

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

New Student Orientation, Class of 2025

The OTD New Student Orientation includes a virtual asynchronous and a synchronous portion. The asynchronous orientation starts on May 2nd, while the synchronous orientation is on May 17th. Attendance during both portions is mandatory, as is attendance at the Entrance Colloquium on May 18th, and the first Institute of Summer, May 19th- 22nd. 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.

If you have and Admissions or Financial Aid questions, please contact the Office of Admissions and Student Financial Services (954) 262-1101 or 1-800-356-0026, ext. 21101.

If you have further questions, please contact the OTD Program Office, OTDTampaBayAdmin@nova.edu for assistance. Please make sure to include your N number in your email.

1: Obtain Your NSU Login ID & Email Account

During orientation, you will learn how to use the electronic library, Canvas, and other NSU systems. In order to do so, you MUST obtain your NSU Identity prior to attending Orientation. Students may obtain their NSU Identity, including email account credentials by visiting the [My NSU Identity](#) web page.

Your username is automatically generated and assigned to you when you become a new student. Prior to login to any of the NSU systems you need your username, and you are required to setup your account password. Student email addresses are in the format of username with the addition of @mysu.nova.edu domain. (e.g., username@mysu.nova.edu). *Requires a text-enable (SMS) cell phone number or external email provided during the admission process.*

If you are not successful in receiving a verification code via SMS or external email, please contact the NSU Help Desk (954) 262-4357 or help@nova.edu for further assistance with setting your password.

2: Complete Background Checks

(A few weeks before Orientation, you will receive an e-mail from Castle Branch Customer Service with a personal link to set up your account. This will also be used for STEP THREE.)

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.

A few weeks prior to your program orientation, information regarding the background check procedure and immunization requirements will be sent via NSU student email, so please set up your student email account as

soon as possible (see Step Two above). You will receive an instructional email closer to Orientation, followed by the invitation from Castle Branch customer service.

Please contact the Student Affairs Team with questions at studentaffairschcs@nova.edu. If you have any difficulty setting up your account or logging in, please contact Castle Branch at (888) 723-4263.

3: Complete Your Immunizations and Physical Exam

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 immunization, physical and tuberculosis forms found here: [studentaffairs/orientation/forms/immunization_form.pdf](#).
- ❖ 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 Two 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 Castle Branch iPhone App.

4: Ensure Your Insurance

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 following registration, 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](#). Please complete the waiver prior to orientation. For more information about Deadlines, Charges, And Coverage Periods please [click here](#).

Waivers must be completed by June 1, 2022, or you will be covered for the full semester/term, and payment will be due. You will have an opportunity to opt-out of the plan for the next semester/term by your program's next waiver deadline. For more waiver information please [click here](#).

Please contact the NSU Student Health Insurance Team at studenthealth@nova.edu or (954) 262-4060 if you have any questions regarding charges and waivers. Please contact UnitedHealthcare at customerservice@uhcsr.com or 800-767-0700 if you have questions about benefits, coverage, health discounts, and finding a provider, or visit uhcsr.com.

5: Complete Your 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.

To complete this requirement, log in to [SharkLink](#) and select **My Academics** on the left panel. Next, on the right side, under the **I Would Like To** section, select **Registration - Add/Drop/SEA** 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.

Please make sure to complete this step. The OTD Program Office will register students for their first semester only. Students are required to complete a SEA form before registering every semester.

6: Dr. Pallavi Patel College of Health Care Sciences (PCHCS) Student Affairs Pre- Orientation Sessions

Join PCHCS Student Affairs for one of their pre-orientation sessions to get ahead of the game. Session times may range anywhere from 30 minutes to an hour depending on the topic. Each session is intended to help guide students through the different processes in preparation to start the program.

Sessions cover the following topics:

- ❖ General Overview (SharkLink, registration, etc.)
- ❖ Background Investigation & Immunizations
- ❖ Castle Branch User Guide
- ❖ Financial Aid

Please visit the New Student Orientation & Pre-Arrival Information website under **Need More Help? Sign-Up for Pre- Orientation Sessions** to sign up for pre- orientation sessions at: <https://healthsciences.nova.edu/studentaffairs/orientation/index.html>.

Other Important Information

Computers and Other Technical Equipment Requirements

Please be sure to review the required computer and technological equipment document before 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 that meet the OTD Dress Code, as described in the Student Handbook. Students will have the opportunity during orientation to order 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 BEFORE THE FIRST SUMMER ON-CAMPUS INSTITUTE THROUGH THE ONLINE ORDERING PORTAL PROVIDED THROUGH THE OTD ASYNCHRONOUS VIRTUAL ORIENTATION. Lab coats are priced at around \$47; scrubs pricing starts from about \$58 and lab wear from about \$53.

NSU Student Parking

All students, faculty and staff at Nova Southeastern University are required to obtain a NSU parking permit. Please go to [NSU's Student Parking](#) website and use your NSU Login to register your vehicle. Students can register their vehicle by period (Student fees include parking fees).

Although NSU parking decals are valid from July 1st through June 30th of the following year, NSU students must renew their permit in the NSU Parking Portal at the beginning of each semester. For more information, please visit [NSU Public Safety](#).

NSU SharkCard

The NSU Shark Card is the official Nova Southeastern University identification card. All students, faculty, and staff are required to carry the NSU Card for identification purposes. In addition, the card can be used as a library card, for vending machine and copy machine purchases, for meal plans, and for building and parking access on campus. Visit the link below to apply for your Shark Card. Log into the application with your SharkLink username and password. Once you have completed your online application, your Shark Card will be mailed to the address listed on your application in 3-5 business days. [Apply for Your Card Online Here](#).

Please note: All students **MUST** be registered for a class PRIOR to requesting a SharkCard. Applications not completed will be rejected.

NSU Off-Campus Housing

NSU has provided a database of housing off-campus to help students find a 'home-away-from-home. For more information, please visit the [Off- Campus Housing website](#).

Travel Accommodations

The University offers hotel discounts, airport/ cruise port parking discounts, and car rental discounts for students. For more information, please visit the [NSU Travel Office](#).

Student Services and Resources

We invite you to take advantage of all the student engagement and support services NSU has to offer. Additionally, for information about student success resources in the College, go to the [Inter-Professional Student Support Center](#). *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)