

Congratulations on your acceptance into the Master of Public Health (MPH) Program of the College of Osteopathic Medicine (COM) at Nova Southeastern University (NSU).

It is a pleasure to have you join the NSU family. We hope that you will gain all the benefits of an excellent education at NSU.

As part of your orientation to the MPH Program, there are some important steps you must take in preparation for your course of study. They are as follows:

1. Please provide the Program Office with your most **current address; phone numbers and email address, both NSU and Personal email addresses.** (Contact Carmen Robledo, crobledo@nsu.nova.edu or call 9544-262-1613/1614). It is your responsibility to provide the office with updates on your contact information.
2. You must open an **NSU e-mail account** via the following web address: https://www.nova.edu/sbin/account_request
3. We encourage you to access the Nova Southeastern University website (www.nova.edu) and browse it for all information of interest to you. Among the useful information you will find are information on Financial Aid, Career Advising, Libraries and Research, Student Services, current students.
4. Please contact the chair of the Student Progress and Advising Committee for assignment of your faculty advisor (Dr. Alina Perez amp@nsu.nova.edu).
5. Please browse through our **Program Website** (www.nova.edu/ph) and read the following: **(These items are to be updated soon.)**
 - a) **HPD Catalog** (the link is under forms and documents). The Health Professions Division (HPD) catalog has a section on the MPH Program under the College of Osteopathic Medicine. Program and course descriptions are found in this section.
 - b) **Academic Calendar** It provides you with start and end dates for each of out three semesters, as well as vacations.
 - c) **Mission, Goals and Objectives** This information illustrates what the program is designed to achieve.
 - d) **Program Learning Objectives** This information outlines the objectives which you must meet in order to successfully complete the course of study in our MPH Program.
 - e) **Course Schedule Plan** This information guides you on how courses are scheduled. It will enable you and your advisors to plan your course of study.
 - f) **Semester Course Schedule** This provides you with a schedule of the courses being offered for the semester, and contact information of the course directors.

6. **Registration Procedures** The course schedule will provide you with the registration date and deadlines, as well as the information needed to register for a course. The first step is to meet with your faculty advisor to discuss the appropriate course plan you might follow. You must self-register on-line at the following secure site: <http://webstar.nova.edu>. You will need your NSU ID number which begins with the letter N and your six(6) number PIN. If you do not have your Webstar PIN, please contact pinhelp@nova.edu. The following are the registration instructions:
1. go to <http://webstar.nova.edu>
 2. log into the secure area by entering your NSU ID# and six(6) digit PIN
 3. go to “Student and Financial Aid”
 4. go to “registration”
 5. go to “look up classes to add”
 6. select the term and submit
 7. under course level put . . .
 8. under part of term put . . .
 9. then click class search
 10. To register for classes, check the box in front of the CRN (C identifies a closed course) and click Register.
 11. You will be able to check your billing and registration status under the “Student Records”, “Account Summary” section of Webstar.
7. Please obtain your **NSU ID badge**. You will need it on campus. The website is: <http://www.nova.edu/nsucard>, click on the “office locations and hours” where you can return the form and complete the NSU ID process.
8. If you plan to park your vehicle on campus, please obtain an **NSU auto sticker**. This can be obtained by visiting the Office of Student Financial Services and Registration (One-Stop-Shop) located 3301 College Ave, Ft. Lauderdale, first floor Horvitz Administrative Building. A completed “Parking Permit” form and a copy of your vehicle registration should be presented to the One-Stop-Shop in order to obtain your parking permit. This form can be downloaded from <http://www.nova.edu/cwis/pubsafety/forms/ParkingPermitApplication.pdf>.
9. You must order your white **Lab Coat** available with the **MPH Program badge**. You may visit the **NSU Bookstore** for assistance on placing the Lab Coat order or call 954-262-3071 to schedule an appointment. You are required to wear the lab coat whenever you are on campus or doing field experiences in the community.
10. All students are required to have health insurance.
11. Library tutorial is available to guide you in the search for public health information.
12. Computer requirements for the program are recommended as follows:
- A. Pentium: 400MHz minimum processor
 - B. 128 MB RAM
 - C. Video capable of 800X600 screen display or better
 - D. CD ROM capability

- E. Full duplex sound card and speakers
 - F. 56.6 baud modem
 - G. Internet connection with private Internet Service Provider (ISP) for access from home to the Internet. DSL or Cable connection recommended.
 - H. Windows 98/2000/ME/SP or NT
 - I. Microsoft Office 97 with Power Point, Work, and Excel minimum
 - J. Surge suppresser electrical outlet
 - K. Suggested option: USB Drive
13. Upon matriculation in the MPH program, your name will be added to the MPH **Student List Serve**. Check your NSU email account daily for program / university information. **Please note:** NSU will not send university notices via private email accounts.
14. **WebCT** is the modality by which on-line courses are taught. There is a tutorial available via www.webct.nova.edu click on getting started.
15. **Public Health Student Association** (PHSA) is the official student organization of the Public Health Program. It is a vibrant organization which undertakes community service and educational initiatives. We encourage you to join the PHSA.

There may be additional information which you will need. Please feel free to contact the program office at 954-262-1613 or crobledo@nsu.nova.edu for guidance.

We truly welcome you
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