

## **All You Need to Know:** An Orientation Guide for DMD '16 and Advanced Standing '14 Students



### **WELCOME**

Welcome to the Henry M. Goldman School of Dental Medicine (GSDM) and to the great city of Boston!

### **QUESTIONS**

The enclosed information answers many logistical questions asked by first year students. Website resources and contact information are included for further details.

A good reference source is <http://www.bu.edu/dental/admissions/accepted-applicants/>. If you have questions not answered in this Guide or online, please contact the **Office of Student Affairs (OSA)** at 617-638-4790 or via email at [sdmosa@bu.edu](mailto:sdmosa@bu.edu).

### **INSTRUCTIONS**

In addition to general information and resources, this guide includes important information about your responsibilities as a new student enrolling at GSDM. Read it carefully and follow the instructions and guidelines.

### **UPDATES**

Information is provided in this Guide as a convenience to students. There are references to offices, policies, and services included, and the information provided here is accurate as of publication time, but **is subject to change**.

You are responsible for checking directly with offices and resources regarding current policies, procedures, opportunities and deadlines. If you become aware of out-of-date or inaccurate materials in this publication, please contact [OSA](mailto:OSA).

Thank you!



# All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

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# All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

## YOUR BOSTON UNIVERSITY RECORDS

### ENROLLMENT

Accepted applicants who submit the enrollment deposit and acceptance confirmation form are enrolled in the relevant academic program. A Boston University record is created on the University Registrar's system as well as on the GSDM Registrar's system.

### OFFICIAL, FINAL COLLEGE OR UNIVERSITY TRANSCRIPTS

All entering students are required to submit an official FINAL transcript (in a sealed envelope) from their prior college or university to Admissions prior July 30, 2012. Transcript must *indicate the degree and date awarded*. This information must be on file in Admissions prior to matriculation.

If the official, final transcript does not include degree information, a photocopy of the diploma showing the degree and date awarded must also be submitted. A Bachelor's degree is required for matriculation in the four year DMD program. If you were enrolled in an advanced degree program, evidence of successful completion of that degree is also necessary.

Advanced Standing students, whose prior institution is *outside* the United States or Canada, must submit the following:

- an original, official ECE course by course transcript evaluation indicating the degree, date awarded, and the name of the dental school
- a copy of their original transcript
- a copy of their diploma

### BOSTON UNIVERSITY IDENTIFICATION NUMBER

All students are assigned a **UID number**. This number (the letter U and 8 digits) appears on University records and assures that your information is accurately recorded. The UID number will be printed on your BU identification card (Terrier Card).

### BOSTON UNIVERSITY IDENTIFICATION CARD (Terrier Card)



When you arrive in Boston, you should visit the [Boston University Medical Campus Identification Card Office](#) to obtain your Terrier Card.

What to bring with you:

- an official form of identification (i.e. a driver's license or passport)
- Admissions letter
- your UID number

You should carry your BU ID at all times when on campus, and you will need to display your ID to gain access to certain buildings and resources.

### ACADEMIC RECORDS

BU is a large institution with two major campuses. The Charles River Campus (CRC) is the larger of the two, where most of the schools and colleges are located. The CRC hosts central functions such as [Student Accounting Services](#), [Student Health Services](#), and the [International Students and Scholars Office](#). The Boston University Medical Campus (BUMC) includes the Henry M. Goldman School of Dental Medicine, Boston University School of Medicine, the School of Public Health, and the Division of Graduate Medical Sciences.

## All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

You will not need to register for any GSDM classes online. All student academic records and transcripts are produced through the GSDM Registrar's Office. Course registration is managed by the GSDM Registrar's Office staff on behalf of students.

### ACCESS TO YOUR INFORMATION ON THE [BU STUDENT LINK](#)

Predoctoral dental students' final course grades are accessible through **SPS**. You will be informed within the dental school about how to access this system. Due to the separate storage of dental student academic records, final course grades are not accessible through the **Student Link**.

The [Student Link](#) is a web resource that allows all BU students (undergrad and graduate) to view their student account balance, immunization/TB/health record compliance status, and other pertinent information. You will need your BU login and Kerberos password to access the Student Link. You are responsible for checking the Student Link and responding appropriately to the information to maintain good status for your student account and clinical compliance.

To access the **Student Link**:

- go to [www.bu.edu/studentlink](http://www.bu.edu/studentlink)
- login with BU login and Kerberos password
- click on "Personal Tab"
- click on "Compliance Status"

### YOUR "COMPLIANCE" STATUS

All students must be in compliance with Boston University's "Safe, Settled and Healthy" requirements. You must visit the Student Link to track and update your personal compliance status on a regular basis, as your compliance status will change at intervals as described below.

#### ⇒ The "Safe" requirement

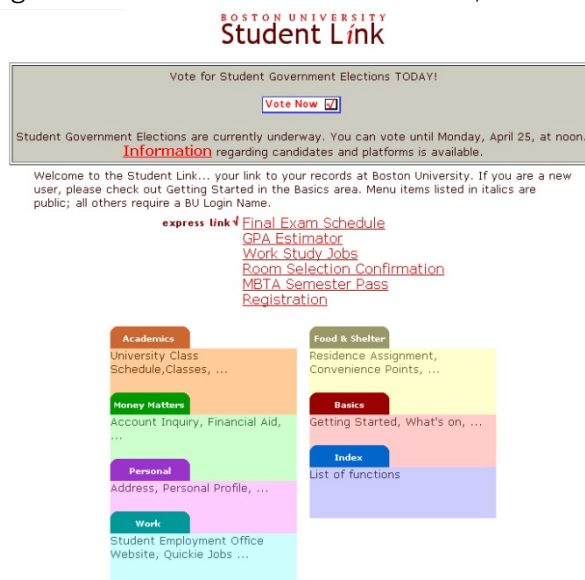
Enter your cellular telephone number for the **BU Alert** automated message system that will provide you with information and instructions in case of an emergency situation on campus. You must reconfirm your emergency contact number on the Link every six months.

#### ⇒ The "Settled" requirement

Settle your student account through payment and/or approved financial assistance by the settlement deadline for the dental school. You will need to settle your account for the **fall and the spring semester** each academic year.

#### ⇒ The "Healthy" requirement

You must complete the immunization, titer and TB (tuberculosis) testing protocol. Annual updates are required for the TB clearance. All students at the GSDM are required to comply with the "clinical" requirements, which are more comprehensive than the standard requirements.

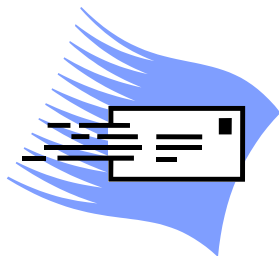


# All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

## EMAIL, COMPUTING AND INFORMATION TECHNOLOGY

### BOSTON UNIVERSITY LOGIN AND EMAIL ACCOUNT

As a member of the GSDM Community, you are required to maintain a BU email account. A free email account will be provided to each student, and will enable you to stay informed and to communicate efficiently with faculty, fellow students, and staff.



Information about setting up our BU email address can be found at <http://www.bu.edu/tech/comm/email/google/welcome/>

All dental students, faculty and staff using Boston University computers, facilities, and communications systems must maintain professional standards in content and communications and are expected to adhere to Boston University's "[Conditions of Use and Policy on Computing Ethics](#)"

All current students are provisioned with a BU Google Apps account. E-mail sent to login@bu.edu will be available through BU Google Apps, available to desktop clients and mobile devices via IMAP, and integrated with other BU Google Apps components such as Sites, Calendar and Documents.

#### Key Features

- Access to your BU e-mail through a web interface or through IMAP to your desktop client or mobile device
- E-mail integrated with BU Google Apps
- Continued use of your BU e-mail address once you graduate or retire from BU

### ELECTRONIC LIST-SERVS

Dental School student list-servs are created and maintained by the GSDM Office of Information Technology to facilitate communications among and between students, faculty and staff at the GSDM

Acceptable uses of the list-servs include, but are not limited to:

- announcements of school-sponsored or student-organization sponsored meetings and events
- communicating personal (non-commercial) sales or exchanges of textbooks, dental instruments or equipment by dental students
- posting of course information, class information, and policy information by course directors and/or their designees.

The list-servs **may not be used to:**

- endorse or advertise commercial products or services
- publicize events associated with GSDM that includes the presence or the consumption of alcohol or any illegal drugs
- communicate political or personal opinions
- share messages that do not meet the guidelines set forth in Boston University's "[Conditions of Use and Policy on Computing Ethics](#)"

For Student Organizations:

Student organizations wishing to distribute announcements via the List-servs must complete a GSDM Student Mass Communications Approval Request via the [GSDM Portal](#).

## All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

### LAPTOP COMPUTER

Predoctoral students are required to have a [laptop computer](#). The school strongly recommends that you use a **PC-based laptop** because the dental curriculum software and clinical applications are PC-based; however, students with Mac computers will be able to access curriculum.

The laptop should meet or exceed the following specifications:

- Processor
  - Intel Core I3 processor
- Memory
  - 4GB recommended
- Drives
  - 160GB Hard Drive (minimum)
  - DVD±RW (±R DL) DVD and CD burner (for back-up)
- Displays and Graphics
  - 13" display minimum; 15" display recommended for clinical purposes
  - 128MB display adaptor (minimum)
- Communications
  - Wireless: 802.11b/g/n
  - Ethernet: 10/100/1000
- Software
  - Windows XP Pro / Windows 7 Pro
  - Office 2010 student edition

If you do not already own a suitable laptop, you will need to obtain a qualifying laptop prior to the start of classes. You may purchase your laptop computer from the vendor of your choice.

Exclusive educational pricing is available for BU Students. Make sure to check out the BU recommended systems, all of which we are authorized to service, for even deeper discounts.

- [Shop Online](#) via Boston University Information Services & Technology

If you have any laptop related questions, please contact Mr. Ibrahim Kachouh by phone at 617.638.5999 or via email at [kachouh@bu.edu](mailto:kachouh@bu.edu)



# All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

## EXPECTATIONS AND RESPONSIBILITIES

**Boston University** ADMISSIONS **ACADEMICS** RESEARCH GLOBAL CAMPUS LIFE ABOUT

Schools & Colleges Degree Programs **Bulletin** Policies & Resources Search Academics

SDM

### Policies

The individual schools and colleges of the University may have variations or additional stipulations affecting certain general university policies. Students are responsible for being familiar with the regulations of the University and their college of enrollment.

- [About Henry M. Goldman School of Dental Medicine Policies](#)

#### Registration and Attendance

- [Absence for Religious Reasons](#)
- [Adding or Dropping a Course](#)
- [Attendance](#)
- [Cross-Registration](#)
- [Registration](#)
- [Suspension or Dismissal](#)
- [Withdrawal, Leave of Absence, and Reinstatement](#)

#### Course, Grade, and Degree Policies

- [Academic Progress and Graduation](#)
- [Auditing Courses](#)
- [Dean's List](#)
- [Declaring or Changing a Concentration/Major](#)
- [Examinations](#)
- [Grades and Course Credits](#)
- [Graduation with Honors](#)
- [Incomplete Coursework](#)
- [Intra-University Transfer](#)
- [National Board Dental Examinations](#)
- [Postdoctoral and Graduate Academic Policies and Procedures](#)

#### Student Records

- [Address Changes](#)
- [Administrative Policies Relating to Federal Guidelines](#)
- [Identification Cards and Numbers](#)
- [Name Changes or Corrections](#)
- [Student Retention Information](#)
- [Transcripts](#)

#### Harassment and Discrimination Policies

- [Complaint Procedures in Cases of Alleged Unlawful Discrimination or Harassment](#)
- [Disability Accommodation](#)
- [Equal Opportunity Policy](#)
- [Sexual Harassment Policy](#)
- [Student Grievance Procedure in Cases of Alleged Disability Discrimination](#)

**Programs** >

**Departments** >

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- Administrative Policies Related to Federal Guidelines >
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# All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

## **OFFICE OF ACADEMIC AFFAIRS (GSDM)**

100 E. Newton Street, G-705

The [Office of Academic Affairs](#), under the direction of the Associate Dean for Academic Affairs, is responsible for administrative oversight of the predoctoral dental program and the Division of Curriculum and Program Evaluation, including the following:

### **Predoctoral Curriculum**

- Compliance with Accreditation Standards
- Course Review and Improvement
- Coordination of Instruction in Biomedical Sciences
- Textbook Lists
- National Board Dental Examinations Part I & II

### **Student Performance and Conduct**

- Excused Absences
- Promotions Status
- Academic/Ethical Code of Conduct

### **Academic Schedules**

- Course Schedules
- Clinical Rotations
- Room Assignments
- Library Training
- Course Evaluations
- Student Government

### **School and University Compliance Factors**

- CPR Certification
- Verification of Compliance with OSHA, HIPAA, Immunizations (clinical and academic)
- University Contact Lists
- School Policy on Recording of Lectures

### **Division of Curriculum & Program Evaluation**

Since 1994, the [Division of Curriculum & Program Evaluation](#) has advanced GSDM's vision of excellence in teaching and learning by supporting faculty, students, administrators, and staff in the:

- Design, development, and delivery of instruction grounded in educational research and practice;
- Assessment and evaluation of educational programs, processes, and outcomes, enabling continual improvement and adaptation by helping anticipate rapid changes in health care, science, technology, and education;
- Analysis of internal and external factors that impact the curriculum, instructional methods, patient services, and student quality of life;
- Analysis, interpretation, and use of data to guide empirically based administrative decision-making;
- Study of learning and learning to measure impact and develop new methodologies;
- Dissemination of educational research in higher education that can be applied to dental education; and
- Preparation for accreditation.



## All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

### OFFICE OF STUDENT AFFAIRS

The [Office of Student Affairs \(OSA\)](#) strives to help students enrich their lives through academic, professional, and social experiences while in dental school and to serve as their advocate with school and university administration.

We encourage students to be engaged in the GSDM community through participation in school-wide and extracurricular activities. The OSA oversees a number of aspects of student life including: orientation, locker administration, student organizations, educational resources, career resources, students with disabilities, advising and counseling, and much more.

### ORIENTATION WEEK

GSDM orientation is a week-long and is **mandatory** for all DMD-1 and AS-1 students. Please review the [Orientation Schedule](#) in advance and familiarize yourself with the time and location of each orientation session.

### PROFESSIONAL CEREMONY

The Professional Ceremony is held on the Friday of Orientation Week. At this ceremony, you will receive a GSDM lapel pin and take an Oath of Professionalism. A Welcome Barbeque, hosted by Dean Hutter and Mrs. Hutter, will follow. Families are welcome to attend. See the [Orientation Schedule](#) for details.



### LOCKERS

OSA manages locker assignment for all incoming students.

#### DMD 1 Lockers

- DMD1 student lockers are located in the basement of the Medical School (L-bldg, 72 E. Concord St.)
- Two students will be assigned to each DMD1 locker
- DMD 1 students should touch base with their locker partner during the first week of school

#### Advanced Standing 1 Lockers

- Advanced Standing1 lockers are located in the basement of GSDM, by the Information Technology office
- They are accessible by the front stairs and elevator

All students should put locks on their lockers to protect their materials, instruments, etc. AS Lockers require a 3" Shackle lock like the one pictured below.



Use of a locker that is not assigned to you is prohibited and in violation of locker policy. If it is discovered that you are using a locker that is not assigned to you, the lock will cut by Security, and your possessions discarded. Students with locker issues should contact the OSA, [sdmosa@bu.edu](mailto:sdmosa@bu.edu), 617-638-4790.

## All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

### TEXTBOOKS

You may be required to purchase textbooks for your classes. If so, you will receive that information during orientation from the Office of Academic Affairs. Textbooks can be purchased through [Barnes and Noble at Boston University Bookstore](#), 660 Beacon Street, Kenmore Square on the Charles River Campus. The bookstore also has a café and sells BU apparel and gifts, school & apartment supplies, and books & magazines.

### INSTRUMENT KIT

Entering predoctoral students will receive instrument kits from the GSDM Supply Store during Orientation (see Orientation Schedule for date, time, & location).

*Be prepared with a wheeled carrier or suitcase such as the one below to transport your instruments home. Kits are large and heavy so you may want to consider arranging for a ride.*



### Insuring your Instrument Kit

Students are encouraged to insure their instrument kits. Check with your current renter's or homeowner's insurance provider to learn about their "floater policy", which may cover your instruments. It is also possible to attain an individual personal property policy which would cover dental instruments and any other personal items such as textbooks.

### CLASS SCRUBS

GSDM chapter of the American Student Dental Association (ASDA) will coordinate the ordering of class scrubs for all entering predoctoral students. Options for DMD 2016 and AS 2014 class scrub colors will be presented at Orientation and each class will vote for their choice. **Students cannot purchase scrubs from outside vendors.**

## All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

### DENTAL STUDENT ORGANIZATIONS

OSA encourages you to get involved in both curricular and extracurricular activities. Your years of study will be enhanced by developing friendships with your peers, who will be your future colleagues. Participation will enhance the student community at GSDM, the interests and affiliations represented by the groups you choose to join and the activities or services your organization pursues.

#### Current GSDM Student Organizations:

American Student Dental Association (ASDA)  
 Hispanic Student Dental Association (HSDA)  
 Student National Dental Association (SNDA)  
 Uniformed Services Student Dental Association (USSDA)  
 Asian Dentals Student Organization (ASDO)  
 Muslim Student Association (MSA)  
 American Association of Women Dentists (AAWD)  
 Alpha Omega (AO)

Student organizations sponsor various activities, fundraisers, educational outreach, service and volunteering, cultural exploration and professional development.

If you have a group of students interested in starting a new student organization, please contact the OSA at [sdmosa@bu.edu](mailto:sdmosa@bu.edu).

### INTRAMURALS

GSDM students are encouraged to participate in BU Intramural Sports. Intramural teams are organized entire by students. Last season, GSDM won 4 BU Intramural Championships (Dodgeball, Floor Hockey, Flag Football, Softball). The GSDM Hockey team, The Jawbreakers, finished in 2<sup>nd</sup> place.

Find out more information about BU Intramurals & registering a team at <http://www.bu.edu/fitrec/intramural/>

### FITNESS AND RECREATION

## Boston University Fitness & Recreation Center



[The Boston University Fitness and Recreation Center](#) is a state-of-the-art facility located at 915 Commonwealth Avenue on the Charles River Campus. All full-time BU students may make use of the facilities as a privilege of enrollment. Access is available with your BU ID, after you complete the [FitRec Usage Agreement](#). If you have a spouse or dependents, you may purchase [family memberships](#) through FitRec.



#### [The South End Fitness Center \(SEFC\)](#)

SEFC is a facility of the [Boston Public Health Commission](#) (BPHC) located near campus at 35 Northampton Street, 4<sup>th</sup> floor. SEFC **is not a BU facility**, so access is not available via your BU ID.

GSDM students have the opportunity to join the SEFC through a BUMC affiliation membership. Subsidized enrollment is on a *first-come, first-served, school-by-school basis*.

Membership is a privilege, not a right, and may be revoked at any time by GSDM or SEFC. Authorization of subsidized membership follows verification of satisfactory standing at GSDM in regard to enrollment, judicial and compliance status ("safe, settled, healthy").

Info about membership can be found at <http://bu.edu/dental/students/resources/fitness/south-end-fitness-center/>

# All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

## STUDENT HEALTH

### HEALTH HISTORY AND IMMUNIZATION RECORDS

★ **YOU MUST SUBMIT YOUR MEDICAL HISTORY FORM PRIOR TO ENROLLMENT** ★

You must submit your completed **Health History and Physical Examination report (Med Campus)** by **July 1, 2012**.

[Health History and Physical Examination Report \(Med Campus\)](#) is available online on BU's [Student Health Services](#) website. Make sure you complete the **Medical Campus version** of the health report.

#### WHAT TO DO:

- Schedule a physical exam with your primary care physician, as soon as possible
  - This is a pre-matriculation requirement
  - Student Medical Plan WILL NOT cover cost of required pre-enrollment exam and immunizations
- Print out **Health History and Physical Examination Report (Med Campus)**
- Give these forms to your doctor for he/she to complete
  - Take special notice of the Tuberculosis (aka PPD) testing and Hepatitis B (HepB) inoculations
  - You must submit the 2<sup>nd</sup> PPD test (aka TB read) and HepB titer
- Make several copies of your completed health reports for your records
- Mail or fax completed reports to:
  - Boston University Student Health Services
  - 881 Commonwealth Avenue
  - Boston, MA 02215
  - Tel: 617-353-3575
  - Fax: 617-353-7224 or 617-353-3557

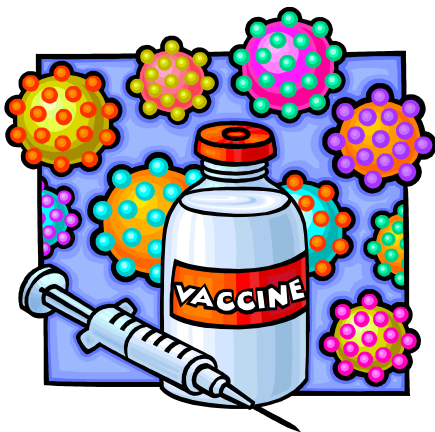


***\*Do not send the health report to the dental school.\****

#### IMPORTANT

Students who **fail to complete** all of these requirements prior to matriculation **may be restricted** in academic and clinical activities, until such time as they have completed the required immunizations, Tuberculosis skin tests, have demonstrated the required titers, and provided the necessary documentation to [Student Health Services \(SHS\)](#).

#### REQUIREMENTS:



#### Hepatitis B vaccine:

- HepB vaccine is a series of three inoculations.
  - 1<sup>st</sup> inoculation: at initial appointment with your doctor
  - 2<sup>nd</sup> inoculation: 1 month after the 1<sup>st</sup> shot
  - 3<sup>rd</sup> inoculation 5 months after the 2<sup>nd</sup> shot
- If there is insufficient time to complete the series at these intervals before matriculation, the inoculations may be given at one month intervals.
- A **Hepatitis B surface antibody (HBsAb) titer** must be performed four to six weeks after the third inoculation.
- If this test does not demonstrate a protective titer, additional inoculations may be required.
- For students who enroll shortly before the program start date, the vaccination series may be completed after matriculation.

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### Tuberculosis skin test:

- A baseline **two step** tuberculosis skin test with purified protein derivative (PPD)
- Must be performed within **six months prior to matriculation**.
- **The skin tests should be 1 to 2 weeks apart.**
- Each student must be evaluated and receive TB clearance on an annual basis while enrolled at GSDM.
- If you have a positive PPD skin test, you must provide evidence of an evaluation for tuberculosis
  - a chest radiograph report
  - a record of having been evaluated by a professional with expertise in TB
  - any prophylactic TB treatment

### Immunization history:

- To be completed by your physician's office.
- Dates of the immunizations must be specified (month and year, or, if the vaccine was given at 12 months of age, month, day, and year are required).
- Statements such as "received as a child," "records were lost," or "up to date" are **not acceptable**.



### **BOSTON UNIVERSITY STUDENT HEALTH SERVICES**

881 Commonwealth Avenue  
Charles River Campus

SHS is available to help meet the health care needs of all enrolled full-time Boston University students, regardless of your insurance choice. SHS provides medical service, behavioral medicine, and crisis intervention and helps to address students' immediate and ongoing health care needs. Care is offered on an open-access, walk-in basis, and students can consult the schedules of providers at <http://www.bu.edu/shs/medical/>.

There is no charge for most services provided for Boston University students at SHS. Charges for some drugs, immunizations, supplies, and some laboratory tests are applied. See the [fee schedule](#) on the web for details. Care received outside of SHS falls under coverage benefits associated with your selected health insurance plan.

### **HEALTH INSURANCE**

- Massachusetts law requires all students to participate in a qualifying health insurance plan during their enrollment
- Dental student health insurance coverage is arranged automatically through BU
- Insurance fees is assessed to your student account
  - Insurance costs are charged in the fall semester for the academic year.
- Students enrolled at GSDM are assigned to the Plus Plan only
  - Optional coverage is available for spouses and/or children under the Basic Plan.

Students are enrolled in [Aetna Student Health Plus Plan](#)

If you have your own insurance and want to waive the BU student insurance, you must:

- Provide evidence of enrollment in a qualifying USA-based insurance plan that meets or exceeds the dental student Plus Plan
- If your existing insurance plan is not comparable, you **must remain enrolled** in the plan offered by BU
- Those who wish to waive the plan can do so electronically through the [Student Link](#).
  - Click on the tab "Money Matters" → "Medical Insurance"
- Should you wish to waive the BU health insurance plan, you should do so via the [Student Link](#) after the waiver function is activated (mid-June)

# All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

## FINANCIAL MATTERS

### STUDENT ACCOUNT SETTLEMENT

You must settle your student account by July 13, 2012

*\*Please note that the GSDM Fall settlement deadline is different from other BU schools\**

- Tuition and fee payments must be made through [Boston University Student Accounting Services](#)
- Tuition can be paid by [electronic transfer \(from US bank\), personal check, money order, traveler's check, or wire transfer.](#)
- When making payments, include reference to **your name and BUID number** to ensure prompt credit towards your account.
- If payment is not made by the determined settlement deadline, your place in the program cannot be guaranteed
- Spring 2013 payment deadline will be in December 2012
- You are responsible for paying your student account balance by the deadlines, regardless of account balance notification.
- Entering students are enrolled for the Fall 2012 semester.
- Predoctoral tuition and fees pertinent to your program are applied to your student account.
- Tuition, fees, account balances, and health insurance charges are viewable on the [Student Link](#).



If your student account balance will be settled via **third party sponsorship**, you must provide documentation to [Student Accounting Services](#) prior to the settlement deadline.

If you wish to grant another person access to your student account information, and/or to receive a balance notification email:

- Go to [Student Link](#) → "Money Matters" → "Student Account Inquiry" → "Sharelink Access".

All students have a health insurance fee assessed. For instructions on how to waive GSDM Student Insurance Plan, see "Health Insurance" section (pg. 13).

A Fall 2012 student account e-bill notification will be emailed to your BU email address. You will not receive a printed invoice.

If your BU email address is not set up prior to June 6th, paper invoices will be produced and mailed to the student's permanent address, or to another billing address if you provided one to Student Accounting Services. You may add a billing address via the [Student Link](#).

If an invoice has been sent to an old address, you must contact Student Accounts to request that an additional invoice be mailed to the new address. Regardless of whether you receive an invoice, you are responsible for settling your student account by July 13, 2012.

### TUITION & FEES 2012-2013

Please go to <http://www.bu.edu/dental/about/offices/registrar/tuition/dmd-tuition/> for updated information about tuition and fees.





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## STUDENT FINANCIAL SERVICES

Students intending to take out loans towards tuition and living expenses must contact the [Boston University Medical Campus Office of Student Financial Services \(OSFS\)](#).



**Boston University Medical Campus  
Student Financial Services**

If you have questions regarding the status of your loans or if you need additional assistance, contact SFS at 617-638-5130 or 877-776-6243, or via email [osfs-sdm@bumc.edu](mailto:osfs-sdm@bumc.edu). The office is open Monday through Thursday, 8:30 AM to 6:00PM, and Friday, 8:30 AM to 5:00 PM.

Financial Assistance forms are available at <http://www.bumc.bu.edu/osfs/webforms/>

Please note that the Boston University Medical Campus Office of Student Financial Services **does not process tuition and fee payments**. Payments are made through [Student Accounting Services](#), which is located on the Charles River Campus.

## LOAN DEFERMENT ENROLLMENT VERIFICATION

All enrollment verification requests should be submitted to the [GSDM Registrar's Office](#). The Office of the Registrar will complete verification of enrollment for loan deferment forms on behalf of students who wish to request to defer payments on prior student loans because of current enrollment. Students should contact their lender(s) to obtain the appropriate deferment form.

## WITHDRAWALS AND THE POLICY ON REFUNDS

Students withdrawing before orientation and classes begin are eligible to receive full credit or refund of tuition, excluding non-refundable deposits and fees. The withdrawal process will not occur without the receipt of an official signed and dated letter of withdrawal.

To withdraw prior to orientation:

- Mail withdrawal letter to *Boston University School of Dental Medicine, [Admissions Office](#), 100 East Newton Street G305, Boston, MA 02118.*
- To expedite processing, also fax the letter to 617-638-4798 and,
- Call your program's Admissions Coordinator (617-638-4787) to confirm our receipt of the letter

Once orientation has begun, if a student withdraws, a percentage of tuition is refunded based on the GSDM calendar. The percentage refund is applied to tuition only; all fees are non-refundable once orientation has begun.

To withdraw after orientation:

- Inform the Assistant Dean of Admissions
- Meet with the Associate Dean for [Academic Affairs](#) and the [Registrar](#) to complete a "Withdrawal/Leave of Absence form."

Percent refund (tuition only) by withdrawal date can be found at <http://www.bu.edu/dental/about/offices/registrar/withdrawal-leave/>



# All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

## HOUSING



The [Boston University Medical Campus Office of Housing Resources](#) provides an online [Housing Resources Guide](#) for all medical campus students. It includes information about the city, its environs, and provides convenient options such as roommate and apartment search tools. If you have questions or need advice, call the Housing Resource Manager at 617-638-5125 or email [ohr@bu.edu](mailto:ohr@bu.edu).

### CHANGE OF ADDRESS

Updates to your address (permanent, local or billing) or telephone number can be changed via the [Student Link](#).

If your contact information changes **before orientation**, contact your Admissions Coordinator by email, and provide your new contact information, in addition to updating your information on the [Student Link](#).

## TRANSPORTATION

### TRANSCOMM

[TranSComm](#), Transportation Solutions for Commuters, Inc., is a resource for members of the Boston University Medical Campus community. Contact TranSComm at 617-638-7473 for personalized assistance with your commute to the dental school, or visit the Office of Parking and Transportation at 710 Albany Street on the Boston University Medical Campus. TranSComm supports public transportation, bicycling, shuttle bus service, and ride sharing efforts.

### MAPS

For help navigating your way around Boston University, take a look at these Interactive and PDF [Maps](#).



### "THE T"

[The Massachusetts Bay Transportation Authority](#) is Boston's public transportation system. It offers train, streetcar, subway and bus services, and is known as the MBTA, or just "The T" for short. The T even has boat service in Boston Harbor. The T serves communities beyond Boston with trolley and bus service and also with the Commuter Rail. Helpful tools include "*Plan a Trip*" and "*T Service Alerts*"

Discounted semester passes are available for students. Please contact TranSComm office at 617-638-7473 for more info.

### THE BUS: BOSTON UNIVERSITY FREE SHUTTLE BUS

Boston University's free shuttle bus service ("[the BUS](#)", or "BU Shuttle") makes a loop between the Boston University Medical Campus and the Boston University Charles River Campus on weekdays. Information and schedules are available on the [BUS website](#). The BUMC BUS stop, C1, is in front of 710 Albany Street, near the Office of Parking and Transportation. Call the "BUS! HOTLINE" at 877-355-1555 for recorded service information.

### ZIPCAR

[ZipCar](#) is a company that provides automobiles in convenient community locations for short-term rental. ZipCars are located on the Boston University Medical Campus in designated parking spaces. BU students are eligible for a [reduced-cost annual membership](#) to join the ZipCar program. It is possible to use a ZipCar on an hourly basis for errands, or to rent one by the day.





## All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

### **SAFE COMMUTING AT NIGHT**

Keep in mind that in any urban setting it is important to pay attention to personal safety, and safety is a particular concern at night. The [Public Safety Department](#) recommends that you use the [Evening Shuttle](#) service for transport to authorized MBTA stops. On request, the Public Safety Department will provide an escort to the Evening Shuttle stop, subject to availability. The Public Safety Department's Command and Control Center telephone number is 617-414-4444.

### **EVENING SHUTTLE**

The [Evening Shuttle](#) serves the Medical Campus community within the BUMC area. The Evening Shuttle boards at 710 Albany Street, with indoor waiting at the Albany Street Garage payment lobby, a well-lit, staffed area. The shuttle travels on request to BUMC parking facilities and the following local MBTA stations: Andrew (Red), Broadway (Red), Ruggles (Orange), Back Bay (Orange), and Copley (Green), as well as to South End locations for local residents.

### **TAXI REIMBURSEMENT PROGRAM**

Students are eligible for taxi reimbursements (up to \$10) for rides from BUMC to local MBTA stations or to their home, if it is located within two miles of campus. This is only applicable on weekend and holiday evenings between dusk and 1:00 AM, when shuttles are not in operation.

Students must call for a cab from the Security Station in the East Newton Pavilion (88 E. Newton Street) and obtain the reimbursement form from the security guard. The completed form and taxi receipt must be submitted to the Office of Student Affairs for reimbursement.

# All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

## INTERNATIONAL STUDENTS

### INTERNATIONAL STUDENTS AND SCHOLARS OFFICE (ISSO)



All new international students must check in with ISSO within a week of your arrival in Boston. Special sessions will be scheduled during orientation to meet with ISSO advisors. Review the Orientation Schedule for your session time.

What to bring to your ISSO meeting:

- Your immigration documents
- Passport
- I-94 card
- Form(s) I-20
- Form(s) DS-2019
- Etc.

ISSO will photo copy all your documents for their records.

#### [The International Students and Scholars Office \(ISSO\)](#)

888 Commonwealth Avenue

Tel: 617-353-3565

Email: [isso@bu.edu](mailto:isso@bu.edu)

[The office is located on the Charles River Campus](#), across the street from the Boston University Fitness and Recreation Center and is accessible from the Boston University Medical Campus by the free BUS (BU Shuttle) as well as by MBTA (or The T) public transportation.

### CULTURAL ADJUSTMENT

International students may not be familiar with all the cultures and language idioms of the United States or U.S. institutions of higher learning. It can take time to adjust to new ways of life, teaching and learning styles. ISSO holds an orientation of its own for international students at the end of August. At the ISSO orientation sessions, practical and cultural topics will be discussed.

You are welcome to visit the OSA to talk about questions you may have about expectations, culture, American values and customs. The Advanced Standing Faculty Liaison is also a resource for Advanced Standing DMD students.

## All You Need To Know: An Orientation Guide for DMD '16 and Advanced Standing '14 Students

Boston University - Student Link: <a href="http://www.bu.edu/studentlink">http://www.bu.edu/studentlink</a>	
GSDM Office of <a href="#">Student Affairs</a> Room G-305	617-638-4790 telephone 617-638-4789 fax <a href="mailto:sdmosa@bu.edu">sdmosa@bu.edu</a>
GSDM Office of <a href="#">Admissions</a> Room G-305	617-638-4787 telephone 617-638-4798 fax
GSDM <a href="#">Office of Academic Affairs</a> Room G-708	617-638-5341 telephone
GSDM <a href="#">Office of the Registrar</a> Room G-428	617-638-4708 telephone 617-638-4732 fax
Boston University Medical Campus <a href="#">Student Financial Services</a> 72 East Concord Street, Room A-303	617-638-5130 telephone 617-638-5116 fax <a href="mailto:osfs-sdm@bu.edu">osfs-sdm@bu.edu</a>
Boston University Medical Campus <a href="#">Office of Housing Resources</a> 72 East Concord Street, Room A-311	617-638-5125 telephone <a href="mailto:ohr@bu.edu">ohr@bu.edu</a>
<a href="#">International Students and Scholars Office</a> 888 Commonwealth Avenue, 2nd Floor	617-353-3565 telephone 617-358-1170 fax <a href="mailto:isso@bu.edu">isso@bu.edu</a>
<a href="#">Student Health Services</a> 881 Commonwealth Avenue, Charles River Campus	617-353-3575 telephone 617-353-3557 fax
<a href="#">Student Accounting Services</a> 881 Commonwealth Avenue, Charles River Campus	617-353-2264 telephone 617-353-3313 fax <a href="mailto:studenta@bu.edu">studenta@bu.edu</a>
<a href="#">Information Services &amp; Technology's IT Help Center</a> Computer sales online	617-353-4150 telephone
Boston University Medical Campus <a href="#">TranSComm Transportation Solutions for Commuters</a>	617-638-7473 telephone
<a href="#">Fitness and Recreation Center</a> 915 Commonwealth Avenue, Charles River Campus	617-353-2748 telephone 617-353-5147 fax <a href="mailto:fitrec@bu.edu">fitrec@bu.edu</a>
<a href="#">GSDM on Facebook</a>	<a href="http://www.facebook.com/budental">http://www.facebook.com/budental</a>
Bay State Basics: A Student Guide to Living in Massachusetts	<a href="http://www.sec.state.ma.us/cis/cisbsb/cisbsb.htm">http://www.sec.state.ma.us/cis/cisbsb/cisbsb.htm</a>
Massachusetts Government Information	<a href="http://www.mass.gov/">http://www.mass.gov/</a>
Boston.com	<a href="http://www.boston.com/bostonglobe/">http://www.boston.com/bostonglobe/</a>
Official Website of the City of Boston	<a href="http://www.cityofboston.gov/">http://www.cityofboston.gov/</a>
Massachusetts Travel Information	<a href="http://www.massvacation.com/">http://www.massvacation.com/</a>