

NEW STUDENT CHECKLIST

Online Certificate of Population Health – SPTHB Awardees

All items on this checklist are required to be completed prior to enrollment.

☐ **Complio Account**

Create a [Complio account](#). Select 'College of Public Health', your academic program, immunization tracking package, and background check (required for US students and international students who have previously entered the US or are currently residing in the US).

- [Background Check](#): Submit through your [Complio account](#).
 - [Immunization Documentation](#)
 - [Device Encryption Form](#)
- 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](#)
 - [Sexual Assault Prevention training certificate](#)
 - Talent Photo Release

☐ **Activate Email Account**

OU Information Technology (OU IT) will send an email to the email listed in your application with instructions 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 OU Health 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>.

☐ **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 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

☐ **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 hcophenroll@ouhsc.edu. You will receive a confirmation email once you are enrolled.

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

☐ **Check for Enrollment Hold(s) on Your Account**

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

☐ **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.

☐ **Student Health Insurance/Waiver**

Once you are enrolled, you are required to purchase the OU Health 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](#).

☐ **Attend REQUIRED Virtual New Student Orientation**

All new students in the online program are required to attend [new student orientation](#) virtually.

☐ **Pay Tuition and Fees**

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

