



Entry-Level Doctor of Occupational Therapy (OTD) Program New Student Orientation Pre-Arrival Information: Things to Do Before Orientation

New Student Orientation, Class of 2019

Attendance during the new student orientation on May 9th- 11th, 2016 is mandatory. To ensure that your transition into the college is smooth, it is important that you work with your admissions counselor prior to orientation. Here are some things to do prior to orientation as well as some information you will receive at orientation.

1: Obtain Your NSU Login ID & Email Account

During orientation, you will learn how to use the electronic library, Blackboard, and other NSU systems. In order to do so, you **MUST** obtain your NSU Email in advance. Please follow the directions below to access your NSU email. If you have difficulty, please contact the:

- ❖ The Office of Admissions and Student Financial Services (954) 262-1101 or 1-800-356-0026, ext. 21101 to make sure all paperwork has been completed, or;
- ❖ OTD Program office (813) 574-5340 for assistance.

Your NSU Email Name is created automatically when you become a new student of NSU. To access your NSU identity,

- ❖ Go to www.nova.edu/resources/nsuidentity.html
- ❖ Under the heading “My NSU Identity” click on the phrase: “Retrieve Your SharkLink ID”
- ❖ The prompt will ask you for your N number and date of birth, and then click “submit” after reading conditions for E-mail Accounts.

If you are unable to retrieve your SharkLink Identity, please contact the NSU Help Desk: (954)262-4357 or (800) 541-6682 ext. 24357 or by email at help@nova.edu.

2: Complete Background Checks

(Admissions Counselor will send your pin number). Accepted applicants and students are required to authorize the Health Professions Division to obtain background checks. Please note that incoming students must complete the online background check documentation prior to orientation.

After you have confirmed with the University that you will be attending NSU, information regarding the background check procedure, a program code and a pin number will be sent to you by your Admissions Counselor. Go to <https://www.certifiedprofile.com/> and login with this information to complete your background check. If you have not received your program code and background

check pin number, please contact the Office of Admissions and Student Financial Services (954) 262-1101 or 1-800-356-0026, ext. 21101. If you have any difficulty downloading your information, please contact Certified Profile at (888) 666-7788 or (888) 914-7279.

3: Complete Your Immunizations and Physical Exam & Upload the Forms (Complete in April with Background Checks)

All incoming students must have a thorough physical examination prior to the first day of classes. Please review the [Immunization Guidelines](#).

To complete this process:

- ❖ Have your physician fill out the [Physical Exam Form](#)
- ❖ And have your physician fill out the [Immunization Form](#)
- ❖ Submit both of these forms by uploading them to Certified Profile located at <https://www.certifiedprofile.com/>. Remember you must use the program code and pin number provided to you by your Admissions Counselor.

If you have any difficulty with this procedure or do not have the capability to scan and save documents, you will be given the option to send copies of the completed documents directly to Certified Profile. Questions regarding the mandatory immunization and physical examination forms can be directed to Certified Profile at (888) 666-7788 or (888) 914-7279 or studentservices@certifiedprofile.com.

Please note: **DO NOT SEND ORIGINAL DOCUMENTS. YOU MUST KEEP A COPY FOR YOUR RECORDS.** If you must send the forms to Certified Profile, please send them via certified mail. In addition, faxed or mailed records must include a cover sheet for each document. Certified Profile **DOES NOT** accept documents via email.

4: If Applicable, Complete Your Insurance Waiver

(Go online to the link below to complete this before the deadline date of May 22nd, 2016)

The Health Professions Division is concerned for the health and welfare of its students. As a result, all full-time Health Professions Division students at Nova Southeastern University are required to carry adequate health insurance coverage. If you carry your own insurance, you will need to fill out the waiver form, located in the link below anytime between May 9th and May 22nd. If you fail to complete the online waiver by May 22nd, you will be automatically billed and enrolled in the Blue Cross Blue Shield plan endorsed by NSU. For detailed information on the plan, benefits, and cost please visit the [Student Health Insurance Waiver Application](#)

5: Student Enrollment Agreement (SEA)

All students at Nova Southeastern University will be required to complete the new Student Enrollment Agreement (SEA). The SEA requires students to agree to NSU standards and policies regarding course registration and withdrawal, financial responsibility, a release of liability, and more.

As CHCS students you will be registered for classes by your academic programs. However, you must still complete the SEA. To complete this requirement, students may log in to SharkLink and select the Student Tab, then click on Course Information, and select Registration - Add/Drop to read and complete the SEA form online. For questions about the Student Enrollment Agreement, visit www.nova.edu/registrar or call the Office of the University Registrar at (954) 262-7200.

Once you complete the SEA, email as an attachment to Betsy Beltran at bbeltran@nova.edu by **April 15th, 2016**. Please title the document with your full name (Last name, first name) and “Student Enrollment Agreement” (SEA) (e.g. Smith, John- Student Enrollment Agreement).

6: Identify Your Learning Style

To assist the faculty members in addressing your needs in the electronic and face to face classrooms &/or laboratories, and to learn about your learning style, please:

- ❖ Click on the link: <http://www.personal.psu.edu/bxb11/LSI/LSI.htm>;
- ❖ Complete the self-scoring Learning Style Inventory;
- ❖ Click the link that says “Determine Style;”
- ❖ Make sure to complete the learning style inventory, save the result and email as an attachment to Betsy Beltran at bbeltran@nova.edu by **April 15th, 2016**. Please title the document with your full name (Last name, first name) and “Learning Style Inventory” - (e.g. Smith, John- Learning Style Inventory).
- ❖ Be prepared to discuss learning styles and strategies during designated time on Tuesday, May 10th, 2016.

Other Important Information

Computers and Other Technical Equipment Requirements

Please be sure to review the required computer and technological equipment document. You will find information on the minimal required laptop to bring with you to orientation as well as the required blackboard tutorials that should be completed prior to coming to orientation.

Lab Coats, Scrubs and Lab Attire

Students enrolled in on-campus programs are required to purchase a lab coat, scrubs and shorts and t-shirts for lab attire. A uniform company representative will be on campus during new student orientation to measure and take orders for required NSU OTD-S attire. Appropriate OTD dress code, provided in the Student Handbook include department approved white lab coats and color scrubs, each with an OTD shoulder patch and monogramming, and lab uniform tees and shorts with NSU OTD patch design and NSU logo. Students may want to consider ordering more than one set of scrubs and lab attire.

PROGRAM ATTIRE MUST BE **ORDERED** AND **PAID** FOR IN FULL DURING ON-CAMPUS ORIENTATION BY CASH OR CREDIT/DEBIT CARD. Lab coats are priced at \$39.98 plus tax. Scrubs pricing starts from about \$35 and lab wear from about \$32.

Parking Permit Application

All students, faculty and staff at Nova Southeastern University are required to obtain a parking permit. Please go to the [NSU Public Safety Website](#) and print, fill out, and return the Parking Permit Application. You will need a copy of your vehicle registration and your Shark Card when you come to the security desk at NSU Tampa main entrance. This should be done within the first week of the semester.

NSU SharkCard

The NSU SharkCard is the official Nova Southeastern University identification card. All students, faculty, and staff are required to carry the NSU SharkCard for identification purposes. In addition, the card can be used for printing purchases and for building access on campus such as the gym and the computer labs and parking access. All students must complete a SharkCard application online at www.nova.edu/nsucard/apply/. You may use your SharkLink ID to log in, and then upload a picture. Questions regarding SharkCards can be directed to Campus Card Services at (954) 262-8929 or nsucard@nova.edu. All students MUST be registered for a class PRIOR to requesting a SharkCard.

Please note: Applications cannot be scanned or mailed in to the Card Services department. Applications not completed will be rejected. No profiles, hats, headbands, sunglasses, etc., are allowed when your photograph is taken for the NSU SharkCard.

Student Services and Resources

We invite you to take advantage of all the student engagement and support services NSU has to offer. *Please note that some links may only apply to services at main campus in Ft. Lauderdale.*

For more information about some of the resources available to you, please refer to the links, below.

[Bookstore](#) (800) 509-2665
[Campus Recreation](#) (954) 262-7301
[Career Development](#) (954) 262-7201
[Division of Student Affairs Resources](#) (954) 262-7280
[Financial Aid](#) (954) 262-3380
[Get My Sharklink ID](#) (954) 262-4357
[International Students](#) (954) 262-7240
[Libraries](#) (954) 262-3106
[Public Safety](#) (954) 262-8999
[Registrar](#) (954) 262-7200
[Residential Life and Off Campus Housing](#) (954) 262-7052
[Shark Discount Card](#) (954) 262-7283
[Student Counseling](#) (954) 424-6911
[Student Employment](#) (954) 262-3380
[Student Health Insurance](#) (954) 262-1263
[Student Mediation Services](#) (954) 262-7196
[Student Medical Center](#) (954) 262-1270
[Technology](#) (800) 541-NOVA (6682)