

NEW STUDENT CHECKLIST

Healthcare Administration Certificate Program

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

☐ **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. There will be 3 subscription options. We recommend choosing the 37+ month option because that will give you flexibility in case you have to unexpectedly take a break from coursework or extend your timeline of completion.

Create a [Complio account](#). Please use your student email as the primary email. Follow the instructions below:

1. Create your Account.
2. Select 'College of Public Health', Select 'Certificate', and click 'Load Packages'
3. Select 'Background Check' and 'New Student Package' under 'Screening', and click 'Next'
4. Verify your 'Personal Information' is correct. Follow the prompts until you get to the 'Purchase Detail' screen to submit payment.

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

☐ **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>.

☐ **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.

☐ **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](#).

☐ **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.

☐ **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 REQUIRED New Student Orientation**

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

☐ **Pay Tuition and Fees**

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



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