



HUDSON
COLLEGE OF PUBLIC HEALTH
The UNIVERSITY of OKLAHOMA HEALTH SCIENCES

NEW STUDENT CHECKLIST

All items on this checklist are required as part of your admission acceptance.

☐ **Activate OU Health Sciences Email Account**

OU Health Sciences Information Technology (IT) will send an email to the email listed in your application with instructions for activating your account. Contact Information Technology at (405) 271-2203 or servicedesk@ouhsc.edu if you experience any issues. Once your email is activated, please use your OU Health Sciences email as your primary means of communication for school-related items—DO NOT use your personal email to correspond with faculty and staff.

☐ **Submit Final Transcripts (if applicable)**

Submit official final transcripts denoting degree conferral and final coursework from each institution you have attended to the [OU Health Sciences Recruitment and Admissions](mailto:admissions@ouhsc.edu) office at admissions@ouhsc.edu. If electronic transcripts are not an option for an institution you attended, have an official, sealed transcript mailed to the following address:

OU Health Sciences Recruitment and Admissions
PO Box 26901, WP 2450
Oklahoma City, Oklahoma 73104-5036

☐ **Meet With Your Faculty Advisor**

Before the start of each semester, you must meet with your assigned faculty advisor to complete a plan of study and complete the enrollment form.

Class Schedules can be found on the [Hudson College of Public Health website](#). Complete and sign the [enrollment form](#) and email to hcopenroll@ouhsc.edu. You will receive a confirmation email once you are enrolled.

Track your degree progress by logging into [Stellic](#).

☐ **Check for Enrollment Holds on Your Account**

Check for enrollment hold(s) on your account by logging into [Self Service](#).

☐ **International Student Check-In (if applicable)**

International students are required to meet with the [Office of Immigration Services](#) prior to enrollment. Please contact the Immigration Specialist, Casee Cole (Casee-Cole@ouhsc.edu) for questions related to visa, immigration, proof of funding, etc.

☐ **Student Health Insurance/Waiver**

Once you are enrolled, you are required to purchase the OU Health Sciences student health insurance plan **or** submit a waiver to show alternative coverage each semester of enrollment. This must be completed before the first day of classes.

- Enroll in [insurance plan here](#).
- Request [insurance waiver here](#).

☐ **Register for Parking**

If you plan to drive and park on campus, you will need to [purchase a parking permit](#). You may do this on the day of New Student Orientation.

☐ **Pay Tuition and Fees**

Check your bill and pay tuition and fees on the [Bursar's Office website](#).

☐ **Complio Account**

Create a [Complio account](#). There are several items to complete and upload to Complio including the following:

- Background Check: US students as well as international students who are currently residing in the US or have previously been to the US must request the background check through your [Complio account](#)
- [Immunization Documentation](#) (upload to Complio)
- [Device Encryption Form](#) (upload to Complio)
Information about these requirements, using a virtual desktop, contacting the IT service desk and more can be found the [Hudson College of Public Health website](#).
- [HIPAA Privacy and Security training certificate](#) (upload to Complio)
- [Sexual Assault Prevention training certificate](#) (upload to Complio)
- Talent Photo Release (complete in Complio)

☐ **Access Courses in Canvas**

After you are enrolled in courses, you can access them in [canvas.ou.edu](#). Note: it may take approximately 24 hours after enrollment is entered for the course to appear.

☐ **Attend New Student Orientation**

All new students in an on-campus program are required to attend [new student orientation](#) in-person.

