

Step	What I Need to Do	Complete?
1.	<b>Confirm Admission and Pay Enrollment Deposit</b> <ul style="list-style-type: none"> <li>Available through OUHSC Supplemental Application</li> <li>Confirmation deposits should be paid within 10 days of receipt of email.</li> </ul>	<input type="checkbox"/>
2.	<b>Confirm new HSC e-mail account</b> <ul style="list-style-type: none"> <li>If you have not received information regarding your OUHSC email accounts, please contact IT at (405) 271-2203.</li> <li>Communication will be through OUHSC email only. We do not use personal emails.</li> </ul>	<input type="checkbox"/>
3.	<b>Read and review:</b> <ul style="list-style-type: none"> <li><a href="#">Student Handbook</a></li> <li><a href="#">Student Code of Honor</a></li> <li><a href="#">Tuition and Fees</a></li> </ul>	<input type="checkbox"/>
4.	<b>OUHSC Student Self-Service Site</b> Familiarize yourself with the <a href="#">Student Self-Service Site</a> . All forms (i.e. immunizations, enrollment, releases, etc.) will be uploaded to this site. <ul style="list-style-type: none"> <li>To access the Student Self-Service Site <b>off-campus</b>, there is a two-factor authorization process using DUO.</li> <li><a href="#">DUO Registration</a></li> <li><a href="#">Uploading Instructions</a> – for all documents to be placed in the student checklist in Self-Service.</li> <li><b>Enrollment Holds</b> will be noted in self-service. Click on each hold to determine what is required and which term the hold affects.</li> </ul>	<input type="checkbox"/>
5.	<b>National Background Check</b> – required annually <ul style="list-style-type: none"> <li>Background checks should not be completed sooner than <b>90 days</b> prior to the start of your program.</li> <li><a href="#">Certiphi Screening</a> – Complete the <b>Initial 7 Year Check</b>. Instructions and login information can be found at this link.</li> <li><b>Save your login and password</b> – make sure that you save your login and password for future reference.</li> <li><b>Check back for completion</b> – occasionally additional information is needed to complete the report. Continue checking until your report is complete.</li> <li><b>Save a copy of completed report</b> – you <b>will need</b> to provide a copy of this background check to facilities throughout the program.</li> <li>Please <b>DO NOT</b> send or upload a copy of your background check to self-service.</li> </ul>	<input type="checkbox"/>
6.	<b>Uniforms and Supplies</b> <ul style="list-style-type: none"> <li><a href="#">Dress Code</a> – please review for details regarding, uniforms, hair, nails, etc.</li> <li><a href="#">Raley's Scrubs</a> for scrubs, polos, lab coats, jackets, and stethoscopes.               <ul style="list-style-type: none"> <li>Allow a minimum of 2 weeks for processing.</li> <li>Use the Preferred Groups portal at the bottom of the Raley's Scrubs home page.</li> <li>Password is <b>OU</b>.</li> <li>Shipping is free.</li> <li>Suggested uniform needs:                   <ul style="list-style-type: none"> <li>2 sets of scrubs - suggested</li> <li>1 community polo</li> <li>1 lab coat</li> <li>1 jacket – this is optional</li> <li>1 stethoscope – may be purchased from another vendor. Minimum suggestion for purchase would be a Littman Classic</li> </ul> </li> </ul> </li> <li>Additional supplies to purchase:               <ul style="list-style-type: none"> <li>Shoes – white, black or brown (easy to clean, no open-toed or heeled)</li> <li>Community slacks/pants – black or khaki (no jeans, skinny jeans, or leggings)</li> <li>Penlight</li> <li>Small bandage scissors</li> <li>Watch with second-hand or timer function</li> </ul> </li> <li><b>Name Tags</b> – name tags and student IDs are required for all students.               <ul style="list-style-type: none"> <li>Lawton and Oklahoma City campus students – order name tags through the <a href="#">Marketplace</a>.</li> <li>Tulsa campus students – order forms will be sent by email.</li> </ul> </li> </ul>	<input type="checkbox"/>
7.	<b>Clinical Preparation Items</b> – required items will be listed in self-service under the To-Do List. <ul style="list-style-type: none"> <li><a href="#">Student Health Form</a> (immunizations) – follow link to the immunizations required. Upload anything without a specific link to the <b>Immunization Record</b>.</li> <li><b>American Heart Association CPR</b> – minimum course accepted is Basic Life Support. Upload copy of card or certificate to <b>CPR Card</b>.</li> <li><a href="#">New Student Release Forms</a> – upload to <b>Waivers and Releases</b>. Save the 6 pages as one document.</li> <li><a href="#">HSC Liability Waivers</a> – upload to <b>Waivers and Releases</b>. Save the 3 pages as one document.</li> </ul>	<input type="checkbox"/>

8.	<b>Computers and Encryption</b> <ul style="list-style-type: none"> <li>Effective June 1, 2020 students are required to have computers, preferably laptops for their programs.</li> <li><a href="#">Minimum computer requirements</a> – as well as information on free software and encryption processes.</li> <li>All computers used to access campus networks must be encrypted.</li> <li>The encryption process differs slightly on each campus. Please follow the instructions for your specific campus.</li> </ul>	<input type="checkbox"/>
9.	<b>Student Health Insurance</b> <ul style="list-style-type: none"> <li>All students are required to have Affordable Healthcare Act (ACA) approved insurance while in the program.</li> <li>Emails will be sent from OUHSC Student Affairs with information regarding health insurance requirements.</li> <li>If you currently have insurance, proof will need to be provided through the insurance waiver portal.</li> <li>If you need insurance, information will be provided on purchasing.</li> </ul>	<input type="checkbox"/>
10.	<b>Order Textbooks</b> <ul style="list-style-type: none"> <li>Current booklist will be emailed when available.</li> <li>Elsevier Publishing will provide book package deals for their texts used during your program. This information will be sent via email when available.</li> <li>Editions are important! Medical texts change frequently. Trying to use older editions is not advised.</li> <li>Order books using your preferred vendor. Either E-books or hard copy are acceptable. Student's choice.</li> <li><b>Safe Medicate</b> (on booklist) – be prepared to order this <b>IN CLASS</b> on the first day by having a credit card with you. Do NOT order prior to class.</li> </ul>	<input type="checkbox"/>
11.	<b>Submit Outstanding Transcripts to OUHSC Admissions and Records</b> <ul style="list-style-type: none"> <li>Confirm final transcripts from all institutions attended are on file with OUHSC Admissions and Records.</li> <li>Transcripts provided to NursingCAS will be transferred to OUHSC Admissions and Records electronically. If submitted to NursingCAS, it will not be necessary to resend to Admissions.</li> <li>If you are receiving a degree, please make sure that a transcript with your degree posted is submitted.</li> <li>Enrollment will not be processed without final transcripts, posted degrees or verification letters.</li> <li><b>OUHSC Admissions and Records</b>, PO Box 26901, LIB 121, Oklahoma City, OK 73126.</li> </ul>	<input type="checkbox"/>
12.	<b>Enrollment Forms</b> will be sent by email to students. <ul style="list-style-type: none"> <li>Upon completion, upload to <a href="#">Enrollment Form</a>.</li> <li>You will complete only one enrollment form during your program.</li> <li>Staff will enroll you for each term based on your program's curriculum.</li> <li>Enrollment will not be processed without the form.</li> <li>Prior to each terms enrollment, check your self-service site for any holds that would prohibit your enrollment.</li> </ul>	<input type="checkbox"/>
13.	<b>D2L and Schedules</b> <ul style="list-style-type: none"> <li><a href="#">Desire to Learn (D2L)</a> – is the academic platform used for your program.</li> <li>After enrollment, you will access each of your courses in D2L.</li> <li>Schedules for your programs will be provided in D2L or will be emailed by faculty/program directors.</li> <li>Daily/weekly schedules for nursing school will be different.</li> <li>Your schedule will include classes as well as clinical assignments and will be different for each clinical group or cohort.</li> </ul>	<input type="checkbox"/>
14.	<b>Scholarship Applications</b> <ul style="list-style-type: none"> <li>Scholarships are awarded in both Fall and Spring semesters.</li> <li>Applications may be found in the self-service portal.</li> <li><a href="#">Instructions for Application</a></li> <li><a href="#">Scholarship Information</a> – follow link for dates the application opens and deadlines for each semester.</li> <li>Students awarded any type of scholarship must have a current FAFSA on file. OUHSC school code is 005889.</li> </ul>	<input type="checkbox"/>
15.	<b>Complete New Student Trainings</b> – should be completed after enrollment is processed. <ul style="list-style-type: none"> <li><a href="#">HIPAA Training</a></li> <li><a href="#">Sexual Misconduct Awareness-Title IX</a></li> <li><a href="#">EHSO</a> – complete the following: Fire Safety, Tuberculosis Awareness and Blood borne Pathogens</li> </ul>	<input type="checkbox"/>
16.	<b>Drug Screens</b> – required annually; screens must be completed by CRG Laboratories <ul style="list-style-type: none"> <li><a href="#">Drug Screen Policy</a></li> <li>A completed campus specific form must be submitted at the time of the screen.</li> <li>Retain chain of custody form received when screen is completed.</li> <li>Do NOT upload results to self-service. Results are provided to the college electronically.</li> <li>Requirements differ for each campus. Please follow instructions for your specific campus:             <ul style="list-style-type: none"> <li><b>Oklahoma City</b> <ul style="list-style-type: none"> <li><a href="#">CRG Lab form</a> for OKC only – instructions are on the form.</li> <li>Do not complete screen more than 3 months before your first enrollment.</li> </ul> </li> <li><b>Lawton</b> <ul style="list-style-type: none"> <li>Lab form will be provided by Program Coordinator.</li> </ul> </li> <li><b>Tulsa</b> <ul style="list-style-type: none"> <li>Lab form will be provided by Program Coordinator.</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>For those living in rural areas or out of state, options are available. Please contact the Program Coordinator for your specific site.</li> </ul>	
17.	<p><b>OUHSC Student ID</b></p> <ul style="list-style-type: none"> <li>All students are required to have an OUHSC photo ID as well as name tags.</li> <li>Due to COVID restrictions, purchasing of IDs may be delayed.</li> <li>Procedures vary by campus:             <ul style="list-style-type: none"> <li><b>Oklahoma City</b> <ul style="list-style-type: none"> <li>Cost is \$15.00 (cash, check or card).</li> <li>Visit the <a href="#">OneCard office</a>.</li> </ul> </li> <li><b>Lawton</b> (requires both OUHSC and Cameron IDs)             <ul style="list-style-type: none"> <li>Photos taken for OUHSC IDs at orientation. Cost is \$15.00.</li> <li>Obtain Cameron IDs on campus. Cost is \$30.00.</li> </ul> </li> <li><b>Tulsa</b> <ul style="list-style-type: none"> <li>Students will be notified when IDs can be purchased.</li> <li>Visit OU-Tulsa Student Services, Room 1C100. Cost is \$15.00.</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>
18.	<p><b>Campus Parking</b></p> <ul style="list-style-type: none"> <li>All students will need to obtain parking passes.</li> <li>Procedures vary by campus:             <ul style="list-style-type: none"> <li><b>Oklahoma City</b> <ul style="list-style-type: none"> <li>Make sure OUHSC email is set-up.</li> <li>Visit <a href="#">Parking website</a> and select "First Time Online Registration".</li> <li>To expedite processing, complete this process before visiting the Parking Office.</li> </ul> </li> <li><b>Lawton</b> <ul style="list-style-type: none"> <li>After purchasing Cameron ID, you may purchase your parking decal in the same location.</li> </ul> </li> <li><b>Tulsa</b> <ul style="list-style-type: none"> <li>Visit <a href="#">Parking Registration</a> for registration form.</li> <li>Print, complete and bring form and required documents to Dispatch Desk located at the south end of 1C hallway in the Administration Building.</li> <li>No charge for parking decal.</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>

**Student Program Coordinators:**

**Oklahoma City campus**

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**Lawton campus**

All students: (580) 591-8091

**Tulsa campus**

All students: Karen Mitchell  
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