

Student Life at the New York University College of Dentistry

Enrollment Services

Enrollment services are offered through the Office of Student Affairs and Admissions. The office is under the leadership of the Assistant Dean for Student Affairs and Admissions Novella L. Jones. Enrollment services provide all entering and continuing students with both efficient and effective service in nonacademic* areas in one centralized location. It consists of new student orientation, registration, advisement and counseling, residence life and housing, the White Coat Ceremony, Albert, TorchTone, NYUCard, and student activities and programs designed to enhance student development. The director of enrollment services is William N. Blades. His office is in Room 1023 of the Weissman Building, and the office hours are Monday through Friday, 9 a.m. to 5 p.m. Mr. Blades may be contacted at 212-998-9919 or william.blades@nyu.edu.

ALBERT

Albert is the University's student information system on the World Wide Web. Utilizing Albert, students can garner information about their account balance, financial aid status, class schedule, grades, academic transcript, progress toward their degree, and addresses and telephone numbers as they are recorded in a student's official academic record. A student ID and a confidential Personal Identification Number (PIN) are required to access Albert, which can be done at www.albert.nyu.edu.

IDENTIFICATION CARDS

Every enrolled student at the New York University College of Dentistry receives at orientation an ID card known as an NYUCard. With the student's picture on the front and account information magnetically encoded on the back, the NYUCard identifies the student as a fully privileged member of NYU. Students must display their NYUCard each time they enter the College, and any NYU building or trolley, and they must carry it with them at all times while they are in NYU facilities.

The NYUCard is for the student's sole use only. Students can be subject to disciplinary proceedings for fraudulent use or alteration of an NYUCard. To reinforce the College's efforts relating to personal protection of all those affiliated with the College and the clinics as well as the security of University property, all students, faculty, and staff must wear their NYUCard. This policy is in compliance with the requirements of the New York State Board of Regents. Failure to comply with this policy is

cause for immediate dismissal of a student from any laboratory or clinic and in the case of faculty or staff, for notification to the administration of their noncompliance.

The replacement cost for a lost NYUCard is \$15 unless a student has obtained an Incident Information Slip from the New York Police Department for a stolen card. In the event of a lost NYUCard, students must report in person to the NYUCard Center. If the center is closed, students can report the loss during regular Protection and Transportation Services hours at 14 Washington Place; a permanent replacement card must be obtained within 72 hours.

The NYUCard Center is located at 7 East 12th Street, 1st Floor; telephone: 212-443-CARD (2273). The office hours are Monday, Tuesday, and Friday, 9 a.m. to 5 p.m., and Wednesday and Thursday, 9 a.m. to 6:30 p.m.; E-mail: nyucard@nyu.edu; Web site: www.nyu.edu/nyucard.

FINANCIAL RESPONSIBILITY

All enrolled students incur a financial responsibility to New York University. The payment of all tuition and fees is due by the University due date each term. If payment is not received within three weeks from the first day of class, a finance charge will be imposed on the outstanding balance.

All students must maintain good financial standing as well as good academic standing in order to be registered, promoted, or graduated. If payment of any tuition or fees is not received by the end of the academic year, the student will not be registered, promoted, or graduated. The University will withhold registration material and all information regarding the record of any student who is in arrears in the payment of tuition, fees, loans, rents, or other charges (including charges for housing, dining, and other activities or services) for as long as the arrears remain.

ORIENTATION

The Offices of Student Affairs and Admissions and Academic Affairs plan and execute an annual extensive orientation program for entering D.D.S., Advanced Placement, dental hygiene, and dental health education students. The Office of the Associate Dean for Graduate Programs conducts an orientation program for all entering Advanced Education Programs students, and the Office of the International Program coordinates an orientation for all incoming students in this program.

Orientation to the College of Dentistry is designed to welcome all new students to the College community; inform them of services, programs, policies, and procedures at both the College and the University; assist them with enrollment needs and services; introduce them to

their faculty; prepare them for optimal acculturation to their academic program; and provide social opportunities that will enhance fellowship among their classmates and other students.

Student Registration

Predoctoral students officially register at New York University via TorchTone, NYU's automated Touch-Tone telephone registration and information system. Entering students who have submitted their deposits are cleared to register in July. Acceptance of all rules and regulations of the College of Dentistry and New York University is assumed by formal registration.

Postdoctoral students are automatically registered by the College each term and do not utilize TorchTone for registration purposes. Students enrolled in the Dental Hygiene or Dental Health Education Program will receive academic advising each term prior to registration via TorchTone.

Tuition and fees for the first semester are due mid-

July. Returning students who are in arrears will not be registered for the upcoming academic year.

The College of Dentistry has two structured registration periods per year for all students. New students attend an orientation program where they receive all necessary information (e.g., days and times for instrument and DVD distribution, receipt of class schedules). Continuing students fulfill registration requirements for enrollment for the upcoming semester via TorchTone. All new and returning students will be notified of the exact days and provided with further information regarding the College's registration and orientation programs via correspondence from the Office of Admissions and Academic Affairs throughout the academic year.

Certificate of Enrollment

Applications for transcripts, certifications, and other statements relating to the record of enrollment should be addressed to the Office of Academic Affairs of the College of Dentistry and should state the years of attendance, all schools of the University attended if more than one, and the name and address of the official to whom the information is to be mailed. All applications are done on line from the College's Intranet site: www.nyu.edu/dental/intranet.

In accordance with the general practice of colleges and universities, complete official transcripts and certifications (those bearing the official signature and seal) are sent directly by the University rather than transmitted by

the applicant. A partial transcript of a University record may not be issued. Once a final examination period has begun, no transcript will be forwarded for any student who is currently enrolled in courses until all of the student's final grades have been received and recorded. Please notify the Office of Academic Affairs of any change of address. Students may obtain unofficial transcripts through the NYU student information system, known as "Albert," at its Web site: www.albert.nyu.edu.

The University reserves the right to deny registration and withhold all information regarding the record of any student who is in arrears in the payment of tuition, fees, loans, or other charges for as long as any arrears remain.

Housing

New York University provides housing for both undergraduate and graduate students, administered through the Department of Housing and Residence Life. NYU considers its residence life program to be an important part of the complete educational experience.

Undergraduate and graduate students at the College of Dentistry should contact the Office of Student Affairs and Admissions for information about application, cost, and deadlines for on-campus housing. Graduate student

housing at NYU offers the advantages of apartment-style living with the convenience, security, activities, and supportive environment of residence hall life. Visit the Department of Housing and Residence Life Web site at www.nyu.edu/housing for specific information and descriptions of the residence halls. Students may check the status of their application and payment on the Web at www.nyu.edu/housing/forms.

**For academic advising, see page 58.*

It is important to note that the housing license is a commitment on the student's part for the entire academic year. Housing beyond mid-May (summer housing) is available under a separate application and license. Once housed, reapplication is necessary for the next academic year. Reapplication materials are usually available in the month of January for the upcoming fall term from either the Department of Housing and Residence Life, 8 Washington Place; telephone: 212-998-4600 or the College of Dentistry Office of Student Affairs and Admissions, Weissman Building, 10th Floor; telephone: 212-998-9818.

If a student plans to secure non-University housing, it is recommended that he or she contact the NYU Off-Campus Housing office. Enrolled students with a net ID can begin their quest by searching the office's on-line database of apartment listings in the New York metropolitan area. The office is located at 4 Washington Square Village, on the corner of Mercer and Bleecker Streets. The hours of operation are Monday through Friday, 9 a.m. to 5 p.m.; telephone: 212- 998-4620; Web site: www.nyu.edu/housing/offcampus.

Health Services and Insurance

The services and procedures that follow are intended to assist College of Dentistry students with any type of medical or emotional problem. Using these services can save students money and inconvenience. Please note that several telephone numbers are given to provide the most immediate and appropriate service for each type of medical problem, depending on its urgency, the time at which it occurs, and the nature of the problem. A map to assist students in locating those services, which are provided at the Washington Square campus, appears at the end of this handbook.

MEDICAL RECORDS

The College of Dentistry compiles medical information for each student at the College. This includes (1) a medical history completed by a physician and submitted by each entering student; (2) a record of required immunizations; and (3) a health self-assessment questionnaire and tuberculin test for returning students. If the student's record is incomplete, the student is encouraged to contact the Health Screening Unit office.

MANDATORY HEALTH AND IMMUNIZATION REQUIREMENTS

Health Screening Unit: The New York University College of Dentistry employs a registered nurse (R.N.) on-site at the Kriser Dental Center to assist students in fulfilling mandatory health requirements. The Health Screening Unit (HSU) office (Weissman Building, Room 1162), a component of the Office of Student Affairs and Admissions, has been established to assist NYUCD students toward completion of the vaccinations required for attendance at the College of Dentistry. Entering students must provide proof of the following:

Physical Exam: Entering students must have a physical examination within six months prior to the start of classes and performed to the specifications of the physical examination form.

Mantoux TB Skin Test: All entering students must have proof of a TB skin test six months prior to the start of classes. A Mantoux, not Tine, test is required. Students with proof of a positive reaction to the skin test should not retest, but it is mandatory to provide the exact date of their positive test and the date of a chest X-ray taken after. Even if the student had BCG, he or she is required to present proof that a skin test has been taken and date of the test. A chest X-ray must be taken within six months prior to the start of classes. A copy of the Radiology Report is required. The tuberculin test must be read within 72 hours of administration. The test must be administered before an MMR vaccine and may be taken at the same time as hepatitis or tetanus vaccines.

Measles, Mumps, and Rubella: For students born before January 1, 1957, NYUCD requires proof of immunity to rubella. Exact immunization dates must be recorded on the enclosed form and initialed by the student's doctor. Acceptable proofs include childhood immunization cards, school or college immunization records, or doctors' records. In the absence of immunizations, one can have a blood test (titer) to prove one's immunity. A copy of the lab report must be submitted if a titer was done, or the student must be immunized again.

For students born after December 31, 1956, New York State requires two measles vaccines, one on or after the student's first birthday, and the second vaccine one month after the first one. One mumps vaccine and one rubella vaccine are also required.

Varicella: Students immune to varicella should submit a copy of the lab report with the titer. Students not

immune to varicella must complete two vaccines given 30 days apart. The two vaccines must be completed prior to orientation.

Hepatitis B: NYUCD requests that students demonstrate immunity to the hepatitis B virus. Students vaccinated or those who have reason to believe they have natural immunity because of previous exposure, or because they lived in an area where hepatitis B infection is common, must present proof of a laboratory test for antibody to the virus (anti HB). Students not immune to hepatitis B must complete a three vaccination series over a six-month period. Students are required to have the first two doses prior to orientation. On completion of the three vaccines, the student must then provide a laboratory report of his or her immune status. Females who believe they are pregnant must provide a physician's confirmation letter including expected delivery date and the lab result for anti HB. The Hepatitis B vaccine is not contraindicated during pregnancy, but the decision to vaccinate should be made in consultation with the student's physician.

Tetanus/Diphtheria: Entering students must present evidence of tetanus and diphtheria (TD) within 10 years of their first day at the College. Exact date of vaccine must be indicated on the enclosed form.

Meningitis: The American College Health Association currently recommends that college students under the age of 25 living in residence halls consider getting vaccinated against meningococcal disease. For further information, call the Health Screening Unit at 212-998-9314.

Students may fax their paperwork to 212-995-4259 or 4240 or mail completed packet one month prior to orientation to NYUCD/Health Screening Unit, 345 East 24th Street, #1162W, New York, NY 10010-4086. *Note:* Exact dates are required for all immunizations. Incomplete documents will be returned. Documents in foreign languages must be accompanied by English translation and certified for accuracy.

MEDICAL SERVICES

Referral for Medical Care: Students who require routine medical care or care for non-life-threatening emergencies are referred to physicians at the University Health Center at the Washington Square campus for treatment. If the student has a medical emergency after 5 p.m. or on weekends, the student may contact the NYU Health Center for assistance (see below), or the student may go directly to the emergency room at the Bellevue Hospital Center (see "Infirmery and Hospital Care," page 16).

New York University Health Center (726 Broadway): If the need for medical care arises, the Office of Student Affairs and Admissions will assist the student in making arrangements with the New York University Health Center (UHC) at the Washington Square campus.

The mission of the New York University Health Center is to provide high-quality, accessible, and cost-effective treatment, prevention, education, and health promotion services in response to the needs and concerns of its students. To this end, a comprehensive range of services is offered in a new facility with state-of-the-art equipment and highly qualified health care professionals. The UHC offers health care services for College of Dentistry students. Students with immediate health care concerns may utilize Urgent Care Services on a walk-in basis.

As an alternative, students may arrange an appointment with a primary care provider. The UHC also offers a wide range of additional services, including the following: allergy; chiropractic; dermatology; ear, nose, and throat; endocrinology; gastroenterology; gynecology/women's health; immunization; HIV testing; internal medicine; medicine travel; minor surgery; neurology; nutrition; occupational medicine; occupational therapy; ophthalmology; optometry; orthopedics; physical therapy; podiatry; pulmonology; radiology; sports medicine; and ultrasound.

A full-service pharmacy featuring prescription and over-the-counter medications is also available. Nearly all services at the UHC are covered at 100 percent under University-sponsored health insurance plans. However, whenever the medical care rendered by the UHC involves additional costs, the student is charged for these services.

The UHC is open from September to May (during academic year), Monday through Friday, 8 a.m. to 8 p.m.; telephone: 212-443-1000; Saturday through Sunday, 10 a.m. to 6 p.m.; telephone: 212-443-1007.

From June to August (during summer recess), the UHC is open from Monday through Friday, 8 a.m. to 8 p.m., and Saturday, 10 a.m. to 6 p.m.

During evenings, weekends, and holidays when the UHC is closed, call the NYU Protection and Transportation Services Department; telephone: 212-998-2222.

University Counseling Service (726 Broadway):

Short-term individual counseling is available by appointment only. Typical areas for counseling include issues related to families, relationships, sex, drugs and alcohol, lack of motivation, and career direction. These free counseling sessions are provided by psychiatrists, psychologists, social workers, a psychiatric nurse, or training therapists in these professions. To make an appointment, call Monday through Thursday, 8:30 a.m. to 8 p.m., and until 5 p.m. Friday.

Hours for appointments are as follows: Monday through Thursday, 8:30 a.m. to 8 p.m., and Friday, 8:30 a.m. to 5 p.m.; telephone: 212-998-4780.

Walk-in hours (no appointment necessary) are available as follows: Monday through Friday, 2 to 4 p.m., and Monday through Thursday, 5 to 7 p.m.

During evenings, weekends, holidays, and emergencies, staff members are on call on a 24-hour basis; call NYU Protection and Transportation Services Department at 212-998-2222.

Referrals for long-term treatment can also be arranged at a low-cost facility or with a private therapist. All contacts with University Counseling Services are confidential. No record of a student's sessions leaves these offices.

Infirmity and Hospital Care: The University does not maintain an in-patient infirmary unit, nor does it provide either hospital care or medical services for illnesses requiring treatment in a hospital. Although all hospitals charge a fee for visits to their clinics and emergency facilities (for which students are responsible), the Office of Student Affairs and Admissions facilitates the process of referral and the procedures for student discounts, when applicable. A student can complete these procedures after treatment. The Office of Student Affairs and Admissions can be contacted for the emergency room visit.

REQUIREMENT FOR HEALTH INSURANCE COVERAGE

All students are required to enroll in a health insurance plan. In order to assist students in obtaining affordable, comprehensive health insurance, the University offers several student plans. College of Dentistry students enrolled in a degree-granting or Advanced Education Program for six or more credits during the fall or spring, or one or more credits during summer, are automatically enrolled in, and charged for, the University's Comprehensive Plan. All other students enrolled in a degree-granting or Advanced Education Program are eligible for insurance but are not automatically enrolled. Students may change from the Comprehensive to either the Basic or UHC Only Plan. In addition, students who maintain their own health insurance coverage and do not wish to participate in the University-sponsored plans may waive the coverage and the charge. To select or to waive insurance, the student must submit the Student Health Insurance Selection/Waiver form (with acceptable proof of his or her health insurance if enrolling in the UHC Only Plan or waiving all plans). The Selection/Waiver form must be submitted prior to the appropriate deadlines (September 30 for fall, February 10 for spring, and June 5 for summer). Options are also available to add eligible dependents and to extend coverage beyond graduation. For more details, please refer to the *Student Health Services and Insurance Handbook*. For additional information, students are asked to visit the Student Health Insurance Services office at the University Health Center or call 212-443-1020.

The NYU plan is designed primarily for inpatient hospital expenses, with the exception of certain expenses described in the brochure. These include emergency outpatient medical services received in the emergency room, for emergency treatment of injury within 72 hours of the

accident, or for emergency treatment of sickness (up to \$250, subject to a \$25 deductible).

The latter benefit requires referral by the NYU Health Center (if it is available) in order for treatment to be covered. The NYU plan does not cover outpatient expenses incurred for office visits, clinic visits, and prescriptions, except as specifically provided in the Outpatient Expense Benefit. However, the University Health Center (described above) provides a broad range of medical services at no charge.

The Domestic Student Health Insurance Plan is designed primarily for U.S. citizens or permanent residents—students who reside in a University residence hall are automatically covered by the NYU plan over the term of their housing contract. Students who will be relying on their families' policies should check them carefully since many policies discontinue benefits at age 18 or 19.

Coverage for spouse and dependent child can be secured only to the same extent as that taken by the student.

International students who hold "F" (student) or "J" (exchange-visitor) or similar type visas are not eligible to participate in the domestic plan but are required to participate in the International Student Plan, which is distributed by the Office for International Students and Scholars (212-998-4720).

Additional copies of the pamphlet describing the NYU insurance program are available in the Health Screening Unit (Weissman Building, 11th Floor).

STU-DENT PLAN

NYU students enrolled in the Stu-Dent Plan will be treated by experienced D.D.S. and dental hygiene students, overseen by licensed dental faculty members, in the state-of-the-art NYU Dental Faculty Practice located at 418 Lafayette Street, Suite 350, between Astor Place and East Fourth Street. The following dental services are covered by Stu-Dent:

Diagnostic care: semiannual oral examinations; X-rays needed to support Stu-Dent services.

Restorative treatment: routine amalgams; routine composites.

Preventive care: semiannual prophylaxes (cleanings); sealants; oral hygiene instruction.

24-Hour emergency care: temporary filling; treatment to relieve pain, swelling, or bleeding.

Discounted fees: 10 to 25 percent off most dental services not included in the plan; 10 percent off orthodontic treatment.

ELIGIBILITY

Stu-Dent membership is open to full- and part-time NYU students as well as their partners and dependent children. Memberships follow the academic calendar year and are effective September 2, 2003, through August 7, 2004, regardless of the date of enrollment.

For more information, please call the NYU Dental Faculty Practice weekdays between 8 a.m. and 8 p.m. at 212-443-1313, or visit the Web site at www.nyu.edu/dental/stu-dent.html.

HOW TO ENROLL (OR RENEW) MEMBERSHIP

To enroll or renew membership, complete the on-line form and mail it to the following address: New York University College of Dentistry, The NYU Stu-Dent Plan, NYU Dental Faculty Practice, 418 Lafayette Street, Suite 350, New York, NY 10003-6947, with a check for the enrollment fee made payable to the Stu-Dent Plan, NYU College of Dentistry. Alternatively, students can enroll or renew directly by selecting the Stu-Dent Plan on the NYU Student Health Insurance Selection/Waiver form that was mailed under separate cover with the NYU *Student Health Services and Insurance Handbook*. If the student enrolls or renews through the Insurance Selection/Waiver form, the Stu-Dent enrollment fee will be included in the tuition bill. Either way of enrolling or renewing entitles a student to the same comprehensive dental benefits of the Stu-Dent

Plan. However, it is important that a student does not enroll or renew both ways as that will result in the student being billed twice. If a student is already a member, he or she may renew by telephone by calling 212-443-1313 and using a credit card. Upon enrollment, a student may contact the NYU Dental Faculty Practice to schedule a first appointment.

ENROLLMENT FEES

Primary Member	\$160
Partner	\$160
Dependant (under age 16)	\$70
Renewal Membership	\$130

APPOINTMENT TIMES

Appointments are available weekdays between 8 a.m. and 8 p.m., and Saturdays between 9 a.m. and 2 p.m. Emergency treatment is available 24 hours a day, seven days a week. All emergencies that occur after normal business hours or on weekends for the NYU Dental Faculty Practice will be treated at the NYU College of Dentistry, 345 East 24th Street, on the corner of First Avenue or at Bellevue Hospital, across the street. (For an after-hours or weekend emergency, call 212-998-9828.)

Finances

Tuition, Fees, and Expenses* *Four-Year D.D.S. Program*

Dormitory/Off Campus	Class Of 2006 10 months	Class Of 2005 12 months	Class Of 2004 12 months
Tuition and Fees	\$ 44,000	\$ 44,000	\$ 44,000
Room and Board†	\$ 20,786	\$ 20,786	\$ 20,786
Instruments	\$ 4,641	\$ 4,641	\$ 4,641
Personal Expenses	\$ 4,017	\$ 4,820	\$ 4,820
Transportation	\$ 722	\$ 866	\$ 866
Health Insurance	\$ 1,591	\$ 1,591	\$ 1,591
Total Budget	\$ 75,757	\$ 76,704	\$ 76,704

* Tuition, fees, and expenses for Class of 2007 are not yet available at press time.

† Estimated at press time.

Note: For students who borrow \$38,500 combined Stafford Student Loan and Unsubsidized Loan, these fees will be deducted from the loan proceeds by the students' lender.

OTHER FEES

Students are also expected to meet the required payments in the following areas:

- Miscellaneous fees for lost equipment or breakage of clinical or laboratory apparatus
- Missing clinical jackets or laboratory coats provided by Laundry Service
- Lost NYUCD identification badges
- Lost keys for assigned lockers and cabinets
- Loss of books borrowed from any University libraries
- Unpaid accounts at the Dental Supply Store
- Outstanding payments for University housing
- Outstanding clinic accounts for which the student is responsible
- Settlement of any outstanding check-cashing transactions

PAYMENT OF TUITION AND FEES

The tuition and fees for the first half of the academic year are paid as follows: for the first-year class, during August prior to September matriculation. The second payment is due for all classes in December. For first-year students, one-half of the fees for instruments is paid at fall registration. The remaining half is due in December. For all other classes, the fees for instruments are paid in full at fall registration.

If payment for tuition and other fees is not received within three weeks from the first day of classes, and unless these funds are covered by a credit voucher (issued only against certified student loans), a finance charge will be imposed on the outstanding balance. The amount of the finance charge is determined by applying a periodic rate of one percent (1%) per month to the "average daily balance" of the account. The corresponding annual percentage rate is twelve percent (12%).

REFUND OF TUITION

No tuition or fees are returnable after the date due. Tuition may be refunded under the following circumstances:

- If a student is dismissed from the College for any reason deemed sufficient by the Office of Academic Affairs and/or the Committee on Academic Review and Standards (CARS).
- If a student's request for withdrawal from the College is approved by the Office of Academic Affairs and/or the CARS.

Any student seeking a refund must submit a letter requesting withdrawal to the Office of Student Affairs and Admissions. The date on which the letter is filed, not the last date of attendance in class or clinic, is considered the official date of the student's withdrawal. It is this date that serves as the basis for computing any refund granted the student.

The refund period is defined as the first four calendar weeks of the term for which the withdrawal is filed. No letter will be considered for refund that is filed after the fourth week. The processing of refunds takes approximately eight weeks.

Refund of fees, excluding nonrefundable fees and deposits, will be made in accordance with the schedule of refunds of the University as follows:

Withdrawal before the official opening date of the term	100% Tuition and Fees
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Withdrawal within the first calendar week from the opening date of the term	100% Tuition Only
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Withdrawal within the second calendar week from the opening date of the term	70% Tuition Only
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Withdrawal within the third calendar week from the opening date of the term	55% Tuition Only
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Withdrawal within the fourth calendar week from the opening date of the term	25% Tuition Only
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Withdrawal after completion of the fourth calendar week of the term	NONE
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Exception of the published refund schedule may be appealed in writing to the Office of the Bursar and should be supported by appropriate documentation regarding the circumstances that warrant consideration of an exception.

Federal regulations require adjustments reducing financial aid if a student withdraws even after the NYU refund period. Financial aid amounts will be adjusted for students who withdraw through the ninth week of the semester and have received any federal grants or loans. This adjustment may result in the student's bill not being fully paid. NYU will bill the student for this difference. The student will be responsible for payment of this bill before returning to NYU and will remain responsible for payment even if he or she does not return to NYU.

Required Notice: Students must notify the Office of Student Affairs and Admissions of the following:

- Any change of address.
- Withdrawal from school (giving date of last lecture attended).
- Any apparent error in reported grades, registration, or credit.

Students who fail to comply with these requirements may lose certain matriculation rights.

Responsibility for Assigned Equipment: Dental Center equipment assigned to students for use in connection with clinical or biomedical science courses will be the responsibility of the students receiving it. The student will be liable for any damage to or loss of such equipment; and the charges relating thereto, not to exceed replacement cost less insurance coverage, if applicable, will be due and payable on or before the end of the academic year.

NONPAYMENT AND ARREARS POLICY

Academic Consequences of Nonpayment: The student must be in good financial standing and good academic standing to be promoted or graduated. If payment of tuition or any of the other fees described above is not received by the end of each semester, the student may not be promoted or graduated, depending on his or her dental class.

Arrears Policy: *The University will withhold registration material and all information regarding the record of any student who is in arrears in the payment of tuition, fees, loans, rents, or other charges (including charges for housing, dining, and other activities or services) for as long as any arrears remain.*

If the University refers any unpaid accounts for collection, the student will be held responsible for all associated charges including attorney's fees, up to one-third of the balance, to the full extent permitted by law.

BURSAR SERVICES

The Office of the Bursar, located on the lower level, Schwartz Building, is open during Monday, Wednesday, and Thursday, 9 a.m. to 4 p.m.; Tuesday and Friday, 10 a.m. to 4 p.m.; and alternating Fridays, 12:30 p.m. to 4 p.m.

The bursar's representative is John Wanek. He can be reached at 212-998-9995.

Student Activities and Government

STUDENT REPRESENTATION ON STANDING COMMITTEES

The College of Dentistry values the input of student opinion and seeks its position through student representation on a variety of committees.

Student representation is present in the following committees at the College of Dentistry:

- The Council on Ethics and Professionalism
- The Instrument Representative Committee
- The Clinical Affairs Committee
- The Curriculum Committee
- The Research Committee

Selection of all members of these committees is made through appointment by the elected class representatives and in consultation with the assistant director of student affairs. In addition, students, through the Office of Student Affairs and Admissions and the Student Council, establish student-run committees on the yearbook (*Dental Violet*) and the Formal.

STUDENT COUNCIL

The College of Dentistry's Student Council (Weissman Building, Room 1180; telephone: 212-998-9328) is the official governing entity for student rights recognized by the College and University administration. The Student Council, along with the Office of Student Affairs and Admissions, seeks to promote the general welfare of the

student body, to provide proper and adequate management of student affairs and activities, and to maintain the necessary and proper obligations and responsibilities of professionalism at the College.

The specific purpose of the Student Council is to act as the agent in the presentation of matters relevant to students with regards to their enrollment at the College of Dentistry and to advise in an appropriate manner all matters concerning the student body.

In addition, the Student Council seeks to uphold and promote the mission and values of the College as they relate to the students. Of primary importance is to represent the College with dignity, professionalism, and respect for fellow students, faculty, and staff.

The Student Council is the place to go for all students who have an interest in student government, want to get involved in the many student groups, organizations, and clubs at the College, or are looking for guidance and advice from fellow classmates. Student Council meetings are held once a month, and all students are invited and encouraged to attend.

All rules, guidelines, and responsibilities of elected officers are outlined in the constitution of the Student Council, New York University College of Dentistry. This constitution is available for all students' review from an elected member of the Student Council or from the assistant director of student affairs. Every year in the spring, elections are held for all offices of the Student Council. All students are eligible to run for office.

All D.D.S. and dental hygiene students belong to the Student Council, on payment of dues. Annual dues are

billed in two installments through payment of tuition each term. These dues are used to fund the approximate 25 student organizations and help support the following activities:

- College of Dentistry Formal
- Orientation Boat Cruise
- Annual Talent Show
- *Dental Violet* yearbook
- Various programming activities (annual Halloween Party, display of the AIDS Memorial Quilt, class parties and gatherings)
- All cultural and organizational groups
- Diversity Day
- Annual Faculty and Staff Recognition ceremony
- Various student outreach activities
- Attendance by students at organizational chapter meetings and conferences

Students are welcome to visit the Office of Student Affairs and Admissions for additional information on the Student Council and its responsibilities.

STUDENT GROUPS, CLUBS, AND ORGANIZATIONS

The College of Dentistry, through the efforts and dedication of the Student Council, is proud to have effective and active chapters of national student dental associations. It is through these chapters that students can further their specific interests and knowledge—and pursue various interests in the field of oral health—relevant to their professional career aspirations. Students interested in becoming involved in any of the following chapters may speak to a member of Student Council or to the Assistant Director of Student Affairs Jeff Bengert.

AMERICAN STUDENT DENTAL ASSOCIATION (ASDA)

The ASDA is the first nationwide organization expressly founded for dental students. As the student affiliate of the American Dental Association, it works diligently for the improvement of dental education, health care delivery, and the dental profession. The New York University College of Dentistry is proud to have the largest and one of the most active chapters in the nation. The ASDA maintains standing committees in the areas of education, hospitals, insurance international relations, legislation, minority affairs, national board examinations, practice management, public health, research, publications, and marketing. The NYUCD is a charter member of this association. The ASDA provides its members with free life insurance and group plans in major medical and automobile insurance.

Also, the ASDA provides a MasterCard program and a personal loan program for its members. Students who are members receive several publications, including *ASDA NEWS*, *ASDA Handbook*, *JADA*, and *ADA News*. Students are automatically enrolled as members in the ASDA, with the possibility of opting out within 30 days of beginning of the fall term.

AMERICAN DENTAL EDUCATION ASSOCIATION (ADEA)

The American Dental Education Association is an organization encompassing all aspects of the dental education process. Its policies impact on students in predoctoral dental programs, dental auxiliary education, and postdoctoral residency programs and on those doing research. The ADEA is the only group on a nationwide basis in which the student voice plays an active role in determining the direction dental education will take.

STUDENT NATIONAL DENTAL ASSOCIATION (SNDA)

The SNDA is a voluntary association founded in 1972 with active membership available to all undergraduate dental students. The objectives are to promote an increase in minority enrollment in all dental schools; to improve dental health care delivery to disadvantaged communities; to assist those programs within the greater community that require some measure of dental expertise; to educate and involve its members in the social, moral, and ethical obligations of the dental profession; and to contribute to the welfare of the dental profession and to the welfare of dental students by providing tutoring and test packages. The College of Dentistry chapter was honored as the most improved and active chapter in the United States in 2002, and it prides itself on providing screenings and health care to the underserved neighborhoods of New York City. Active members of the SNDA attend the annual convention of the National Dental Association every year, and recent membership in the chapter at the College is the highest in the history of the NYUCD.

AMERICAN ASSOCIATION FOR DENTAL RESEARCH (AADR)

The NYUCD student chapter, the Student Research Group (SRG), inaugurated in early 1983, is one of a growing number of active chapters of the AADR. The purpose of the student organization is to encourage dental students, including postgraduate students, to engage in dental-related research and to consider a career in oral health research. The Student Research Group includes regularly scheduled presentations by well-known researchers and students, as well as joint meetings with other student chapters.

AMERICAN ASSOCIATION OF PEDIATRIC DENTISTRY (AAPD)

The American Association of Pediatric Dentistry is a national organization that comprises students and dentists interested in children's dentistry. Membership entitles one to a free subscription to the publication *Journal of Dentistry for Children*. For a modest annual membership fee, one can become a member of the national AAPD and the NYU student chapter. The student chapter has sponsored guest lectures on subjects such as behavior management, comprehensive patient care, and hypnosis in dentistry.

ALPHA OMEGA (AO)

Alpha Omega is a professional dental fraternity established in over 100 countries. The objectives of the fraternity are to promote the profession of dentistry; to establish and develop high standards of scholarship, leadership, and character; and to establish a spirit of fellowship among all of its members. At NYUCD, Alpha Omega has a strong student faculty and alumni following.

CULTURAL ORGANIZATIONS

Recognizing that the College of Dentistry's student body is multicultural and diverse, and embracing this aspect, the Student Council provides financial, programming, and developmental support to various cultural organizations, including the following:

- Hellenic Student Dental Association
- Asian Dental Student Association
- Indian Student Dental Association
- Persian Student Dental Association
- Korean Student Dental Association
- Taiwanese Student Dental Association
- Vietnamese Student Dental Association
- Italian Student Dental Association
- Hispanic Student Dental Association
- Russian Student Dental Association
- Arab Student Dental Association
- Chinese Student Dental Association

Students interested in becoming involved in any of these organizations should speak with a member of the Student Council or to Jeff Bengert in the Office of Student Affairs and Admissions.

DIVERSITY AND MINORITY CONCERNS

One of the greatest benefits of the college experience is the chance for a student to broaden their perspective by meeting others whose backgrounds are different from their own. Not only do NYU students come from all of the 50 states, but overall, 12 percent of the enrolled students are from other countries. NYU is, in every way, a truly multicultural and international community.

In many ways, New York University is a collection of smaller communities and there are particularly strong and active student groups on campus—both at the College of Dentistry and at the main downtown campus of NYU. The broad range of ethnic, religious, and cultural organizations and activities that are available, and organized, by students reflects the strength of the University's commitment to a diverse community.

Simply put, the New York University College of Dentistry is a very diverse institution, and it is proud and supportive of such diversity. It is one of the many strengths of this College, and it is hoped that students embrace the attitude and acceptance of all that it has to offer.

The Office for African American, Latino, and Asian American Student Services (OASIS) is located at the Washington Square campus, Kimmel Center for University Life, 60 Washington Square South, Suite 806. It is a University-wide service facility designed to provide programs and services to address the educational and personal needs of African American, Latino, and Asian American undergraduate, graduate, and professional school students specifically and "minority" students in general. The office augments existing services of the schools within the University. Allen McFarlane, director of the office, and his staff are available to assist students on Monday, Tuesday, and Friday from 9 a.m. to 5 p.m., and Wednesday and Thursday from 9 a.m. to 7 p.m.

STUDENTS WITH DISABILITIES

Counseling services are available to students with disabilities at the College of Dentistry through the Henry and Lucy Moses Center for Students with Disabilities, located at the Washington Square campus. The office is open from 9 a.m. to 5 p.m., Monday through Friday.

The manager of the office and his staff are available during those hours to advise students on problems related to their condition, including those pertaining to the accessibility of the physical facilities, student-faculty relations, and day-to-day inconveniences. The office also provides information about student organizations for students with disabilities. For assistance, please telephone 212-998-4980.

Students must be registered with the Moses Center to receive disability accommodations. This approval is submitted to the director of academic advising directly

from the Moses Center. Once accommodations have been approved, it is the student's responsibility to inform faculty one week prior to all exams of his or her needed accommodations.

INTERNATIONAL STUDENTS

International students are enrolled in all academic programs at the College of Dentistry. Both nonimmigrant students to the United States, as well as immigrants with international credentials, are actively pursuing academic degrees or certificates offered by the College.

The Office for International Students and Scholars (OISS) coordinates services for the University's international students, scholars, and faculty. It assists students from other countries with all matters of importance to them and acts as a referral to other University departments. The OISS staff provides direct support to students with U.S. and home government procedures, personal concerns, and a variety of other nonacademic matters.

The OISS is the University's liaison to the U.S. Immigration and Naturalization Service (INS) and the U.S. Department of State. All international students are required by law to register with the OISS on arrival and to notify the staff of any changes in their academic program, address, or enrollment status. All questions regarding one's status as an international student or exchange visitor in the United States are addressed in this office.

Services and programs include assistance in processing all U.S. immigration and U.S. Information Agency applications, including on- and off-campus employment authorizations, extensions of stay, school transfer, and reinstatement; comprehensive international student orientation; annual festival of U.S. culture; annual international festival; international friendship program; informational and cross-cultural seminars; and noncredit English classes for spouses.

The OISS is located at the Washington Square campus of NYU at 561 La Guardia Place, 1st Floor; telephone: 212-998-4720; Web site: www.nyu.edu/osl/oiss. The office hours are Monday through Friday, 9 a.m. to 5 p.m.

STUDENT ADVOCACY

The assistant director of student affairs is the administrator at the College who is specifically responsible for student advocacy. He is responsible for maintaining an active presence as an advocate for student interests on campus. Additionally, his responsibilities include acting as a resource for student groups regarding University policy and procedures and networking with students, faculty, and staff and relevant community and University-wide organizations and offices in the resolution of student-related problems.

The primary responsibility of student advocacy is to provide a source (assistant director of student affairs) for receiving student complaints and grievances. It is then through liaison and duties as the College of Dentistry's ombudsman to assist the student in the resolution or clarification of the issue/complaint. Students are advised of College and University policies and procedures, both informally and formally. When appropriate, referrals are made to other campus resources.

Some of the issues the student advocate (assistant director of student affairs) deals with include the following: sexual harassment; racism; homophobia; dishonesty; unprofessional student conduct; residency issues; and any other student advocacy issues that pertain to students.

Additionally, it is the responsibility of the assistant director of student affairs as student advocate to keep in touch with the student "environment" through attendance at class meetings and student forums and to participate in events through the University whereby student issues are discussed and specific student needs arise.

CAREER COUNSELING

The Office of Student Affairs and Admissions at the College of Dentistry oversees career counseling. The assistant director of student affairs provides counseling and assistance to students interested in employment opportunities in the private sector, including associateships, partnerships, and practice sales. In addition, the assistant director works with the American Student Dental Association (ASDA) and the New York University Office of Career Services to offer both D.D.S. students and dental hygiene students seminars in writing résumés and cover letters and guidance on graduate opportunities in residency programs.

A resource directory is maintained in the Office of Student Affairs and Admissions providing information on dental opportunities in the armed services, federal and state agencies, as well as information on postings on the career services Web site. Additionally, the assistant director of student affairs and the manager of financial aid work with representatives from the armed services in providing luncheons for students regarding service in these areas upon graduation.

Finally, career counseling is provided throughout the student's enrollment through the College of Dentistry's Mentorship Program. The Mentorship Program teams faculty with first-year students to serve for resource, guidance, and direction throughout the student's enrollment at the College.

Student Communication

E-MAILS

Every student enrolled at the College of Dentistry is assigned an official New York University E-mail address (____@nyu.edu). Students are expected to check their E-mail at least once every other day and are responsible for the material contained within every E-mail.

The administration at the College of Dentistry communicates to students via the assigned University E-mail address. This is the designated way by which the administration, staff, and faculty are requested to communicate with each other. While students may have their own personal E-mail address, students are expected to review all E-mails sent via their nyu.edu E-mail address.

All students are hereby cautioned that the contents of any E-mail, whether they be student to student, administration to student, etc., is an official document, and students are responsible and liable for the material contained within each E-mail. Material that is deemed inappropriate, offensive, or in violation of ethical and professional nature may be subject to administrative action or sanction. Class representatives, or any other student, with access to the class E-mail address cannot use this resource for private business or communication that does not pertain to official academic/College of Dentistry communication.

BULLETIN BOARDS

Each D.D.S. class may post flyers of student interest on class bulletin boards located in the cafeteria on the fourth floor of the Weissman Building. Flyers may only be posted on class bulletin boards, in designated bulletin boards in clinics and lecture halls. Flyers may not be posted in hallways or near elevators.

WEB SITES

Each class elects a Web master, whose responsibility is to communicate various official information of class interest on the class Web page. Information on class exams, class functions, and other events is posted on the class Web site. Elected class officers, including the Web master, use their Web site to communicate official business with classmates and other classes at the College of Dentistry.

ELECTRONIC BULLETIN BOARD

Located on every floor of the Schwartz Building at the College of Dentistry are screens whereby groups, classes, and organizations may post information on upcoming meetings and events. In addition, these bulletin boards may be used by faculty and administration to inform students of exam schedules and other curricular matters of interest. Students may access and use the electronic bulletin board via the College of Dentistry Intranet Web page.

Room Reservations

The Office of Facilities Management has on the NYUCD Intranet an on-line form to reserve rooms. The form is available by accessing www.nyu.edu/dental/intranet.

Please note that all reservations need prior approval from the Office of Student Affairs and Admissions.