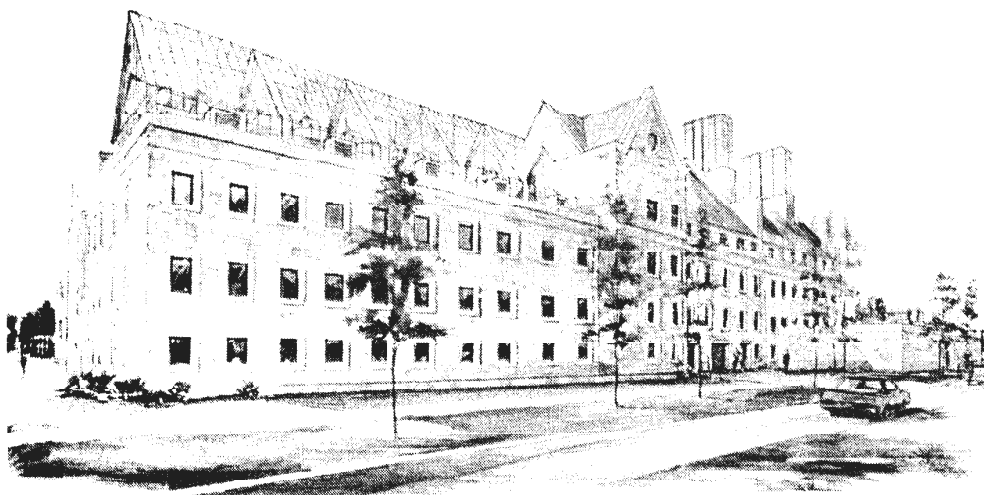


Advising Handbook



The mission of the College of Pharmacy is to educate students to meet the pharmaceutical needs of society, to advance pharmaceutical knowledge through research and to serve the profession and the community. Guiding principles are personal integrity, respect for humanity and human diversity, and professionalism.



Wolfe Hall

Note: This handbook is published for informational purposes only. While every attempt has been made to provide accurate and current information, it is the responsibility of the student to meet and satisfy all University, College and program requirements. The UT College of Pharmacy reserves the right to modify rules, policies, and course requirements without notice.

PHPR1000 (ADM)

Group Advising Workshop for First and Second-Year Students

Each term of the pre-professional division, students* are required to **register for and attend one PHPR1000 ADM** (group advising workshop).

*First-Year Students PHPR 1000-- 1 xx	Choose one section at zero credit hours that fits into your schedule. The section you register for will determine the day of your group advising workshop session. (i.e., PHPR 1000:103 = Wednesday, September 3, 2008).
*Second-Year Students PHPR 1000-- 2 xx (PHCL2600 is a co-req or pre-req)	Choose one section at zero credit hours that fits into your schedule. The section you register for will determine the day of your group advising workshop session. (i.e., PHPR 1000:204 = Thursday, September 18, 2008).

.....
: **Group Advising Workshops only meet** :
: **ONE TIME A SEMESTER!!** :
:
.....

The College of Pharmacy recognizes that you may be tempted to register for your courses without attending the Group Advising Workshop. The College would like to **caution** you against doing so in the strongest possible way.

Please remember that **YOU are ultimately responsible** for the correct course selection and successful completion of your graduation requirements. The advising process (which includes the group advising workshops) is designed to assist you in reaching that goal.

UT College of Pharmacy – Preprofessional Division Curriculum

First Year	Fall Semester	Hours		Spring Semester	Hours
PHPR1000	Orientation LEC+REC+ADM	1	PHPR1000	ADM – Group Advising Workshop	0
CHEM1230 *	General Chemistry I	4	CHEM1240*	General Chemistry II	4
CHEM1280	General Chemistry I Lab	1	CHEM1290	General Chemistry II Lab	1
MATH1750 *	Calculus – Life Sciences I	4	MATH1760	Calculus – Life Sciences II	3
BIOL2150 *	Fund of Life Science I	4	BIOL2170 *	Fund of Life Science II	4
BIOL2160	Fund of Life Science I Lab	1	BIOL2180	Fund of Life Science II Lab	1
	UT Core Requirement (optional)	3		UT Core Requirement	3
	Total	15-18		Total	16

Chemistry sequence: (CHEM1090 grade of $\geq C$ required), CHEM1230/1280, CHEM1240/1290, CHEM2410/2460, CHEM2420/2470
(CHEM1200, CHEM2430, + CHEM2440 are optional 1-hour pass/no credit courses)

Math sequence: (MATH0910, MATH0950, MATH0980, or MATH0990, MATH1320), MATH1750, MATH1760

PHCL2600 pre-requisites: BIOL2150/60, BIOL2170/80, CHEM1230/80, CHEM1240/90, 30 earned hours, and ≥ 2.5 cumulative GPA

Second Year	Fall Semester	Hours		Spring Semester	Hours
PHPR1000	ADM – Group Advising Workshop	0	PHPR1000	ADM-Group Advising Workshop	0
CHEM2410 *	Organic Chemistry I	3	CHEM2420	Organic Chemistry II	3
CHEM2460	Organic Chemistry I Lab	1	CHEM2470	Organic Chemistry II Lab	1
PHCL2600 *	Functional Anatomy/Pathophysiology I (only offered during fall semester)	4	PHCL2620	Functional Anatomy/Pathophysiology II (only offered during spring semester)	4
PHYS1750 *	Intro to Physics (only offered during fall semester)	4		UT Core Requirement	3
	UT Core Requirement (optional)	3-6		UT Core Requirement	3-6
	Total	15-18		Total	14-17

Apply to Professional Div (P1) at end of Fall Semester of 2nd-year ↓

Minimum of 44 earned semester credit hours and ≥ 2.7 cumulative and science GPA's are required to apply to the P1.

Minimum of 63 earned semester credit hours are required to begin P1.

* Grades from these eight science courses are used in the calculation of the student's science GPA at the time of application to P1.

UT Core Requirements			
<i>(must be completed prior to BSPS graduation – may be taken during summer semesters)</i>			
English Composition (2 req'd)	Social Sciences (2 req'd)	Humanities/Fine Arts	Diversity
ENGL1110 (3 hrs) <i>and</i> ENGL1130, 1140, 1150, <i>or</i> 2950	ECON1200 <i>and</i> PSY1010 <i>or</i> SOC1010	2 courses, ≥ 6 hours from different depts/disciplines	2 courses, ≥ 6 hours; 1 US <i>and</i> 1 Non-US

05/27/08

HOURS NECESSARY FOR GRADUATION (varies depending on program of study):

137 – BSPS (PharmD track) or 132 – BSPS (non-PharmD track)

**PRE-PROFESSIONAL DIVISION
PLAN OF STUDY**

Please record all coursework that you plan to take during your pre-professional division years (either 2 or 3 years). Refer to the College of Pharmacy's program of study (p.4 Handbook).

➔ ➔ ➔ *Please note that some sections are to be filled in with a pencil only.* ➔ ➔ ➔

NAME _____ R# _____
 (print) Last First Middle

UT EMAIL _____

CELL PHONE # () _____ AND/OR LOCAL PHONE # () _____

	FALL SEMESTER 20	SPRING SEMESTER 20	SUMMER SEMESTER 20
P E N C I L	<u>Course</u> <u>Hours</u>	<u>Course</u> <u>Hours</u>	<u>Course</u> <u>Hours</u>
	PHPR1000 LEC/REC/ADM 1		
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	PHPR1000ADM Group Advg 0	PHPR1000ADM Group Advg 0	
	Total _____	Total _____	Total _____
			Year Total Hours _____

	FALL SEMESTER 20	SPRING SEMESTER 20	SUMMER SEMESTER 20
P E N C I L	<u>Course</u> <u>Hours</u>	<u>Course</u> <u>Hours</u>	<u>Course</u> <u>Hours</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	PHPR1000ADM Group Advg 0	PHPR1000ADM Group Advg 0	
	Total _____	Total _____	Total _____
			Year Total Hours _____
			TOTAL HOURS _____

	FALL SEMESTER 20	SPRING SEMESTER 20	SUMMER SEMESTER 20
P E N C I L	<u>Course</u> <u>Hours</u>	<u>Course</u> <u>Hours</u>	<u>Course</u> <u>Hours</u>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	PHPR1000ADM Group Advg 0	PHPR1000ADM Group Advg 0	
	Total _____	Total _____	Total _____
			Year Total Hours _____
			TOTAL HOURS _____

PRE-PROFESSIONAL DIVISION
PLAN OF STUDY

**PRE-PROFESSIONAL DIVISION
PLAN OF STUDY (POS)**

**RECORD YOUR GRADES IN THE COLUMN AFTER EACH COURSE.
ADVANCED PLACEMENT CREDIT – WRITE AP. TRANSFER GRADES – WRITE A/T, B/T, C/T...ETC.**

**ALL OF THE
FOLLOWING REQUIRED**

COURSE	GRADE
PHPR1000	
MATH1750 *	
MATH1760	
BIOL2150 *	
BIOL2160	
BIOL2170 *	
BIOL2180	
CHEM1230 *	
CHEM1280	
CHEM1240 *	
CHEM1290	
CHEM2410 *	
CHEM2460	
CHEM2420	
CHEM2470	
PHCL2600 *	
PHCL2620	
PHYS1750 *	
<i>or</i>	
PHYS2070 *	
PHYS2080	

*The 8 courses included in the Science GPA must be completed by the end of the fall term of your 2nd year (prior to application to the Professional Division or P1).

Please refer to the University Catalog (www.catalog.utoledo.edu) or your Degree Audit for current info on Core Curriculum courses.

**TWO DIVERSITY
STUDIES REQUIRED**

COURSE	GRADE
DIV OF US	
NON-US	

**BOTH OF THE
FOLLOWING REQUIRED**

COURSE	GRADE
ENGL1110	
ECON1200	

**ONE OF THE
FOLLOWING REQUIRED**

COURSE	GRADE
ENGL1130	
ENGL1140	
ENGL1150	
ENGL2950	

**ONE OF THE
FOLLOWING REQUIRED**

COURSE	GRADE
PSY 1010	
SOC 1010	

**TWO HUMANITIES/ FINE
ARTS REQUIRED**

COURSE	GRADE

PLEASE READ THE FOLLOWING STATEMENTS AND SIGN BELOW.

All prerequisites must be successfully completed before advancing into the next course in the sequence. If I receive a non-passing grade, I will contact the Office of Student Affairs (x-1904) to schedule an appointment with my advisor immediately. If this is not done, I understand that progression in my program of study may be delayed or jeopardized. Each term, I will also assess my grade point average and academic standing relative to the Academic Performance Standards (probation and suspension criteria) of the UT College of Pharmacy (<http://www.utoledo.edu/pharmacy/current//advisinghandbook.html>).

I am aware that it is my ultimate responsibility to select and register for the correct courses to fulfill my degree requirements. **I recognize that failure to attend a mandatory group advising workshop (PHPR1000 ADM) during each of my preprofessional division semesters may postpone my registration for the subsequent term.**

I agree with the above statements and further guarantee the accuracy of the information that I have written on both sides of this Pre-professional Division Plan of Study.

Signature (In Pen)	Date (In Pen)	Signature (In Pen)	Date (In Pen)
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

ACADEMIC PROGRAMS OF STUDY:

BACHELOR OF SCIENCE IN PHARMACEUTICAL SCIENCES

- ✓ **MEDICINAL AND BIOLOGICAL CHEMISTRY**
- ✓ **PHARMACEUTICS**
- ✓ **PHARMACY ADMINISTRATION**
- ✓ **PHARMACOLOGY/TOXICOLOGY**
- ✓ **PHARMD TRACK**

DOCTOR OF PHARMACY (PHARMD)

MASTER OF SCIENCE & PHD IN MEDICINAL CHEMISTRY

MASTER OF SCIENCE IN PHARMACEUTICAL SCIENCES

- ✓ **INDUSTRIAL PHARMACY OPTION**
- ✓ **PHARMACY HEALTH CARE ADMINISTRATIVE OPTION**
- ✓ **PHARMACOLOGY/TOXICOLOGY OPTION**

Additional information, examples of the curriculum, and degree requirements are available on the College of Pharmacy's website at http://www.utoledo.edu/pharmacy/academic_programs/index.html.

General Criteria for Admission to the Professional Divisions (Revised 07/08 dlr)

The number of students who receive final acceptance into the Professional Divisions will be limited to the space available. Because the number of applicants usually exceeds the number of spaces available, students are admitted on the basis of these general criteria.

I. Eligibility for Application

- a. To be eligible to apply for admission into the Professional Divisions all applicants must complete the following or their equivalents:
BIOL 2150, 2160, 2170, 2180
CHEM 1230, 1240, 1280, 1290, 2410, 2460
MATH 1750
PHCL 2600
PHYS 1750 or 2070
A minimum of forty-four (44) earned semester hours
A minimum 2.7 of both cumulative grade point average (GPA) and science GPA
Matriculated in the University Of Toledo College Of Pharmacy and enrolled in any University of Toledo course(s) during either the fall or spring semester of the academic year in which they apply.

II. Application

- a. Applicants to the PharmD program will provide the Admissions Committee with a personal essay to be written at a designated time, date and location as indicated on the Internal Admissions website. At the time of the writing of the personal essay, all application materials must be submitted. This includes the following:
Signed application contract
Two signed and sealed letters of recommendation on the form provided
NOTE: The letters may be from professors, employers, clergy, close family friends and family health professionals (pharmacist, dentist, and physician), or others. Letters from relatives or University of Toledo College of Pharmacy faculty or staff are not acceptable.
- b. Applicants to the BSPS programs will submit the following by the deadline published on the Internal Admissions website:
Signed application contract
- c. There are no exceptions to the deadlines.

III. Final Admission

- a. In order to be finally admitted into the Professional Division, an applicant must have completed the following or their equivalents:
BIOL 2150, 2160, 2170, 2180
CHEM 1230, 1240, 1280, 1290, 2410, 2420, 2460, 2470
MATH 1750 & 1760
ECON 1200
PHCL 2600 & 2620
PHYS 1750 or 2070/2080
A minimum of sixty-three (63) earned semester hours
Maintain a minimum 2.0 GPA (cumulative and semester) for the spring and, if applicable, summer semesters

If an applicant is accepted into the Professional Divisions, the acceptance will be provisional pending the completion of the above requirements. All course prerequisites for the Professional Divisions must be completed *two weeks before the first day of Professional Division classes in the Fall Semester* for which the application is made. If the applicant fails to meet the deadline for the

completion of prerequisite courses, he/she will lose provisional admission status and must apply again for admission to the Professional Divisions in a subsequent year. It is the student's responsibility to contact the Coordinator of Internal Admissions in the Office of Student Affairs if he/she plans to complete requirements over the summer prior to the start of the third year. A Pre-Professional Division student will not be allowed to fulfill requirements for the Professional Divisions by enrollment in both Organic Chemistry and Physics during the summer prior to the first Professional Division year.

IV. Evaluation

- a. Each application will be evaluated on the basis of the applicant's:
 - Personal essay (for PharmD applicants only)
 - Personal interview at the discretion of the committee (for PharmD applicants only)
 - Cumulative GPA
 - Science GPA in the following specified courses:
 - CHEM 1230, 1240, & 2410
 - BIOL 2150 & 2170
 - MATH 1750
 - PHYS 1750 or 2070
 - PHCL 2600

- b. The Admissions Committee will use the better grade for the first two of all attempts for any science course used in the calculation of the science GPA. This rule will apply to all applicants, including transfer students. All transfer or quarter courses equivalent to these specified courses will be evaluated for their respective equivalent semester quality hours. All applicants MUST have a cumulative GPA based upon a minimum of 16 quality semester hours at The University of Toledo (a letter grade must be received in each course). If a student has taken fewer than 30 quality hours at The University of Toledo, the Higher Educational GPA (HEd GPA which is based on all letter grades attained at all institutions of higher learning) will be used in the evaluation in place of the UT cumulative GPA if the HEd GPA value is less than the UT cumulative GPA. If the HEd GPA is greater than the UT cumulative GPA, the latter will be used.

V. Transfer Students

- a. Specific criteria have been approved by the faculty of the College of Pharmacy for the application of transfer students or of change-of-college students to the Professional Divisions. These are outlined as follows:
 - i. The General Criteria for Admission to the Professional Divisions will be applied to the transfer student in the same manner as for the continuing College of Pharmacy student; i.e., cumulative GPA, science GPA, essential courses or their equivalents through the Fall Semester of the second year, personal essay (for PharmD applicants), possible personal interview (for PharmD applicants) and an accumulation of at least 44 earned semester hours. The applicant's cumulative GPA from The University of Toledo or HEd GPA (as determined above), science GPA based on equivalent specified courses (UT or otherwise) as stated above, and personal essay (for PharmD applicants) will be used in determining admission.
 - ii. The essential courses for final admission to the Professional Divisions consist of those listed above (see IV.a). Equivalencies must be determined and appear on the student's transcript and/or in the student's degree audit prior to application. In general, a 3-quarter course sequence is necessary to fulfill a 2-semester course sequence. See an advisor for further information.
 - iii. In surveying the essential courses, the Admissions Committee has observed that equivalency is almost automatic for courses in general chemistry, general biology, organic chemistry and physics. Difficulty in determining

equivalency has occurred with the mathematics sequence and the functional anatomy and pathophysiology sequence.

- iv. Students who wish to transfer credit from another college or university MUST have been enrolled in The University of Toledo College of Pharmacy and registered for 16 quality hours (a letter grade must be received in each course) prior to application.
- v. The only pharmacy courses a pre-professional student is permitted to take through the College of Pharmacy are PHPR 1000, PHCL 2220, 2600 and 2620 until final admission to the Professional Divisions is achieved.

VI. Contingent Admit Students

- a. Students who were awarded contingent admission, must achieve a cumulative and science GPA of 3.50 or above as calculated by The University of Toledo by the end of fall semester of year two. If a student does not meet the 3.50 GPA requirements, he/she must apply for admission into the program with the remainder of the class. Failure to complete required courses by the end of the fall semester of year two at UTCP will render the student ineligible for contingent admission into the Professional Division.

Academic Performance Standards

(Faculty-approved policy 11-21-03)

Please refer to the General Section of this catalog for General Academic Policies governing all students enrolled at the University.

For students entering into the professional division of the BSPS PharmD major program:

- a) Students must maintain a cumulative pharmacy core-curriculum GPA of 3.0. Beginning in the first year of the professional division, students whose semester or cumulative pharmacy core-curriculum (see below) GPA falls below 3.0 will be given an academic warning, and allowed one semester to restore their GPAs to a semester or cumulative pharmacy core-curriculum level of 3.0. A student with two or more consecutive semesters with a semester or cumulative pharmacy core-curriculum GPA of less than 3.0 will undergo a record review by the College of Pharmacy Academic Performance Committee that may result in dismissal from the Pharm.D. program.
- b) A grade below a C (2.0) in any pharmacy core-curriculum course is unsatisfactory and will not be considered a passing grade for the course in the Pharm.D. curriculum (i.e., courses for which grades of less than a C are earned must be repeated).
- c) GPA recalculation for undergraduate courses will be allowed, in accordance with the policies of The University of Toledo.

For all undergraduate students in the preprofessional division and in the professional division of the bachelor of science in pharmaceutical sciences, pharmacology/toxicology, medicinal and biological chemistry, pharmaceuticals, and pharmacy administration majors in the College of Pharmacy:

- a) Any student who fails to achieve a semester or cumulative GPA of 2.0 or greater at the end of any semester will automatically be placed on probation.
- b) Any student who fails to achieve a semester or cumulative GPA of 1.0 or greater at the end of any semester will automatically be placed on probation, will undergo a record review by the College of Pharmacy Academic Performance Committee, and may be suspended (see section on suspension below) from the University without a preliminary probationary semester.
- c) Any student who fails to achieve a semester or cumulative GPA of 2.0 or greater for any two of three consecutive semesters in attendance will undergo a record review by the College of Pharmacy Academic Performance Committee, and may be suspended (see section on suspension below) from the University.

For students entering the post-BSPS (graduate) portion of the PharmD curriculum:

- a) Students must maintain a minimum GPA of 3.0. This GPA will be computed beginning from the first semester of the post-bachelor of science in pharmaceutical sciences course work and will include all post-baccalaureate-level courses (see below). Students whose semester pharmacy curriculum GPA falls below 3.0 will be given an academic warning. Students whose cumulative pharmacy curriculum GPA falls below 3.0 will be placed on probation and allowed one semester to restore their GPA to a cumulative pharmacy curriculum level of 3.0 or better. A student with two or more consecutive semesters with a cumulative pharmacy curriculum GPA of less than 3.0 will undergo a record review by the College of Pharmacy Academic Performance Committee that may result in dismissal from the Pharm.D. program.

- b) A grade below a C (2.0) in any pharmacy core-curriculum course is unsatisfactory and will not be considered a passing grade for the course in the Pharm.D. curriculum (i.e., courses for which grades of less than a C are earned must be repeated).
- c) Refer to "Experiential Performance Standards" for policies concerning students who fail to pass an Advanced Pharmacy Practice Experience (APPE). A grade of "Unsatisfactory" in any APPE will not have a negative impact on a student's post baccalaureate GPA, however.

SUSPENSION

Suspension is made by the dean on advice from the College of Pharmacy Academic Performance Committee, which reviews the performance of all students periodically. Suspension is from the University. The period of suspension is at least one semester, exclusive of the summer terms. A student who is suspended must petition the dean for readmission, in writing (with a copy to the associate dean for student affairs), at least five weeks prior to the beginning of the semester to which the petition is directed. If the petition is accepted, the college will determine the conditions under which the student will be permitted to re-enroll. If a student is readmitted and does not perform satisfactorily, permanent dismissal from the College of Pharmacy may result. A student who is on academic or disciplinary probation or suspension will be required to relinquish the duties of any office in the College of Pharmacy organizations until the student is in "good academic standing," as defined below.

If a student is suspended, and therefore is ineligible to attend classes in a subsequent semester, that student must drop all of the courses for that semester.

GOOD STANDING

The College of Pharmacy defines "good academic standing" in the following manner:

- a) For all preprofessional students, and professional division students in the bachelor of science in pharmaceutical sciences program (pharmacology/toxicology, medicinal and biological chemistry, pharmaceuticals and pharmacy administration majors): a minimum cumulative GPA of 2.0 and a minimum GPA of 2.0 for the semester.
- b) For all P1 and P2 professional division students in the Pharm.D. program: a minimum cumulative pharmacy core-curriculum GPA of 3.0 and a minimum GPA of 3.0 for the semester.
- c) For students in the post-baccalaureate portion of the Pharm.D. program: a minimum cumulative pharmacy curriculum GPA of 3.0 and a minimum GPA of 3.0 per the semester.

PHARMACY CORE-CURRICULUM

Undergraduate core-curriculum courses taught in the College of Pharmacy beginning in the P1 year of the professional division:

MBC 3310, 3320, 3550, 3560, 3800, 3850 and 4300

PHCL 3700, 3720, 4150, 4700 and 4720

PHPR 3010, 3070, 3080, 3510, 3920, 4400, 4410, 4420, 4430, 4440, 4450, 4520 and 4920

Post-B.S.P.S. core-curriculum courses taught in the College of Pharmacy beginning in the P3 year:

PHCL 5140

PHPR 6160, 6210, 6230, 6240, 6250, 6370, 6380, 6420, 6430, 6440, 6490, 6510, 6550, 6610, 6940, 8260, 8390, 8470, 8480, 8500, 8620, 8630 and 8640

Any approved Pharm.D. electives

EXPERIENTIAL PERFORMANCE STANDARDS

To enter the Advanced Pharmacy Practice Experiences (APPEs) a cumulative pharmacy post baccalaureate GPA of 3.0 or greater is required. Any student who fails to pass a single APPE rotation or is dismissed from a single APPE rotation (for reasons other than an action detrimental to patient care and/or to the clinical service) will be placed on academic probation immediately upon completion or dismissal from the rotation. The student will continue on academic probation for the duration of his/her APPE rotation experience.

Any student on probation who fails to pass an APPE rotation or is dismissed from an APPE rotation will be immediately removed from the APPE program, receive a record review by the academic performance committee, and be subject to dismissal from the doctor of pharmacy program. All previously scheduled APPE sites will become available for other students.

If the situation leading to the dismissal of a student from an APPE rotation is related to an action that is detrimental to patient care and/or the clinical service, the student will be immediately removed from the APPE program. The academic performance committee will review the situation, and the student may be subject to dismissal from the doctor of pharmacy program. All previously scheduled APPE sites will become available for other students.

Actions that are subject to dismissal are outlined in the Experiential Dismissal Policy.

EXPERIENTIAL DISMISSAL POLICY

Pharmacy students may be dismissed from an experiential (Introductory or Advanced Pharmacy Practice Experience) site at any time during the rotation by the experiential site and/or preceptor through the initiation of the dismissal procedure described below.

ACTIONS SUBJECT TO DISMISSAL

Following are circumstances or actions under which experiential students may be dismissed using the dismissal procedure described below:

- * Failure to adhere to experiential site policy and/or procedure.
- * Failure to adhere to UT experiential program policy and/or procedure.
- * Failure to meet a UT experiential program requirement.
- * Blatantly unacceptable or continuously unacceptable experiential program performance.
- * Mistreatment of UT and/or experiential site employees.
- * The performance of an action that is detrimental to the care of a patient.
- * The performance of an action that is detrimental to the clinical service provided by the site and/or preceptor.

DISMISSAL PROCEDURE

When a circumstance or action that is determined to be grounds for dismissal occurs, the experiential preceptor will inform the student and director of experiential programs of the situation. The situation will then be handled as follows:

- a) If the situation is related to failure to meet a requirement, failure to follow policy or procedure, improper behavior or inadequate experiential performance, the student will be given a specific outline by the experiential preceptor as to how his/her performance must improve and/or meet expectations within five class days. A copy of this outline will be sent to the director of experiential programs. If after five class days such performance has not been achieved, the student will be removed from the experiential site and will receive either a grade of U, IN or F as determined by the director of experiential programs.
- b) If the situation is related to an action that is detrimental to patient care and/or to the clinical service, upon discussion of the situation between the experiential preceptor and the director of experiential programs, the student shall be subject to immediate removal from the experiential site and shall receive a grade of U or F.

If a student has any question over the handling of his/her dismissal procedure by the director of experiential programs and/or preceptor, he/she should contact the chair of the department of pharmacy practice.

ACCREDITATION STANDARDS/STUDENT GRIEVANCES

The following URL is the American Council of Pharmaceutical Education (ACPE) website that lists the accreditation standards of Colleges of Pharmacy: <http://www.acpe-accredit.org/standards/default.asp>. We encourage students to familiarize themselves with the accreditation standards.

Student complaints specifically related to ACPE standards should be submitted on the appropriate form to the College of Pharmacy Office of Student Affairs (Wolfe Hall room 1227) in care of the Associate Dean for Student Affairs. Forms and a copy of the ACPE Standards are available in the Office of Student Affairs.

Student issues or complaints regarding specific courses should be resolved via discussion with the course instructor. If further resolution is required, the department chairman should be consulted.

Refer to the Academic Grievance section in the General Section of the UT catalog for further information.

***A Pledge between Students and Faculty of
The University of Toledo College of Pharmacy***

<i>STUDENTS</i>
We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
We uphold the professional virtues of honesty, compassion, integrity, fidelity, and dependability in all aspects of our academic and professional life.
We pledge to embrace the highest standards of the pharmacy profession, to conduct ourselves as professionals, and to demonstrate respect for faculty, staff, colleagues, and patients.
We are committed to the just treatment of all faculty, staff, fellow students, and patients regardless of gender, race, national origin, religion, or sexual orientation.
As professionals, we pledge to assist our fellow students in meeting their educational and professional obligations.
<i>FACULTY</i>
We pledge our utmost effort to ensure that all components of our educational programs for students are of the highest caliber.
We pledge to value our role as mentors to students. In doing so, we will maintain the highest professional standards in our interactions with students, colleagues, staff and patients.
We pledge to demonstrate respect for students, colleagues, staff and patients. We are committed to the just treatment of all students, staff, fellow faculty, and patients regardless of gender, race, national origin, religion, or sexual orientation.
We pledge our assistance towards resolution of students' personal or academic problems when they are brought to our attention.
We value expressions of professional attitudes and behaviors and encourage the intellectual, personal and professional growth of our students.
We will not tolerate abuse or exploitation of our students.
We encourage any student who experiences mistreatment or who witnesses mistreatment or unprofessional behavior to report the facts (preferably in writing) immediately to appropriate faculty or staff; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

Adapted from Cohen, J.J. Our compact with tomorrow's doctors. *Academic Medicine*. 2002; 77:475-480, and "A Covenant Between Faculty and Students," Auburn University, Harrison School of Pharmacy, http://pharmacy.auburn.edu/prospective_students/professional_degree/covenant.htm

HOW TO ADD A CLASS

During Early or Open Registration If the class is open:	During Open Registration If the class is closed:	During Late Registration (Late registration fee may apply)
<ol style="list-style-type: none"> 1. Register for the class at myUT-Student Self Service http://myut.utoledo.edu; or in person in Rocket Solution Central (RH1200) 2. Registration priority times are determined by the student's earned hours. These times can be found at http://registrar.utoledo.edu/registration.asp 	<ol style="list-style-type: none"> 1. Pick up a Course Request Form in the Office of Student Affairs (WO1227) or in Rocket Solution Central (RH1200) or print a Course Request Form at http://registrar.utoledo.edu/registrationinperson.asp. 2. <i>Ask</i> the instructor if he/she will sign you into the closed class. . If not, you must pick another section/class. 3. If the instructor signs the form, <u>take</u> it to Rocket Solution Central to process (RH1200). 	<ol style="list-style-type: none"> 1. First 3 days of the term, register at myUT-Student Self Service http://myut.utoledo.edu. As of 4th day of term, pick up a Course Request Form in the Office of Student Affairs (WO1227) or in Rocket Solution Central (RH1200) or print the form at http://registrar.utoledo.edu/registrationinperson.asp. 2. <i>Ask</i> the instructor if he/she will sign you into the class. If not, you must pick another section/class. 3. As of the 15th day, the Assoc. Dean's signature is also required (WO1227). 4. If your pre-req's are not in Banner, your advisor's signature is also required. 5. Take the signed form to Rocket Solution Central (RH1200).

HOW TO EXIT A CLASS★

Continuous Registration	Late Registration Period★★ (FIRST 3 DAYS OF CLASS)	After Late Registration, ★★★ but before the end of the 10th week of classes
<ol style="list-style-type: none"> 1. Drop the class at myUT-Student Self Service http://myut.utoledo.edu or in person in Rocket Solution Central (RH1200). 	<ol style="list-style-type: none"> 1. Drop the class at myUT-Student Self Service http://myut.utoledo.edu or, pick up a Course Request Form in the Office of Student Affairs (WO1227) or Rocket Solution Central (RH1200) or print the form at http://registrar.utoledo.edu/registrationinperson.asp. 2. Fill out the form completely. 3. Take the completed form to Rocket Solution Central (RH1200) to drop the class. 	<ol style="list-style-type: none"> 1. Obtain a withdrawal form in Rocket Solution Central (RH1200) or print one from http://registrar.utoledo.edu/forms.asp. These forms are not available in the Office of Student Affairs. 2. <u>If you are withdrawing from a course, you do not need your advisor's nor instructor's signature.</u> However, inform your advisor at your next advising session that you have withdrawn from the course.

★If you fall below full-time status (12-16 hrs) as a result of exiting a class, you may lose your financial aid and/or be taken off your parent's insurance. Make sure to research the ramifications of exiting a class *before* you do so.

★★Refunds are prorated during the late registration period. Refer to the refund schedule in the current Schedule of Classes (<http://registrar.utoledo.edu/>).

★★★Refunds are not given for withdrawals.

NOTE: Confirm all deadlines in the current Schedule of Classes at <http://registrar.utoledo.edu/>

GRADES

WHAT CERTAIN GRADES MEAN AND WHAT TO DO ABOUT THEM

GRADE	MEANING	ACTION
F	Failure	If you get an “F” for a course, do <u>not</u> take the next course in the sequence. See your academic advisor. You must repeat and pass the same course to receive credit.
IN	Incomplete — requirements for the course have not been met.	Check with your instructor immediately to see what needs to be done to complete the requirements for the course. These requirements must be completed before the end of the term following the term in which the IN grade was received, otherwise the IN grade will turn into an F. DO <u>NOT</u> RE-REGISTER FOR THIS CLASS the following term.
PS/NC	Pass/No Credit * A number of classes have the Pass/No Credit option. A grade of $\geq C$ will be posted as PS. A grade of $\leq C-$ will be posted as NC. Pharmacy and science courses cannot be taken Pass/No Credit. A grade of PS or NC <u>does not</u> affect a student’s GPA.	No action required if PS. If passed, quality points will not be added, but the credit hours will be added into earned hours. If NC, you must successfully repeat the same course to receive credit. (Exception: CHEM 1200)
GRADE /NC	Grade/No Credit <i>English courses</i> use this type of grading The actual grade will be posted if you earn a C or above; NC will be posted if you earn less than a C grade.	If NC, you must repeat and pass the same course to receive credit.
W	Withdrawal The <i>student</i> has formally withdrawn from a class before the end of the 10 th week of the term.	No action is required after you withdraw from a course. A “W” will be posted to your transcript with no impact to your gpa.
NR	No Grade Reported The grade was not available when grades were posted or this section/course is not graded. May impact student’s financial aid.	If should be graded, contact your instructor to have grade change submitted. The actual grade will then be posted. If not a graded section, no action required.
PR	Progress Given to denote work in progress.	After work is completed, the instructor will post your final grade.

*No more than seven (7) semester hours of Pass/NC can be taken during the student’s academic career in The University of Toledo College of Pharmacy. Pharmacy, math or science courses cannot be taken Pass/NC. If free electives are taken as Pass/No Credit, they count toward the total of seven (7) hours. A student must complete the University core curriculum courses such that a C average is maintained. An average of less than a 2.00 does not fulfill the UT core requirement. Consult the UT Undergraduate Catalog for further information (www.catalog.utoledo.edu).

IF YOU BELIEVE YOUR GRADE FOR A COURSE IS IN ERROR, CONTACT THE INSTRUCTOR OF THE CLASS AS SOON AS POSSIBLE TO DISCUSS THE GRADE.

DEFINITIONS OF TERMS USED TO CALCULATE GRADE POINT AVERAGES (GPA'S):

Grade Values:

A	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	0.67
B	3.00	C-	1.67	F	0.00

NO OTHER GRADES (PS, NC, W, BLANK, PR) ARE USED IN THE GPA CALCULATION.

Quality Hours: Credit hours of courses for which a grade value was assigned (see grade value chart above.)

Quality Points: Number of points earned for a course (quality hours are multiplied by the grade value for each course).

HOW TO CALCULATE A SEMESTER GPA:

1. **Multiply** the number of *quality hours* for each course **by** the *grade value* for each grade to determine the *quality points*.

For example:

COURSE	GRADE TYPE	GRADE	EARNED HOURS	QUALITY HOURS	GRADE VALUE	QUALITY POINTS
Composition I	ENGL1110	G/NC	B	3	3 x 3.0	= 9.00
Tae Kwon Do	RCA 1010	PS/NC	PS	3	0* x 0.00*	= 0.00
Gen Chemistry	CHEM1230	Normal	A-	4	4 x 3.67	= 14.68
Totals			10	7		23.68

*The PS grade for Tae Kwon Do has no grade value; therefore, there are no quality hours or quality points for that course. The hours are counted only as *earned hours* on the transcript.

2. **Divide** the total *quality points* **by** the total *quality hours* to determine the **GPA** for the semester.

a. In the example above, the total quality points (23.68) would be divided by the total quality hours (7). Thus, the GPA would be 3.383 (23.68 divided by 7).

HOW TO CALCULATE A CUMULATIVE GPA:

1. **Add** the total *quality points* for all semesters. Then **add** the total *quality hours* for all terms.
2. **Divide** the *quality points* by the *quality hours* to determine the **cumulative GPA** for all coursework at The University of Toledo.

HOW TO CALCULATE A SCIENCE GPA:

1. *Add* the total *quality hours* for **BIOL2150, BIOL2170, CHEM1230, CHEM1240, CHEM2410, MATH1750, PHCL2600, PHYS 1750 or PHYS 2070** (should total 31 or 32 hours). Then *add* the total *quality points* for these same eight (8) courses. Remember to use the better grade of the first two attempts if any of these eight (8) science courses were repeated (see below for further info).
2. *Divide* the *quality points* by the *quality hours* to determine the *science GPA*.

MULTIPLE GRADES FOR COURSES USED IN THE SCIENCE GPA CALCULATION

The Admissions Committee will only use the better grade of the first two attempts for any science courses used in the calculation of the science GPA (**CHEM 1230, 1240, 2410, PHYS 1750 or 2070, MATH 1750, BIOL 2150, 2170, PHCL 2600**). This rule will apply to all students (transfer, direct-from-high school, CSU-UT, Ursuline-UT or UT). If a transfer student takes equivalent science courses at other institutions, the grades received at the other institutions *will* count towards the two attempts, even if the credit will not transfer to UT due to a failing grade. This may necessitate that the student retake the course at UT to receive academic credit even though the grade from this repeated attempt will *not* be used in the science GPA calculation since it is the 3rd (or more) attempt.

ADVANCED PLACEMENT (AP) CREDIT FOR COURSES USED IN THE SCIENCE GPA CALCULATION

The Admissions Committee will use a 4.0 (“A”) for calculating the science GPA of students who have received AP credit for equivalent science GPA coursework.

DEAN’S LIST

Each semester, except summer, full-time students (12 or more quality hours) earning a 3.5 or above GPA are recognized by being named to the Dean’s List. Certificates will be mailed acknowledging this accomplishment.

GRADE DELETIONS/GPA RECALCULATION

Under certain conditions, students who have retaken a course and earned a higher grade may petition the college that offered the course to have the first grade excluded from their cumulative GPA computation. This does not include retaking the course at another institution, nor does it include deleting transfer credit for which credit has already been received.

As of Fall 2006, a student may petition to have any course deleted. (Prior to Fall 2006, only courses below C could be grade deleted.) **No more than 12 semester hours** of coursework (typically 3 science courses), taken in any UT college, **may be deleted** from the student’s transcript. Only the first attempt may be grade deleted.

A *Petition for a Grade Deletion for a Repeated Course* may be obtained in the college office that offers the course, in Rocket Solution Central (RH1200) or online at <http://registrar.utoledo.edu/forms.asp> .

For courses offered through the College of Arts and Sciences (i.e., chemistry, math, biology, physics), complete the form, obtain the signature of the instructor of the first course, and take it to the College of Arts and Sciences (UH3000) for processing. **For pre-professional division courses taught by the College of Pharmacy faculty** (i.e., PHCL2600), complete the form and take it to the Pharmacy instructor of the course for processing. **Remember, deletions of grades are not done automatically.** The process must be initiated by filing the petition with the proper college.

GPA RECALCULATION POLICY FOR REPEATED COURSES IN THE POST-BACCALAUREATE COMPONENT OF THE PHARM.D.

Students within the post-baccalaureate portion of the Pharm.D. program who have retaken a course and earned a higher grade may petition to have the first grade excluded from grade point average computation. **However, no grade is removed or erased from a transcript by retaking a course and having the GPA recalculated.** If the petition is approved, the Office of the Registrar will amend the student’s transcript with the notation “Grade Deletion (Excluded from GPA)” next to the original course and the notation “R” next to the retaken course.

Credit will only be awarded once for repeated courses. All course grades for all attempts will appear on the student’s official transcript regardless of whether the grade has been deleted. **If a grade has been deleted, that grade will not be used in determining the UT grade point average.** However, all grades, including those for repeated courses, will be included in the determination of eligibility for graduation honors, fellowships, or other distinctions awarded on the basis of GPA. A copy of the approved petition will become part of the student’s permanent record file.

A student may petition to have a grade of less than B (<3.00) for required post-baccalaureate level non-Advanced Pharmacy Practice Experience (APPE) courses* excluded from UT GPA computation under the following conditions:

1. Before petitioning, a student must have retaken the **same course** (or the renumbered substitute for that course) in the same department at The University of Toledo and earned a grade of B (3.00) or higher in the course retaken. If a grade of B (3.00) or higher is not earned when the course is retaken, grades from both attempts will be included in the GPA calculation.
2. No more than two courses, regardless of credit hours, may be deleted from the student’s transcript.
3. This policy applies only to the first recorded grade in a course that a student has repeated.
4. If a student retakes three or more courses, he/she may elect which courses to petition for GPA recalculation. Once the petition is approved, the choice of courses is final and may not be changed.
5. A course may only be petitioned once for GPA recalculation.
6. The GPA recalculation allowances provided by this policy are in addition to any GPA recalculation allowances that students may have used during the baccalaureate portion of their Pharm.D. program.

*Required Post-Baccalaureate Level Non-APPE Courses					
PHCL 5140	PHPR 6230	PHPR 6240	PHPR 6510	PHPR 6380	PHPR 8500
PHPR 6210	PHPR 6420	PHPR 6250	PHPR 6550	PHPR 8260	PHPR 8620
PHPR 6940	PHPR 6430	PHPR 6370	PHPR 6610	PHPR 8470	PHPR 8640
PHPR 6160	PHPR 6440	PHPR 6490	PHPR 8390	PHPR 8480	PHPR 8630

TRANSFER INFO

TRANSFER CREDIT AS TRANSIENT STUDENT

To determine if a particular course could be taken at another institution with the credits transferred here, students must complete a *Transfer Credit Inquiry (TCI)* form. This form is located in the College of Pharmacy Office of Student Affairs [WO 1227]. The instructions for completing this form are clearly outlined on the back of the form. In order to determine some equivalencies, a student *may* have to submit a non-returnable catalog **with course descriptions** from the institution where the student is going to take summer courses. Please make sure to check with the institution to make sure that they will be offering the requested course(s) -- the College of Pharmacy cannot guarantee that the equivalent courses will be offered during the summer at another institution.

A maximum of two TCI Forms may be submitted within the time period posted in WO 1227. To get an idea if the course is equivalent to UT's, students should go to the Course Applicability System (CAS) at www.transfer.org. This site gives the equivalencies of most Ohio institutions and some out-of-state schools. Visit this site before submitting a TCI so the two form limit is not exhausted. Please print out the applicable page(s) and attach to the TCI Form(s).

(This process is subject to change. The procedure will be discussed in detail during the spring group advising workshops.)

After completing the course, students must request that the institution's Registrar send an official transcript to The University of Toledo Registrar's Office. The course must be passed in order to receive credit. The grade will **not** be averaged in the UT cumulative grade point average; however, the hours will be added to the UT earned hours. If credit is received for one of the eight science GPA courses (used in determining acceptance into the professional division), the grade and semester hour equivalent will be used in the science GPA calculation.

MISC.

IDENTIFYING TERM OF ENROLLMENT

On *Course Request Forms*, etc., the term field is signified by two digits (**10** = Spring Semester, **30** = Summer Semester, **40** = Fall Semester).

CLASS RANK/STANDING

The University ranks students based upon the number of semester hours completed; the College of Pharmacy identifies students by class standing.

Criteria for UT College of Pharmacy Class Standing:

<u>Year</u>	<u>Criteria</u>
First Year	Earned < 30 semester hours.
Second Year	Earned \geq 30 semester hours, have a Higher Ed GPA of 2.5 or greater (based on the point average scale of A = 4 pt.) and enrolled in or completed organic chem, physics and functional anatomy and pathophysiology (PHCL2600).
Third Year	Earned at least 63 semester hours and officially accepted into the professional division (P1).

Only students admitted to the professional division will be allowed to take 3000- or 4000-level courses in the College of Pharmacy.

CHANGING PERSONAL INFORMATION (NAME, PHONE, ADDRESS, EMAIL, ETC.)

It is imperative that the University and the College of Pharmacy Student Affairs Office be kept informed of any changes to your name, phone number, permanent address, local address or email address. To change any of your information, go to myUT- Student Self Service at <http://myut.utoledo.edu>; log in using your Username and password, and click on Student Info. For name changes, it is very important that you also contact the Student Affairs Office (419.530.1904 or WO 1227). Failure to keep this information up-to-date may result in delayed, misdirected, or lost correspondence.

UTAD EMAIL

Effective June 1, 2006 **all registered** students will have a UTAD email account created for them (if one does not already exist) and the default Firstname.Lastname@utoledo.edu will be assigned to that account. All official email communications from the University to students will be sent to this address. It is your responsibility to check this account regularly. Mail will no longer be forwarded to an outside “preferred email address”.

EIT recommends you access your UTAD mailbox via the Web. To do this, visit <http://email.utoledo.edu> and enter your UTAD username and password when prompted for authentication.

If you have any questions or if you need technical assistance, please contact the EIT Help Desk at 419.530.3644 or eitservice@utoledo.edu.

SCHOLARSHIPS AND AWARDS

In order to be eligible to receive any scholarship or award granted by the College of Pharmacy, students must fill out the online application form annually. Follow the instructions carefully when completing this application. Please check the Office of Student Affairs (WO 1227) or Dean’s Office (WO2246) for current deadline dates.

The scholarships, awards, or grants-in-aid provided as a result of completing this application are not large enough to be sufficient for students in major financial need — these students should contact the Financial Aid Office or Rocket Solution Central in Rocket Hall 1200 where substantially greater funds may be available. Throughout the year, additional scholarships offered by outside sources may be posted in a binder in the Pharmacy Resource Center (WO1259).

LICENSING

Ohio internship licensing information will be provided to all new P1 students at a class meeting following acceptance into the Pharm.D. program.

Contact info for licensing questions in Ohio:

Ohio State Board of Pharmacy
77 S. High Street, 17th Floor
Columbus OH 43215-0320
Phone: #614.466.4143

WEBSITES FOR STATE BOARD APPLICATION FORMS

OHIO

Intern Application—<http://pharmacy.ohio.gov/appl-intern-0100-0502.pdf>

Statement of Preceptor—<http://pharmacy.ohio.gov/SOP-0102-0308.pdf>

Practical Experience Affidavit—<http://pharmacy.ohio.gov/PracExpAff-0103-0404.pdf>

Application for Examination as a Pharmacist—<http://pharmacy.ohio.gov/appl-exam-0201-0308.pdf>

MICHIGAN

Intern Application Packet (Internship Training Affidavit included)

http://www.michigan.gov/documents/mdch_pharmacist_edu_lmt_app_pkt_97802_7.pdf

Pharmacy Preceptor Application

http://www.michigan.gov/documents/mdch_pharm_preceptor_app_123564_7.pdf

Pharmacist Licensure Application

http://www.michigan.gov/documents/mdch_pharmacist_full_lic_app_pkt_97812_7.pdf

ROSTER OF PHARMACY BOARDS FOR ALL STATES

NABP (National Association of Boards of Pharmacy)

<http://www.nabp.net/index.html?target=/competency/intro.asp&>

ADVISING

ADVISING AND REGISTRATION

The availability of seats in courses is limited. If the number of requests exceeds the availability of seats in a course, some students may not be placed into the courses of their choice even though some of those may be required in the Second Year. A student in this unlikely situation should contact the Office of Student Affairs immediately.

The student is responsible for the correct selection of the program of study each semester and for the fulfillment of all the requirements for graduation. Although advisors will assist wherever possible, the final responsibility rests with the student. The College of Pharmacy reserves the right to change its policies and procedures at any time. These changes will be binding on the date they are approved by faculty action.

PRE-PROFESSIONAL DIVISION ADVISING (1ST & 2ND-YEAR STUDENTS)

- **Group advising workshops** will be held during the first few weeks of each semester (exact week determined by your class standing). This *mandatory* workshop meets only ONE TIME a semester. Refer to your schedule (PHPR1000 ADM) for the exact date, time and location.
- **Individual appointments** can be made by visiting WO1227, calling *ext. 1904* from any campus phone or *#419.530.1904* from off-campus. When making an appointment, you will be asked to give your name, rocket number, phone number and reason for appointment. Most appointments are scheduled for 30-minute intervals. **Students whose last name begins with a letter A through D will be advised by Dawn Ray and Christine Wickenheiser, E through S by Deb Sobczak, and T through Z by José Trevino.**
- **Walk-in advising** will be available in the Office of Student Affairs, Wolfe Hall1227, on *Wednesdays between 8:30 and 5:00* for brief questions or concerns. First come-first served. Requests to meet with a specific advisor cannot be accommodated during walk-in's. Office staff reserves the right to schedule a regular individual appointment for a student if their circumstances are extensive.
- **Walk-in advising** will also be available in *Park's Tower room 1248, Thursdays 3 – 4:30 pm.*

HONORS, CONTINGENT ADMISSION STUDENTS AND STUDENT ATHLETES

- **Group advising workshops** are required also. Please refer to the information above. (Athletes, if there is a time conflict with your scheduled practice times, please schedule an individual appointment with Deb Sobczak.)
- **Individual appointments** should be made by contacting your assigned faculty/staff advisor. The advisor/advisee list is posted in the glass case directly outside of WO1227.

PROFESSIONAL DIVISION ADVISING – BSPS (P1 OR P2):

- Make an appointment for advising with your assigned advisor (see list posted in glass case outside of WO1227 or online). Your faculty advisor may also refer you to Jing Meyer, Coordinator of Advising –Professional Division.

PROFESSIONAL DIVISION ADVISING – PHARM D (P1 THROUGH P4):

- Make an appointment for advising with your assigned advisor (see list posted in glass case outside of WO1227 or online). Your faculty advisor may also refer you to Jing Meyer, Coordinator of Advising –Professional Division.

UT College of Pharmacy Office of Student Affairs

The Office of Student Affairs in the College of Pharmacy exists to assist students.
Here is a list of the faculty and staff located in the Office of Student Affairs.

NAME	TITLE	ELECTRONIC MAIL	PHONE	OFFICE
Office of Student Affairs		pharmacy@utoledo.edu	419.530.1904	WO 1227
Pat Hacker	Secretary	patricia.hacker@utoledo.edu	419.530.1904	WO 1227
Pam Hennen	Secretary	pamela.hennen@utoledo.edu	419.530.1904	WO 1227
Dr. Christine Hinko	Assoc. Dean Student Affairs	christine.hinko@utoledo.edu	419.530.1904	WO 1227
Jing Meyer	Coordinator of Advising	jing.meyer@utoledo.edu	419.530.1916	WO 1227
Dawn Ray	Coordinator of Internal Admissions	dawn.ray@utoledo.edu	419.530.1902	WO 1227
Deborah J. Sobczak	Coord. of Advising & Student Affairs	deborah.sobczak@utoledo.edu	419.530.1995	WO 1227
José Treviño	Coord. of Recruitment & Retention	jose.trevino@utoledo.edu	419.530.1992	WO 1227
Christine Wickenheiser	Academic Advisor	christine.wickenheiser@utoledo.edu	419.530.1904	WO 1227

For additional information, visit the College of Pharmacy web site at www.utoledo.edu/pharmacy

ADDITIONAL UNIVERSITY SERVICES & IMPORTANT WEBSITES

<http://www.utoledo.edu>

The University of Toledo homepage.

<http://www.utoledo.edu/pharmacy>

The College of Pharmacy; link to Advising Handbook, calendar of events, programs of study, contact info and much more.

<http://myUT.utoledo.edu>

Web Portal; link provides **real-time** access to many channels, including **Student Self Service** for registration, grades, degree audits, fin aid info, account summary & payment info, and more.

<http://utoledo.edu/eDirectory/default.asp>

Campus Directory; contact info for faculty, staff and/or students.

<http://www.ucollege.utoledo.edu/lec/>

Learning Enhancement Center; link to tutoring services on campus.

<http://catalog.utoledo.edu/>

The University of Toledo catalog; link to current and past catalogs including general information, programs of study, lists of required general education courses (humanities, multicultural, etc.), and course descriptions.

http://provost.utoledo.edu/Course_Description_Search.htm

Provost Office **Course Descriptions**; must enter term and course number to use.

<http://registrar.utoledo.edu/ScheduleOfClasses/>

Office of the Registrar's **Schedule of Classes**; link to current term's general information and exam schedule. Will not show up-to-date availability of courses/seats.

<http://www.provost.utoledo.edu/index.asp?id=146>

Provost Office **Academic Calendar**; dates and deadlines for each semester.

http://www.utoledo.edu/menu/campus_life.html

Campus Life; activities, events, resources, info about Toledo

<http://student-services2.utoledo.edu/ombuds/>

Ombuds; provides assistance on how to resolve issues, or if a student feels they have been treated unfairly.

<http://student-services2.utoledo.edu/healthservices/counseling/index.html>

Counseling Center; personal/group counseling, mental health screenings, workshops, sexual assault prevention/education, alcohol/substance abuse issues, GLBTQ issues/support.

<http://student-services2.utoledo.edu/career>

Career Services; career exploration/assessment, events, counseling.

<http://campusblues.com>

Campus Blues; one-stop site for multiple issues related to health, happiness & success.

Emergency (on campus)
419.530.2600

Emergency (off campus)
9-1-1

UT ALERT INFORMATION (<https://stuweb00.utoledo.edu/redalert/information.html>)

What is UT ALERT? UT ALERT is an emergency notification system for The University of Toledo. This system lets users opt in to receive alerts in the event of MAJOR emergencies at The University of Toledo. If you choose to register to receive UT Alerts you will be contacted by text and email. Below are the University of Toledo's policies and procedures on the use of the UT ALERT Emergency Notification System.

POLICY

The University of Toledo will send out UT ALERT notifications as necessary to the appropriate persons (following written guidelines for the issuance of such notices) when events on or adjacent to the campus justify such activation and usage to protect lives, property or to enhance safety.

PURPOSE

To quickly inform the appropriate persons on campus about events which may threaten their lives, safety, health and/or well-being; and to provide those same persons on campus with timely, important information they can use to make wise and informed decisions about their personal safety.

PROCEDURE

1. The UT ALERT notification process will be activated "when an event occurs that poses a threat to the safety of persons on campus."
2. Examples of "threat" include, but are not limited to, the following:
 - o Tornado warning
 - o Code Adam (missing or abducted child on the campus)
 - o Violent episode
 - o Catastrophic power or utility failure affecting most or all of the campus
 - o Nuclear, biological or chemical contamination incident on campus (either accidental discharge or terrorism-related)
3. Only the UT Police dispatcher shall have the means or ability to issue a UT ALERT notification to the appropriate persons on campus;
4. A UT ALERT notification can only be approved for distribution across the campus by the following "authorized users":
 - o a.) Vice President for Finance and Administration (or designee in his/her absence)
 - o Chief of UT Police (or designee in his/her absence)