



**Entry-Level Doctor of Occupational Therapy (OTD) Program**  
**New Student Orientation: May 29<sup>th</sup>,**  
**Pre-Arrival Information: Things to Do Before Orientation**

**New Student Orientation, Class of 2021**

Attendance during the New Student Orientation on May 29<sup>th</sup> is mandatory, as is attendance at the Entrance Colloquium (May 30<sup>th</sup>) and the first Institute of Summer (May 31-June 3). 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](http://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](mailto:help@nova.edu).*

**2: Complete Background Checks (You will receive an E-mail from Castle Branch Customer Service with a personal link to set up your account)**

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 will be sent via a link in order to set up your personal Castle Branch account. If you have not received your link from Castle Branch, contact Heidi

Jameson at [hp165@nova.edu](mailto:hp165@nova.edu). If you have any difficulty setting up your account or logging in, please contact Castle Branch at (888) 723-4263, Ext. 7196.

### **3: Complete Your Immunizations and Physical Exam & Upload the Forms (Complete with Background Check at the Same Time)**

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 Castle Branch located at <https://www.castlebranch.com/>. Remember you must have an account set up with your background check (see Step 2 above) to be able to upload your documents.

The immunizations listed above on the Immunization Form are required of all students in the Health Professions Division based on the current Centers for Disease Control (CDC) recommendations for Health Care Personnel. Every student is required to have completed these immunizations listed above **before matriculating into Nova Southeastern University**. Failure to comply with this policy may result in the student's inability to satisfy the requirements for graduation from their academic program.

**Please note: DO NOT SEND ORIGINAL DOCUMENTS. YOU MUST KEEP A COPY FOR YOUR RECORDS. If you are unable to access a scanner, please take a High-Definition photo of your documents with your phone, or use the Certified Background iPhone App.**

### **4: If Applicable, Complete Your Insurance Waiver**

**(Go online to the link below to complete this before the deadline date of May 21<sup>st</sup>, 2018)**

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. If you fail to complete the online waiver you will be automatically billed and enrolled in the 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 by your academic programs for the first summer classes only. Student are responsible to register for class themselves after their first semester. 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](http://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 Rokshana Quasem at [rquasem@nova.edu](mailto:rquasem@nova.edu) by **May 4<sup>th</sup>, 2018**. Please have your full name (Last name, first name) and “Student Enrollment Agreement” (SEA) - on the subject line of the email. (e.g. Smith, John- Student Enrollment Agreement).

## Other Important Information

### Computers and Other Technical Equipment Requirements

Please be sure to review the required computer and technological equipment document.

### 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 that meet the OTD Dress Code, as described in the Student Handbook. A uniform company representative will be on campus during the first summer institute to measure and take orders for required NSU OTD-S attire. 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 THE FIRST SUMMER ON-CAMPUS INSTITUTE BY CASH OR CREDIT/DEBIT CARD. Lab coats are priced at \$42, 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 to redeem your parking permit.

### NSU SharkCard

The SharkCard is the official Nova Southeastern University identification card. All students, faculty, and staff are required to carry the SharkCard for identification purposes. In addition, the card can be used for printing purchases and for building access on campus such as the gym, the computer labs and parking access entrances. All students must complete a SharkCard application online at [www.nova.edu/nsucard/apply/](http://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](mailto:nsucard@nova.edu).

Please note: All students **MUST** be registered for a class PRIOR to requesting a SharkCard. 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) 262-4060  
[Student Mediation Services](#) (954) 262-7196  
[Student Medical Center](#) (954) 262-1270  
[Technology](#) (800) 541-NOVA (6682)