

## **Student Affairs**

### ***NON - DISCRIMINATION***

UMDNJ does not discriminate in admissions or access to its programs and activities on the basis of race/color, ethnicity, national origin, religion/creed, disability, age, marital status, sex, sexual orientation, or veteran's status.

### ***CONFIDENTIALITY OF STUDENT RECORDS***

The following offices in each educational unit maintain student files containing pertinent information on each student:

Registrar's Office - Application for admission, supporting documents related to progress of each student while in attendance.

Office of Financial Aid - Correspondence and data related to financial aid received through the school by each student while in attendance, except for financial records and statements of students' parents who wish their information held in confidence.

Student Health Center - The health records of each student while in attendance are kept in the Student Health Service at the Family Practice Center.

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. They are:

1. The right to inspect and review education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. The student should write to the Registrar and clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent where the information is classified as "directory information."

The following categories have been designated as directory information: name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, and residency or other internship or post-completion placement.

Disclosure of personally identifiable information contained in the education record is permitted to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The University forwards education records without consent on request to officials of educational programs that are administered jointly with Robert Wood Johnson Medical School in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by UMDNJ to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### ***TRANSCRIPTS***

Transcripts are available from the Registrar's Office. Requests for transcripts must be made in writing, by mail or in person at the Registrar's Office. Ten days should be allowed for processing each request.

### ***STUDENT HEALTH SERVICES - PISCATAWAY/NEW BRUNSWICK***

Student health services are provided in Piscataway/New Brunswick under contract with the Managed Care Program of the Department of Family Medicine. The services provided at no additional cost to the students are entry examinations for all first-year students; preventive care including hypertension and tuberculosis screening and monitoring; immunization review and health education; women's health services; minor surgery; and management of exposures to bloodborne pathogens after initial therapy at a designated hospital. The students are eligible to use the clinical sites during their regular operating hours. Emergency coverage by on-call physicians is provided 24 hours a day, seven days a week. The Family Practice Center is open from 9:00 a.m. - 7:00 p.m. weekdays for routine care. Health insurance is mandatory for all medical students. Students may purchase a university-sponsored health insurance plan or meet criteria to waive such purchase.

### ***STUDENT HEALTH SERVICES - CAMDEN***

All Robert Wood Johnson Medical School-Camden students receive health care services through an agreement reached between the Medical School and the Department of Medicine. The services provided at no additional cost to the students are entry examinations for all students; preventive care including hypertension and tuberculosis screening and monitoring; immunization review and health education; provision of medications; women's health services; minor surgery; and management of exposures to bloodborne pathogens after initial therapy at Cooper Hospital/University Medical Center or another designated hospital. The students are eligible to use the clinical sites during their regular operating hours. Emergency coverage by on-call physicians is provided 24 hours a day, seven days a week. Health insurance is mandatory for all medical students. Students may purchase a university-sponsored health insurance plan or meet criteria to waive such purchase.

### ***STUDENT WELLNESS PROGRAM - PISCATAWAY/NEWBRUNSWICK***

The medical school has established a free and confidential service for students to assist them in adjusting to the stressors and pressures of medical school. Services include individual, couple and family counseling, medication management, crisis intervention, and prevention-oriented groups and workshops. Services are provided by a diverse staff of mental health professionals who are independent of the medical school. Hence, the participating clinicians do not evaluate students academically or play any role affecting a student's status in school. Routine care is provided through Employee and Student Assistance Programs, Monday through Friday from 8:30 a.m. - 5:00 p.m. by calling 732-235-5930. Crisis care is available 24 hours a day seven days a week.

### ***STUDENT WELLNESS PROGRAM - CAMDEN***

Confidential student mental health services are provided by the University Behavioral Health Care - Managed Care Resources/Student Assistance Program. Services include individual, couple and family counseling, medication management, crisis intervention, and prevention-oriented groups and workshops. Services are provided by a diverse staff of mental health professionals who are independent of the medical school. Hence, the participating clinicians do not evaluate students academically or play any role affecting a student's status in school. During normal business hours, the Camden office number is 856-770-5750. The 24-hour Hotline number is 800-327-3678.

### ***FACULTY ADVISOR***

The faculty advisory system enables students to seek advice from faculty on career interests, electives, internships, and other matters of concern. In the third year, students select advisors from among the clinical faculty.

### ***HOUSING - PISCATAWAY/NEW BRUNSWICK***

Listings of available apartments, houses, and rooms in private homes in the communities surrounding Robert Wood Johnson Medical School are available from the Student Affairs Office.

### ***HOUSING - CAMDEN***

The Office of the Associate Dean for Academic and Student Affairs will assist students in finding housing in Camden or adjacent suburbs. A student-maintained web site lists housing options for Philadelphia and New Jersey. Rapid transit by rail is available one block from the Camden Campus, placing New Jersey suburbs and downtown Philadelphia within a few minutes' travel. Cooper University Hospital provides on-call rooms for students on clinical rotations.

### ***DINING FACILITIES - PISCATAWAY***

Students on the Piscataway Campus are able to dine at "Woody's", the medical school cafeteria. Woody's serves hot and cold meals five days a week from 8:00 a.m. to 7:00 p.m. Monday through Friday and is located in the Kessler Teaching Building on the first floor. Vending machines are also available near the East and West Lecture Halls.

### ***DINING FACILITIES - NEW BRUNSWICK***

Students on the New Brunswick Campus have available the "CAB Fare" restaurant located on the third floor of the Clinical Academic Building. This facility operates from 8:00 a.m. to 5:00 p.m. Monday through Friday and provides a wide array of salads, hot entrees, pizza and other items. Vending machines are available at both the Medical Education Building (first floor) and the Clinical Academic Building (first floor). In addition, a variety of restaurants is available nearby in New Brunswick.

### ***DINING FACILITIES - CAMDEN***

Cooper University Hospital in Camden maintains a cafeteria, serving hot & cold healthy entrees and an extensive salad bar for students, residents and faculty. The medical center also has a lunch shop that is available to students throughout the day. Traditional Philadelphia street vendors operate outside the Education and Research Building. The broad restaurant resources of Philadelphia and nearby New Jersey are available to students.

### ***ATHLETIC FACILITIES – PISCATAWAY/NEW BRUNSWICK***

Robert Wood Johnson Medical School has made arrangements with Rutgers University for medical students to utilize the Rutgers athletic facilities on the Busch, Livingston and College Avenue Campuses. In particular, the Sonny Werblin Athletic Center on the Busch Campus is a world class facility encompassing several swimming pools and gyms, workout facility, squash, racquetball and beach volleyball. A modest fee, payable to Rutgers, is required for use of these facilities.

### ***ATHLETIC FACILITIES - CAMDEN***

The complete recreational facilities of Rutgers University Camden are available to students. For a modest fee, students have access to the main gymnasium, auxiliary gymnasium, swimming pool, weight room, cardiovascular room, handball courts, racquetball courts, and squash courts.

### ***BOOKSTORE - PISCATAWAY/NEW BRUNSWICK***

Robert Wood Johnson Medical School is served by the Rutgers University Bookstore. It supplies medical texts, equipment, supplies, review books, CD-ROM's, lab coats, etc. The Rutgers University Bookstore, located in New Brunswick, also offers phone, fax, and online ordering. They offer Robert Wood Johnson Medical School students free standard UPS shipping.

### ***BOOKSTORE - CAMDEN***

Medical texts are available to the Camden Campus students at the Matthews Medical Bookstore in Philadelphia and the bookstore of Rutgers University.

### ***STUDENT ORGANIZATIONS***

#### ***ALPHA OMEGA ALPHA MEDICAL HONOR SOCIETY (AOA)***

Alpha Omega Alpha (AOA) is the national medical honor society. Its goals are the promotion of scholarship and research in medical schools, the encouragement of a high standard of character and conduct among medical students and graduates, and recognition of high attainment of goals in medical science, practice and related fields. Election to Alpha Omega Alpha is an academic honor; students are elected by the individual chapters of the society on the basis of their academic achievements and on their potential for becoming leaders in the medical profession. In order to be considered for election to the society, juniors must be in the upper 1/12 of their class and seniors must be in the upper 1/4. The number of students elected from any class may not exceed 1/6 of those expected to graduate.

#### ***AMERICAN ASSOCIATION FOR PHYSICIANS OF INDIAN ORIGIN (AAPI)***

The American Association of Physicians of Indian Origin (AAPI) is a national organization dedicated to promoting the excellence of Indian American physicians to in patient care, academics, and research, while allowing them to pursue their aspirations in professional and community affairs. The AAPI chapter here at RWJMS, like the other cultural organizations on campus, provides opportunities to actively engage our community. AAPI is open to the entire RWJMS community and encourages new ideas from its members.

#### ***AMERICAN MEDICAL ASSOCIATION (AMA)***

The AMA-MSS (American Medical Association Medical Student Section) is one of the strongest voices of students in medicine today. Through the AMA-MSS, medical students provide meaningful input into the policymaking process of the AMA, which itself is the largest representative body of physicians in the U.S. The Robert Wood Johnson chapter is one of the many medical school chapters in the AMAMSS committed to staying abreast of the rapidly changing political, social, and economic climate in which medicine is practiced. Students involved with the AMA-MSS at Robert Wood Johnson work with organized medicine to fight for the rights of patients and doctors. Students learn to research and draft resolutions that influence policy at both the state and national levels.

### ***AMERICAN MEDICAL STUDENT ASSOCIATION (AMSA)***

AMSA is a national organization which represents physicians-in-training at all levels, from pre-medical students to practicing physicians. The organization, with more than 68,000 members, serves as a major voice of medical students and is run entirely by students. Some of the goals of AMSA are improving healthcare, practicing socially responsible medicine, ensuring student rights, establishing quality in medical education as well as quality of life for students. Robert Wood Johnson Medical School has a very active chapter which holds many events, lectures, social functions, all in line with the national organization's goals. Some of the major events are the Residency Fair, Anatomy Memorial Service, Primary Care Week, Pre-exam social/stress relieving events, the Health Policy elective series, Cover the Uninsured Week, Pharm-Free Week, Global AIDS Week and Disability Awareness events. Additionally, many students attend the regional and national conferences each year. This gives members of our chapter the opportunity to learn from and collaborate with other medical students throughout the country. AMSA members and programs represent and include all medical students. AMSA is proud to support medical students from all racial, ethnic and cultural backgrounds, and proudly supports a strong national Lesbian, Gay, Bisexual and Transgender People in Medicine (LGBTPM) advocacy committee.

### ***AMERICAN MEDICAL WOMEN'S ASSOCIATION (AMWA)***

The mission of AMWA is to improve the personal and professional well being of its members and to increase the influence of women in all aspects of the medical profession. AMWA strives to accomplish these goals by offering personal support for members through networking and communication, action on health issues, and provision of information on career options and development. AMWA offers a mentorship program bringing together female physicians and medical students, a lifestyles panel, and a women's health elective to enhance awareness of women's issues. AMWA also offers a variety of volunteer activities to allow AMWA members to develop closer bonds with each other as well as with the community. AMWA encourages both male and female medical students to join AMWA, as women's issues will affect us all in the future, whether personally or professionally.

### ***ARNOLD P. GOLD HUMANISM HONOR SOCIETY***

The Arnold P. Gold Humanism Honor Society is a national society that recognizes and supports compassionate, humanistic care in the practice and teaching of medicine. Fourth year students are selected for induction based upon peer and faculty evaluation of the traits identified. Up to one-sixth of the graduating class may be selected for induction.

### ***ASIAN PACIFIC AMERICAN MEDICAL STUDENT ASSOCIATION (APAMSA)***

APAMSA was founded to bring together Asian-American medical students and others interested in the health issues that affect Asian-American communities. APAMSA strives to bring cultural awareness to RWJMS through Asian Heritage Week by presenting lunchtime lectures, cultural afternoons and the Asian Cultural Show. APAMSA provides an important forum for medical students to meet, exchange information and experiences, and develop personally and professionally.

### ***CHRISTIAN MEDICAL ASSOCIATION (CMA)***

The Christian Medical Association (CMA) exists for the purpose of encouraging its members to live their lives based on Biblical principles through study of the Word, fellowship, and prayer. CMA is a national organization of physicians and dentists of all Christian backgrounds who share a common faith in Jesus Christ.

### ***ASSOCIATION OF GAY, LESBIAN, AND ALLY MEDICAL STUDENTS (GLAM)***

GLAM was started to address the needs of lesbian, gay, bisexual and transgender (LGBT) students at RWJMS and to advocate for the health and respectful treatment of LGBT patients. GLAM's mission is to foster a safe and supportive academic environment for both LGBT medical students and allies committed to embracing diversity on campus; to advocate for patients by educating our medical peers; to break down stereotypes; and to work toward the inclusion of LGBT health issues in the curriculum.

### ***HEALING ARTS CLUB (HARTS)***

The purpose of the Robert Wood Johnson Medical School Healing Arts Club is to promote opportunities for students to share and develop their appreciation for the arts. Goals include improving student access to the arts and enhancing the aesthetic environment in the medical school. The HARTS Club activities include student trips to cultural events, art displays within the medical school, and the Annual Talent Show.

### ***HIPHOP - THE HOMELESS AND INDIGENT POPULATION HEALTH OUTREACH PROJECT***

HIPHOP, the Homeless and Indigent Population Health Outreach Project, was established in 1992 as the community service arm of the American Medical Student Association at Robert Wood Johnson Medical School. It operates out of its own office in the Department of Environmental and Community Medicine. It receives financial support from Robert Wood Johnson Medical School as well as from a Rutgers Community Health Foundation grant. The project has expanded from a small ad hoc group to a well-structured organization involving over 120 medical and physician assistant students, faculty and staff members, and community representatives. Students participate in HIPHOP through five elective courses. The project is administered by a ten member volunteer student Steering Committee that is advised by five volunteer faculty members and one paid fulltime staff member. The administrators and student leaders cooperate to develop and manage all of HIPHOP's programs, including health education workshops, clinics, and home visits. Through HIPHOP's activities, students have the opportunity to enhance their health education and communication skills, staff and manage community health clinics, improve their clinical and interpersonal capabilities, learn about the unique social and medical needs of the New Brunswick homeless and indigent population, and gain invaluable community oriented primary care experience.

### ***Islamic Medical Association of North America (IMANA)***

The Islamic Medical Student Association of North America is a religious/social group.

Its main goal is to fulfill the religious and social needs of Muslim students at RWJMS. It provides a forum for Muslims as well as non-Muslims to interact and help each other learn and excel in both religion and education. The organization hopes to bring about religious understanding and cooperation amongst students of all faiths.

***ITALIAN AMERICAN STUDENT PHYSICIANS ASSOCIATION (IASPA)***

IAPSA is a student organization dedicated to bringing the rich Italian culture into the public forum of RWJMS.

***JEWISH MEDICAL STUDENTS SOCIETY (JMSS)***

The Jewish Medical Student Society of Robert Wood Johnson Medical School exists to serve the needs of the Jewish medical student body at our school. JMSS organizes activities such as social, community service, and religious events including clothing drives, weekly presence at Hillel Friday night services and Saturday morning services, Passover Pot Luck, Chanukah party, and lectures on medical ethics and Halakha.

### ***MEDICAL SOCIETY OF NEW JERSEY (MSNJ)***

All medical students are encouraged to become members of the state medical society, since it is the responsibility of future physicians to take an active part in organized medicine at all levels county, state and national. Through the MSNJ, medical students can have an impact on New Jersey health policy. Student membership dues of \$10 per year entitle students to receive the monthly journal, *New Jersey Medicine*, and the bimonthly *Newsletter*. In addition, the Medical Society of New Jersey sponsors several student members each year to represent Robert Wood Johnson Medical School at the National AMA convention in Chicago, as well as sponsoring local, student-run activities such as lunch time seminars and a Residency Information Night. Students also have the opportunity to participate in the various councils and committees of the MSNJ.

### ***MEDICAL STUDENTS FOR CHOICE***

Medical Students for Choice is a student-led organization concerned with advocating abortion education in medical school. Speakers, films, discussions, and conferences all contribute to raising awareness of women's rights among medical students and the community.

### ***MUSLIM STUDENTS ORGANIZATION (MSO)***

The Muslim Students Organization is a religious/social group that was founded in 1995. Its main goal is to provide resources and support to Muslim students at Robert Wood Johnson Medical School. It is an excellent means of interacting with Muslims from each class and getting advice or help with classes, studying, or just practicing Islam while in medical school.

### ***OPERATION SMILE***

Operation Smile is an international, nonprofit organization providing reconstructive surgery to needy children and young adults with facial and functional deformities, as well as education and training to physicians and other health care professionals throughout the developing world and the United States. Members of the medical student chapter actively assist in regional fund raising events and work to raise money locally at the medical school. In addition, students have been active in founding a community outreach program for central New Jersey.

### ***ORGANIZATION OF STUDENT REPRESENTATIVES (OSR)***

The OSR fulfills a unique role among medical student organizations. As part of the AAMC, it provides all United States allopathic medical students with voting representation to the nation's largest association dedicated solely to the advancement of academic medicine. The OSR provides medical students with an active role in achieving the AAMC's mission to improve the nation's health through the advancement of academic medicine. The OSR also seeks to assure that students actively participate in directing their education, preserving their rights, and delineating their professional responsibilities. To this end, the OSR provides medical students with a voice in academic medicine at a national level and strives to foster student involvement in this arena at a local level.

### ***PEER MENTORSHIP PROGRAM***

The Peer Mentor Program serves the psychological, emotional, social and academic needs of the first-year student and the RWJMS community as a whole. Each trained peer mentor provides support and guidance to a small group of first year students. The Peer Mentor program is a year long program that begins during orientation. At that time, all students are placed into groups of ten to fifteen and assigned two peer mentors. These mentors serve as an informational source for the students, easing the transition and providing advice on how to tackle the challenges associated with starting medical school. Throughout the year, there are events to get the peer mentor groups back together in order to discuss experiences and prepare for the upcoming semester.

### ***SALUD***

SALUD is the local Robert Wood Johnson Medical School chapter of the national Boricua Latino Health Organization (BLHO). The purpose of the national BLHO is to bring together health profession students and providers as well as consumers of these health care services to address the inadequacies in the health care delivery system; to seek progressive and equitable institutionalized changes; and to advocate for high quality health care for all Latinos as a given right. At Robert Wood Johnson Medical School, SALUD actively seeks to incorporate these goals as well as many of its own more specific goals into its daily activities. SALUD members are active in the recruitment of Latino and other students by participating in career fairs for high schools and colleges, serving as tour guides for Robert Wood Johnson Medical School, and mentoring undergraduates. Members also are active in health fairs to sensitize the medical community to the specific needs and differences of Latinos regarding health and wellbeing. SALUD members teach a Medical Spanish non-credit elective course open to the general student body to promote linguistic skills for the physician.

### ***STUDENT GOVERNMENT ASSOCIATION (SGA)***

The Student Government Association is an umbrella organization run completely by students with the purpose of overseeing all school events and organizations. Because SGA represents the entire student body, it also acts as the administrative voice for the students. SGA sends a representative to meetings of the Alumni Association, Executive Council, Association of Family and Friends, and Student Leader Meetings to serve as an effective liaison between the administration and the students. SGA sponsors its own events throughout the school year, such as community service activities, social events, and athletic activities, in addition to cosponsoring many events with other organizations. All Robert Wood Johnson Medical School students are encouraged to join SGA.

### ***STUDENT NATIONAL MEDICAL ASSOCIATION (SNMA)***

The Student National Medical Association is the nation's oldest and largest student organization that addresses the needs and concerns of minority medical students. The organization fulfills a mission which includes securing equitable medical education and health care, ensuring the future development of our youth, and promoting activism in areas of medical education and disease prevention in underserved populations. On both the national and local levels, members are involved in premedical recruitment and hands on community outreach. Members also provide each other with both academic and social support. At Robert Wood Johnson Medical School, the SNMA chapter is dedicated to realizing the mission of the national organization by conducting various

community outreach projects, developing academic support networks, facilitating student recruitment programs and sponsoring culturally related social events. To provide academic support for the SNMA membership, our chapter has developed several programs such as SNMA/SALUD Big Brother/Big Sister Program, SNMA Academic Hotline, and a First Year's Do's and Don'ts Guide. SNMA is also actively involved in recruiting minority students by sponsoring Minority Recruitment Weekend and electing a SNMA/SALUD representative to sit on the Admissions Committee. The SNMA sponsors several social events that include a Kwanzaa Celebration, Black History Month activities, and a Mardi Gras Celebration. These events aim to increase sensitivity about cultural diversity at Robert Wood Johnson Medical School.

### ***URBAN HEALTH INITIATIVE/HEALTHCARE OUTREACH PROJECT (UHI/HOP)***

The Urban Health Initiative is an organized opportunity for 3rd and 4th year medical students to become involved in the Camden community where they complete required clerkships and electives. Sixty medical students and fourteen faculty members are involved in the Urban Health Initiative programs. The mission falls under the concept of service-learning. Students strive to develop partnerships between UMDNJ/RWJMS and the Camden community. In doing so, medical students acquire exposure and skills in the area of community health while considering the needs of the community and providing necessary services to its people. Students get involved in community outreach in many ways. Our newest initiative is the Save-A-Life Project in which medical students teach basic life support and first aid skills to police, teachers, parents and students in Camden, New Jersey. The HOP Clinic, which opened its doors on October 4, 2000, delivers primary care to 100 patients who have no means of financial support for their health care. An Association of American Medical Colleges' "Caring for Communities" grant supports provision of medications to patients. Each year, eight medical students serve as facilitators in a sexual education curriculum taught to K-8th graders at the LEAP Academy Charter School. The Peacekeepers Project is a mentoring program at Morgan Village Elementary School. The UHI student group is active in the community in other ways—including coat and food drives, a cancer screening/education project and blood pressure screenings at local churches and community centers. Students also participate in Camden's local chapter of Habitat for Humanity.

### ***INTEREST GROUPS***

Student interest groups have been formed in Medicine, Surgery, Pediatrics, Family Medicine, Emergency Medicine, Obstetrics/Gynecology, Anesthesiology, Ophthalmology, Dermatology, International Health, History of Medicine and Clinical Neuroscience.

### ***THE YEARBOOK***

*The Aesculapian* is the title of the yearbook that has traditionally been produced by the members of the fourth year class. Each graduating senior has a full page in the book. These are generally filled with pictures of family, friends and classmates.

### ***COMMENCEMENT***

Commencement is a University-wide function. All graduates are expected to attend unless excused for a legitimate reason.

***CONVOCATION***

Convocation is a Robert Wood Johnson Medical School function that is usually scheduled on the evening before commencement. The ceremony is a family-oriented program in a comfortable setting that recognizes the achievements of our students. Students participate in the preparations for the program and in the selection of speakers. At the conclusion of the ceremony, the graduates are welcomed as members of the Alumni Association.

***ACADEMIC COLORS***

Hoods signifying degrees conferred by UMDNJ, as registered with the Intercollegiate Bureau of Academic Costume, are lined with golden yellow and have a chevron of garnet.