



College of Public Health (COPH) New Degree-Seeking Student Check List

Please follow the list below of required steps for new students. These will allow you to obtain access to the university's resources, and to prepare well in advance to resolve any outstanding registration issues before classes start.



- Acceptance** Read your acceptance letter from the Graduate Admissions Office. Is your residency status correct? If incorrect contact (813) 974-8800, before registering. <http://admissions.grad.usf.edu/>. If you wish to establish Florida residency, please go to http://www.registrar.usf.edu/forms/RRR2004-04-14_12_43_13.pdf. Note that documents supporting the establishment of legal residence must be dated, issued or filed 12 months before the first day of classes for the term for which reclassification is sought.
- International Students** Refer to the International Student & Scholar Services for their specific instructions in addition to completing this checklist. Their office is located at CPR 107, (813) 974-5102. <http://web.usf.edu/iac/iss/>
- Immunization** Have you completed & turned in your immunization form? Contact Student Health Services for more information (813) 974-4056, before registering. <http://www.shs.usf.edu/>
- Financial Aid** For information see the USF Financial Aid website: <http://isis.fastmail.usf.edu/finaid/> Also see the COPH Financial Aid website: <http://publichealth.usf.edu/financial.html>
- E-mail Account** All COPH students must **obtain an HSCNet computer account with USF-HEALTH Information Technologies**. This account will provide access to the HSC network and e-mail. Accounts will only be **approved upon verification of acceptance** to the College of Public Health. To complete a New Account Request go to: <http://health.usf.edu/is/>. The college sends out important academic information to COPH students via their HSC e-mail. Please check this e-mail address regularly.
- HIPAA Requirement** According to federal guidelines all students are required to complete the USF Health HIPAA training. You must complete your training in order to receive registration permits for your classes. There are three sections that must be completed: Privacy Overview, Privacy in Patient Care and Privacy in Research. To complete the training go to: <http://www.hsc.usf.edu/hipaa/>. You must have a USF Health computer account to complete HIPAA.
- Registration Procedures Required Every Semester**
 - See the COPH, Academic Affairs Web Site: <http://publichealth.usf.edu/academicaffairs/> to view the current semester's Class Schedule and to download the Degree Seeking Registration Worksheet.
 - Contact your advisor to discuss your coursework for the semester and to obtain his/her signature. See your letter of welcome for contact information.
 - Submit the Registration Worksheet, after obtaining your advisor's signature or e-mail permission (attach to the worksheet), to the Academic Affairs Office, Room 1133 (Fax 813-974-8121). Electronic permit(s) will be issued allowing you to register. You must have completed your HIPAA training to receive registration permits.
 - Complete your registration in OASIS online at: <http://usfonline.admin.usf.edu/>
- NetID & USF Web Portal** All students must establish a NetID and designate their HSC email address for all official USF internet communications. Go to <https://una.acomp.usf.edu/> to get your Net ID. Net ID is also required to access the myUSF portal (<https://my.usf.edu>) which includes a variety of on-line services and access to course materials.
- Student ID Card** To obtain a Student ID Card – see Auxiliary Services, USF Marshall Center (813) 974-2357. Web Site: <http://www.auxsvc.usf.edu/usfcard.html>
- New Student Orientation Requirement** All students (*except students in the College's fully on-line programs*) are required to attend the College's New Student Orientation; see the COPH web site for more information: http://health.usf.edu/publichealth/current_stud_orientation_req.html. On-line students who do not attend orientation will be required to review orientation materials.
- Access Card** To obtain access to the COPH Building after hours and daily access to Computer Lab A, you will need to purchase an Access Card – see COPH Receptionist (813) 974-7390. [You will need your Student ID Card].
- Parking Permit** In order to park on campus, you must have a parking permit. To purchase this permit or to see the campus map for directions, go to the Parking & Transportation: http://usfweb2.usf.edu/parking_services/default.asp
- Textbooks** To purchase textbooks please go to <http://usfhsc.bkstore.com/> or contact the USF Health Sciences Bookstore, MDC 1150, (813) 974-4984. For information about textbooks or readings for a particular course, contact the instructor by email. This information will also be available on the first day of class.
- Questions** Please contact the COPH Academic and Student Affairs office at 813-974-6505.