

Welcome to the College of Medicine 2019 Orientation

We look forward to your arrival and have prepared this brief pamphlet **to answer your questions**, and to facilitate your transition to SUNY Downstate Medical Center. If you have any additional questions, do not hesitate to email us at medadmissions@downstate.edu

Facebook Page

The official Facebook page for your entering class is "Downstate COM 2023"

This is where you can connect with the other members of your entering class (Class of 2023). Your orientation coordinators (second year medical students) and upper classmen will also be connecting to this Facebook page to answer your questions.

Orientation (August 5th – August 8th, 2019)

Your attendance at the entire Orientation Program is **MANDATORY**. The first day of orientation is Monday, August 6, 2019; starting at 8:00 a.m. If you do not appear for registration on August 5, we will assume that you have decided not to attend Downstate COM and an alternate will be accepted in your place. Orientation will be from Monday, August 5 through Thursday, August 8, 2019. Classes start on Monday, August 12, 2019.

Note: If you will be living on-campus in the Residence Halls, move-in and Residence Hall Orientation will be Sunday, August 5th; beginning at 10 a.m. Residential Life and Services will be in touch with more details in early July.

Laptop Computers

The College of Medicine has incorporated the required use of computers into several aspects of the daily curriculum, including virtual microscopy. While school desktop computers in the first-year carrels are available for these activities, it is recommended that you have your own laptop. To ensure that your computer is able to work with the educational technology here at Downstate, there is a list of minimum required technical specifications for student computers. These technical specifications can be accessed online at the following link:

<http://guides.downstate.edu/techspecs/>

Check to make sure that any computer you plan to use meets or exceeds these key parameters. Revisions are made periodically to the posted specifications, so be sure to recheck them before you come to SUNY Downstate.

If you need further assistance, please contact the campus Help Desk: Phone: 718-270-4357
Email: help@downstate.edu

Final Transcripts

AMCAS does not send us your transcripts. This is a reminder that **you must submit final, official transcripts from all institutions attended** (including Spring 2019 and/or Summer 2019 grades) by July 1 to:

Medical School Admissions
State University of New York (SUNY)
Downstate Medical Center
450 Clarkson Avenue, MSC 60
Brooklyn, NY 11203

Deadline: June 28, 2019 (*if you were accepted after June 1, you have an extension to July 12, 2019*)

It is your responsibility to ascertain that the Student Admissions Office has received the transcripts. **Please make certain that your degree earned is posted on your transcript before it is sent to us.**

Citizenship/Permanent Residency Documentation

Each accepted applicant who indicated on his/her AMCAS application that he/she is a permanent resident should have already submitted a photocopy of his/her permanent resident card.

All accepted applicants who indicated on their AMCAS application that **they are USA citizens** should now submit a photocopy of one of the following: USA passport, USA citizenship document, or birth certificate. The deadline for the submission of this documentation to the Office of Student Admissions is June 28, 2019 (*students accepted after June 1, have an extension to July 12, 2019*).

Health Forms

You will **not** be permitted to register without clearance from the Office of Student Health Service. We have found that the waiting period for accepted students to have a routine health physical from their physician may be quite long, so **make your appointment early in the summer, well before June 28, 2019**. Frequently, health forms must be returned to the student and/or your family physician because the form has been completed incorrectly or because the information is incomplete. **MMRV** and hepatitis b vaccinations as well as quantitative titers must be included in your lab tests. This could delay your registration or cause you unnecessary aggravation at the last minute.

If you have not already done so, please submit your completed forms immediately to Student Health, to permit adequate time for processing, and notification to you of any problems. The Student Health fax number is (718) 270-2901 or (718) 270-2477.

Only Student Health can grant waivers of required health items or extensions. Therefore, contact Student Health directly

(studenthealth@downstate.edu) if you have a special situation, or if you have any questions about the student health forms or requirements.

Note: We prefer to receive all the health formats in **ONE**, not multiple, **PDF format** via email studenthealth@downstate.edu

Health Insurance

Because there are health risks inherent in a career in the Health Sciences, all students at SUNY Downstate are required to carry adequate comprehensive healthcare insurance. The premium for individual coverage through the SUNY Downstate Student Health Insurance Program (administered by United Healthcare) is automatically included on your tuition bill and is paid at registration. Should you already have a comparable, comprehensive health insurance plan through another source (e.g. parents, employed spouse, employer, government sponsored health insurance program), you are permitted to waive the student health insurance charges from your Statement of Student Fees. Information about the Student Health Insurance Selection and Waiver Process and information about the school health insurance program will be emailed to you in June. If you are going to waive the health insurance premium, you must do so prior to the first day of classes. Information about the school health insurance program will become available on June 15 and is located at:

http://sls.downstate.edu/student_affairs/insurance/

If you need to purchase the mandatory health insurance through Downstate Medical Center because you do not have comparable coverage, the health insurance fee will be included with your fall tuition bill.

If you need certification that you are a full-time student for your parents' health insurance plan, you may request a student certification form or an attendance letter from the Office of the Registrar, on or after the first day of classes. If you need a letter for your insurance company prior to the first day of classes, you may obtain that letter from the Office of Student Admissions (medadmissions@downstate.edu)

If you need a letter stating that you have been accepted for admission to medical school, you may request this now from the Office of Admissions (medadmissions@downstate.edu).

Proof of Basic Life Support (BLS)

Documentation must be submitted no later than June 28, 2019 to the Office of Student Admissions. It is your responsibility to obtain and complete the appropriate course.

Deadline: June 28, 2019 (if you were accepted after June 1, you have an extension to July 14, 2019)

The American Heart Association Basic Life Support for Healthcare Providers course is the only course accepted, as it is intended for those who provide health care to patients in a variety of settings.

To obtain a list of locations where this course is offered in your area, log onto the American Heart Association website at: <http://www.americanheart.org>. Completion of the BLS course is necessary for you to be eligible to register. Submit a photocopy of your two-year certification card (**PDF of both sides**) to the Admissions Office by June 28, 2019.

SUCCESS IN MEDICAL SCHOOL - The Study Styles Inventory (SSI)

Each year in medical school, especially your first year, will present you with new learning challenges. As a first step in helping you avoid potential obstacles to your effective learning, we are asking you to respond to a study styles questionnaire, the Study Styles Inventory (SSI). We will analyze your responses and give you your results near the start of the school year. We will be available to work with you on any problem areas which the SSI may uncover. During the first Unit, Systems Overview, you will receive your results and will have an opportunity to have them interpreted and explained.

To facilitate this process, please respond to all questionnaire items carefully and honestly. The items will describe aspects of your study style. In responding to them, consider your approach to studying during your organic chemistry course. If you did not take organic chemistry recently, then think of your most recent approach to studying in a comparable science class. Think back to when you took the class, and **imagine you are currently taking it while responding to the questions.** Read each statement carefully. If you think a statement is very true of you, select 7; if a statement is not at all true of you, select 1. If the statement is more or less true of you, find the number from 2 to 6 that you think best describes you. Remember, there are no right or wrong answers. Also, your scores will not be meaningful if you do not answer all items.

You may **access the SSI** at:

https://downstate.co1.qualtrics.com/jfe/form/SV_cCkbTxHo57m2But

Association of American Medical Colleges (AAMC) Matriculating Student Questionnaire (MSQ)

This is a web survey that should be completed prior to registration. AAMC will provide you with a unique survey URL link via e-mail, inviting you to participate in the MSQ. The survey invitation will be sent to the e-mail address you previously submitted to AMCAS. While this survey is voluntary, we urge you to participate in the MSQ as your responses will help to develop and evaluate programs or policies.

Please direct your questions about how to access the survey, to msq@aamc.org.

Financial Aid

If you have applied for financial aid, you should have already received notification of your financial aid package. If you have not received your financial aid package, were accepted over a month ago, and you completed your FAFSA on the web over 2

weeks ago, please contact the Office of Financial Aid at (718) 270-2488 or email them at: **FinancialAid@downstate.edu**.

If you are eligible for financial aid, have accepted the aid offered and have filed all the necessary forms, the payment due for tuition/fees and health insurance may be deferred in part or in its totality against the financial aid award. **However, since there is a lag of up to 4 weeks between the processing of loans and the disbursement of loan proceeds, you should bring sufficient personal funds to cover your living expenses for at least one month** and to cover your initial book and supply costs (books and supplies cost approximately \$1,000).

If you will be looking for living arrangements off campus, please be aware that our estimated cost of attendance for living off campus for a one-bedroom apartment, shared by a roommate, is approximately \$1542 month. Your actual cost might exceed this amount.

Loan Deferment Forms

Usually within the first two weeks of school, the Office of the Registrar submits your name to the National Student Clearinghouse for an in-school loan deferment after you have registered and paid your tuition. If your lender does not work with the Clearinghouse, deferment forms for your prior educational loans can be completed in the **Office of the Registrar** after classes begin on August 14, 2019 and paid your tuition.

Tuition Billing

The current Fall, 2019 tuition rates as of the date of this mailing are:

Tuition	Resident	Non-Resident
Full Time	\$21,510 per semester	\$32,580 per semester

The State University of New York Board of Trustees has the authority to raise tuition at any time. Current tuition and fees are posted on https://sls.downstate.edu/bursar/tuition_fees.html

If you are currently an out-of-state student, and wish to file for New York State resident tuition status, submit the appropriate form (available from the website) and the supporting documents to the Office of Student Admissions, as quickly as possible and **no later than July 1** (*students accepted after June 1, may have an extension until July 15, 2019*). Information about the documentation needed to establish New York State residency for tuition purposes is available at:

https://sls.downstate.edu/admissions/documents/nys_residency_application/nys_residency_application.pdf

If you have received prior notification that you must file New York State residency forms and submit supporting documentation no later than **July 17, 2019**, you must do so or you will be charged out-of-state tuition.

Registration

Completion of the Registration process consists of the completion of several forms AND payment of tuition to the Office of the Bursar. You are not fully registered until you complete the Bursar process. The Bursar's Office accepts Visa, MasterCard, Discover, cash, and personal checks.

You **MUST** bring the following items on August 5, 2019:

1. Your local address, local telephone number, and cell phone number.
2. A pen and notebook (you will be completing forms and may need to write down information).
3. Before you arrive, you will be asked to complete an on-line New Student Data Form, which will, among other information, ask that you provide Emergency Contact Information, including cell phone number: Your emergency contact must be someone who can legally act on your behalf in case of a medical emergency.
- *4. ANY missing documents not already submitted (Final Official transcripts, citizenship documentation, BLS certification card photocopy front & back,)

*** Prior approval for submission of documents at registration is required.**

To complete the registration process you **MUST** pay your tuition and health insurance in full by August 11, 2019 by 4:00 p.m. After that date, you will be assessed a late payment fee of \$40 and a \$40 late registration fee, since tuition and registration must be completed together. Therefore, failure to complete the process on time will result in an \$80 fee.

SUNY DOWNSTATE Photo ID Procedures

Due to security requirements for hospitals and hospital personnel, you **must** also bring the following items on August 5, 2019 in order to be eligible for a SUNY Downstate ID card:

A government issued ID (Driver's License, Non-driver's ID, Passport or US military valid ID). This requirement is identical to what you would be required to provide for domestic air travel.

Your SUNY Downstate ID picture will NOT be taken without verification of your identity from a government-issued ID.

Remember that the registration process includes the taking of your ID picture. **This picture will follow you around for four years, so make sure you look wonderful!**

Classes

You will be registered automatically for the first semester classes.

Academic Calendar

New Student Orientation is mandatory and runs for one week beginning August 5, 2019. The first day of classes is Monday, August 12, 2019.

The 2019-20 College of Medicine academic calendar will be available on the Office of the Registrar's section of the website late May <http://sls.downstate.edu/registrar/calendars.html> which includes the overall college calendar, the Foundations 1 Unit dates, Assessment weeks, and vacation dates, and the Unit 1 day-to-day schedule.

When you arrive on campus, you will be given access to your on-line day-to-day academic schedule.

United States Medical Licensing Examination (USMLE)

SUNY Downstate requires passing Step 2 CK and Step 2 CS for graduation in addition to the pre-existing requirement for passing Step 1 of the USMLE for promotion.

Housing

For those of you who have applied for on-campus housing, you will be notified of your room assignment shortly after confirmation of receipt of your deposit and completed application. Move-in day for incoming medical students is Sunday August 4, 2019. It is recommended that you plan to move-in between 10 a.m. and 4 p.m., as there are scheduled activities Sunday evening for those students residing on-campus. More detailed information will be included with your assignment letter. On move-in day, you will have the added benefit of being able to take your student identification photo and settle in before Orientation week begins.

We highly recommend living on campus during your first year at SUNY Downstate since it allows you to easily form support and study groups, along with a more convenient access to additional laboratory sessions.

For additional information about on-campus housing options including room layouts and amenities, go to the institutional web site at www.downstate.edu and click on "Student Life & Services," and then select "Residential Life and Services." You may view the room layouts via the following link:

http://sls.downstate.edu/residential_life/accommodations/oncampus.html

You may also email the Office of Residential Life and Services at: ResidentialLife@Downstate.edu

If you would like to visit the residence halls before making your decision, you may also make arrangements for this visit by contacting them directly at 718-270-1466. Tours are given daily between the hours of 3 p.m. and 4 p.m.; alternate times may be scheduled as well.

If you are thinking of living off campus and your commute to campus is longer than 30 minutes, consider the fact that a

longer commute could have a negative impact on your academic performance.

Food

The Medical Center does not offer a meal plan. However, there is a conveniently located hospital cafeteria on campus, which is open Mondays to Fridays, 6:30 a.m. to 6:30 p.m.; weekends and holidays, 7:00 a.m. to 2:30 p.m.

University Police

If you have questions regarding public safety on campus, please contact the University Police Office. There will be a session on public safety included in the orientation program. Safety information and a description of University Police services, including the escort service, are available at:

<http://www.downstate.edu/police>

See the tab "Annual Campus Security & Fire Safety Report."

Bookstore

Downstate Medical Center's University Bookstore, operated by the Faculty Student Association, and is conveniently located on the Student Center's main level. The rental of textbooks as well as selling books, stamps, office supplies, novelty and clothing items are available. Hours are Mon-Fri 9:30 am to 5pm with evening hours until 6pm on Mon and Thurs. Hours are extended during the first week of classes.

New Medical Students should wait until orientation week to purchase textbooks since course instructors will specify the required textbook editions for your courses and make purchase recommendations. There will be ample time to purchase books during orientation.

Consider making all your purchases at the University Bookstore which operates on a not-for-profit basis and reinvests any net revenue into the campus. Students receive textbook discounts which are tax exempt. Parents are invited to open a charge account for their students by coming to the bookstore whenever you are on campus, or by telephone (718) 270-2486. Visit the Bookstore online for both books and apparel purchases: www.downstate.edu/bookstore.

Technical Standards

Please read and sign the attached copy of our Technical Standards form. Return the signed copy to the Office of Student Admissions via email (medadmissions@downstate.edu), prior to June 28, 2019.

Students with Disabilities

If you are a student with a disability, and wish to request an accommodation, you must complete the Disability Information Form, which is attached. We ask that you return the completed form with the appropriate documentation as quickly as possible and to allow a minimum of two weeks for processing. It is highly recommended that you return the form no later than July

3, 2019) to the Office of Student Affairs (email your completed form and documentation to studentaffairs@downstate.edu).

You do not need to return the form if you do not have a disability or if you are not requesting accommodations to your program of study.

If you wish to request an accommodation at a later time, follow the directions in the Student Handbook or the Student Affairs section of the SUNY Downstate website.

The Children's Center @ SUNY Brooklyn (CCSB)

The CCSB is an on-site day care center located at 440 Lenox Road. It offers developmentally appropriate early childhood education for children aged two months-five years. The Center is contracted with the NYCDOE to provide Pre-K for All, formerly known as Universal Prekindergarten to eligible four year olds. The Center offers SUNY families a sliding scale tuition schedule based on family income ranging from \$205 - \$345/week. The Center is open Mon.-Fri. from 7:30am-5:30pm. SUNY students receive priority placement. For more information, please call (718) 221-6160.

Parking

The University Police Department is the administrator of all parking on campus. Parking space at SUNY Downstate is limited, but the following are alternatives:

- Health Science Center at Brooklyn (HSCB) Foundation Parking Lot: The lot is located between Parkside Avenue and Winthrop Street near New York Avenue. Contact Nancy Marin (Telephone # 718-270-4399) in the Student Center (394 Lenox Road). Refer to the HSCB staff for applicable rates and sign up for parking there. Additional information is available on: <http://downstate.edu/fsa/parking.html>
- ESP Parking (Private): Located at 324 Clarkson Avenue (Discounts for SUNY Downstate employees may be applicable). Contact: Barbara Esposito (Owner) at telephone # 718-469-7672.
- Kings County Hospital: Located at 581 Clarkson Avenue (Discounts for SUNY Downstate employees may be applicable). Telephone # 718-245-5337.
- Valet Parking (SUNY Downstate): Valet parking is available for \$10.00 / day and is located in front of 445 Lenox Road. Valet Parking is Monday - Friday. Hours of operation: 6 AM - 6 PM.

White Coat Ceremony, Thursday, August 8, 2019

The White Coat Ceremony announces your entrance into the profession of medicine. You will be taking the Hippocratic Oath as part of the ceremony. You will get two tickets for family members to attend this ceremony, so you may wish to note this on your family's calendar now. More information will be sent to you in mid-June 2019. Two Information Sessions will be held on Thursday morning. One is for parents; and the second is for spouses/significant others. If you have individuals who will

be interested in these sessions, please let them know that more information will be forthcoming in June 2019.

Institutional Web Site

The web site is www.downstate.edu. You will find the answers to many of your questions at this site. However, the orientation program is specifically designed to address the common questions and concerns of all first year medical students. Academic information will be provided to you during the orientation program.

The overall curriculum is overseen by Pamela Sass, M.D., Vice Dean for Education. The person in charge of the day-to-day operation of the Foundations of Medicine curriculum is Riccardo Bianchi, Ph.D., Associate Dean for Foundations of Medicine.

Important Information

(Office hours for most offices are 9:00 a.m. – 5:00 p.m., Mondays through Fridays)

Bookstore

(718) 270-2486

Bursar's Office

Basic Science Building, Room 1-128

Email: bursaroffice@downstate.edu

Website: <http://sls.downstate.edu/bursar/>

(718) 270-1078

Office of Admissions

Basic Science Building, Room 1-131

Email: medadmissions@downstate.edu

Website: <http://sls.downstate.edu/admissions/>

Telephone: (718) 270-2446 * Fax: (718) 270-4775

Office of Financial Aid

Basic Science Building, Room 1-114

Email: FinancialAid@downstate.edu

Website: http://sls.downstate.edu/financial_aid

Telephone: (718) 270-2488 * Fax: (718) 270-7592

Office of the Registrar

Basic Science Building, Room 1-111

Email: registrar@downstate.edu

Website: <http://sls.downstate.edu/registrar/>

Telephone: (718) 270-4551 * Fax: (718) 270-7592

Orientation

(718) 270-2487

Student Center

(718) 270-2487

Office of Residential Life

811 New York Avenue, Room 105

Email: ResidentialLife@Downstate.edu

Web: http://sls.downstate.edu/residential_life/

(718) 270-1466

Student Health

440 Lenox Road, Apt. 1S/1T

Email: studenthealth@downstate.edu

Website: http://sls.downstate.edu/student_health

(718) 270-1995

(718) 270-2477 (fax)

University Police

Administrative Office, Basic Science Building, Room 1-85A

(718) 270-3161

Main Office, University Hospital, Room A1-339

(718) 270-2626 (**24-hour contact number**)

Student Orientation Coordinators

Name: Chinelo Debrady

Telephone: 718-568-4070

Email: chinelo.debrady@downstate.edu

Name: Aaron Huang

Telephone: 9914-602-8051

Email: aaron.huang@downstate.edu

Name: Sirish Khanal

Telephone: 240-578-7316

Email: sirish.khanal@downstate.edu

Name: Ann Yang

Telephone: 503-915-3527

Email: ann.yang@downstate.edu

The Orientation coordinators and other upper classmen will be more than happy to answer your questions on so you should feel free to ask any questions you need answered about entering SUNY Downstate.

Other Helpful Services:

ATM Machine

There are two Automatic Teller Machines (ATM) located in the lobby of the Basic Science Building.

Brooklyn On-Line Websites

For more information about Brooklyn, visit the following websites:

<http://www.ny.com/>

<http://www.nylikeanative.com>

<http://www.bricartsmedia.org/>

http://transit-maps.info/subway_schedule/

(NYC bus and subway transportation guide)

<http://www.mta.info/>

(Official NYC subway and bus transportation website)

Park Slope Food Co-Op at <http://www.foodcoop.com> has all the information needed to join the largest member-run food co-op in the borough.