



# GRADUATE SCHOOL OF BASIC MEDICAL SCIENCES

## REGISTRATION CHECKLIST



### Registration (Registrar, Room 127, Administration Building)

- 1. Complete page 1- enter course selections and other information.
- 2. Obtain signature of Graduate Program Director (GPD) or Course Director(s) for approval of each course when needed - e.g., pre-requisites not met or permission of instructor is required.
- 3. Student - sign and date agreement at bottom of page 1.
- 4. Obtain signature of GPD, indicating approval of course selections.
- 5. Obtain "Dean's signature" from GSBMS Office (Room A41, Basic Sciences Building), indicating registration material is complete.
- 6. Complete page 2 - indicate mode of payment and/or applicable tuition benefit.
- 7. Bring packet to Registrar's Office; obtain confirmation of registration from Registrar.

### Payment (Bursar - Room 115B, Administration Building)

- 1. Submit confirmation of registration from Registrar's Office.
- 2. Make payment via **CHECK, CREDIT CARD, or MONEY ORDER** or complete the *New York Medical College Deferred Tuition Application and Payment Clearance* form. Credit card payments must be accompanied by the *Credit Card Payment* form (note: Accelerated students may **not** pay by credit card).
- 3. **PhD and MD/PhD ONLY** - submit the appropriate *PhD Tuition Assessment* or *Summer Tuition Waiver Authorization* form provided by the GSBMS office.
- 4. Obtain a receipt from the Bursar's Office to bring to Security (BSB).

### ID Card (Security Office - Room 223C, Basic Sciences Building)

- 1. Obtain ID card from Security (new registrants). Your ID card is used for access to buildings and the parking lot behind the Basic Sciences Building.
- 2. Obtain parking permit from Security (if applicable).
- 3. Bring ID card to Health Sciences Library to obtain barcode sticker allowing access to library collections. This barcode must be renewed annually.

### FIRST TIME STUDENTS

- 1. *Master's students only* - submit the completed *Meningococcal Meningitis Vaccination Request* and the *Student Immunization Record* to GSBMS Office.
- 2. *All PhD and Accelerated MS students* - submit the completed *Health History, Physical and Immunization Packet* to Health Services.
- 3. Submit the completed *Student Health Insurance/Health Services Election* form to the GSBMS office (*all students*); submit the *Empire Blue Cross/Blue Shield Notice of Election* form to the Bursar (*only those students choosing to enroll in the NYMC student health insurance plan*).
- 4. Submit an *Emergency Contact* form to the GSBMS office (may be updated at any time).