Congratulations on your acceptance into the CUGL Program!

In order for the CUGL program, also known as the Linkage program, to run smoothly, it is important for accepted students and their advisors on both campuses to be aware of the following procedures. Please also complete the Checklist at the end of this document to make sure that all of the acceptance procedures have been addressed.

1. Registration and Tuition Costs

All Linkage students from WCGSMS must register through the Cornell University Graduate School Registrar’s Office as non-degree graduate students, whether or not they are taking classes. During the duration of their residence in Ithaca, they will be required to maintain non-degree student status in Ithaca.

WCGSMS students who will study at Cornell-Ithaca as Linkage students must receive approval for in absentia study. The In Absentia Application Form must be signed by the student and the major sponsor, and submitted to the Associate Dean of the Graduate School for approval.

WCGSMS students may obtain the form on the Graduate School intranet site or from the Registrar.

After acceptance into the CUGL program, contact the CU-I Registrar to proceed with registration:

Rachel DeBois
Registrar
Cornell University Graduate School 143 Caldwell Hall
Ithaca, NY 14853 Tel: 607-254-4561 Fax: 607-255-1816
rachel.debois@cornell.edu

At the time of registration, WCGSMS students at the CU-I campus will be charged a $40.50 student activity fee per semester (for Academic Year 2012-13). This fee is automatically charged to the student’s CU-I bursar bill at the start of each semester.
2. Student Health Insurance

Transferring to the CU-I Graduate Student Health Insurance Plan:

WCGSMS students may continue to carry their United Health Care Student Resources health insurance, or switch to the CU-I student health insurance plan during the Linkage term in Ithaca. Students may wish to review the availability of United Health Care Choice Plus network providers in the Ithaca area, and also consider the WCGSMS plan benefits for out-of-network coverage. Benefit information and a link to the provider network site is available at: https://www.gallagherkoster.com/WCMC. Questions about coverage, co-pays, and providers who accept the CU-I SHIP should be directed to the CU-I Student Insurance Office at 607-255-6363.

Students who opt for the CU-I plan should contact the CU-I Student Insurance Office at 607-255-6363 to enroll, and Jackie Hawley in the CU-I Bursar’s Office (607-255-5784 or jh23@cornell.edu) to arrange 3rd party billing for the CU-I SHIP premium to WCGSMS.

Students must also complete an insurance waiver from WCGSMS; the form and procedure are available on the Gallagher Koster site: https://www.gallagherkoster.com/WCMC.

3. Student Health Services

WCGSMS students hosted at CU-I pay $10 co-pays for visits to the student health services (Gannett Health Services) whether or not they hold the CU-I or WCGSMS Student Health Insurance Plan.

For those enrolled in the CU-I Graduate Student Health Plan, for any subsequent tests, prescriptions, or procedures performed at Gannett Health Services, Gannett will bill the CU-I Student Health Insurance Plan directly for the service. For services performed elsewhere, the student should consult with the service provider regarding billing practices.

For students who choose to remain with the WCGSMS student health plan, referrals to healthcare providers within the United Healthcare network will be covered by the WCGSMS student health plan. However, all other expenses incurred through Gannett will be the financial responsibility of the student.
4. Housing

A four month lead time is preferred to process housing requests. It is important to note that housing is based on availability and cannot be guaranteed. If the student is on the Ithaca campus, rent will be billed through the CU-I Bursar’s Office.

CUGL students from WCGSMS who will be studying at the CU-I campus should contact the Graduate Housing Coordinator in Ithaca regarding their housing request. They are located in Robert Purcell Center and can be reached at 607-255-5368.

5. Internet Access and E-mail Accounts

WCGSMS students at CU-I will automatically be assigned a Cornell netID at the time of student registration in Ithaca. This netID is used to access all electronic services, including e-mail, course enrollment, and on-line library resources. Access to these services is provided at no charge as long as the student remains in non-degree status.

6. Security and Identification Cards

CUGL students must obtain a CU-I identification card by going to the Office of the University Registrar in B-7 Day Hall.

In an emergency, the security offices need to be able to reach all WCGSMS students visiting the Ithaca campus. Therefore, WCGSMS students need to keep their information up to date in the WCMC Emergency Notification System (ENS) at all times. If they go to Ithaca and change their phone numbers, they should update the WCMC system. All of the students have individual access to their information on the ENS and should know how to update it. More information is available at: http://www.cornellemergency.org/notification/student.shtml

7. Foreign Students and Permanent Residents Only

In order to maintain your legal immigration status and remain legally in the United States, you must be a full-time registered student at all times. WCGSMS students should contact Francoise Freye, Assistant Dean, WCGSMS Graduate Office (212-746-6120 or ffreyre@med.cornell.edu ).
## Checklist for WCGSMS Linkage Students Hosted at Ithaca

<table>
<thead>
<tr>
<th>Item</th>
<th>Choice or Required</th>
<th>Action Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration and Student Activity Fee</td>
<td>Required</td>
<td>Register as a as non-degree graduate student in Ithaca and <em>in absentia</em> at WCGSMS.</td>
</tr>
</tbody>
</table>
| Student Health Insurance and Costs | Will you switch to the CU-I Graduate Student Health Insurance Plan?  | Please review the WCGMS health plan benefits and the availability of United Health Care Choice Plus providers when making this decision. Information is available at [https://www.gallagherkoster.com/WCMC](https://www.gallagherkoster.com/WCMC).  
If you will switch to CU-I coverage, please contact the CU-I Student Insurance Office at 607-255-6363 to enroll and contact Jackie Hawley in the CU-I Bursar’s Office (607-255-5784 or [jh23@cornell.edu](mailto:jh23@cornell.edu)) to arrange 3rd party billing for SHIP.  
If you will switch to CU-I coverage, you must complete an insurance waiver from WCGSMS, available at: [https://www.gallagherkoster.com/WCMC](https://www.gallagherkoster.com/WCMC) |
| Housing                           | Do you need housing in Ithaca? | Please contact the Graduate Housing Coordinator in Ithaca at 607-255-5368.                                                                  |
| Internet Access and E-mail Accounts | Automatic          | You will automatically be assigned a Cornell netID at time of registration in Ithaca.                                                      |
| Identification Cards              | Required           | CUGL students must obtain a CU-I identification card by going to the Office of the University Registrar in B-7 Day Hall.                        |
| Security                          | Has your contact information changed? | To update your contact information for security notification, please go to [http://www.cornellemergency.org/notification/student.shtml](http://www.cornellemergency.org/notification/student.shtml) |