**General Information for Incoming Students**

**Student mailboxes for incoming students** are located on the right as you enter the Mail Room (257 Anat-Chem) of the Department of Biochemistry and Biophysics. Use the following address to have mail sent to you at this location: Department of Biochemistry and Biophysics, 257 Anatomy-Chemistry Bldg., Perelman School of Medicine at the University of Pennsylvania, Philadelphia, PA 19104-6059.

**Copy machines** are located in the Mail Room (257 Anat-Chem) and in the 9th Floor Stellar-Chance lounge. You may use these machines for course-related copying.

The **Student Room** is located in 234-235 Anat-Chem. Keys to this room have been placed in your mailbox. The room has two computers (1 MAC, 1 PC) and a printer. Please make sure the door is locked and securely closed when you leave the room. There is also a computer for your use in the Johnson Foundation Library, which connects to the printer in the Academic Office (245 Anat-Chem).

**Lockers:** Please contact Angie Young (245 Anat-Chem; 215-898-4639; younga@mail.med.upenn.edu) if you would like a locker. They are located in the hallway outside the Student Room.

**Computers:** All incoming students receive $1,000 towards a computer or computer peripherals. Computers must be ordered through Lisa Ward (243 Anat-Chem; tel: 215-573-7972; lwbird@mail.med.upenn.edu) or Joanne Kuloszewski (242 Anat-Chem; tel: 215-898-5992; kuloszew@mail.med.upenn.edu).

**Lab Rotations.** Rahul Kohli (502B Johnson Pavilion; tel: 215-573-7523; rkokhli@mail.med.upenn.edu) is the Lab Rotation Director. Lab Rotation Approval forms are handled electronically and are to be completed by September 18th. [http://www.med.upenn.edu/bmbgrad/Program/Forms/forms.shtml](http://www.med.upenn.edu/bmbgrad/Program/Forms/forms.shtml)

**Advising:** You will be meeting individually with the Advising Committee on Wednesday, August 26th to select your fall courses. Registration forms should be returned to Ruth Keris as soon as possible after your meeting. Any changes in your fall schedule should be made within two weeks of the start of the semester and need to be approved by one of the members of the Advising Committee.

**Seminars** which you are expected to attend.

- *Raiziss Rounds:* Thursdays at noon (Austrian Auditorium, Clinical Research Building). The first seminar is on Thursday, September 10th. Come early if you want cookies!
- *Friday Research Discussions (FRD):* Fridays at 3:30 p.m. (JF Library) – short talks by faculty, students and research staff by lab. Beer & snacks available after the talks. The first FRD is September 11th.

Other seminars of interest can be found on the SOM Calendar: [http://www.med.upenn.edu/calendar.shtml](http://www.med.upenn.edu/calendar.shtml)

**Monitors** are located on the 10th, 9th and 8th Floors of Stellar-Chance (in the lobby areas by the elevators) and in two locations in the 2nd Floor Anat-Chem Building hallway. Check them daily for reminders of seminars and news of interest, as well as the “Weekly Trivia Question” and the “Quote of the Week”.

**Staff** you should get to know:

- **Academic Office:** Ruth Keris, Program Administrator, 244A Anat-Chem; 215-898-4829; keris@mail.med.upenn.edu
  Angie Young (general assistance) 245 Anat-Chem; tel: 215-898-4639; younga@mail.med.upenn.edu

- **Business Office:** Helen Dingler (mail); 242 Anat-Chem; tel: 215-898-5669; dingler@mail.med.upenn.edu

- **Questions about your pay:** BGS Financial Office Ruth Bae: 414 Anat-Chem; tel: 215-573-0919; rbae@mail.med.upenn.edu

Check out the BMB website: [http://www.med.upenn.edu/bmbgrad/index.shtml](http://www.med.upenn.edu/bmbgrad/index.shtml)