Incoming Student Checklist

☐ Submit your Final Transcript(s): If you did not submit final, official transcripts during admissions (for example, because you were still enrolled in a program), you must do so prior to enrolling in August. Arrange to send them to Aislinn Wallace, Admissions Coordinator, BGS, 160 BRB, 421 Curie Blvd., University of Pennsylvania, Philadelphia, PA 19104-6064.

☐ Set up your PennKey: You should receive, or should have already received, a “PennKey Set-up Code” via email or postal mail. This code allows you to set-up your PennKey which is a user ID and password that allows you access to many of the University of Pennsylvania’s electronic online services, including “Penn In Touch”, the University’s online registration system. If you have not received your PennKey Set-up Code, or are having difficulty setting up your PennKey, please go to the PennKey Website (http://www.upenn.edu/computing/pennkey)

☐ Sign up for student health insurance or complete a waiver: All full-time and dissertation status students are required to have acceptable health insurance coverage for both in-patient and outpatient medical care in the Philadelphia area and to provide information about their insurance coverage each year. As a condition of enrollment in the University, students subject to this requirement are required to either request an insurance waiver online or to actively enroll in Penn Student Insurance Plan (PSIP) online. Incoming students may begin signing up on July 1st for academic year here 2016-2017: http://www.vpul.upenn.edu/shs/lnreq.php The deadline to enroll for Fall coverage is 8/31/2016.

☐ Comply with Immunization Rules: As a condition of enrollment the University of Pennsylvania requires all incoming students to be immunized against certain diseases and to submit this information by July 1, 2016. (If you missed the deadline, submit the documents ASAP.) Students must submit immunization information via a secure website and then fax supporting documentation. Complete instructions are here: http://www.vpul.upenn.edu/shs/immreq.php

☐ Login to Campus Express: Campus Express allows students to access and find information about a variety of services including setting up housing, transportation and parking, dining, Penn ID (see PennCard below), and much more.

☐ Access your e-mail account: Visit: http://www.upenn.edu/computing/webmail/ and choose “mail.med” from the servers listed. Your e-mail account is setup for you by Penn’s Computing Department, based on your PennKey name. This is the main channel of communication between you, your grad group and the school administration. If you want to know what’s going on you need an e-mail account - and you need to read what is sent to you!

☐ Complete Student Registration & Financial Services “MUST DO” list: http://www.sfs.upenn.edu/mustdo/ Please visit the above link to set-up Emergency Contact Information, Privacy Setting Options and other options.

☐ Do Online HIPAA Training: All BGS students must do Online HIPAA Training via http://knowledgeblock.upenn.edu (using PennKey and password). The training takes approximately 30 minutes.

☐ Get your PennCard: You can get your card at the PennCard Center in the Penn Bookstore, 3601 Walnut St. (215-417-CARD).

☐ Get your PSOM Access Key: At Orientation you will be issued an electronic access key (Black Key) to enter perimeter doors of School of Medicine buildings and, depending on your graduate group, some interior spaces within certain departments. Please talk with your rotation advisor to see if there are interior lab doors that will require additional coding to access. If your key is not working properly, please take it to the Security Office (Security Office, 109 Stellar-Chance between 11:00 am and 1:00 pm weekdays). If your Black Key is lost or stolen, immediately notify the Safety and Security Office at 215-898-0196. There will be a replacement charge of $15.00.

☐ Stop by the Graduate Student Center (www.gsc.upenn.edu) at 3615 Locust Walk to visit the New Student Information Kiosk, grab some free coffee, and sign up for orientation tours: http://www.gsc.upenn.edu/orientation/index.php.

☐ Do Laboratory Safety Training: As a new BGS student, you are REQUIRED to attend the Laboratory Safety Training on August 30, 2016 (BMB, GCB, IGG, PGG) or September 8, 2016 (CAMB, NGG), 9:00 a.m. – 12:00 p.m., BRB Auditorium, through the Office of Environmental Health and Radiation Safety. You will be required to sign in and present your Penn ID or driver’s license. Attendance Exceptions: Former staff members who have already attended the Introduction to Laboratory Safety at Penn and Introduction to Occupational Exposure to Bloodborne Pathogens training programs are exempted, but if your Lab Safety training or Bloodborne Pathogens training is older than 1 year, you should go online to the EHRS web site and do updated training: (http://www.ehrs.upenn.edu/training/onlinetrain.html) All lab workers using radioactive materials must also do their required training online at the above web site.

☐ Get ready for your Stipend: The deadline for submission of your payroll documentation to the BGS Finance Office was July 1, 2016. During Orientation you will be required to present the original forms of ID you sent as copies with your payroll forms. Please be prepared to present your original forms of ID during the Payroll Information Session. You will be paid on the last working day of every month. Your relocation award will be included in your first paycheck. The University expects all students to sign up for direct deposit of their stipend checks. To sign up, or to make changes to existing direct deposit information, please visit U@Penn at (https://medley.isc-seo.upenn.edu/penn_portal/u@penn.php). Click on the UPDATE DIRECT DEPOSIT link under Payroll and Tax, then authenticate yourself with your PennKey and password and follow the directions provided. Electronic records of your stipend pay can be retrieved with PennKey and password at: www.upenn.edu/u@penn under “My Pay.”