



Doctor of Dental Medicine Class of 2021

2017 Orientation Check-Off List

This "Check-Off" is provided as a guide for you to follow to ensure that all necessary forms are completed and returned to the appropriate office.

- ❖ **Orientation Schedule**- Mandatory orientation - *Tuesday, August 1, 2017 – Sunday, August 6, 2017 (Class of 2021 only)*. **Attendance is required for all activities during the week of orientation – BUSINESS CASUAL ATTIRE.** To assist you in preparing and attending orientation, please review our Orientation Webpage at <http://dental.nova.edu/orientation/>
- ❖ **Background Check & Immunization Forms**- In addition to the forms listed above, you should have completed the Background Check & Immunization forms online at:

<http://www.castlebranch.com>

You should have received proper instructions from the Office of Admissions. These must be completed prior to being fully admitted, deadline is **July 14th, 2017**.

All immunization forms, lab results and titers must be completed and uploaded to the website by July 14, 2017.

If you have any questions about your login info you may contact Admissions at (954) 262-1108 or (954) 262-1839. For all other inquiries, please email The Office of Student Services at cdmservices@nova.edu.

- ❖ **Order Lab Coat**- All students are required to have at least one white lab coat. This is ordered through the bookstore, either in person or online at:

<http://www.webmedbooks.com/nova/default2.aspx>

Please order by June 16, 2017 so it will arrive in time for the White Coat Ceremony.

- ❖ **Health Insurance-** Every Health Professions Division (HPD) student is required to carry medical insurance and must provide documentation. You will automatically be charged and provided medical health insurance through Aetna of Florida UNLESS you complete the waiver. To complete the waiver, go to:

<https://aisstudentinsurance.com/nsu/>

Waivers will only be available after you register for classes in July. If you do not submit the waiver you are automatically enrolled in the NSU insurance and you will be billed. For questions, contact the Student Health Plan manager at (954) 262-4060 or email studenthealth@nova.edu

Visit the link below for more detailed information:

<https://aisstudentinsurance.com/nsu/>

- ❖ **Residency Forms-** If you are a Florida resident, you should have been contacted by Mardele Thomas, Residency Specialist, regarding the necessary documentation. If you are a Florida resident and you have not heard from her, email her at mt878@nova.edu
- ❖ **Teeth Collection-** Dr. Robert Seltzer will review teeth collection with you during Orientation.
- ❖ Additional Items to review and print:
 - Orientation Checklist, Agenda & Schedule
 - 2017-18 Academic Calendar
 - Questions should be directed to Dr. Abby Brodie (abrodie@nova.edu)
 - NSU-CDM Resource Directory (important names and contact numbers)

Other additional information:

Your name will be added to the Class of 2020 (IDG only) or Class of 2021 Group within Shark Link. Once the group is created by the Office of Innovation and Information Technology, the dental tab will be added to your Sharklink account. **This process will be completed by August 1, 2017.** We will also set up a listserv for the class. Once this is done, all communication will be delivered to you through the listserv. This will be your primary source for information using your NSU email address. To ensure that sensitive information remains private, please only use your NSU email address when sending correspondence. Always include your N-number when sending a request to Student Services, Admissions, faculty and staff. Do not attach your N-number to your signature line.

Registration: Information regarding registration for classes will be sent via the class list serv **July 1st, 2017.**

Housing: As an NSU student, you have plenty of on-campus and off-campus housing options. Graduate housing is located near HPD at Rolling Hills Graduate Residence Hall. Our resident life and housing counselors can assist you in finding a place to live. You may contact them at the Office of Residential Life and Housing at (954) 262-7052 or visit:

<http://www.nova.edu/reslife/index.html>

Books: Your books are provided electronically through Vital Source; this is also charged to your account every fall term.

Equipment: Your equipment is provided through Henry Schein, Inc. You will receive your instrument kits and supplies during orientation week. ***DMD students will receive their kits on Wednesday August 2nd, 2017.*** The cost of the kit will be added to your student account. The kit cost is added per semester (Fall, Winter & Summer). Henry Schein will discuss the cost and contents of the kit at the kit distribution. If you have questions regarding this, contact them at (954) 262-7356. You are encouraged to bring a heavy duty rolling tote, luggage or dolly to transport your items.

Computers: Nova Southeastern University College of Dental Medicine requires all students to have their own laptop computer. An tablet is acceptable but currently there is no guarantee that the tablet will be able to be used for the electronic records training and a laptop may be needed.

The laptop must support numerous programs that are used during your didactic and clinical education; therefore, we require that it have the following minimum capabilities:

- Platform PC – (7 (32 bit or 64 bit), Vista (34 or 64 bit, XP 32 bit) or Mac OS x 10.5
- 1 GB RAM
- 128 MB Video RAM
- 4GB of free hard drive space
- 1024 x 768 monitor resolution minimum
- 1.5 Ghz processor or higher
- Windows users are also required to install Microsoft.Net 3.5SP1
- Quicktime 7.6 or greater is needed for embedded video content

HPD One Stop Shop: The HPD's One Stop Shop is located on the first floor of the HPD Terry Administration Building. You may visit this area for any of your student services needs such as:

- Admissions/Enrollment Services
- Financial Aid
- Parking Decals
- NSU Student ID Card "Shark Card" – you may retrieve this before Orientation

Admissions: All final transcripts and official documents must be received by the Admissions Office **PRIOR** to Orientation. You will not be fully admitted until all admissions criteria is completed. For any questions regarding these requirements, contact Ms. Su-Ann Zarrett, Admissions Counselor (zarrett@nova.edu or (954) 262-1108 or Ms. Norma Concepcion, Admissions Specialist at nc548@nova.edu or (954) 262-1839.

Financial Aid: Financial Aid recipients must complete and sign a FASFA and any other required documents needed for financial aid disbursement. You can view your financial aid information in Web Star, visit the HPD One Stop Shop, or you can contact the Financial Aid Office at (954) 262-1100 for financial aid and student loan information. Our counselors are Mrs. Lillian Ramkissoon (moonasar@nova.edu).

Parking Decal: Every student must have a NSU parking decal displayed on your vehicle at all times. You must renew the decal each year by September 1 or you may receive a parking citation for an expired or missing decal. NSU requires parking decals be placed in the left-hand corner of the rear window or the left side of the rear bumper. Once the application is available for the 2017-2018 year, please submit your completed application along with a copy of your current vehicle registration to the One Stop Shop, located on the first floor of the HPD Terry Administration building during regular business hours. Please note that applications <http://www.nova.edu/publicsafety/parking/permits.html> must be presented in person and cannot be mailed, faxed, or sent through interoffice mail.

NSU Student ID Card: The NSU "Shark Card" is the official Nova Southeastern University identification card. All students, faculty, and staff are required to carry the NSU Card for identification purposes. Your NSU Card is used for:

- Identification
- Library Card
- Vending Machine Purchases
- Photocopy services
- Meal Plans
- Building Access
- RecPlex Gym Access
- Accessing Parking Areas

You can apply and obtain your Shark Card at any of the two Campus Card Services Offices at the University Center (UC) or HPD One Stop Shop. Please be advised that you must register for classes for the current semester prior to submitting your NSU Card Agreement and photo. If you need assistance or want more information, please contact them at nsucard@nova.edu or (954) 262-8929 or visit:

<http://www.nova.edu/nsucard/index.html>

Scrubs: Students are required to wear scrubs at all times during regular class and clinic hours. These can be purchased at any uniform supply company or from the school bookstore.

- **D1- Hunter Green**
- **D2 and incoming IDG- Navy Blue**
- **D3- Ceil Blue**
- **D4- Surgical Green**

Dress Code: Students in the Health Professions Division must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the students are in the division campus, classes, and laboratory or on an experiential rotation or outside program. Please refer to the HPD Catalog regarding the appropriate dress code. **During orientation the attire worn should be business-casual. Usually, on the 3rd day of orientation, scrubs are permitted. When classes begin, the students must wear matching scrub top and bottom appropriate for their classification.**

For any other questions or information, refer to the directory for the appropriate contact.

Please note that questions about the academic calendar should be addressed to Dr. Abby Brodie (abrodie@nova.edu).



2017 Orientation Check-Off List

August 1 (Class of 2021) to CDM Office of Student Services:

- Complete certified background check process (Username/password will be provided by Admissions via your NSU email account)
- Mandatory Immunization Requirements Form
- Health Insurance- all students must have health insurance. If you have valid insurance complete the waiver form at http://www.nova.edu/smc/health_insurance.html

Other Requirements:

- Ensure all final transcripts and official documents are received by Admissions Office
- Confirm residency status with NSU-HPD Residency Officer (Florida Residents)
- Complete FASFA (Financial Aid Recipients) and sign required documents for financial aid disbursement (see WebStar Financial Aid for more information)
- Order White Coat <http://www.webmedbooks.com/nova/default2.aspx>
- Collect teeth for Dental Anatomy/Operative Dentistry Course
- Register for Fall 2017 classes (July 1 –July 31st)
- NSU ID Card
- Parking Decal