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A Message from the Dean's Office

I extend a warm welcome to you on behalf of the faculty, administration, staff and your fellow students at the New York University School of Medicine. You are about to begin your education in one of the most honored professional fields. With this in mind, the School of Medicine has planned your orientation based upon a philosophy of humanism, scholarship, professionalism, and the cultivation of a well-rounded identity.

Members of the Student Orientation Committee, the Student Council, the Deans' Office, and the Faculty have collaborated to provide what promises to be an outstanding orientation week. You will be introduced to the great variety of curricular, para-curricular and extra-curricular opportunities available at our medical school. You will also meet and begin to develop relationships with classmates, faculty, and administrative staff.

We believe that by the end of orientation week, you will not only feel prepared to make a smooth transition to your life at the NYU School of Medicine, but will also be galvanized and excited to begin this next portion of your professional and personal development with us. In the meantime, for more information about our unique programs and services feel free to review the Student Affairs website at http://school.med.nyu.edu/orientation

I wish you a happy and relaxing summer. I look forward to meeting and getting to know you as you join our community and become an integral and invaluable part of it.
In order to ensure you are prepared for the first day of classes, you will need to complete the following items. We hope this page will serve as a helpful tool in organizing the required tasks and keeping track of deadlines. All the steps, links to websites, and necessary forms can be found online at http://school.med.nyu.edu/orientation. Keep in mind the deadlines vary depending on the office that is requesting the information, and we encourage you to complete the tasks as soon as possible.

Deadline - July 14th
- Complete Student Health Requirements (p.4)
- Set up NYUSoM e-mail (p.4)

Deadline - July 18th
- Create OrgSync Profile (p.5)

Deadline - July 28th
- Medical School ID (p.6)
- Complete necessary online forms in OrgSync (p.6)

Deadline - August 1st
- Send required payment check (p.7)
- Complete AAMC Medical Student Questionnaire (p.7)
- Complete Compliance Modules (p.7)

August 6th - September 8th
- Make Benefits Enrollment Elections (p. 8)
Complete Health Requirements  
Deadline: July 14, 2014

Good health is an essential part of the educational experience and having the proper checkups and immunizations is imperative to you as well as your patients. Throughout the year, the Medical Student Health Services Office provides health care to all medical students regardless of health insurance coverage. All medical forms must be submitted directly to the Health Services Office by Monday, July 14, 2014. Failure to comply will result in a hold on your registration. There are no exceptions.

The following health services forms should have been sent to you from the Medical Student Office and are available on the Orientation website:

1. Admission Medical History Form
2. Admission Immunization Form
3. Admission Physical Examination Form
4. Medical Treatment Consent Form
5. New Student Instructions

All documentation should be returned directly to:
Medical Student Health Services
334 East 25th St, Suite 103
New York, NY 10010

Phone Number: (212) 263-5489
Fax number: (212) 263-3280

Set up your NYU Email  
Deadline: July 14, 2014

Email is the primary mode of communication at the School of Medicine. In order to be integrated into our system and to facilitate communication between you and the school, we have provided your email address, username, and temporary password in the welcome e-mail you received. Begin using this email immediately and check it regularly. All official correspondence will be done using your NYUSOM email address going forward so you are expected to be using it immediately.

For more information on configuring your email account, visit atNYULMC Website at http://www.atnyulmc.org/ and click on “webmail.” From there click on the MCIT service catalog on the right. You may also contact the MCIT Customer Support Center at (212) 263-6868 and identify yourself as a new medical student looking to access your email.

To log into your email, visit http://www.atnyulmc.org/

1. Click on the “Webmail” link.
2. Choose the computer you are using (private/public).
3. Log on using the Kerberos ID (e.g. the portion of your email in front of the @ symbol; ex.doej01) and temporary password.
4. After initially logging in, you will be prompted to change your password.
5. Once your password is changed, log back in with your Kerberos ID and new password.
Set up your OrgSync Profile
Deadline: July 18, 2014

What is OrgSync?
OrgSync is the web application that NYU School of Medicine uses that allows students to join, organize, manage and communicate with their class and student organizations, as well as receive departmental updates. Once you get the hang of it, it may even resemble a “Facebook” atmosphere for student organizations. A calendar of school and club events is available to keep up with the latest news and activities that are planned. You will need to go through OrgSync to complete many of the required Orientation checklist items (required forms, registering for Orientation, etc.); we will provide specific instructions for each step below.

Benefits of OrgSync
Keeping information for your school and club activities in one location will make organizing your schedule and to-do lists much simpler. Each student organization has a page or “portal” which you can join and be reminded about upcoming events, communicate with club leaders, or participate in discussions. Keep track of your participation and register for events so you don’t miss out on great opportunities.

To create a login for OrgSync
2. Choose the green button “Click to sign in with your Campus ID.” Enter your Kerberos ID and Password.
3. Complete the required profile information.
4. Complete the additional profile information.
5. Once you complete both sections, click “Submit.”
6. You are now officially enrolled in OrgSync. You will be receiving an invitation to join the “Orientation - Class of 2018” portal, which you will need to accept in order to fill out the required forms.
Complete Necessary Online Forms

Deadline: July 28, 2014

The Orientation Forms are housed in the OrgSync “Orientation-Class of 2018” portal. In order to complete this step, you will need your login information (Kerberos ID and password) and you should already have your OrgSync profile set up and accepted the invitation to join the portal. Follow the steps below:

1. Log on to OrgSync: https://orgsync.com/login/nyu-medical-college
2. Locate “Organizations” at the top of the page and click on “2018 Orientation.”
3. Once you arrive to the Orientation portal, click “Forms” on the left toolbar.
4. You will find the five forms (four required and one optional) to be complete:
   - Event Registration/Phys. Diagnosis Order
   - Privacy and Confidentiality Statement
   - Travel Waiver Form
   - Medical School ID Confirmation
   - Student Tracers Application (Optional)
5. Click on each form one at a time and click on the “Fill Out” button.
6. After each submission you will receive a confirmation stating that the form was received by the Office of Student Affairs.
7. Return to the “Forms” Section after each submission and fill out the other required forms. The last form titled “Student Tracers” is optional for those that are interested in applying for the program that is described on the application.

If you need to make changes to the forms you’ve submitted, particularly the Orientation Event Registration Form, **DO NOT** resubmit another form; Email amy.sweeney@nyumc.org with the change(s) you wish to request.

Medical School ID

Deadline: July 28, 2014

Students are required to have an NYU School of Medicine ID. You MUST either email a digital photo to security@nyumc.org using the format detailed below or visit the Security Office to have your ID photo taken during the following times:

- **Mondays** - 6:30am-3pm
- **Wednesdays** - 8:30am-6:30pm
- **Tuesdays, Thursdays and Fridays** - 8:30am-3pm

The deadline to complete is August 1, 2014.

**PLEASE NOTE:** This photo will be used for your medical student ID and the class face pages which will be used for the duration of your time at NYU School of Medicine.

The NYULMC Security Office is located at:
550 First Ave., Room AH-G182 (Ground Floor)
New York, NY 10016
Phone: (212) 263-5038
http://redaf.med.nyu.edu/campus-security

- We STRONGLY recommend using a digital passport photo.
- The photo must be a .jpeg file (.tif, .pdf, and other formats are not acceptable).
- 640 x 480 pixels (maximum 640 pixels – basic camera setting)
- Full head shot (as in a passport or drivers license photo).
- Taken in front of a plain background (social photos are not acceptable).
- Your email must include your full legal name in the body of the message and “Medical Student Class of 2018” in the subject line.

Once you have e-mailed your photo, or have had it taken in person at the ID Office, please fill out the “Medical School ID Confirmation” form in OrgSync.
Complete Compliance Modules
Deadline: August 1, 2014

As part of your education at NYU School of Medicine you will come in contact with real patient data. Federal regulations permit the use of patient data for education; however, they require that all persons who come in contact with patient data or who are working within the hospital be trained on the appropriate ways to protect the privacy and security of patient information and maintain safety and professionalism.

The regulation to protect the privacy and security of patient information is known as HIPAA, the Health Insurance Portability & Accountability Act. In addition, federal and state laws require that all personnel working for Medicaid/Medicare providers understand their obligations under the compliance program and Code of Conduct.

The following mandatory compliance classes are available to you via the Internet, can be accessed 24 hours a day, and completed at your own pace, provided you complete them by the required deadline of August 1, 2014:

• General Compliance
• Privacy and Security
• Compliance - Code of Conduct
• Medical Student Education - Patient Safety & Preventing Infection.

Send Required Payment Check
Deadline: August 1, 2014

In order to complete your Orientation Registration that you completed in OrgSync (which includes Physical Diagnostics (PD) Equipment order, social event ticket purchase, and White Coat Ceremony ticket reservation) send the payment for the full amount on one check payable to “NYU School of Medicine.” Space is limited for several of the events and your space will be reserved once the payment is received.

Send check to:
Office of Student Affairs
c/o Orientation
545 First Ave, 6D
New York, NY 10016

Complete AAMC Medical Student Questionnaire (MSQ)
Deadline: August 1, 2014

The mission of the Association of American Medical Colleges is to support the entire spectrum of education, research, and patient care activities. Medical Schools (including NYU) use data from these questionnaires to determine policies and programs that will directly affect your medical education.

You will receive a unique survey URL link via e-mail directly from the AAMC inviting you to participate in the MSQ. The survey invitation will be sent to the e-mail address you submitted to AMCAS.

Class of 2018 students should complete the Matriculating Student Questionnaire (MSQ) before participating in the White Coat Ceremony.

If you have any questions or concerns, contact the AAMC directly at msq@aamc.org.

Send Required Payment Check
Deadline: August 1, 2014

In order to complete your Orientation Registration that you completed in OrgSync (which includes Physical Diagnostics (PD) Equipment order, social event ticket purchase, and White Coat Ceremony ticket reservation) send the payment for the full amount on one check payable to “NYU School of Medicine.” Space is limited for several of the events and your space will be reserved once the payment is received.

Send check to:
Office of Student Affairs
c/o Orientation
545 First Ave, 6D
New York, NY 10016
Make Benefits Enrollment Elections
Open Enrollment Period: August 6 - September 8, 2014

The School of Medicine provides students with comprehensive medical coverage through UnitedHealthcare. All students are required to enroll in this plan unless they meet the criteria for waiving. The School of Medicine also provides dental coverage through Cigna Dental HMO. This plan is optional. Unlike the medical plan, students must elect to enroll in this plan (you do not need to waive dental coverage).

Management of Health insurance enrollments and waivers is handled on-line through the Benefits Office. Students wishing to enroll (in medical and dental) or waive (medical only) will select the appropriate option and must supply the necessary information requested. For students interested in waiving, you must meet all of the criteria outlined and supply the information requested for both medical and prescription coverage. If you do not meet the criteria, or are not able to provide the required information, you will not be eligible to waive.

The Open enrollment period for incoming students to enroll or waive will be August 6- September 8, 2014. Students who do not submit information during the open enrollment will be default enrolled in the medical insurance. You will not be able to access the Benefits Enrollment site prior to this date. Detailed instructions for accessing the Benefits site, and completing the enrollment or waiver process, will be available on the health insurance website at: http://school.med.nyu.edu/student-resources/student-affairs/student-health/student-health-insurance and will be emailed to your NYU email address later in the summer.

If you need assistance or have questions, contact the Benefits Office at NYUBenefits@nyumc.org or call (212) 404-3787.

Move in Information
Check in: August 7-11, 2014

For students who are living in on-campus housing, note the following move in dates, times, and check in locations. Additional move-in information such as parking suggestions, housing policies, etc. will be provided in your housing assignment letter. If you have questions after you receive your assignment letter, contact Housing Services at housing@nyumc.org. For more information please visit the housing website: http://redaf.med.nyu.edu/housing/medstu

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<th>DATE</th>
<th>HOURS</th>
<th>KEY PICK UP LOCATION</th>
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<td>Thurs, Aug 7th</td>
<td>10AM-3PM</td>
<td>TBD</td>
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<td>Fri, Aug 8th</td>
<td>10AM-3PM</td>
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<td>Sat, Aug 9th</td>
<td>10AM-3PM</td>
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<td>Monday, Aug 11th</td>
<td>10AM-4PM</td>
<td>Housing Services Office - One Park Ave, 10th Floor</td>
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<td>Sunday 10</td>
<td>Pre-Orientation</td>
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| **Meet and Greet**  
8:00pm-9:00pm  
Smilow Multipurpose Room |

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<th>Monday 11</th>
<th>Orientation</th>
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| **Check-in and the Basics**  
1:00-2:30pm  
Farkas Auditorium |
| **“Explore NYC” Event**  
2:30pm-6:00pm  
Alumni Hall B |
| **Big Sib Outing**  
6:00pm  
Central Park |

| Tuesday 12 | Orientation Check-in / Breakfast  
8:30am-9:30am  
Alumni Hall |
|-----------|---------------|
| **Welcome Addresses**  
9:30am-10:15am  
Farkas Auditorium |
| **Master Scholars Program**  
10:15am-12:00pm  
Farkas Auditorium |
| **Lunch on your own**  
12:00pm-1:30pm  
Farkas Auditorium |
| **The Science and Practice of Compassion**  
1:30pm-4:00pm  
Farkas Auditorium |
| **Gotham Comedy Club**  
6:00pm-9:00pm  
208 West 23rd St. |

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<th>Wednesday 13</th>
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| **Computer Fair**  
10:00am-4:00pm  
Alumni Hall |
| **HIPPA Training (at Bellevue)**  
9:00am-11:00am |
| **Washington Square ID & PD Pick up**  
11:00am-1:30pm |
| **Lunch on your own**  
1:30pm-2:00pm |
| **Office of Student Affairs**  
2:00pm-3:00pm  
Farkas Auditorium |
| **Involvement**  
3:00pm-4:00pm  
Farkas Auditorium |
| **Wild Card Night**  
A list of events will be provided |

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<th>Thursday 14</th>
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| **Continental Breakfast**  
8:00am-9:00am  
Alumni Hall |
| **Curriculum Overview**  
9:00am-1:00pm  
Farkas Auditorium |
| **Lunch on your own**  
1:00pm-2:00pm |
| **Common Ground**  
2:00pm-3:30pm  
Farkas Auditorium |
| **Harbor Cruise**  
6:30pm-11:00pm  
Chelsea Piers |

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<th>Friday 15</th>
<th>Orientation</th>
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</table>
| **Parents Welcome**  
10:00am-11:00am  
Alumni Hall B |
| **White Coat Ceremony**  
1:00pm-3:00pm  
Farkas Auditorium |

** Indicates an optional event ---- All events are subject to change
Sunday - August 10th

Meet and Greet (Optional)
Location: Smilow Multipurpose Room (550 First Ave)
Time: 8:00pm - 9:00pm
Take a break from unpacking and join us for snacks. This is a casual event and we encourage you to stop by and start meeting your future classmates. We will also be giving tours of the hospital for anyone who is interested.

Monday - August 11th

Check-in and the Basics (Mandatory)
Location: Farkas Auditorium
Time: 1:00-2:30pm
During this session, you will take care of many of the basics for the week. You will pick up your class t-shirt, receive your ID, try on your white coat for Friday’s White Coat Ceremony, receive your White Coat Ceremony tickets, and learn more about the Big Sib/Little Sib Program.

“Explore NYC” Event (Mandatory)
Meeting Location: Farkas Auditorium (550 First Ave)
Time: 2:30-6:00pm
(Spending money suggested)
This event will launch you and your teammates on a whirlwind insider tour of your new neighborhood’s restaurants, shops and landmarks. Bring a digital camera if you have one.

Big Sibs Outing (Mandatory)
Location: Central Park
Time: 6:00pm
(Optional: Bring extra spending money)
Meet your Big Sib as well as other second years and chat over at an off campus location selected by your Big Sib. We will provide $10 per person to go towards your outing and your Big Sib will contact you regarding where you will be going. You will be provided with a map that will indicate where in Central Park you should meet your Big Sib.

Tuesday - August 12th

Orientation Check in and Continental Breakfast (Mandatory)
Location: Alumni Hall
Time: 8:30am-9:30am
You will need to arrive at Alumni Hall (outside of Farkas Auditorium) by 9:15am for check-in. It is extremely important that you arrive on time.

Welcome Addresses (Mandatory)
Location: Farkas Auditorium
Time: 9:30am-10:15am
You will be greeted by several Deans and Directors as they welcome you to the start of your medical careers.

Master Scholar Program (Mandatory)
Location: Farkas Auditorium
Time: 10:15am-12:00pm
This session will introduce the Master Scholars Program in Humanistic Medicine and the Career Advising Program, both designed to encourage an understanding of professionalism, career development, and humanism among physician-scholars.

Lunch on your own
Time: 12:00pm-1:30pm

The Science and Practice of Compassion (Mandatory)
Location: Farkas Auditorium
Time: 1:30pm-4:00pm
This presentation will address the new science of compassion and teach both mindfulness and compassion meditation. It will include the scientific definitions of compassion and self-compassion as skills that can be trained and how they impact the body and brain in a way that leads to greater wellness.

Gotham Comedy Club (Optional)
Location: 208 West 23rd St.
Time: 6:00pm-9:00pm (Cost: $20)
Enjoy dinner and some laughs at the famous Gotham Comedy Club with your new classmates! Dinner and non-alcoholic drinks are included.
### Orientation Schedule

#### Wednesday - August 13th

**Computer Fair (Optional)**  
Location: Alumni Hall  
Time: 10:00am-4:00pm  
This is an opportunity for you to purchase computers, electronic devices, and software necessary for coursework.

**HIPAA Training (you will receive more details via e-mail)**  
Location: Bellevue  
Time: 9:00am-11:00am

**ID and PD Pick up (Mandatory)**  
Location: Washington Square  
Time: 11:00am-1:30pm  
Head down to Card Services at Washington Square to obtain your NYU Purple ID and pick up Physical Diagnosis equipment from the NYU Bookstore if you have ordered them through the registration form.

**Lunch on your own**  
Time: 1:30pm-2:00pm

**Office of Student Affairs (Mandatory)**  
Location: Farkas Auditorium  
Time: 2:00pm-3:00pm  
The Office of Student Affairs will discuss all of the opportunities, resources, and events that are provided to students.

**Involvement (Mandatory)**  
Location: Farkas Auditorium  
Time: 3:00pm-4:00pm  
The NYU School of Medicine is home to over 80 clubs and organizations ranging in areas from sports, volunteerism, to many fields of medicine. Student Council Members will discuss how you can get involved and what their role is.

**Wild Card Night (Optional)**  
Location: Anywhere your heart desires!  
This is a night to choose your own adventure! We will be providing you with a list of events going on in the City as well as a list of things you can do with your purple NYU ID. Gather some of your classmates, and have fun!

#### Thursday - August 14th

**Continental Breakfast (Optional)**  
Location: Alumni Hall  
Time: 8:00am-9:00am

**Curriculum Overview (Mandatory)**  
Location: Farkas Auditorium  
Time: 9:00am-1:00pm  
This session will provide an overview from Course Directors about the goals, objectives, and content of our innovative C21 curriculum. An interactive component that reflects the type of work that will take place in the classroom will be included. You will need your laptops for this session.

**Lunch on your own**  
Time: 1:00pm-2:00pm

**Common Ground (Mandatory)**  
Location: Farkas Auditorium  
Time: 2:00pm-3:30pm  
In this interactive session, learn more about the class of 2018 and the Medical School community. This will be a great opportunity to engage with your classmates and reflect on the breadth of commonalities and differences that exist in our school.

**Manhattan Harbor Cruise (Optional)**  
Location: Pier 61 at Chelsea Piers  
Time: 6:30pm-11:00pm  
(Cost: $50 for students and $60 for one guest)  
Enjoy the beautiful New York City skyline on one of the most popular Orientation Week events. Dine, dance and mingle with fellow classmates as you sail past sights including the Statue of Liberty and the Brooklyn Bridge.

#### Friday - August 15th

**Parents Welcome**  
Location: Alumni Hall B  
Time: 10:00am-11:00am  
Family members of incoming student are welcome to join the School of Medicine for our Annual Parents Welcome. Family members will meet with the deans, administrators, and faculty to learn about the unique history of the NYU School of Medicine. Light refreshments will be available from 9:30-10:00am

**White Coat Ceremony (Mandatory)**  
Location: Farkas Auditorium  
Time: 1:00pm-2:00pm  
The White Coat Ceremony signifies the beginning of your career as a medical student. During the ceremony, you will be brought to the stage and “cloaked” in your first white coat in the presence of family, friends, and colleagues. A reception will follow immediately after the ceremony.
White Coat Ceremony

Keynote Speaker for the White Coat Ceremony

David Oshinsky, PhD, is the Director of the Division of Medical Humanities at the NYU School of Medicine and is also a professor in the NYU Department of History.

Previously, Dr. Oshinsky was at the University of Texas at Austin, where he received the university’s Raymond Dickson Centennial Teaching Award. He graduated from Cornell University and obtained his PhD from Brandeis University.


His articles and reviews appear regularly in the New York Times and other national publications.

Big Sibs Program

Transitioning from undergrad to medical school or from your previous career back to being a student can be challenging. New students invariably have concerns about housing, meeting new people, adjusting to a new city, preparing for the future, and balancing academics with a social life.

The School of Medicine created the Big Sibs Program to assist incoming students with questions and concerns, while providing a mentoring experience to assist with your transition into the NYU SoM family. The Big Sibs Program assigns incoming medical students with a current student who has already made the transition to medical school life.

Your Big Sib will be contacting you through your NYU SoM email prior to Orientation. You can use this opportunity to get answers to questions you may have, or simply to make a connection. You will also have an opportunity meet your Big Sib at the Big Sib Outing event during Orientation week!
Important Numbers

Student Health   Student Affairs
(212) 263-5489   (212) 263-3802

Registrar   Bursar
(212) 263-5291   (212) 263-5300

Admissions   Financial Aid
(212) 263-5290   (212) 263-5286

Security   Housing
(212) 263-5038   (212) 263-5025

Orientation Committee

Jonathan Bekisz  Andrew Ma
Class of 2017   Class of 2017

Gabe Campion  Katie Maurer
Class of 2017   MD/PhD

Alex Goldowsky  Neil Mendhiratta
Class of 2017   Class of 2015

Kevin Kleffman
MD/PhD

Office of Student Affairs

Lynn Buckvar-Keltz, MD
Associate Dean for Student Affairs

Steven Hubbard, PhD
Director of Student Affairs

Cindy Godoy
Administrative Assistant

Katie Grogan, DMH
Associate Director, Master Scholars
Program in Humanistic Medicine

Amy Sweeney
Coordinator of Student Services and
Dual MD/Masters Degree Programs

Ibelisse Martinez
Student Activities Coordinator

Elizabeth Robinson
International Health Program Coordinator

TBD
Career Advising Program Coordinator