

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

New Student Orientation, Class of 2029

The OTD New Student Orientation includes a virtual asynchronous and a synchronous portion. The asynchronous orientation starts on May 6th, while the synchronous orientation and Entrance Colloquium are on May 20th. Attendance during both portions is mandatory, as well as during the first Institute of Summer, May 21st to 24th. 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 any Admissions or Financial Aid questions, please contact the Office of HPD Admissions and Financial Aid at 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. 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-enabled (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 CastleBranch 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 One 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 kpcomstudentaffairs@nova.edu. If you have any difficulty setting up your account or logging in, please contact CastleBranch at (888) 666-7788.

3: Complete Your Immunizations and Physical Exam

All incoming students must have a thorough physical examination prior to the first day of classes*.

To complete this process:

- ❖ Have your physician fill out the immunization, physical and tuberculosis forms found here: <https://osteopathic.nova.edu/documents/hpd-immunization-form---update-sept-2020.pdf>.
- ❖ Submit 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 NSU Health 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 App.

4: Ensure Your Insurance

All full-time 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 Website](#). Please complete the waiver prior to orientation. For more information about Deadlines, Charges, And Coverage Periods please [click here](#).

Waivers must be completed by the deadline, 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 a 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 <https://www.nova.edu/registrar/services/registration.html> 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 year.

6: Dr. Pallavi Patel School of Rehabilitative Sciences (PPSRS) 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://osteopathic.nova.edu/students/orientation.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 VIRTUAL ORIENTATION. Historically - Lab coats are priced at around \$47; scrubs pricing starts from about \$58 and lab wear from about \$53. All pricing and sizing information will be available in the virtual orientation.

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 visibly carry the NSU SharkCard. In addition, the card can be used as a library card, for vending machines 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](#).

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

[Bookstore](#) (954) 262-4750

[Campus Life and Student Engagement](#) (954) 262-7288

[Campus Recreation](#) (954) 262-7301

[Center for Academic and Professional Success](#) (954) 262-7990

[Student Affairs](#) (954) 262-7280

[Financial Aid](#) (954) 262-3380

[Get My SharkLink ID](#) (954) 262-4357

[International Students](#) (954) 262-7240

[Libraries](#) (813) 574-5240



NOVA SOUTHEASTERN
UNIVERSITY

OCCUPATIONAL THERAPY

DOCTOR OCCUPATIONAL THERAPY (O.T.D.) PROGRAM

3400 Gulf to Bay Boulevard * Clearwater, Florida 33759-4514

PHONE: (813) 574-5340 * 800-356-0026

WEB: nova.edu/ot

[Public Safety](#) (954) 262-8999

[Registrar](#) (954) 262-7200

[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) 262-1262

[Technology](#) (954) 262-4357