laboratory Safety Training for Biological/Chemical/Animal Research Laboratories.

Training is provided online. Visit the following web site within 1 week after starting in your Graduate Program. <http://www.safety.rochester.edu/training/biochemanimal.html>



Complete HIPAA Training.

The federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), includes important laws and regulations governing health insurance coverage protection and health information security for Americans and their families. Of particular note for students are the sections of HIPAA that guarantee security and privacy of patient identifiable information. All students are required to complete HIPAA training within 30 days of matriculation in the graduate program. The requirement is met by watching 3 online chapters, which are located at:

<http://intranet.urmc-sh.rochester.edu/policy/HIPAA/EducTraining/index.asp>

When you have finished the training, pick up a HIPAA Training Certification Form from your Graduate Program Coordinator.



Verification of Enrollment.

Status of enrollment verification is available after registration for classes has occurred. For the purpose of deferring loans, please note that the SMD does not report through the National Student Loan Clearinghouse. You must obtain an official form from your lender(s). Submit the form(s) to the Registrar in Med Center suite G-9556. Processing time is generally within 48 hours of receipt of form(s), Monday through Friday. We are happy to fax your forms back to your lenders if you so request.



Ask questions and let us know if we can help.

The Office for Graduate Education and Postdoctoral Affairs is a service office dedicated to providing our graduate students and postdoctoral appointees with the highest quality service possible. If you need information about the school, your program or obtaining various University services, please let us know. *We are here to help YOU!*