OU Health | Hudson College of Public Health
The UNIVERSITY of OKLAHOMA

NEW STUDENT CHECKLIST
Online Certificate of Population Health – SPTHB Awardees
All items on this checklist are required to be completed prior to enrollment.

☐ **Accept Offer of Admission**
You will receive your official admissions decision letter from the Recruitment and Admissions office (admissions@ouhsc.edu) to the email address you provided in your application within the next 24-72 hours giving detailed instructions for accepting or declining the admission offer. Please check your email inbox as well as spam/junk mail for this notification. Additionally, you will be able to view the admission decision letter by logging into your application at https://apps.ouhsc.edu/admissions/.

☐ **Activate Email Account**
Once you have accepted your admission offer, OU Information Technology (OU IT) will send instructions to the email listed in your application for activating your account. Contact OU IT at (405) 325-HELP (4357) or https://itsupport.ou.edu, if you experience issues.

Once your email is activated, please use your OUHealth email as your primary means of communication for school-related items—DO NOT use your personal email to correspond with faculty and staff. More information about activation steps can be found at https://ou.edu/ouit/newouhsc.

☐ **Create your Complio Account**
Complio is an online system that the University of Oklahoma Health Campus uses to track and manage certification requirements among different Health Campus programs at all campus sites. Utilization of this system is required. Complio will keep track of your background check, data encryption forms, HIPPA Training, Sexual Assault Prevention training, and talent photo release.

Create a Complio account. Please use your student email as the primary email. Follow the instructions below to ensure the background check will be charged to the college, rather than you
1. Create your Account.
2. Select 'College of Public Health', Select 'Certificate', and click 'Load Packages'
3. Select 'Background Check' under 'Screening', and click 'Next'
4. Verify your 'Personal Information' is correct. Follow the prompts until you get to the 'Purchase Detail' screen.
5. On the 'Purchase Detail' screen, select 'Money Order' for the 'Payment Type'

Complio will help you keep track of the following required items:
- Background Check (Required before you can register for classes. Complete this as soon as possible.)
- Data Encryption Form
- HIPAA Privacy and Security training certificate
- Sexual Assault Prevention training certificate
- Talent Photo Release

☐ **Device Encryption Form – required before registration**
Follow steps provided in this Data Encryption guide. Please note that you will need to fill out a Student Encryption Certification Form. Shortly after submitting the Student Encryption Certification Form, you will receive a "Student Encryption Certification" email from servicedesk@ou.edu. Use the provided instructions to save the email as a PDF and then upload to Complio.

Information about these requirements, using a virtual desktop, contacting the IT service desk and more can be found on the Hudson College of Public Health website.

☐ **Submit Official Conferred Transcripts (if applicable)**
Submit official final transcripts denoting degree conferral and final coursework from each institution you have attended to the [OU Health Recruitment and Admissions](#) 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 Recruitment and Admissions
PO Box 26901, SU300
Oklahoma City, Oklahoma 73126-0901

☐ **Schedule a Prestart Session with your Student Success Coach**
A couple of months before the start of the term, your Student Success Coach will begin offering Prestart Sessions.
This is a 30–45-minute Zoom meeting where you will meet your Student Success Coach and a couple of other students in your cohort. Your Student Success Coach will be your go-to person for questions and resources throughout the program.

In this session, you will cover examples of program structure, important dates as you prepare to start classes, the different accounts you will be using as an OU student, and tips and tricks to being an online learner. Be on the lookout for that email to schedule a time that works for you.

☐ **Check for Enrollment Hold(s) on Your Account**
Check for enrollment hold(s) on your account by logging into [Self Service](#).

☐ **Meet With Your Faculty Advisor and send your Enrollment Forms**
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. You will receive an email before the start of classes on who your assigned Faculty Advisor is. Class Schedules can be found on the [Hudson College of Public Health website](#). Complete and sign the [enrollment form](#) and email to hcophenroll@ouhsc.edu. You will receive a confirmation email once you are enrolled. Throughout the program, you can track your degree progress by logging into [Stellic](#).

☐ **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. **Classes won't appear in Canvas until the weekend before the semester begins.**

☐ **Attend REQUIRED Virtual New Student Orientation**
All new students in the online program are required to attend [new student orientation](#) virtually. In this virtual session, you will meet everyone in your cohort, faculty advisors, professors, and hear more about what resources will be available to you in your program. You will receive an email with a calendar invite you must RSVP to from PHAdmissions@ou.edu