Administrative Procedures (Bioethics)

I. Purpose
This Procedure outlines basic administrative requirements for students in the Bioethics programs at Albert Einstein College of Medicine (“Einstein”) to obtain identification and enroll in necessary systems.

II. Scope
This Procedure applies to all students enrolled in any of the Bioethics programs: Master’s in Bioethics (MBE), Certificate, or stand-alone course enrollment.

III. Procedure

III.A. Student IDs
All students will be issued student IDs, which should be worn or accessible at all times, for entry into a number of Einstein, Cardozo, and Yeshiva buildings, as well as for the use of library services. MBE students will be issued Einstein student IDs for a period of 2 years. If additional time is needed to complete the degree, IDs will be renewed in one-year increments until degree requirements have been satisfied. Certificate students will be issued Einstein Student IDs for a period of 1 year.

III.A.1. Instructions
At the beginning of the academic year, the Center and Program Administrator sends a list of students to the Einstein Security Office. To obtain a card when arriving on campus, students should go to the Security Office located in Forchheimer, room G-09. They will be able to check the student’s status via computer, take a photograph, and provide the ID card.

III.B. Banner
Banner® is the student information system Einstein uses to track information about students and alumni. The student information held in Banner is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The location on the web where you can access Banner and view all your student information is www.yu.edu/myyu. You can view information pertaining to your admission to the program, grades, print unofficial transcripts, and your tuition/bill. You can also log in to My YU to update your contact information, marital status, etc. First time users will need to create an account by designating a login ID and PIN.
III.C. Obtaining an Einstein Email Address

All students will be assigned an Einstein email account. Information regarding your Einstein account will be distributed through an Orientation email. Please note that your Einstein email addresses will be used in all communications to students from faculty and program administration.

Note: If you wish to use another email address, you will have to set up email forwarding. Students who need assistance with forwarding are welcome to contact the IT Help Desk.

III.D. Change of Name and Address

A student who wishes to change either a first or last name on Einstein records must complete the Change of Address Form (Bioethics), BIOE-FRM-2018-005. Students who change their home or local residences are required to notify the Office of the Registrar of the change within ten (10) days by completing the Change of Name Form (Bioethics), BIOE-FRM-2018-006. A student is responsible for all mail sent to the old address if Einstein has not been so notified.

IV. Definitions

None.

V. Effective Date

Effective as of: 1 August 2018

VI. Procedure Management and Responsibilities

The Einstein Cardozo Master of Science in Bioethics Program Office is the Responsible Office under this Procedure. Einstein’s Executive Dean is the Responsible Executive for this Procedure. Einstein’s Director of the Einstein Cardozo Master of Science in Bioethics Program is the Responsible Officer for the management of this Procedure.