

## **All You Need to Know:** An Orientation Guide for DMD '17 and Advanced Standing '15 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.

Some good reference sources are <http://www.bu.edu/dental/admissions/accepted-applicants/> and <http://www.bu.edu/dental/students/>.

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 If you become aware of out-of-date or inaccurate materials in this publication, please contact [OSA](#).

**Thank you!** 😊

# All You Need To Know: An Orientation Guide for DMD '17 and Advanced Standing '15 Students

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## All You Need To Know: An Orientation Guide for DMD '17 and Advanced Standing '15 Students

### YOUR BOSTON UNIVERSITY RECORDS

#### ENROLLMENT

Accepted applicants who submit the tuition deposit and acceptance confirmation form are enrolled in the relevant academic program. A Boston University record is created on the University Information System (UIS) as well as on the GSDM Office of the Registrar system.

#### OFFICIAL, FINAL COLLEGE OR UNIVERSITY TRANSCRIPTS

All entering students are required to submit the following to the GSDM Office of Admissions prior to July 29, 2013:

- Official, original FINAL transcript in a sealed envelope
  - Transcript must indicate the degree and the date awarded

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:

- Copy of Dental Diploma
- Official, final Dental Transcript
- Official, final transcript of advanced degrees, if relevant
- Official ECE Course-by-Course transcript evaluation
- Official TOFEL Report
- Official NBDE Part 1 Report

#### BOSTON UNIVERSITY IDENTIFICATION NUMBER

All students are assigned a **UID number** (aka BUID 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](#). **Boston University Medical Campus (BUMC)** includes the Henry M. Goldman School of Dental Medicine (GSDM), Boston University School of Medicine (MED), the School of Public Health (SPH), and the Division of Graduate Medical Sciences (GMS).

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All student academic records and transcripts are produced through the GSDM Office of the Registrar in Room G-428. Course registration is also managed by this office on behalf of the students, provided that they are fully compliant as outlined below.

Predoctoral dental students' final course grades are accessible through **Student Performance System (SPS)**. Additional information about SPS will be provided to you at a later date. Due to the separate storage of dental student academic records, final course grades are not accessible through the Student Link. Dental school transcripts maybe requested via <https://dent-sps.bumc.bu.edu/portal>. (BU login & Kerberos password required.)

### ACCESS TO YOUR INFORMATION ON THE **BU 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 view your compliance status via 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

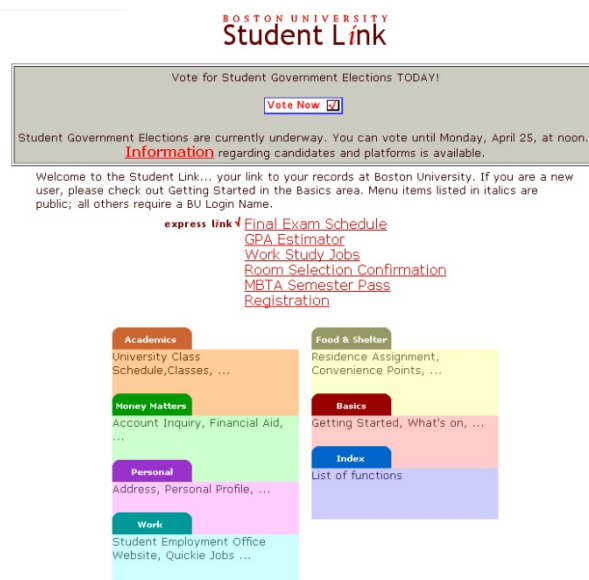
Enter your cellular telephone number for the **BU Alert** automated message system that will provide you with information and instructions in case of an emergency situation on campus. You must reconfirm your emergency contact number on the Link every six months.

#### ⇒ 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.

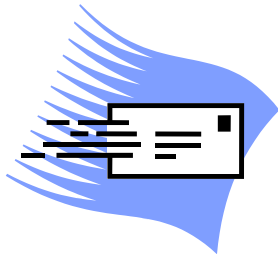


## All You Need To Know: An Orientation Guide for DMD '17 and Advanced Standing '15 Students

### 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.



To set up your BU email address, you should follow the instructions provided in the e-mail that you received from **Boston University Information Services and Technology**. If you no longer have this email, you should contact your Admissions Coordinator.

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](#).

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### LAPTOP COMPUTER

Predoctoral students are **required to have a [laptop computer](#)**. Laptops provide access to learning resources that are used within the classroom, as well as dental-related PC-based software applications that enhance the education at GSDM.

The school **strongly recommends** that you use a **PC-based laptop**. You will be using software applications that work with the PC-based format only. Macs and iPads are not compatible with most of the school's clinical applications., but students with Mac computers will be able to access curriculum.

The laptop should meet or exceed the following minimum requirements:

- Processor
  - Intel Core I3 processor
- Memory
  - 4GB
- Drives
  - 160GB Hard Drive (minimum)
- Displays and Graphics
  - 128MB display adaptor (minimum)
- Communications
  - Wireless: 802.11b/g/n
  - Ethernet: 10/100/1000
- Software
  - Windows 7 or 8
  - Office 2010 or Office 2013

Microsoft and Adobe software is available with a student discount at <http://ithc.collegestoreonline.com>

Information about discounts for BU students can be found at <http://www.bu.edu/tech/desktop/purchase/personal>.

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.

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 '17 and Advanced Standing '15 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 '17 and Advanced Standing '15 Students

## EXPECTATIONS AND RESPONSIBILITIES

All students are expected to familiarize themselves with GSDM Policies, which can be found at <http://www.bu.edu/academics/sdm/policies>

**Boston University** ACADEMICS

Schools & Colleges | Bulletin | Degree Programs | Policies & Resources | Search Academic

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](#)

Related Bulletin Pages | Beyond the Bulletin

**Programs**

**Departments**

**Courses**

**Policies**

- Policies and Procedures
- Registration
- Cross-Registration
- Adding or Dropping a Course
- Attendance
- Absence for Religious Reasons
- Withdrawal, Leave of Absence, and Reinstatement
- Suspension or Dismissal
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- Name Changes or Corrections
- Address Changes
- Transcripts
- Administrative Policies Related to Federal Guidelines
- Student Retention Information
- Sexual Harassment Policy
- Disability Accommodation
- Equal Opportunity Policy

## ALCOHOL AND DRUG POLICY

Boston University's Statement on Illegal Drugs and Alcohol is available online at <http://www.bu.edu/dos/policies/lifebook/drugs-alcohol/>

Additional information specifically for the Dental School can be found at <http://www.bumc.bu.edu/busm-od/bumc-guidelines-for-serving-consuming-alcohol-at-bumc-events/>. (BU login and Kerberos password required)



## All You Need To Know: An Orientation Guide for DMD '17 and Advanced Standing '15 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.

### CAREER RESOURCES

[Career Resources at GSDM](#) is part of OSA and provides workshops, seminars, trainings, resources, and tools to assist all pre- and post-doctoral students in making decisions that best fit their dental career objectives.

Career Resources provides the following services:

- Career counseling
- Resume and Cover Letter review
- Personal Statement review
- Prospective employer information
- Loan repayment and tuition remission opportunities for careers in dentistry
- Career Fair and other related events

### 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, August 2, 2013. 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.

### LOCKERS

OSA manages locker assignment for all incoming students.



#### DMD 1 Lockers

- DMD1 student lockers are located in the Medical School basement (L-bldg, 72 E. Concord St.)
- Two students will be assigned to each DMD1 locker
- DMD 1 students contact 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 on the right.

**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.



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### 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 purchase 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

You 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 2017 and AS 2015 class scrub colors will be presented at Orientation and each class will vote for their choice. **Students cannot purchase scrubs from outside vendors.**

### 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)  
 Student National Dental Association (SNDA)  
 Asian Dentals Student Organization (ASDO)  
 American Association of Women Dentists (AAWD)

Hispanic Student Dental Association (HSDA)  
 Uniformed Services Student Dental Association (USSDA)  
 Muslim Student Association (MSA)  
 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).

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### INTRAMURALS

GSDM students are encouraged to participate in BU Intramural Sports. Intramural teams are organized entirely by students. Last season, GSDM won 5 BU Intramural Championships!

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

### FITNESS AND RECREATION

[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. You must complete the [FitRec Usage Agreement](#), prior to using the facility. If you have a spouse or dependents, you may purchase [family memberships](#) at 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*. You cannot apply for membership until after the first day of orientation.

**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/>

## STUDENT HEALTH

### HEALTH HISTORY AND IMMUNIZATION RECORDS

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

You must submit your completed **Immunization and Physical Form (Med Campus) by July 1, 2013.**

[Immunization and Physical Form \(Med Campus\)](#) 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:

- Print out Immunization and Physical Form.
- 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
- Give these forms to your doctor for them to complete
  - Take special notice of the Tuberculosis (aka PPD) testing and Hepatitis B (HepB) inoculations
- Make several copies of your completed health reports for your records.
- Enter immunization and health history into the SHS portal
  - Instructions can be found at <http://www.bu.edu/shs/resources/forms/mchealthform/>
- Mail or fax completed reports to:
  - Boston University Student Health Services
  - 881 Commonwealth Avenue
  - Boston, MA 02215
  - Fax: 617-353-3557



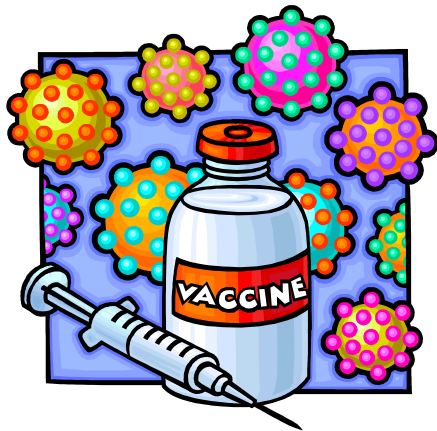
**\*Do not send the health report to the dental school.\***

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### 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: 4 months after the 2<sup>nd</sup> shot
  - If there is insufficient time to complete the series at these intervals before matriculation, you should remain on schedule with the immunization series. You will remain “in compliance” as long as you continue on the schedule provided.
  - 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.

#### Tuberculosis skin test:

- A baseline **two step** tuberculosis skin test with purified protein derivative (PPD)
- The 1<sup>st</sup> 2-part TB test must be performed 6 months prior to Orientation.
- The 2<sup>nd</sup> 2-part TB test will be performed free of charge during Orientation.
- **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. OSA will coordinate and inform students of these yearly TB requirements.
- 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

*If you have received the BCG vaccination, you are required to have a QuantiFERON-TB Gold test (QFT-G). You will not have to do the TB skin test.*

#### Varicella (Chicken Pox) Vaccination or Titer:

- Students must provide proof of 2 doses of the varicella vaccine or a proof of a positive titer.
- Dates of vaccinations or positive titer must be provided on the Immunization & Physical Form.
- History of disease, verified by a medical provider will also be accepted.

#### Immunization history:

- To be completed by your physician’s office.
- Dates of the immunizations must be specified (month, day, and year).
- Statements such as “received as a child,” “records were lost,” or “up to date” are **not acceptable**.
- Student should then enter this information into the Immunization Portal on the Student Health Services website. More information on how to do this can be found at <http://www.bu.edu/shs/resources/forms/mchealthform/>

## All You Need To Know: An Orientation Guide for DMD '17 and Advanced Standing '15 Students

### BOSTON UNIVERSITY STUDENT HEALTH SERVICES

881 Commonwealth Avenue

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 appointment basis.

<http://www.bu.edu/shs/resources/factsheets/appointments/>

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

- Students enrolled at GSDM are assigned to the Aetna Student Health "Plus Plan".
  - Optional coverage is available for spouses and/or children under the "Basic Plan".
  - Information about health insurance costs can be found at <http://www.bu.edu/dental/about/offices/registrar/tuition/health-ins-costs/>
  - Questions about coverage should be directed to Aetna Student Health, 1-800-966-7772, [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com)
- Insurance fees is assessed to your student account
  - Insurance costs are charged in the fall semester for the academic year.
- Massachusetts law requires all students to participate in a qualifying health insurance plan during their enrollment

### Have your own insurance and want to waive the BU student insurance?

You must do the following:

- 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)

Students enrolled in a non-Boston University Insurance Plan are financially responsible for all lab fees and immunization at SHS. Contact your insurance company to investigate your benefits, especially for specialty referrals.

### Dental Insurance

- [GSDM Student Dental Plan](#)
  - This plan offers low-cost, high-quality care for students' basic dental needs such as cleanings and fillings, performed by GSDM dental students under the supervision of licensed dentists.
  - Plan information - [www.bu.edu/dental/patients/sdp](http://www.bu.edu/dental/patients/sdp)
- [Dental Discount Program – Vital Savings on Dental](#)
  - Dental discount program through Aetna Student Health

## All You Need To Know: An Orientation Guide for DMD '17 and Advanced Standing '15 Students

### FINANCIAL MATTERS

#### STUDENT ACCOUNT SETTLEMENT

You must settle your student account by July 12, 2013

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

- Entering students are enrolled for the **Fall 2013** and **Spring 2014 semesters**. Pre-doctoral 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](#).
- A Fall 2013 student account e-bill notification will be emailed to your BU email address by June 12th. *You will not receive a printed invoice.*
- If your BU email address is not set up **prior to June 12<sup>th</sup>**, paper invoices will be produced and mailed to the student's permanent address or to another billing address if one was provided by the student to Student Accounting Services. You may add an additional 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 12, 2013.
- If you wish to grant another person access to your student account information and/or would like them to receive balance notification emails, go to Student Link → Money Matters → Student Account Inquiry → Sharelink Access.
- If payment is not made by the determined settlement deadline, your place in the program cannot be guaranteed. You are responsible for paying your student account balance by the deadlines, regardless of the account balance notification.
- When making payments, include reference to your name and BU ID number to ensure prompt credit toward your account.
- If your student account balance will be settled via a third party sponsorship, you must provide a copy of your sponsorship letter to [Student Accounting Services](#) prior to the settlement date.

Tuition and fee payments must be made through Boston University Student Accounting Services. For tuition payment options, please go to [www.bu.edu/studentaccountingservices/your-bill/payment-options/](http://www.bu.edu/studentaccountingservices/your-bill/payment-options/)

All students have a health insurance fee assessed. For instructions on how to waive BU Health Insurance Plan, please see page 13 of this document.

#### TUITION & FEES 2013-2014

Tuition and fees are posted on the GSDM Office of the Registrar website at <http://www.bu.edu/dental/about/offices/registrar/tuition/>

#### 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 \(OSFS\)](#).

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/>



**Boston University** Medical Campus  
Student Financial Services

## All You Need To Know: An Orientation Guide for DMD '17 and Advanced Standing '15 Students

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 Office of the Registrar](#). The Office of the Registrar will complete verification of enrollment for loan deferment forms on your behalf, provided that you are in compliance with the University (under your "Compliance" status on pg. 4). You must submit deferment forms annually. You must contact your lender(s) to obtain the appropriate forms

### WITHDRAWALS AND THE POLICY ON REFUNDS

If you withdraw before orientation and the start of classes, you 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.

#### 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 DMD Admissions Coordinator (617-638-4787) to confirm our receipt of the letter

#### Withdraw after Orientation:

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.

- Inform the Assistant Dean of Admissions
- Meet with the Associate Dean for [Academic Affairs](#) in G-708 and the [Registrar](#) in G-428 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/>



## HOUSING

### Boston University Medical Campus Office of Housing Resources

<http://www.bumc.bu.edu/ohr/>

Boston University Medical Campus Office of Housing Resources (OHR) assists students with finding a place to live in Boston and surrounding areas. They are able to walk you through the entire housing search process – from picking a neighborhood, to finding a roommate, to signing a lease. OHR can also help with any issues you may have getting settled in Boston or working through roommate or landlord conflicts.

OHR also provides an online [Housing Resources Guide](#) for all BUMC 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).

### Office of Rental Property Management

[www.bu.edu/rpm](http://www.bu.edu/rpm) (website available in 7 languages)

Office of Rental Property Management leases, manages and maintains residential apartments, a limited number of parking spaces, and commercial properties owned by Boston University. Residential apartments are leased to full time BU graduate students, faculty, and staff only. Inventory of residential apartments includes single rooms, one bedroom, two bedroom, and limited number of three bedroom apartments. Apartment availability is not guaranteed.

## All You Need To Know: An Orientation Guide for DMD '17 and Advanced Standing '15 Students

### Office of Off-Campus Services

<http://www.bu.edu/offcampus/>

Office of Off-Campus Services maintains listings of available apartments and sublets in the greater Boston area. The service is free of charge to all BU students and alumni. You can also find information about tenant rights and responsibilities, neighborhood descriptions, definitions of common rental terms, what to consider before signing a lease, and other resource for your housing search.

*Note: Boston University does not own, inspect, endorse, or recommend any specific unit listed with this service.*

### CHANGE OF ADDRESS

Updates to your address (permanent, local or billing) or telephone number change at any time 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

### 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 also 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](#)"

Students are eligible for **11% semester pass discount**. More information can be found at

<http://www.bumc.bu.edu/transcomm/mbta-service/student/>

### TRANSCOMM

[TranSComm](#), Transportation Solutions for Commuters, Inc., is a resource for members of the Boston University Medical Campus community. TranSComm supports public transportation, bicycling, shuttle bus service, and ride sharing efforts. Contact TranSComm for personalized assistance with your commute to the dental school or visit the office.

TranSComm  
Boston University Medical Campus  
710 Albany Street  
Boston, MA 02118

T: 617-638-6816 | [bumctranscomm@gmail.com](mailto:bumctranscomm@gmail.com) | twitter: @bumctranscomm

### THE BUS: BOSTON UNIVERSITY FREE SHUTTLE BUS

Boston University's free shuttle bus service ("[the BUS](#)", or "BU Shuttle") makes a loop between BUMC and Charles River Campus on weekdays. The BUMC BUS stop, C1, is in front of 710 Albany Street, near the Office of Parking and Transportation. Information and schedules are available on the [BUS website](#). You can also download the free BU App via the iTunes App Store, which includes BU Bus Schedule and live bus positions. Go to iTunes and search "BU Mobile".

### 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 '17 and Advanced Standing '15 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.

## INTERNATIONAL STUDENTS

### INTERNATIONAL STUDENTS AND SCHOLARS OFFICE (ISSO)

All new international students must check in with the [International Students and Scholars Office \(ISSO\)](#) **within ONE 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:

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

ISSO will photo copy all your documents for their records.

#### **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.

## All You Need To Know: An Orientation Guide for DMD '17 and Advanced Standing '15 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	617-638-5241 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>