

MEMORANDUM

TO: 2009 ENTERING CLASS

FROM: MRS. MARLA FROHLINGER
EXECUTIVE DIRECTOR FOR STUDENT SERVICES AND
PROFESSIONAL COORDINATION

RE: ORIENTATION

This packet contains many items requiring your immediate attention. We earnestly suggest that you read it carefully and follow the instructions and suggestions so that no misunderstandings occur.

1. **CHECKLIST**

The checklist is for your purpose/review, to keep track of what needs to be returned to the Office of Admissions prior to or at Orientation.

2. **ORIENTATION WEEK DOCUMENTS**

- ◆ **Orientation Attendance Questionnaire** - Complete online by **Friday, August 21, 2009**.
- ◆ **Orientation Dress Code** - for your review
- ◆ **Orientation Program Wednesday, August 26, 2009 Day Schedule** – Please bring this form with you to the Orientation program Wednesday, August 26, 2009.

3. **STUDENT HEALTH HISTORY REPORT**

Completion of these forms is important for our records.

Please print out the mandatory immunization and physical examination forms located on the main orientation webpage (www.nova.edu/cwis/hpdasa/graduation) and bring them to your physician to fill out. Once your physician has completed these forms, please scan them into your computer so that you can upload them on the Certified Background website. To access this site, please go to www.CertifiedBackground.com and click on “Students”. You will be prompted on how to proceed. If you have any difficulty with this procedure, or do not have the capability to scan and save documents, you will be given the option to send copies of the completed documents directly to Certified Background. Questions regarding the mandatory immunization and physical examination forms can be directed to Certified Background at (888) 666-7788.

Physical Examination - Because the enclosed physical exam is categorized by systems, it does not mean you need multiple specialty exams. In most situations, your primary care physician can complete the entire form.

- ◆ **Immunization Form** - In most situations, your primary care physician can complete the entire form.

All entering students are required to show proof of the following immunizations and current booster doses **prior to registration**: Varicella, Tetanus and Diphtheria, Measles Vaccine, Mumps Vaccine, Rubella Vaccine (or a combination of the three vaccines) and TB.

4. **HEALTH INSURANCE NOTICE**
Health Insurance is required of all students. You may choose to enroll in any student health plan that will meet this requirement. The Health Professions Division offers a program through Blue Cross and Blue Shield. Students will automatically be enrolled in this program unless they complete an on line proof of health insurance waiver. The waiver can be found at <http://www.nova.edu/smc>.
5. **STUDENT INFORMATION SHEET**
Please fill in the enclosed Student Information Sheet so that the program office can keep contact and emergency notification for you.
6. **LAB JACKET INFORMATION**
There is an online application that must be filled out by **Wednesday, August 26, 2009**. You can either fax in the form to us prior to orientation, or if you prefer you can bring it with you to orientation and have your jacket sized then. If you have any questions about your lab jacket please call Nick Fagnoni at 954-262-4757.
7. **NSU E-MAIL IDENTITY ACCOUNT**
Please bring your account information with you to the Orientation program on **Wednesday, August 26, 2009**.
8. **PARKING PERMIT APPLICATION**
Please bring this form with you to the Orientation program on **Wednesday, August 26, 2009**.
9. **NSU CARD AGREEMENT**
Please bring this form with you to the Orientation program on **Wednesday, August 26, 2009**.
10. **ON-CAMPUS GRADUATE HOUSING**
Please review the information regarding on-campus graduate housing.

CHECKLIST

FORMS TO BE COMPLETED ONLINE BY FRIDAY, AUGUST 21, 2009

- ORIENTATION ATTENDANCE QUESTIONNAIRE

FORMS TO BE COMPLETED AND SUBMITTED ONLINE OR BROUGHT WITH YOU ON ORIENTATION DAY, WEDNESDAY, AUGUST 26, 2009

- ORIENTATION DAY SCHEDULE
- PHYSICAL EXAMINATION FORM
- IMMUNIZATION FORM
- LAB JACKET FORM
- NSU E-MAIL IDENTITY ACCOUNT
- PARKING PERMIT APPLICATION
- NSU CARD AGREEMENT

MORE IMPORTANT INFORMATION

WE ADVISE YOU TO CONTACT THE FINANCIAL AID OFFICE TO BE SURE YOU HAVE COMPLETED AND RETURNED ALL OF THE APPROPRIATE PAPER WORK, AND THAT YOU WILL BE RECEIVING ENOUGH MONEY TO COVER ALL OF YOUR EXPENSES. CONTACTING THEM EARLY, YOU WILL POSSIBLY AVOID ANY HASSELS OR DELAYS IN RECEIVING YOUR MONEY.

**THE FINANCIAL AID OFFICE CAN BE REACHED AT
1-800-356-0026 EXT. 1129 through EXT. 1133.**

**ATTENTION – ATTENTION – ATTENTION
– PLEASE READ –**

***IF YOU HAVE ALREADY FILLED OUT AND RETURNED A FORM(S) THAT IS
INCLUDED IN THIS ORIENTATION INFORMATION THEN;***

NO, YOU DO NOT HAVE TO FILL IT OUT AGAIN!