Dear Class of 2019:

Welcome to P&S! The faculty and staff are eagerly awaiting your arrival in Washington Heights for Orientation Week which begins Monday August 10th, 2015. 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 be sure to activate your Columbia UNI, explained below. 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 Monday, August 10, 2015. 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. Also remember to register for New Student Orientation and the White Coat Ceremony through the same website by Friday, July 10, 2015.

- **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.

- **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. I strongly encourage you to activate your account as soon as possible. Account activation information can be found at http://www.cumc.columbia.edu/it/students/start.html. Please also read the enclosed document about P&S’s email security policy.

- **OASIS.** OASIS is an online portal that provides you with an integrated schedule, gradebook and student record. You will be able to sync your preferred calendar to OASIS in a few weeks once you receive your login instructions. At that time, we will also ask you to complete the personal information section so we have your current contact information. We will rely on you to keep your information updated in OASIS throughout your time at P&S.

- **Web Photo Submission.** You can log-in to the application through the ID Center website http://cumc.columbia.edu/id/index.html. Here, you can 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 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 Friday, July 10, 2015. Any students requiring a picture after that date will need to go to the ID Office, located at
630 West 168th St, Room 1-405C. If you were previously a student or employee at Columbia University, your old photo will still be on file. If you’d like to change it, please contact the ID Card Office at 212-305-0238 for them to reset it for you.

- **Health Requirements.** You must complete all your preregistration health requirements by June 29th, 2015 to avoid CUMC placing a hold on your student account until your preregistration requirements are met. This hold blocks you from registering for class, receiving financial aid or being eligible for student health insurance. Check your “Health Hold” status online in your Student Services On-Line (SSOL) account. 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 following site http://cumc.columbia.edu/it/getting_started/students.html. 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 encourage you to complete it.

- Be sure to read carefully through the enclosed additional information explaining important P&S policies.

Have a wonderful summer and once again, welcome to P&S. We look forward to seeing you in August. Please call us 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 Email address upon registration. 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 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 will receive a follow-up email from CUMC IT with your temporary password and specific instructions on how to set up and configure your new Exchange email account.

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.