

NEW STUDENT CHECKLIST

Certificate of Population Health On-Campus Program

OU-Tulsa College of Medicine Students

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

☐ **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](#).

☐ **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@ou.edu) to schedule an appointment and for questions related to visa, immigration, proof of funding, etc.

☐ **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](#) virtually and then attend the lunch session in-person with Tulsa faculty members.

Have questions?

Email hcoph@ouhsc.edu or call (405) 271-2308