New Graduate Student Check List

Let's get started!

Review the online Trainee Handbook
http://www.urmc.rochester.edu/education/graduate/trainee-handbook/

Locate your URID (aka UID, student ID)
Your University of Rochester ID (URID) may be found on your Applicant Status Page, at the top, in parenthesis after your name.

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 Alert UR
AlertUR is an emergency notification system that allows for mass dissemination of critical information via voice, text, and e-mail to students, faculty and staff in all University Divisions and Medical Center. This system alerts recipients about emergency events and supplements our already established emergency communication methods.
https://alert.rochester.edu/

Sign up for University Health Coverage
All full-time students must complete the 2016-2017 Health Insurance Selection Process for the coverage period:
- January 1, 2016 – July 31, 2016 (Spring 2016 Admits)
- August 1, 2016 – July 31, 2017 (Fall 2016 Admits)

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.
https://www.aetnastudenthealth.com/students/student-connection.aspx?GroupID=474948
You will 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.

Arrange to have all final, official transcripts and standardized test scores sent
Initial registration in the graduate program is contingent upon the SMD Registrar's receipt of official transcripts bearing degree conferral dates and official standardized test scores.

Graduate Education & Postdoctoral Affairs
University of Rochester
School of Medicine & Dentistry
601 Elmwood Avenue, Box 316-A
Rochester, NY 14642-8316
Phone: 585.275.4522

See the Registrar for registration
Spring 2016 Admits
The deadline for registration for the Spring semester is January 6, 2016.

Fall 2016 Admits
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, 2016.

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 Parking Office (70 Goler House, East Drive, P.O. Box 270348, 585.275.4524). 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. Your 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 through Blackboard. Visit the following web site within 1 week after starting in your Graduate Program to enroll in the course.
http://www.safety.rochester.edu/ih/pdf/InstructionsforSelfEnrollment.pdf

✔ **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 Privacy & Security Training video, which is located at:
http://sites.mc.rochester.edu/departments/hipaa/training-education/
When you have finished the training, sign the Workforce Member Training Record and give it to your Graduate Program Coordinator.

✔ **Verification of enrollment**
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.

✔ **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!*