Entry-Level Doctor of Occupational Therapy (OTD) Program  
Face to Face New Student Orientation: May 21, 2019  
Pre-Arrival Information: Things to Do Before Orientation

New Student Orientation, Class of 2022  
The OTD New Student Orientation includes a virtual and a face-to-face portion. The virtual portion occurs two weeks prior the one-day face-to-face orientation on campus. Participation is mandatory for both portions. The virtual orientation starts on May 6, while the face-to-face orientation is on May 21. Attendance during both portions is mandatory, as is attendance at the Entrance Colloquium on May 22, and the first Institute of Summer, May 23-26. 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, Canvas, 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 (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 and immunization requirements will be sent via NSU student email, so please set up your student email account as soon as possible (see Step One above). You will receive an instructional email closer to Orientation, followed by the invitation from Castle Branch customer service. In the interim, please download the Physical Exam Form and the Immunization Form below in order to begin the process.

If you have not received your link from Castle Branch, contact Heidi Jameson at 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 Three 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: If Applicable, Complete Your Insurance Waiver

(If applicable, complete this before the deadline date of May 13, 2019)

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.

Waivers must be completed by July 1st 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 the next waiver deadline.

For questions regarding charges and waivers contact NSU Student Health Insurance. You may email at studenthealth@nova.edu or call them at (954) 262-4060. For questions regarding benefits, coverage, health discounts, and finding a provider contact Aetna aetnastudenthealth.com or call them at 855-821-9720.

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 PCHCS students you will be registered by your academic programs for the first summer classes only. Students 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 or call the Office of the University Registrar at (954) 262-7200.

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. 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 around $50, scrubs pricing starts from about $35 and lab wear from about $38.

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/. 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.

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)