USAHS New Student Guidebook

Congratulations on your acceptance into the University of St. Augustine for Health Sciences! We have developed a guidebook with information, checklists, and resources to prepare you for your term start. There are many items you need to complete to finish the enrollment process. This checklist will help guide you as you begin your journey here at USAHS. Be sure to read each item carefully and reach out to the appropriate department with any questions.

Be sure to read this document in its entirety.

Meeting deadlines is important! Not only is timeliness expected of professionals, but it will also help you avoid the potential consequences of missing a deadline. If documents are missing, incomplete, or out-of-date, a hold may be placed on your USAHS student account. A hold on your account may affect your financial aid and can prevent you from:

- Accessing Blackboard
- Registering for classes
- Starting your clinical experience
- Viewing grades and transcripts

EXPERT TIP: Submitted documents can take 7 to 14 days to be verified.



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GET SET FOR A STRONG START

Watch for these communications containing the information and instructions you need to set up your usa.edu email account and access the MyUSA portal. **Check off these items as soon as possible** to set yourself up for a strong start to your first term!

	Receive an email from IT containing your usa.edu email address, which you will use to access the MyUSA portal. This email will also include instructions on how to set up your USA email account. Two additional emails will be sent containing your temporary password and student ID number. For technical assistance, contact help.usa.edu .
	Pay your tuition deposit via the MyUSA portal to secure your seat.
	Receive a welcome email from your Student Success Advisor approximately 90 days before your start date.
	After receiving this welcome email, schedule a virtual New Student Q&A session with a Student Success Advisor <u>here</u> .
	Watch your usa.edu email account for important documents such as parking and ID badge forms that need to be completed.
	Join a Medical Records <u>Virtual Information Session</u> .
	Join a Financial Services <u>Virtual Information Session</u> .
Α[OMISSIONS AND ENROLLMENT
	mpleting and returning these documents and paying your tuition deposit will reserve your place in your program. Be sure to take e of these items as soon as possible to keep further communication and instructions flowing!
	Complete your Enrollment Agreement and Essential Functions form via DocuSign within 30 days of receipt before it expires. These documents are typically sent to new students 10 to 12 weeks before the start of classes.
	Contact your Enrollment Advisor regarding any missing documents, such as transcripts.
	Attend Immersion Day. This usually takes place six weeks before the start of the term and incorporates every aspect of student life and brings information alive through interactive engagement. Your Enrollment Advisor will be reaching out with more information.
	All official transcripts must be received by the end of the fourth week of the trimester. Please be advised any missing items

will impact your financial aid distribution and registering for classes in the future.







YOUR USA.EDU EMAIL AND THE MYUSA PORTAL

As previously mentioned, you will receive three emails from the USAHS IT department. Your account information will be sent within 24-48 hours of being admitted. Please note that all emails sent to you from USAHS Student Services, Student Accounts, Clinical Services, Financial Aid, IT, and your professors will come through your usa.edu email account.

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Access your usa.edu email by logging into the USAHS Okta Dashboard at https://login.usa.edu . When you log in for the first with the user name and password sent by IT, you will be prompted to set up multifactor authentication (MFA) to secure you account. Once you have set up your account, including establishing your "Forgotten Password" question and mobile number, you can change your password at any time by using the Forgot Password option at the Okta Dashboard Login screen or following the instructions located here . Review information about how to use the Outlook web app, create messages, and connect your account to your mobile device/personal computer—along with other related topics—at http://help.outlook.com/ . For reference, you can find your email address on the MyUSA portal by reviewing your Personal Info, located next to your not at the top right of the screen. ACCESS MyUSA With your usa.edu email address and password, you can access the MyUSA portal. Take a few moments to review the information of the screen information access the myUSA portal. Take a few moments to review the information of the screen information access the myUSA portal. Take a few moments to review the information of the screen information access the myUSA portal.
change your password at any time by using the Forgot Password option at the Okta Dashboard Login screen or following the instructions located here. Review information about how to use the Outlook web app, create messages, and connect your account to your mobile device/personal computer—along with other related topics—at http://help.outlook.com/ . For reference, you can find your email address on the MyUSA portal by reviewing your Personal Info, located next to your nate the top right of the screen. ACCESS MyUSA With your usa.edu email address and password, you can access the MyUSA portal. Take a few moments to review the information.
device/personal computer—along with other related topics—at http://help.outlook.com/ . For reference, you can find your email address on the MyUSA portal by reviewing your Personal Info, located next to your nat the top right of the screen. ACCESS MyUSA With your usa.edu email address and password, you can access the MyUSA portal. Take a few moments to review the information.
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With your usa.edu email address and password, you can access the MyUSA portal. Take a few moments to review the information
on MyUSA. It will be a valuable resource to you during your time at USAHS.
Go to the MyUSA portal at https://my.usa.edu/ics .
□ Click on the Login button. This takes you to an Okta login page.
☐ Sign in using your usa.edu email and password as credentials.
Once your credentials are authenticated, you will be sent to the MyUSA homepage.
INPUT YOUR CONTACT INFORMATION IN MyUSA

Each student must have up-to-date contact information in their MyUSA profile. University staff will use this information to contact you as needed, including through the emergency notification system if a university or campus emergency should occur.

Click on https://my.usa.edu/ICS/My Info/My Contact Info.inz, then on Update Contact Info.

Be sure to complete all fields, including your current address and Social Security number (SSN). Your SSN is used as your identification with the Department of Education and is necessary for university communications with the DOE, including those regarding financial aid.







STUDENT AFFAIRS

Review the Student Handbook and Catalog.
If you will require reasonable accommodations at any point during your program, please review the <u>accommodation process</u> and email Accessibility Services at <u>accommodations@usa.edu</u> with any questions.
Once your username and emails are set up with the university, you are automatically enrolled in the Everfi system. Complete your assigned Everfi trainings: Sexual Assault Prevention, AlcoholEdu (2 parts) & Diversity, Inclusion & Belonging in the Everfi

platform. Refer to your usa.edu email account for communication about training requirements, due dates, and reminders for

- ☐ Complete these <u>forms for incoming students</u>:
 - o FERPA notice

overdue trainings.

o Draped Exposure/Physical Contact Consent form





CLINICAL SERVICES REQUIREMENTS

Before engaging in clinical/fieldwork activities, every student must meet certain health and legal requirements. The table on page 11 will guide you on where to upload the various documents. You must complete all the requirements outlined in this section according to the timeline set by your program.

	Due by Orientation Day	Due One Term Prior to First Clinical Rotation
DPT	 Background check Drug screen Fingerprints OSHA, HIPAA & elder abuse course certificate Fingerprint disclaimer form Proof of medical insurance 	Residential – Term 5 is the first clinical term. The following are due by Term 4. Flex – Term 8 is the first clinical, due by Term 7: CPR cards Vaccinations/immunizations Physical exam
MOT/OTD	 Background check Drug screen Fingerprints OSHA, HIPAA & Elder Abuse course certificate Fingerprint disclaimer form Proof of medical insurance 	Residential – Term 3 is the first clinical term. The following are due by Term 2. Flex – Term 4 is the first clinical, due by Term 3: CPR cards Vaccinations/immunizations Physical exam
MS-SLP	 Background check Drug screen Fingerprints OSHA, HIPAA & elder abuse course certificate Fingerprint disclaimer form CPR cards Proof of medical insurance Vaccinations/immunizations Physical exam 	

We are here to guide and support you through this important process. <u>Attend a Virtual Information Session</u> about Clinical Service Requirements to learn more or to get answers to your questions.

If you are a late admit and unable to meet a deadline outlined on this table, please contact the corresponding email contact on the contact sheet at the end of this checklist.







CHECKLIST OF STEPS

These steps outline the activities to be completed. Look for the links containing further details and access to helpful forms.

CASTLEBRANCH – What to do right away!

Order your <u>CastleBranch</u> package (medical records tracker, fingerprint report, background check, and drug screen). These reports expire in 6 months, so do not order them prior to 6 months before your start date.
Download the CastleBranch app, bookmark the website and set up your account.
Once you enter your information, CastleBranch will conduct a local background check which USAHS will retrieve from their system.
Locate an approved laboratory, download, and print the Drug Screen Chain of Custody Form from CastleBranch. Arrange to drop off a urine sample and the form at the lab. USAHS will also retrieve the results from CastleBranch .
Initiate the Fingerprint process. Depending on your state, the process may vary. Read the instructions very carefully. CastleBranch subcontracts with a company called DAON/DTIS. You will be redirected there from the CastleBranch website to set up an account with DAON/DTIS.
If you are a Florida resident, fingerprint results will be sent to DAON/DTIS digitally from the location prints were taken, and the results are sent directly to USAHS. If you are a non-Florida resident, you must mail in a physical fingerprint card to DOAN/DTIS, and once the results are ready, will email you with a 1-time link. Save the results and upload them into CastleBranch . Your admission to USAHS is conditional until you upload all the required forms.
It may take up to a week for the information in CastleBranch to sync with our systems.
From the links in the Welcome Incoming Packet, print, fill out, scan, and upload into CastleBranch the following required documents:
 Medical Insurance Verification form (proof of insurance)

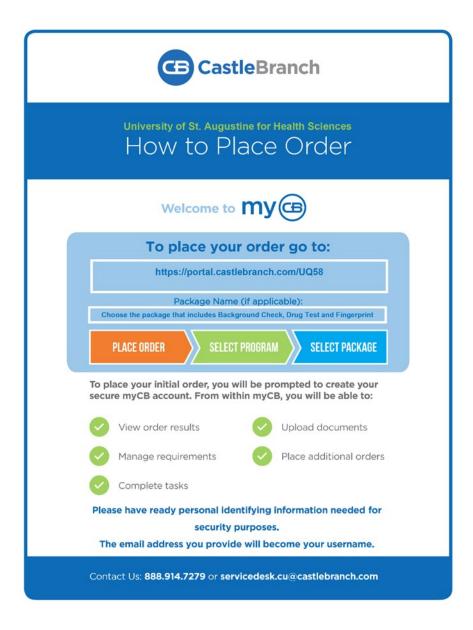
- Fingerprint and Background Check Reports Disclaimer form
- OSHA/HIPAA & Elder Abuse Certificate (Course and Certificate are available to you as soon as you have access to BlackBoard, which is 6 weeks prior to term start)

Click on the image on the next page, which will take you to the USAHS portal on CastleBranch.









EXXAT

About 2 months before your Term start, you should receive your invitation to **Exxat**, which is our clinical education database. Create your account and set up your profile. Eventually, this is **where you will upload your clinical placement information and other forms**.

If you don't see these invitations, be sure to check the secondary inbox and the Spam/Junk folder in your USAHS email account.







BLACKBOARD COURSE ON OSHA, HIPAA, AND ELDER ABUSE

Complete the required course, which features modules on OSHA, HIPAA, and Elder Abuse.

- Complete the course with modules on OSHA, HIPAA, and Elder Abuse on Blackboard. Upload your certificate of course completion into the Medical Records Compliance Tracker in **CastleBranch**.
- ☐ A score of 100% for each quiz is required. You may take the quizzes multiple times.
- □ You will receive a certificate of completion when you complete all three modules.
- ☐ Complete this assignment prior to Orientation.

AMERICAN HEART ASSOCIATION CERTIFICATIONS



You are required to complete the American Heart Association's (AHA) Basic Life Support (BLS) course, which includes cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) training, as well as adult, child, and infant rescue techniques. You must also complete Heartsaver First Aid training. You are responsible for the associated costs of this training, and it is recommended that you take the courses at your earliest convenience and they must include an in-person component.

When you receive your AHA Basic Life Support and Heartsaver First Aid training cards, scan them and upload them into CastleBranch.

USAHS students must be certified by the AHA. Certification programs by other providers, such as the Red Cross, are not accepted.

You can find information about recommended course providers on <u>MyUSA > Clinical Services > Medical Record Forms and General Student Documents</u>.

PHYSICAL EXAM

You will need to have an initial Physical Examination from a healthcare provider prior to participating in clinical rotations. This will also be uploaded into **CastleBranch**.

• Physical Exam Form







REQUIRED VACCINATIONS

USAHS requires students to provide verification of each vaccination listed in the checklist below. These requirements are completed at your expense and are necessary for participation in University-sponsored activities, including attending classes and clinical or fieldwork experiences. Per HIPAA regulations, the University will not share your vaccination records with any third party.

Immunizations	Details	Due/Renew	Where to Upload
Tuberculosis Testing (form provided in incoming packet and on BlackBoard)	 Option 1 – Skin Testing to establish a baseline negative: Initial 2-step PPD conducted 1-3 weeks apart (requires 4 trips to Practitioner, 2 tests & 2 readings) or updated chest x-ray if PPD positive. Chest x-ray results will only be accepted with verification of a history of positive PPD testing. Chest x-rays must be less than 5 years old. Option 2 – Initial QuantiFERON blood test to establish baseline negative. Students who have 	PT & OT – 1 Term BEFORE clinical experience. SLP – By Week 4 of Term 1 Once a negative baseline is established, annual renewal is accomplished with submission of TB Questionnaire unless the student has	CastleBranch
	previously received the BCG vaccine should choose this option.	traveled internationally, or the site requires a more recent test.	
	Series of 2 or 3 injections depending on name brand,	PT & OT – 1 Term BEFORE clinical experience.	
Hepatitis B Vaccine	with at least 4 weeks between doses 1 and 2. The complete series takes about 6 months. A Declination	SLP – By Week 4 of Term 1	CastleBranch
	Form is available.	No need for this vaccine if titer proves immune	
	A blood test is used to determine immunity to	PT & OT – 1 Term BEFORE clinical experience.	
Hepatitis B Titer	Hepatitis B. Without prior Hep B vaccine or a non- immune titer, it is performed 1-2 months after the last	SLP – By Week 4 of Term 1	CastleBranch
	Hepatitis B vaccine injection to determine immunity.	If immune, no need to renew unless exposed to Hepatitis B	
		PT & OT – 1 Term BEFORE clinical experience.	
MMR (measles, mumps, rubella)	Set of 2 immunizations 28 days apart <u>or</u> a titer for all 3 to prove immunity. We will accept childhood records.	SLP – By Week 4 of Term 1	CastleBranch
,		No need for this vaccine if titer proves immune	
Tdon		PT & OT – 1 Term BEFORE clinical experience.	
Tdap (tetanus, diphtheria,	One-time injection that is renewed every 10 years	SLP – By Week 4 of Term 1	CastleBranch
pertussis)		Only renewed if expires at some point during the program	
Varicella (chickenpox)	Set of 2 immunizations 28 days apart <u>or</u> a titer to prove immunity. We will accept childhood records.	PT & OT – 1 Term BEFORE clinical experience. SLP – By Week 4 of Term 1	CastleBranch
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		No need for this vaccine if titer proves immune	
		proves minute	CastleBranch
Varicella Titer	A blood test to check for immunity to varicella.	PT & OT – 1 Term BEFORE clinical experience. SLP – By Week 4 of Term 1	CastleBranch
		If immunity is determined through a titer, no further renewals are necessary	
Influenza "Flu Shot" One-time injection annually or completed Declination Form		October 15 annually while student is in clinical setting	CastleBranch
Bacterial Meningitis One-time injection every 5 years until age 21 – Texas campuses only		PT & OT – 1 Term BEFORE clinical experience. SLP – By Week 4 of Term 1	CastleBranch
Covid-19	USAHS does not currently require this vaccine, but individual clinical sites may require it. Click here for more information on our re-entry to campus process. Any student who has taken the COVID-19 vaccination and has been advised by their healthcare provider to delay other vaccinations by 2–4 weeks will be granted that extension.	Since this vaccination is not a required part of the medical record, the documentation will be uploaded to Exxat not CastleBranch. It will be verified at the time of clinical placement if your site requires it.	Exxat

Please Note – the following items are associated with CASTLEBRANCH:

	Order		Upload		Immunizations
•	Medical Records Tracker	•	Medical Insurance Verification Form	•	All BUT Covid-19
•	Fingerprint Report	•	Fingerprint and Background Check Disclaimer Form		
•	Background Check	•	OSHA/HIPAA & Elder Abuse Certificate		
•	Drug Screen	•	AHA Basic Life Support and Heartsaver First Aid training cards		
		•	Physical Exam Form		

Please Note – the following items are associated with EXXAT:

	Upload		Immunizations
•	Clinical Placement Information	•	ONLY Covid-19
•	Additional Forms		





FINANCING OPTIONS

USAHS offers many resources to assist you with funding your education, including dedicated financial aid advisors. Our financial aid advisors are available to assist you by email, phone, or appointment at any point in the process.

All new students are encouraged to arrange a personal appointment with a financial aid counselor, regardless of your funding plans. Your advisor can provide you with information and suggestions to get the most out of your educational investment.

To attend a Virtual Information Session: Click here

Regular office hours are Monday through Friday, 8 a.m. to 8 p.m., EST.

FEDERAL FINANCIAL AID

If you are planning to fund your education using federal financial aid (Title IV loans), be sure to follow these steps:

Ш	Through the myUSA student portal, review the cost of attendance.
	Log onto the myUSA portal>My Info>My Contact Info and update your social security information.
	Submit your Free Application for Federal Student Aid (FAFSA) for the relevant academic year at https://studentaid.gov/h/apply-for-aid/fafsa . Enter USAHS' school code: G31713.
	Complete and submit the Entrance Counseling form on the Federal Student Aid website by logging into www.studentaid.gov . Select our school to be notified.
	Sign a Direct Subsidized/Unsubsidized Master Promissory Note for USAHS on the Master Promissory Note page of the website. Enter USAHS' school code: G31713.
	The maximum loan amount for the Federal Direct Unsubsidized loan is \$20,500 per academic year (less the federal origination fee) for eligible students. The total loan amount is divided equally over three trimesters (an academic year).
	Review and select any necessary additional funding from a private lender or Direct Grad Plus Loan by reviewing and comparing lenders and applying for additional funds.
	If you are applying for a GAP loan, we encourage you to look at all your options (private versus Direct Plus). <u>Private loan options</u> and <u>Federal Direct Plus</u> loans are available to cover the GAP and your living expenses. Let the Financial Aid office know your preference. All loans must be requested and packaged at the same time.
	After completing Stone 1-5, schedule an appointment with a financial aid advisor by using the link above

Refer to this list of <u>frequently asked questions</u> for further information. Also, please note that **any portion of tuition/fees that you** plan to pay out of pocket will be due no later than the Friday prior to the first day of classes.

USAHS SCHOLARSHIPS

The University of St. Augustine for Health Sciences offers scholarship opportunities to new students enrolling in the entry-level OT and PT programs. Scholarship awards are applied to tuition and fees only. Students can learn more about requirements and how to apply at <u>usa.edu/admissions-aid/financial-aid/</u>.







The deadlines to apply for scholarships are as follows:

o Fall term: August 1

Spring term: November 20Summer term: March 31

USAHS scholarship applications will be available 3 months prior to the deadlines listed above.

VETERAN'S EDUCATION BENEFITS

USAHS is eligible for most VA education benefits:

- Chapter 30 Montgomery GI Bill (Active Duty)
- Chapter 31 Vocational Rehabilitation Benefits
- Chapter 33 Post-9/11 GI Bill and Yellow Ribbon
- Chapter 35 Survivors and Dependents Assistance
- Chapter 1606 Reserve GI Bill

Submit your Certificate of Eligibility to contactfinancialaid@usa.edu

For questions about Veteran's Education Benefits eligibility, call the VA at 888-GIBill1 (888-442-4551), Monday through Friday, 7 a.m. to 6 p.m. (CST).

TUITION PAYMENT OPTIONS

To help you get your tuition payments under control, Cashnet offers convenient payment plans.

You can use a payment plan to pay all or part of your tuition and avoid the high-interest rates that normally come with a traditional loan.

- Set up a plan to cover your entire bill, or just the balance left after financial aid
- Simple enrollment process to ensure your account is set up properly with the school
- Payments are conveniently made electronically no postage to worry about!
- Easy access to manage your account online

IMPORTANT REMINDER

The University MUST receive all completed admissions, medical records, and financial aid documents to disburse federal financial aid and distribute credit balance refunds to students. Until all completed documents have been provided, students are responsible for providing an alternative source of funding to pay tuition and fees.







STUDENT READINESS ORIENTATION

USAHS has developed an online course called "Learning at USAHS: Student Readiness Orientation" to help you prepare to succeed at USAHS. In this required self-paced course, you will learn the essentials to maximize your learning experience and participate in interactive activities. The orientation is an invaluable opportunity to make connections with your peers, program leaders, and faculty from across our five campuses.

To best prepare for your academic transition, it is recommended that this mandatory orientation course be completed by orientation. *Learning at USAHS* is an introductory course delivered in Blackboard, the system that is used for all virtual learning experiences at USAHS. The course will remain on your Blackboard course list throughout your enrollment at USAHS, so you can return to it at any time to reference or review support materials.

The course, provides activities and interactions specifically designed to equip you for success in our learning environment. Through discussions, interactive multimedia, and synchronous sessions you will gain experience using the core USAHS systems, tools, and technologies.

HOW TO ACCESS "LEARNING AT USAHS"

As an incoming student, you are automatically enrolled in the Learning at USAHS course. Access to the course will be provided approximately 6 weeks prior to the start of the term, and the course concludes 30 days after the term start.

Go to http://login.usa.edu and navigate to Blackboard to access the course. Use the same username and password you set up for your @usa.edu account.
Once you log in, you will see the Learning at USAHS: Student Readiness Orientation course listed.
At the time you are enrolled in the orientation, you are also enrolled in the Clinical Education Blackboard Community, an
information hub for clinical education requirements and processes.

The *Learning at USAHS* course is self-paced, but we strongly recommend logging in as often as you can. In addition to active discussion boards, the orientation also includes a wide variety of opportunities for live sessions on topics of interest to new students, as well as important reminders and timely information leading up to the start of term.

FOR QUESTIONS AND SUPPORT

Visit the <u>Blackboard Ultra Base Navigation</u> for additional resource	□ Vi	isit the	Blackboard	Ultra I	<u>Base</u>	<u>Navigat</u>	<u>ion</u> fo	or add	itional	resour	ces
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For technical support	, join the	Virtual Kiosk	anytime between	8 a.m. and 8	p.m. Eastern	, 7 days a week







Set up your USA email account using the instructions sent to your personal email from noreply IT@usa.edu.
If you establish a new local address, update your personal local contact information under My Info on the MyUSA portal.
Review the <u>Student Services</u> page.

Review our <u>laptop requirements</u>.

Download your University-provided access to Microsoft Office.

☐ Register for <u>password self-service</u>.

EXPLORE THE MYUSA PORTAL AND IT SUPPORT

Receive Blackboard access to your first-term courses on or before Orientation Day.

HOUSING AND CAMPUS PARKING

Currently, USAHS does not provide student housing. We do have several resources to support you in your search and to help you find roommates. <u>Select your campus</u> to locate relevant housing information. Additionally, don't forget to:

Join your campus Facebook group when you are sent the link in your Welcome email.

Access the Student Housing portal once you have activated your usa.edu email account.

Decide if you will obtain a <u>general</u> or <u>CAP</u> (Commuter Alternatives Program – Residential and Flex students only) parking permit. Your SSA will send you information at a later date with instructions on how to sign up.

NEW STUDENT ORIENTATION

Your SSA will communicate this information to you.

Residential students – Mandatory orientation is typically held on the Friday before classes begin for the term. You are required to attend orientation in person. Watch your usa.edu email account for event details.

Flex and MS-SLP students – Mandatory orientation is held virtually via Ring Central the week before classes begin for the term. Watch your usa.edu email account for event details.







UNIVERSITY CONTACTS

Keep this list handy and reach out whenever you have questions.

STUDENT SUCCESS ADVISORS

Your campus-based student success advisor will reach out to you as described above. The SSAs also lead Orientation and Onboarding. All inquiries can be directed to advising@usa.edu.

CLINICAL EDUCATION

Medical Records (Health Insurance, CPR/First Aid Certification, OSHA, HIPPA, Elder Abuse) – medicalrecords@usa.edu
Background Check/Fingerprints/Drug Screen – backgroundchecks@usa.edu
EXXAT/Edubrite – clinedrosters@usa.edu

ADMISSIONS, ENROLLMENT, AND DOCUMENT MANAGEMENT

All Campuses - enroll@usa.edu

FINANCIAL AID

All Campuses – <u>contactfinancialaid@usa.edu</u>

904-423-2010

Virtual Appointment

BURSAR

San Marcos, California – Daisy Avila – <u>davila@usa.edu</u>
St. Augustine and Miami, Florida – <u>bursar@usa.edu</u>
Austin and Dallas, Texas – Candice Salazar – <u>csalazar@usa.edu</u>

CAMPUS IT AND BLACKBOARD

Blackboard Issues – support@usa.edu
Virtual Kiosk – Virtual Kiosk

REGISTRAR

All Campuses - registrar@usa.edu

ACCESSIBILITY SERVICES

 $All\ Campuses - \underline{accommodations@usa.edu}$







HELPFUL LINKS				
Academic Calendar	Link your USA Email to an Apple device			
Student Catalog/Handbook	Link your USA Email to an Android device			
PT Clin Ed Handbook (Make sure you are logged into MyUSA to access)	<u>Password Reset</u>			
OT Clin Ed Handbook (Make sure you are logged into MyUSA to access)	Apply for Scholarships			
SLP Clin Ed Handbook (Make sure you are logged into MyUSA to access)	Affordable Care Act (Health Insurance Options)			
A Day in the Life of an Online Student	Enrollment Verification Form (Deferring Current Loans)			
Navigating Your Virtual Classroom	<u>USAHS Library</u>			
iLEARN - Learning Resources for Students	Student Success Services Overview			
<u>USAHS Technical Support</u>				

