



NEW YORK MEDICAL COLLEGE

A MEMBER OF THE TOURO COLLEGE AND UNIVERSITY SYSTEM

Office of the University Registrar 40 Sunshine Cottage Road Valhalla, NY 10595 Tel 914.594.4495 Fax 914.594.3752 registrar@nymc.edu

Return From Leave

			SHSP - BMS - MEDS		1 - 2 - 3 - 4
First Name	Last Name	TID #	School (circle)	Degree/Program (Graduate Schools only)	MEDS Class Year (circle)

Student Instructions: In order to ensure a smooth re-entry from your leave of absence please follow these steps. Please note: there will be a registration hold on your account until this form is completed.

- 1) Review the Return from Leave Checklist and consult applicable offices
- 2) Sign below and forward to the Dean (SOM/GSBMS) or Program Director (SHSP)
- 3) Update your contact info (change of address, phone or e-mail) if it has changed in the [TouroOne Portal](#)

Return from Leave Checklist

<input type="checkbox"/> Financial Aid 914.594.4492 -Contact the Financial Aid Office two weeks prior to your return from leave. <input type="checkbox"/> Bursar's Office 914.594.4454 / Bursar -Confirm that your student financial account is in good standing (no prior balances) in the TouroOne Portal . -Apply for health insurance: Click to Apply <input type="checkbox"/> Housing 914.594.4832 / Housing -Apply for student housing by _____ date. Student Housing Info . <input type="checkbox"/> International Advisor 914.594.4846 / Elizabeth Ward -Be sure your student visa status is updated. <input type="checkbox"/> Health Services 914.594.4234/ Mental Health 914.594.2542 -REQUIRED: If your leave was for health reasons, you will need a letter from your treating physician on letterhead, clearing you to return to school. This letter should be submitted to your Dean prior to him/her approving your return. <input type="checkbox"/> Security 914.594.4226 -Reactivate your ID card. <u>and</u> obtain Parking Pass or Opt Out: Security Forms	<u>SOM Students</u> <ul style="list-style-type: none"> o To return for the fall semester, you must submit this form to your Student Affairs Dean by April 1st of the preceding spring. o If returning to 3rd year in the fall, your Step 1 exam must be taken by March 1st and a passing score received by April 1st. o If returning to 4th year in the fall, Pass Step 2 CK and CS before returning. o Obtain academic resources as needed (e.g. clicker, Histology hard drive, academic assignments). o Test that you can access your NYMC email, LEO, TouroOne Portal, and ePortfolio o Check your Student Schedule in the TouroOne Portal to determine if your registration for courses/rotations is correct for the upcoming fall and spring. If not, work with Student Affairs and the Registrar's Office to make additions/changes. <u>GSBMS Students</u> <ul style="list-style-type: none"> o Obtain academic resources (e.g. lab key, clicker, microscope, histology hard drive.) o Test that you can access your NYMC email, the TouroOne portal, and Blackboard. o Contact Advisor / Program Director to discuss course registration and registration PIN. o After this form has been completed and the hold lifted, register for classes in the TouroOne Portal. <u>SHSP Students</u> <ul style="list-style-type: none"> o Test that you can access your NYMC email, the TouroOne portal, and Blackboard. o Contact Advisor / Program Director to discuss course registration and registration PIN. o After this form has been completed and the hold lifted, register for classes in the TouroOne Portal.
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I am requesting to return from LOA as of _____ term	Student Signature: _____ Date: _____
Program Director's Signature (SHSP only): _____	Dean's Signature: _____ Date: _____