Dear Class of 2021:

Welcome to P&S! Our faculty and staff are eagerly awaiting your arrival in Washington Heights for Orientation Week which begins **Sunday, August 13, 2017**. We hope that you find your time at P&S to be stimulating, exciting, challenging, and enjoyable. To prepare you for your arrival and to help ease your transition into P&S, I want to share some pertinent information and policies. Please read through this letter and the enclosed information carefully and take all required action. Additional information related to your adjustment to P&S can be found on our website: http://psclub.columbia.edu/orientation.

ORIENTATION
The Office of Student Affairs and the P&S Club are coordinating an informative and fun-filled week of welcoming activities for you beginning on Sunday, August 13th. Please bookmark our site (http://psclub.columbia.edu/orientation) and check it periodically for the latest schedule, things to do before you arrive, and other information to help prepare you for life at P&S. You must register for New Student Orientation and the White Coat Ceremony by **Friday, July 7th**.

ADVISORY DEANS
P&S is proud to introduce you to our Advisory Dean program. Advisory Deans are faculty members who serve as mentors to P&S students and meet with their advisees on a regular basis throughout their tenure at P&S. Keep an eye out for an introductory email from your Advisory Dean in late June.

COLUMBIA UNI
You must first activate your UNI before completing the other tasks listed below. You can visit this site to find and activate it: http://cuit.columbia.edu/cuit/manage-my-uni.

COLUMBIA EMAIL
Your university email is the official means of communication at P&S. You will be notified when your P&S exchange email account has been created. In advance, we encourage to read the information below about P&S's email security policy. You must have first activated your UNI to set-up your email account.

OASIS
OASIS is an online P&S student portal that provides you with an integrated schedule, gradebook and student record. The New Student Checklist will be accessed through OASIS. Your account will be created next week and you will receive user login and instructions by June 23rd.

WEB PHOTO SUBMISSION
Please submit a photo for your new student ID card through the CUMC ID Center webpage http://www.cumc.columbia.edu/id/new_students.html. You are able to upload a JPEG photo, make necessary adjustments, and then submit the photo directly into the ID card system. The photo will be reviewed and approved (or denied if not meeting outlined criteria) by the CUMC ID Center. You will receive an email confirmation upon photo approval or be notified if a new photo is required. The deadline to submit a photo online is **Sunday, July 23rd**. Any students requiring a picture after that date will need to go in person after August 1st to the CUMC ID Office, located at 630 West 168th St., Room 1-405C. If you were previously a student or employee at Columbia University, your previous photo may still be on file and will be used. If you'd like to change it, please go to the CUMC ID Office directly.

PRE-REGISTRATION HEALTH REQUIREMENTS FOR CLINICAL STUDENTS

You must complete all your preregistration health requirements, as previously instructed by the Admissions Office, by **June 29th**. Please check your "Health Hold" status online through Student Services On-Line (SSOL) to ensure that you have met all of the requirements. This hold blocks your enrollment, financial aid processing and eligibility to secure student health insurance. The hold will be released after your healthcare requirements are submitted and verified. Please email shsregistration@cumc.columbia.edu if you submitted all your information and still have a health hold.

CUMC COMPUTER NETWORK

To ensure that your computer can be connected to the CUMC computer network shortly after your arrival, please refer to the CUMC IT Getting Started for Students site. All computer and network questions should be directed to Columbia University Medical Center Information Technology (CUMC IT) at 212-305-4357.

AAMC MATRICULATING STUDENT QUESTIONNAIRE

The American Association of Medical Colleges sends all entering medical students a Matriculating Student Questionnaire for their year of entry. This anonymous survey provides valuable information about the cohort of students beginning medical school and we ask that you take the time to complete it.

PRE-ORIENTATION TUTORIALS & TRAININGS

You will be receiving pre-orientation tutorials as well as required trainings (eg. HIPAA) from Columbia University and P&S prior to your arrival on campus. These must be completed in advance of orientation. We expect all new students to meet the deadline for each requirement.

PROFESSIONALISM

Be sure to read carefully through the enclosed materials regarding a few key professionalism topics. In addition, you are responsible for familiarizing yourself with our Guidelines on Professionalism, College and University Policies and Procedures and Student Honor Code.

Have a wonderful summer and once again, welcome to P&S. We look forward to seeing you in August. Please call the Office of Medical Education at 212-305-3806 if you have any questions or concerns prior to your arrival on campus. Any questions specifically about orientation activities can be directed to the P&S Club Office at 212-304-7025.

Sincerely,

Lisa A. Mellman, M.D.
Senior Associate Dean for Student Affairs

The following information regarding honor code, communication and technology is aimed to ensure the professionalism required of P&S students.

Honor Code

The College of Physicians and Surgeons has an Honor Code, first implemented with the Class of 2017. It delineates the standards that the College of Physicians and Surgeons deems essential to ensure its medical students' suitability for the practice of medicine. Safety in the care of patients is the overriding principle. The Honor Code, discussed by the entering class and signed by each student during orientation, emphasizes the honesty and integrity, respectfulness and professional behavior necessary for the practice of medicine. It reminds students that as future physicians, they are in the public eye and their behavior reflects on themselves as student doctors, on Columbia, and on the medical profession.

Columbia University College of Physicians & Surgeons Email Policy

Email is the official mode of communication at the College of Physicians & Surgeons and you will be expected to check it regularly. You will be assigned a Columbia University exchange email address upon enrollment. This address will be your official email address as long as you are registered at Columbia. Please note that to maintain patient privacy, the University does not permit students, staff, and faculty to automatically forward Columbia exchange email to non-Columbia addresses such as Gmail or Yahoo or to send any communications to members of the CUMC community from these non-Columbia email addresses. All incoming students will be set-up with CUMC Exchange e-mail accounts with extended storage capacity.

You are also responsible for maintenance of the security of your I.P. All data network access devices, including switches, routers, hubs, and access points are set up, configured, and administered by core resources and all such devices must be in secure locations. The band width used by your routine email is also the same resource which serves all patient care research and academic programs in the Medical Center so strong security is vital.

Cell Phone Notification

Cell phones are a convenience and are ubiquitous. Since they can also interfere with others' efforts to study, they must be turned off when you are engaged in your education program, specifically in lecture halls, seminars, small group sections, and media rooms such as the 24-hour computer rooms. They should not be audible when you are in the library and other such common areas used for study.

Professionalism and Social Media

The College of Physicians and Surgeons expects that students will exhibit professional behavior at all times to meet expectations for suitability to practice medicine, including in school-related coursework and activities, and in all settings including at Columbia University Medical Center, Columbia University, P&S affiliates and other sites. Students must adhere to policies on patient privacy, use of electronic devices and social media. Students are strongly encouraged to keep information secure by selecting strong passwords for all electronic and social media sites and by managing privacy settings to control access to personal information.

Copyright Protection Policy

Intellectual honesty is the foundation of our academic lives. Original thought and proper credit for others' work is central to learning and teaching. Like plagiarism, violation of copyright is a serious breach of the commitment to intellectual integrity that you make when you come to Columbia. As a member of the Columbia community, you have access to the internet. Please remember that you are responsible for what you do and what is done on your computer including complying with copyright law. Improper downloading or distribution of material covered by copyright will result in network disconnection of your computer.