

# College of Pharmacy and Pharmaceutical Sciences (CPPS)

2021-2022

2/11/2022

# Pre-Pharmacy (PREP) Student Handbook 2021-2022



COLLEGE OF PHARMACY

THE UNIVERSITY OF TOLEDO

Due to necessary revisions, a saved or printed copy of the Student Handbook may become outdated. The official, current and most up-to-date version is available at the following web address: <https://www.utoledo.edu/pharmacy/current/>.

## **Introduction**

Welcome to the College of Pharmacy and Pharmaceutical Sciences (CPPS) Student Handbook! We hope that you find the information contained here helpful during your academic journey.

There are three separate Student Handbooks for distinct student populations: Doctor of Pharmacy (PharmD), Bachelor of Science in Pharmaceutical Sciences (BSPS) and Pre-pharmacy (PREP).

The PREP Student Handbook (the “Handbook”) has been compiled as a reference for students to use during their pre-pharmacy course of study in the CPPS. It is designed to be used in conjunction with the College website, the Pharmacy tab on the myUT portal, and other resources available to students. Students are responsible for reviewing, understanding, and complying with the policies, procedures, and requirements as defined in the Handbook.

The content of the Handbook is subject to change. All changes are effective at such times the proper authorities determine and apply to matriculated students. Any questions regarding the information in this PREP Student Handbook, particularly with regard to perceived conflicts with other publications, should be directed to the Office of Student Affairs ([CPPSadvising@utoledo.edu](mailto:CPPSadvising@utoledo.edu) or Wolfe Hall 1227).

**THE UNIVERSITY OF TOLEDO**  
**COLLEGE OF PHARMACY AND PHARMACEUTICAL SCIENCES**  
**PRE-PHARMACY**  
**STUDENT HANDBOOK**

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## Section 1: College of Pharmacy and Pharmaceutical Sciences Directory

### Office of the Dean

Last Name	First Nam	Title	Phone	Office	Email
Holiday-Goodman	Monica	Interim Dean	419.383.1997	Frederic and Mary Wolfe Center HEB145 HSC	Monica.Holiday-Goodman@utoledo.edu
Murphy	Julie	Associate Dean for Accreditation and Compliance	419-383-1901	Frederic and Mary Wolfe Center HSC 114A	Julie.Murphy@utoledo.edu
Shah	Zahoor	Associate Dean for Graduate Education and Research	419.383.1587	Frederic and Mary Wolfe Ctr. HEB 294A HSC	Zahoor.Shah@utoledo.edu
Lee	Suzanne	Executive Assistant	419.383.1931	Frederic and Mary Wolfe Center HEB145 HSC	<a href="mailto:Suzanne.Lee@utoledo.edu">Suzanne.Lee@utoledo.edu</a>

### Office of Student Affairs and Admissions (HSC)

Last Name	First Name	Title	Phone	Office	Email
		Assoc. Dean of Student Affairs and Diversity and Inclusion	419.383.1904	Frederic and Mary Wolfe Ctr. HEB 155 HSC	
Jaime	Adelina (Nina)	Administrative Assistant II	419.383.1559	Frederic and Mary Wolfe Ctr. HEB 155 HSC	Adelina.Jaime@utoledo.edu
Meyer	Jing	Director of Student Svc. - Prof. Division	419.383.1904	Frederic and Mary Wolfe Ctr. HEB 155 HSC	<a href="mailto:Jing.Meyer@utoledo.edu">Jing.Meyer@utoledo.edu</a>
Schumaker	Meghan	Coordinator of Internal Admissions	419.383.1904	Frederic and Mary Wolfe Ctr.155 HEB HSC	Meghan.Schumaker@utoledo.edu
Van Hoy	Robin	Director of Transfer Services and Recruitment	419.383.1992	Frederic and Mary Wolfe Center 155 HSC	Robin.VanHoy@utoledo.edu

### Office of Student Affairs and Admissions (MC)

Last Name	First Name	Title	Phone	Office	Email
Croy	Julie	Director of Student Services - Pre-pharmacy	419.530.2010	Wolfe Hall 1227 MC	<a href="mailto:Julie.Croy@utoledo.edu">Julie.Croy@utoledo.edu</a>
Felkey	Tana	Administrative Assistant II	419.530.2010	Wolfe Hall 1227 MC	<a href="mailto:Tana.Felkey@utoledo.edu">Tana.Felkey@utoledo.edu</a>
Gass	Gina	Enrollment Management Specialist	419.530.2010	Wolfe Hall 1227 MC	<a href="mailto:Gina.Gass@utoledo.edu">Gina.Gass@utoledo.edu</a>

### Bachelor of Science in Pharmaceutical Sciences (BSPS) Office

Slama	James	Director of BSPS Programs	419.383.1925	Frederic and Mary Wolfe Center 274 HSC	<a href="mailto:James.Slama@utoledo.edu">James.Slama@utoledo.edu</a>
Battelline	Joseph	Internship Coordinator	419.383.1948	Frederic and Mary Wolfe Center 155 HSC	<a href="mailto:Joseph.Battelline@utoledo.edu">Joseph.Battelline@utoledo.edu</a>

### Honors Program

Howard	Mitchell	Director of CPPS Honors Programs	419.383.1508	Frederic and Mary Wolfe Center 135L HSC	<a href="mailto:Mitchell.Howard@utoledo.edu">Mitchell.Howard@utoledo.edu</a>
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## Academic Departments

Wall	Katherine	Chair, Dept of Medicinal and Biological Chemistry	419.383.1943	Frederic and Mary Wolfe Center 284A HSC	<a href="mailto:Katherine.Wall@utoledo.edu">Katherine.Wall@utoledo.edu</a>
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Williams	Fred	Chair, Dept of Pharmacology and Experimental Therapeutics	419.383.1991	Frederic and Mary Wolfe Center 274C HSC	<a href="mailto:Frederick.Williams2@utoledo.edu">Frederick.Williams2@utoledo.edu</a>
		Administrative Assistant I, Pharmacology	419.383.1910	Frederic and Mary Wolfe Center HEB274D1 HSC	
Ohlinger	Martin	Chair, Dept of Pharmacy Practice	419.383.1535	Frederic and Mary Wolfe Center 135F HSC	<a href="mailto:Martin.Ohlinger@utoledo.edu">Martin.Ohlinger@utoledo.edu</a>
Wise	Rubye	Program Accreditation Specialist, Pharmacy Practice	419.383.1922	Frederic and Mary Wolfe Center HEB141 HSC	<a href="mailto:Rubye.Johnson@utoledo.edu">Rubye.Johnson@utoledo.edu</a>

**MC:** Main Campus    **HSC:** Health Science Campus    **HEB:** Health Edu Building

For the most current CPPS Departments, Centers and Office info, please refer to: <http://www.utoledo.edu/pharmacy/depts/>.

## University Directory

Find faculty/staff or students' contact info by going to the portal ([myUT.utoledo.edu](http://myUT.utoledo.edu)). Click on University Directory in top-right corner (by tabs under LOGOUT). Enter all or part of last and/or first name, or department. Search by faculty/staff or student.

The University e-Directory can be found at: <https://www.utoledo.edu/edirectory/>.



## **Section 2: College Mission, Vision, Goals and Values**

### **Mission Statement**

The mission of the College of Pharmacy and Pharmaceutical Sciences (CPPS) is to educate students to become pharmacists and pharmaceutical scientists, while advancing pharmaceutical knowledge. Guiding principles are personal integrity, respect for humanity and human diversity, and professionalism.

### **Vision**

The University of Toledo College of Pharmacy and Pharmaceutical Sciences will be a recognized educational leader that advances human health through practice, knowledge, and research.

### **Goals**

The goals of the College of Pharmacy and Pharmaceutical Sciences are:

- To provide society with pharmacists who are leaders in the profession,
- To provide society with leaders in the pharmaceutical sciences,
- To serve the profession by achieving prominence in pharmacy education and research and
- To provide students with an optimal learning environment to attain personal and professional growth and success.

### **Core Values**

The College is committed to promote a culture that values:

- Our students, alumni, staff, preceptors and faculty. We encourage strong positive relationships among these groups and support their professional development.
- Human diversity.
- Teaching, learning and interprofessional education for undergraduates graduates and post-graduates.
- Pharmaceutical science and clinical research and the translation of the same to pharmacy practice.
- Human health and well-being through patient-focused pharmacy practice.

## **Student/Faculty Professionalism Pledge**

To increase the awareness of the importance of professional conduct in the College of Pharmacy & Pharmaceutical Sciences, a committee of students and faculty members developed a mutual pledge that was approved by the students and faculty in April 2005. We hope this pledge serves as a reminder to students and faculty that their actions and behaviors in meeting their mutual obligations are a reflection of their attitudes toward the profession and the College of Pharmacy & Pharmaceutical Sciences. It is affirmed in the freshmen, P1 and P3 (PharmD) years.

### **STUDENTS**

*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.*

### **FACULTY**

*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,

## **Section 3: Admission to the College**

### **Non-Discrimination Policy**

The University of Toledo does not discriminate on the basis of race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities in its provision of employment and educational opportunities.

<https://www.utoledo.edu/policies/administration/diversity/pdfs/3364-50-02.pdf>

### **Direct-from-High School Students**

The minimum criteria for Direct-from-High School students are:

- a high school grade point average (GPA) of 2.50 –OR-
- a composite ACT of 20 -OR-SAT 1030 (test dates March 2016 and later).

All undergraduate students in the CPPS will be considered pre-pharmacy students until admitted to the professional division of the PharmD or BSPS programs. For the entry-level PharmD and the BSPS programs, the CPPS limits student enrollment into the professional division (third year or P1 year) in accordance with its facilities.

### **GED Students**

Applicants with GED scores equal to or greater than 170 for each of the four (4) subject scores will be eligible for admission into the CPPS.

### **Contingent Admission Students**

Academically exceptional high school graduates may be offered contingent admission to the professional division of the PharmD. Automatic admission to the P1 year of the curriculum will be contingent on successful completion of the pre-pharmacy curriculum, while meeting specific academic standards.

### **Early Admission Students**

Academically exceptional first-year students who are enrolled at UT may be offered early admission to the professional division of the PharmD program. Automatic admission to the P1 year will be contingent on successful completion of the pre-pharmacy curriculum while meeting specific standards.

## Change-of-College Students

In order for a student to change from another college within UToledo to the CPPS, the student must have a UT cumulative grade point average (GPA) of at least 2.5 and be in good standing at the University. For details, see the CPPS academic advisor.

Eligible UToledo students may progress directly into the professional division of the BSPS program. Students interested in declaring a major and requesting a progression review should contact the Office of Student Affairs for details.

## Transfer Students

In order for a student to transfer from other Ohio universities into the pre-pharmacy of any of the baccalaureate programs of the CPPS, the student must have a higher education cumulative grade point average (GPA) of at least 2.5 (this is based on all letter grades attained at all institutions of higher learning and uses the point average scale of A equaling 4 points), be in good standing at the university, and be eligible to return. The student may be required to take placement tests in chemistry and/or math. Students with course work from non-Ohio institutions will be evaluated on an individual basis. The student may be asked to supply course descriptions and syllabi so that course equivalencies can be determined.

### **PharmD**

Transfer students who wish to apply to the professional division of the PharmD program are required to submit a PharmCAS application, UT CPPS supplemental application, and meet all application and matriculation qualifications. Please see the UT CPPS PharmCAS web directory [Published Survey | PharmCAS](#) or contact an academic advisor for more information.

### **BSPS**

Students interested in declaring a major and requesting a progression review should contact the Office of Student Affairs for details.

## TOEFL Requirements

### **PharmD**

All international students are required to submit an internet-based TOEFL (iBT) meeting the following preferred minimum criteria prior to admission to the professional division of the PharmD program:

- Preferred minimum total score of 80 iBT, **and**
- Preferred minimum score of 18 in each of the four sub-categories of the iBT (reading, listening, speaking, and writing).

## □ **PREP and BSPS**

International students entering as PREP students or directly into the BSPS Program will follow The University of Toledo's TOEFL requirements.

Note that PREP students planning to eventually apply to the PharmD must meet the TOEFL requirements for that program prior to application.

## **ADMISSIONS CRITERIA**

There are many avenues to enter the Professional Division programs. Care should be taken to follow the specific instructions for the program and year in which the student wishes to enter the professional division. Contact a pre-pharmacy advisor for guidance as needed.

### **General Criteria for Progression to the Professional Division of the Bachelor of Science in Pharmaceutical Sciences**

The CPPS offers a four-year Bachelor of Science in Pharmaceutical Sciences (BSPS) degree to prepare students for a variety of careers in the pharmaceutical and biotechnological industries.

UT PREP students can declare their intended major as early as freshman year. Students should meet with their advisor to discuss and fill out the required form.

Students seeking the degree will need to complete two years of required pre-pharmacy coursework prior to entering the professional division. Following the completion of a core set of required courses, students will undergo a progression review at the completion of their second year. UT students must fill out a [BSPS Progression Review form](#) to initiate this review. Forms are available in the OSA (Wolfe Hall 1227) and under the Pharmacy tab in the Portal ([myUT.utoledo.edu](http://myUT.utoledo.edu)).

Eligible UT (non-CPPS) or transfer students may progress directly into the professional division of the BSPS program. Students interested in declaring a major and requesting a progression review should contact the Office of Student Affairs for details. The BSPS Progression Review form is available in the OSA (Wolfe Hall 1227) and also under the Pharmacy tab in the Portal ([myUT.utoledo.edu](http://myUT.utoledo.edu)).

Students are admitted to the professional division for the fall semester only.

Students must also have a minimum cumulative grade point average (GPA) of 2.5. Students with a cumulative GPA <2.5 can be reviewed by program administrators. Decisions may be made to admit, to admit conditionally, or to deny progression until the minimum GPA is achieved.

For final progression into the professional division, the following courses (or their equivalents) must be successfully completed:

CODE	TITLE	HOURS
<a href="#">BIOL 2170</a>	Fundamentals of Life Science: Biomolecules, Cells, and Inheritance	4
<a href="#">BIOL 2180</a>	Fundamentals of Life Science Laboratory: Biomolecules, Cells, and Inheritance <sup>1</sup>	1
<a href="#">CHEM 1230</a>	General Chemistry I	4
<a href="#">CHEM 1240</a>	General Chemistry II	4
<a href="#">CHEM 1280</a>	General Chemistry Lab I <sup>1</sup>	1
<a href="#">CHEM 1290</a>	General Chemistry Lab II <sup>1</sup>	1
<a href="#">CHEM 2410</a>	Organic Chemistry I	3
<a href="#">CHEM 2420</a>	Organic Chemistry II <sup>1</sup>	3
<a href="#">CHEM 2460</a>	Organic Chemistry Laboratory I for Non-Majors <sup>1</sup>	1
<a href="#">CHEM 2470</a>	Organic Chemistry Laboratory II for Non-Majors <sup>1</sup>	1
<a href="#">MATH 1850</a>	Single Variable Calculus I	4
or <a href="#">MATH 1750</a>	Calculus For The Life Sciences With Applications I	
and <a href="#">MATH 1760</a>		

CODE	TITLE	HOURS
<a href="#">PHCL 2610</a> or EXSC 2560/2570	Introductory Physiology	3
<a href="#">PHYS 1750</a> or <a href="#">PHYS 2070</a>	Introduction to Physics <sup>1</sup> General Physics I	4
and <a href="#">PHYS 2080</a>		
<a href="#">ENGL 1110 or 1010</a>	College Composition I <sup>1</sup>	3
<a href="#">ENGL 1130 or 2950</a>	College Composition II: Academic Disciplines and Discourse <sup>1</sup>	3

**General Criteria for Admission to the Professional Division of the Doctor of Pharmacy (PharmD)**

Success as a pharmacist requires excellence in academic performance in addition to well-developed verbal and written communication skills. Therefore, the College uses several measures to evaluate these attributes in applicants. The admissions process is based on a holistic review that is in alignment with the College mission.

Students are admitted to the professional divisions for the fall semester only. 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 the following general criteria.

**Social Security Number Requirement**

In order to obtain a valid intern license for the PharmD program, students are required to have a U.S. Social Security Number (SSN). International students should do this as early as possible during their PREP years. Directions can be found in the Office of International Student Services or at <http://www.utoledo.edu/cisp/international/SSN.html>.



## **PCAT (UToledo code is 0104)**

The Pharmacy College Aptitude Test (PCAT) provides a standardized method of assessing the applicant's skills needed for success in a pharmacy program. Academic achievement as assessed by cumulative GPA and science GPA, as defined in the College Catalog, and communication skills, as measured by the PCAT writing score and interview, are other key components evaluated in the application review process. Although each component serves a unique purpose, none of these is a sole determinant of admission and the predictive value of all components is continually evaluated. *At this time, the PCAT is OPTIONAL.*

Depending on the application cycle, the PCAT may be optional or required (*it is optional at this time*) for admission to the PharmD professional division, with the exception of those contingent admit students and early admission students who have met the specified requirements to the professional division. Contact [CPPSadvising@utoledo.edu](mailto:CPPSadvising@utoledo.edu) for more details.

## **PharmCAS**

The University of Toledo utilizes The Pharmacy College Application Service (PharmCAS), a centralized application system. Recommendations by Evaluators must also be submitted as a component of the PharmCAS application. These Evaluators may be professors, employers, clergy, close family friends and health professionals (pharmacist, dentist, and physician), or others. Evaluators may not be relatives or University of Toledo CPPS faculty or staff. In addition to the PharmCAS application, applicants may also be required to submit a supplemental application directly to The University of Toledo CPPS through the Professional Division Admissions website. For additional information, contact [CPPSadvising@utoledo.edu](mailto:CPPSadvising@utoledo.edu).

## **Admissions Pathways**

There are several pathways for application to the PharmD program.

For info about Contingent Admissions and Early Admission, go to: [Pathways to Apply to Pharm.D. \(utoledo.edu\)](#)

For info about Traditional Admission, go to: [Doctor of Pharmacy Admissions \(utoledo.edu\)](#)

## **Section 4: Undergraduate, Professional and Graduate Academic Programs of Study**

### **Accreditation Statement (PharmD)**

The CPPS holds membership in the American Association of Colleges of Pharmacy, and is recognized as an institution in good standing by the Ohio State Board of Pharmacy. The Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE).

### **Programs in CPPS**

The CPPS prepares students for careers in the pharmaceutical sciences and the profession of pharmacy. It offers the Doctor of Pharmacy (PharmD) degree, Bachelor of Science in Pharmaceutical Sciences (BSPS) degree, and Master of Science (MS) as well as Doctor of Philosophy (PhD) in Pharmaceutical Sciences degrees. Those who enter the profession of pharmacy provide direct patient care services. Those who do not seek professional licensure as pharmacists may pursue careers related to the pharmaceutical industry, pharmaceutical science and research, pharmacy administration and sales, the biomedical industry, the personal products industry, forensic science, as well as health-care administration.

Details and curricula for these degrees can be found in the CPPS catalog <https://catalog.utoledo.edu/undergraduate/pharmacy-pharmaceutical-sciences/degrees-programs-offered/> and in the PharmD or BSPS Student Handbooks.

### **Changes to Curriculum**

*The curriculum as outlined in the current catalog is subject to modifications with immediate implementation to keep pace with changing trends in pharmaceutical education and in accordance with accreditation standards. Pre-Professional and Professional division curricular requirements for the degree programs will be those listed in the catalog for the years in which the student enters the respective division. The CPPS 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.*

### **Course Registration Restrictions**

The only pharmacy courses a pre-pharmacy student is permitted to take through the CPPS are:

CODE	TITLE	HOURS
<a href="#">PHPR 1000</a>	Orientation	1
<a href="#">PHPR 2040</a>	Introduction to Cosmetic Science	1
<a href="#">PHCL 2220</a>	Drugs, Medicine and Society	3
<a href="#">PHCL 2610</a>	Introductory Physiology	3
<a href="#">PHCL 2900</a>	Pharmacology Research Introduction	1-3
<a href="#">MBC 2960</a>	Undergraduate Research	1-6

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

### Pre-Pharmacy (PREP) Requirements

In the first two years of the Bachelor of Science in Pharmaceutical Sciences program, students will be broadly trained in the arts, humanities and social sciences – although the natural sciences will receive emphasis. The pre-pharmacy curriculum of the CPPS is similar for the PharmD and the BSPS degrees.

FIRST TERM	HOURS
Fall 1st Year	
<a href="#">PHPR 1000</a>	Orientation <sup>1</sup> 1
<a href="#">MATH 1850</a> or <a href="#">MATH 1750</a> and <a href="#">MATH 1760</a>	Single Variable Calculus I or Calculus for The Life Sciences With Applications I and Calculus For The Life Sciences With Applications II (or 7) 4
<a href="#">CHEM 1230</a>	General Chemistry I 4
<a href="#">CHEM 1280</a>	General Chemistry Lab I 1

<a href="#">BIOL 2170</a>	Fundamentals of Life Science: Biomolecules, Cells, and Inheritance	4
<a href="#">BIOL 2180</a>	Fundamentals of Life Science Laboratory: Biomolecules, Cells, and Inheritance	1
	<b>Hours</b>	<b>15</b>

## SECOND TERM

Spring 1st Year

<a href="#">PHCL 2610</a> or <a href="#">EXSC2560</a> and <a href="#">2670</a>	Introductory Physiology	3 (or 6)
<a href="#">MATH 2640</a> or <a href="#">MATH 2600</a>	Statistics for Applied Science or Introduction to Statistics	3
<a href="#">CHEM 1240</a>	General Chemistry II	4
<a href="#">CHEM 1290</a>	General Chemistry Lab II	1
<a href="#">ENGL 1110</a> or <a href="#">ENGL 1010</a>	College Composition I (UT Core Requirement)	3
	UT Core Requirement (US Diversity) <sup>2</sup>	3
	<b>Hours</b>	<b>17</b>

## THIRD TERM

Fall 2nd Year

<a href="#">CHEM 2410</a>	Organic Chemistry I	3
<a href="#">CHEM 2460</a>	Organic Chemistry Laboratory I for Non-Majors	1

<a href="#">PHYS 1750</a> or <a href="#">PHYS 2070</a> and <a href="#">PHYS 2080</a>	Introduction to Physics <sup>1</sup> or General Physics I and General Physics II	4  (or 10)
<a href="#">ENGL 1130</a> or <a href="#">ENGL 2950</a>	College Composition II: Academic Disciplines and Discourse or Science and Technical Report Writing	3
UT Core Requirement (Social Science) <sup>2</sup>		3
<b>Hours</b>		<b>14</b>

## FOURTH TERM

Spring 2nd Year

Traditional Application to Professional Division (P1)

<a href="#">CHEM 2420</a>	Organic Chemistry II	3
<a href="#">CHEM 2470</a>	Organic Chemistry Laboratory II for Non-Majors	1
UT Core Requirement (Social Science) <sup>2</sup>		3
UT Core Requirement (Arts/Humanities) <sup>2</sup>		3
UT Core Requirement (Arts/Humanities) <sup>2</sup>		3
UT Core Requirement (Non-US Diversity) <sup>2</sup>		3
<b>Hours</b>		<b>16</b>
<b>Total Hours</b>		<b>62<sup>2</sup></b>

<sup>1</sup> Only offered during fall semesters.

<sup>2</sup> If double-dip, PREP course load reduced by 3 hours. Minimum of 60 earned hours required prior to PharmD P1 (professional year one).

## Pharmaceutical Sciences (BSPS) Majors

In response to the increasing demand for scientists, researchers, administrators, and professional sales representatives in the pharmaceutical fields, The University of Toledo CPPS offers the BSPS as one of the first in Ohio. The BSPS degree is a four-year baccalaureate program. Pharmaceutical sciences represent the collective basic sciences that underlie pharmacy.

This degree program is designed for students who wish to pursue careers related to the pharmaceutical industry, product testing, and manufacturing, pharmaceutical science and research, the biomedical industry, the personal products industry, forensic science, clinical and regulatory affairs, science writing and editing, pharmacy administration, product marketing and sales, as well as health-care administration. It also prepares students to pursue graduate studies or enter professional schools including medicine, dentistry, law and physician assistant programs. Our graduates are in high demand because of their unique training and preparation.

In the professional division of the BSPS degree program, the last two years of the program, advanced courses of study and internship in each major lead to a unique concentration in the pharmaceutical fields.

A minimum of 120 semester hours is required for graduation for all BSPS non-PharmD majors.

The curriculum for each major (and the PCOS minor) can be found under the Pharmacy tab in the portal in the Academic Resources section and in the college catalog:

- [BSPS in Cosmetic Science and Formulation Design \(PCOS\)](#)
- [BSPS in Medicinal Chemistry \(MBC\)](#)
- [BSPS in Pharmaceutics \(PHAR\)](#)
- [BSPS in Pharmacology and Toxicology \(PTOX\)](#)
- [BSPS in Pharmacy Administration \(PHAM\)](#)
- [Cosmetic Science Minor](#)

### BSPS Double Major Option

- All program requirements for both majors have to be successfully fulfilled.
- Internship for both majors should be taken in different semesters and students will pay a total of 6 terms of practicum fees.
- A minimum of 144 semester hours for any dual majors is required. For MBC and PTOX dual majors, a minimum of 38 major elective hours is required.

## **BSPS Internship**

All five majors in the BSPS degree program require a real-life workplace internship available in a variety of appropriate settings at local, regional, national and international sites. Most students schedule their internships in the summer after their P1 year. Students are generally assigned to ongoing projects at the site and are evaluated on their performance by the site supervisor. A written internship paper or a technical report and/or a presentation, along with the supervisor's evaluation are submitted to the internship course instructor following completion of the experience.

## **PHARMACY GRADUATE DEGREE PROGRAMS**

The CPPS offers several graduate degrees in the pharmaceutical sciences:

- Master of Science in Pharmaceutical Sciences degree with program options in: Pharmacology/Toxicology, Industrial Pharmacy as well as Health Outcomes and Socioeconomic Sciences
- Master of Science in Medicinal Chemistry
- Doctor of Philosophy in Experimental Therapeutics
- Doctor of Philosophy in Medicinal Chemistry

Students should refer to the Graduate catalog and contact the CPPS for admission and curricular requirements.

There are also a number of dual degrees available:

- [BSPS/MS in Law with Regulatory Compliance - Early Admission/Bridge Program](#)
- [BSPS/MS in Medicinal Chemistry](#)
- [BSPS/MS in Pharmacology Toxicology](#)

## **Pre-Med or Other Pre-Professional Health Care Options**

The BSPS degree program is an excellent educational choice for Pre-Med or any pre-professional health care pathway. Majoring in Medicinal and Biological Chemistry or Pharmacology/Toxicology will provide a particularly strong foundation for health professions study.

The curriculum of the pre-pharmacy for students planning to take the MCAT and apply to medical school will require additional coursework. Consultation with an academic advisor and the Pre-Health Advising Center is strongly encouraged.

[Pre-Health Advising Center \(utoledo.edu\)](http://utoledo.edu)

## **Doctor of Pharmacy (PharmD)**

Following admission to the professional division, the entry-level PharmD program students will complete a BSPS degree prior to more focused course work in pharmacotherapy and pharmaceutical care. Students in the entry-level PharmD track who have completed the BSPS degree at The University of Toledo are eligible to continue in the PharmD program.

In order to graduate with a PharmD degree, students must meet the current academic performance standards. Only students who successfully complete the PharmD degree will qualify for licensure in the practice of pharmacy. A total of 129.5 semester hours is required for graduation with the Bachelor of Science in Pharmaceutical Sciences- Pharm.D. track degree. A total of 69 graduate semester hours is required for graduation with the Pharm.D. degree.

Additional information can be found under the Pharmacy tab in the portal, in the Academic Resources section or in the college catalog [HERE](#)

## **PharmD Experiential Education**

The Introductory Pharmacy Practice Experiences (IPPE) and Advanced Pharmacy Practice Experiences (APPE) are designed to provide active learning and are an extension of the information learned throughout the PharmD didactic curriculum.

## **PharmD/MBA Dual Degree**

The College of Pharmacy and Pharmaceutical Science (CPPS) and the College of Business and Innovation (COBI) have worked cooperatively to enable students in the PharmD program to earn an MBA. The COBI Graduate Student Advising Office provides advising for the MBA portion of the program. Degrees will be conferred separately with the COBI conferring the MBA, and the CPPS conferring the PharmD.

## **PharmD/MBA Dual Degree Admissions**

The admission process for the PharmD/MBA will require that students apply to each program separately. More specifically, students will apply and be required to meet the admission requirements of the MBA program as administered by the COBI, and the same students will be required to apply and meet the admission requirements of the PharmD program as administered by the CPPS. COBI will accept the PCAT in lieu of the GMAT. GMAT may be waived for students with a Business Administration Minor.

For further admission information please refer to the COBI catalog: <https://catalog.utoledo.edu/graduate/business-innovation/>.



## **Residency Programs**

The College of Pharmacy and Pharmaceutical Sciences has residency programs that provide outstanding residency opportunities and allow pharmacists to advance their careers. The college offers residency opportunities in hospital pharmacy, critical care, and community pharmacy.

## **Honors Program**

Honors College (JSHC). Highly qualified students entering the University in the CPPS will be considered for entry into honors courses and honors sections of courses offered throughout the undergraduate curriculum. Decisions regarding entry of students into the Honors College will be made after evaluation of the honors application by the JSHC. During the first two years of study, the CPPS offers courses that orient the student toward the profession of pharmacy and the pharmaceutical sciences. Many honors students take much of their honors course work (required and elective courses) during the first two years of the curriculum.

A variety of required and elective courses also are offered with honors sections in the professional division. A specific honors seminar course and an honors thesis option are offered to fulfill the requirements for graduation with the Honors College medallion. These courses also can fulfill requirements for electives within the major.

The Bachelor of Science in Pharmaceutical Sciences with the Honors College medallion is attainable by all students who complete the current requirements. CPPS students in the JSHC honors program complete the Blue Track Honors Curriculum (with the Gold Track being optional). Specific details and requirements are outlined at <https://www.utoledo.edu/honors/curriculum.html>). Graduation with departmental honors is also available to students who are not members of the Honors College, but who meet departmental honors requirements. These departmental honors requirements are a GPA of 3.2 or higher and completion of eight hours of honors course work in one department, including the honors thesis and seminar.

## **Section 5: College Policies, Procedures and Expectations**

### **Student Code of Professional Conduct**

#### **Purpose**

The Student Code of Professional Conduct gives general notice of expected and prohibited conduct and of the sanctions to be imposed if prohibited conduct occurs. The Student Code of Professional Conduct should be read broadly, and is not designed to define misconduct in exhaustive terms. The Student Code of Professional Conduct specifies the rights and responsibilities of the students, student organizations, the college, and other involved parties. Please view the Student Code of Professional Conduct at this link: [Student Code of Professional Conduct < University of Toledo \(utoledo.edu\)](https://utoledo.edu/professional-conduct)

Students and student organizations are required to engage in responsible social and professional conduct that reflects credit upon the CPPS community and to model good citizenship in any community. Actions by students or student organizations, which interfere with the orderly functions of the college, or actions, which endanger the health or safety of members of the college community, will not be tolerated.

#### **Delegation of Authority**

The dean of the CPPS or designee shall administer and implement this policy, including the promulgation of the standards of conduct, to be published and distributed as "The Student Code of Professional Conduct," with procedures and standards governing student conduct at UTCPPS. The Student Progress Committee is authorized to hear each matter and provide a final decision as to whether the code has been violated and a sanction if warranted. The dean of the College will assure that the sanction is implemented.

#### **Application**

The CPPS Student Code of Professional Conduct, along with The University of Toledo document, "The Student Code of Conduct (see [The University Student Code of Conduct \(utoledo.edu\)](https://utoledo.edu/student-code-of-conduct)), applies to all students and student organizations of the CPPS. In areas of overlap, the CPPS policy supersedes The University of Toledo "The Student Code of Conduct".

## **Technical Standards (PharmD)**

The University of Toledo College of Pharmacy and Pharmaceutical Sciences is committed to equal access for all qualified applicants and students. Minimal Technical Standards for Admission, Matriculation, and Graduation state the expectations of all UTP Pharm D students. The Standards provide information to allow a candidate to make an informed decision for application and are a guide to accommodation of students with disabilities. Academic adjustments can be made for disabilities in some instances, but a student must be able to perform in a reasonably independent manner. The use of a trained intermediary in a way that a candidate's judgment must be mediated by another's power of selection and observation is not acceptable. In the exceptional case, where either reasonable accommodation cannot be provided or adequate assurance of function obtained, admission may be denied or rescinded. The processes for applying for accommodations are located at the end of this policy.

A candidate for the PharmD program must enter the program possessing the essential skills and abilities needed for successful matriculation and performance in a variety of pharmacy practice settings.

Details about these essential skills needed to fulfill this requirement in the areas of 1) Observation and Hearing, 2) Communication, 3) Sensory/Motor, 4) Behavioral and Social Attributes, and 5) Intellectual, Conceptual, Integrative and Quantitative Abilities: [technicalstandards.pdf \(utoledo.edu\)](#)

## **Personal Fitness**

The emotional and psychological stability of those practicing or preparing to practice in pharmacy or the pharmaceutical sciences is considered to be very important for the proper performance of professional responsibility. The faculty of the CPPS recognizes that, if a student exhibits behavior suggesting an emotional or psychological abnormality bearing a reasonable relation to that student's ability to function competently in health-care delivery systems, experiential education, and professional employment, such behavior may present a hazard not only to the student, but also to patients, coworkers and clients. If any behavior pattern provides reason to believe that a student's psychological or emotional state may have rendered that student incompetent or unsafe, the dean of the college shall meet with that student and attempt to resolve the situation by referral to the University Health Service, University Counseling Center and/or withdrawal from the pharmacy program.

## **Ethical Responsibility**

The most serious offense with which pharmacy students may become involved is the misuse of and/or dependence upon dangerous drugs. The CPPS views the admitted or proven personal abuse of such drugs, their transmittal or sale to other individuals, or the use of drug documents to illegally obtain controlled or legend drugs as unprofessional conduct, which may result in dismissal from the CPPS. In addition, boards of pharmacy may revoke the internship license and/or deny licensure for various drug offenses. Drug abuse in any form and/or misuse of drug documents must be avoided.

## **Academic Responsibility**

The student is responsible for the correct selection of the program of study each semester and for the fulfillment of the requirements given here. Although advisors will assist wherever possible, the final responsibility rests with the student. The CPPS 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.

## **Attendance Requirements**

Students in a professional school, as responsible individuals, are expected to attend all class meetings. The maximum number of permissible absences in a course is at the discretion of the individual faculty member. The penalty for excessive absences will be determined by the faculty member in accordance with the University's Missed Class Policy:

<https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-14%20Missed%20class%20policy.pdf>.

## **Academic Performance Standards**

*The Academic Performance Standards as outlined in the current catalog are subject to modifications with immediate implementation to keep pace with changing trends in pharmaceutical education and in accordance with accreditation standards.*

## **PREP Academic Performance Standards**

### Good Academic Standing

- A minimum cumulative UT grade point average of 2.0.
- An undergraduate student must be in good academic standing to be eligible to graduate from UT.
- An undergraduate student must be in good academic standing to be an officer in a CPPS student organization.

### Academic Probation

- A student will be placed on academic probation for earning a cumulative UT GPA < 2.0.
- A student will remain on academic probation until their cumulative GPA is raised to 2.0 or greater.
- A student may remain enrolled as long as they earn a term GPA of 2.0 or greater. Earning a term GPA < 2.0 while on probation may lead to additional action.
- A student on academic probation may have additional requirements placed on them by the CPPS in order to register for courses during subsequent semesters. These requirements may include but are not limited to: limits on credit hour enrollment or course registration, scheduled meetings with academic advisors and/or success coaches, regular attendance in courses, and utilization of University tutoring or other student success initiatives and resources.

### Academic Suspension

- A student on academic probation who earns a term GPA of < 2.00 may be suspended from the University for the subsequent semester(s) (excluding Summer) if their cumulative UT GPA is as follows:
  - Less than 1.0 over 10-19 cumulative UT GPA hours
  - Less than 1.5 over 20-29 cumulative UT GPA hours
  - Less than 1.7 over 30-39 cumulative UT GPA hours
  - Less than 1.8 over 40-49 cumulative UT GPA hours
  - Less than 1.9 over 50-59 cumulative UT GPA hours
  - Less than 2.0 over 60 cumulative UT GPA hours
- A student must be given a minimum of one semester probation before being subject to suspension.
- Suspension is from the University.
- A student may receive up to three (3) suspensions, with the suspended time as follows:
  - First suspension = one (1) semester (excluding summer)
  - Second suspension = one (1) academic year
  - Third suspension = three (3) academic years

### Readmission from Suspension

- A student serving suspension has the right to petition for readmission to the CPPS. A student must request readmission via a written petition to the

- Associate Dean by the designated time.
- A student no longer desiring to pursue a degree offered by the CPPS may seek readmission to the University in another college for which they are eligible. The student should follow readmission procedures for the college of interest.
  - A student returning to the CPPS from suspension will be on academic probation and must earn a term GPA  $\geq 2.0$  until their cum UT GPA  $\geq 2.0$  or they are subject to a second (or third) suspension.
  - A student, on returning from suspension to CPPS, may have additional requirements placed on them by the CPPS in order to register for courses during subsequent semesters. These requirements may include, but are not limited to: limits on credit hour enrollment or course registration, scheduled meetings with academic advisers and/or success coaches, regular attendance in courses, and utilization of University tutoring or other student success initiatives and resources.
  - If a suspended student takes courses at another institution while suspended from the University, the student will be subject to the policies and requirements for Transfer Students (see UT CPPS catalog for details).

### **Pendency of Action**

Generally, implementation of an academic dismissal of a student from the Doctor of Pharmacy program and/or the CPPS will be deferred until all the due process hearings and time for appeals made by the student have been exhausted. Students will be allowed to continue in CPPS didactic coursework pending the ruling on appeal(s).

Students will **not** be permitted to continue in experiential education on site experiences during the appeal process. Assignments/Exams may be completed but will not be scored unless the appeal is accepted. If the appeal is denied, the student will be immediately administratively removed from registered coursework.

Please note, the Dean of the CPPS or the Assistant/Associate Dean for Academic Affairs of the CPPS may impose immediate removal or restrictions on the student if the alleged academic conduct in any way concerns patient or public safety (including faculty, staff and other students

## Section 6: University and Federal Policies and Procedures

Please refer to the UT Policy web site for additional information on academic policies:  
<http://www.utoledo.edu/policies/>.

### Prior Learning Assessment

Students may be eligible to receive college credit for knowledge and relevant work, volunteer, and life experiences through Prior Learning Assessment (PLA). More information can be found at <http://www.utoledo.edu/uc/pla/>.

### GPA Recalculation (Grade Deletion) Policy - Undergraduate

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 (deleted) from their cumulative GPA computation. Both courses must have been taken at The University of Toledo. No more than eighteen (18) semester hours of coursework taken in any UT college, may be excluded from the student's transcript. A GPA Recalculation form may be obtained at [GPARecalcFillable2021.pdf \(utoledo.edu\)](#). It is an online fillable form. After you fill it in, you email it to [CPPSadvising@utoledo.edu](mailto:CPPSadvising@utoledo.edu) for processing.

Deletions of grades are not done automatically. The process must be initiated by the student's filing of the petition. If the petition is approved, the Office of the Registrar will amend the student's transcript with the notation "E" next to the original course and the cumulative GPA will be recalculated.

### Inclement Weather or Other Emergency/Disaster

If severe weather or another type of emergency affects classes or University operations, the University will announce this information through the following channels:

- UT Alert text message and email - be sure your cell phone number is updated in Banner to receive these notices;
- Rave Guardian smart phone app - download free from your app store;
- Website - visit [myut.utoledo.edu](http://myut.utoledo.edu), and [utoledo.edu/weather](http://utoledo.edu/weather) for up-to-date (time-stamped) news;
- Social Media - UToledo on [Facebook](#) and [Twitter](#); and
- Local media outlets - TV and radio stations

Please click [HERE](#) for more information and the complete policy

Continuity of Operations plan found by clicking [HERE](#).

## **Missed Class Policy**

Students in a professional school, as responsible individuals, are expected to attend every class meeting of courses in which they are registered. The University supports basic protections and reasonable accommodations for students who miss class with excused absences.

Only in specific, unavoidable situations does the University excuse absences from class:

(1) personal emergencies, including, but not limited to, illness of the student or of a dependent of the student [as defined by the Policy on Family and Medical Leave], or death in the family; (2) religious observances that prevent the student from attending class; (3) participation in University-sponsored activities, approved by the appropriate University authority, such as intercollegiate athletic competitions, activities approved by academic units, including artistic performances, R.O.T.C. functions, academic field trips, and special events connected with coursework; (4) government-required activities, such as military assignments, jury duty, or court appearances; and (5) any other absence that the professor approves.

Students are responsible for all material covered in classes they miss, even when their absences are excused as defined above. Students must make arrangements with instructors to complete missed assignments, labs, examinations or other course requirements. In turn, instructors are not to penalize students with excused absences.

The maximum number of permissible absences in a course is at the discretion of the individual faculty member. The penalty for excessive absences will be determined by the faculty member in accordance with the University's policy.

Please click [HERE](#) for more info and the complete Missed Class policy.

## **University Academic Dishonesty Policy**

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success in any profession. Activities inconsistent with these aims will not be permitted.

Students are responsible for knowing what constitutes academic dishonesty. If students are uncertain about what constitutes plagiarism or cheating they should seek the instructor's advice. For more info and examples of academic dishonesty, please refer to: <http://www.utoledo.edu/dl/students/dishonesty.html>.

## **Incident Report**

If you have experienced or witnessed an incident of bullying, discrimination and/or



harassment at The University of Toledo please use this form. If you would prefer to speak with someone immediately, contact Lisa Kovach - 419.530.2048 or Chief of Police, Jeff Newton - 419.530.2222.

To fill out the UT Incident Report form, go to [Incident Report \(utoledo.edu\)](https://utoledo.edu/ut-incident-report)

### **University Student Code of Conduct**

The CPPS adheres to all of The University of Toledo policies and procedures. Please refer to the UToledo Policy web site for additional information on academic and conduct policies governing all students enrolled at the University. In any case in which University, college and/or departmental policies conflict, the most stringent policy applies, unless waived by the college. Students should consult with the college for a complete listing of all policies and procedures specifically related to the CPPS. Refer to the [University Undergraduate Academic Policies](https://utoledo.edu/academic-policies) that apply to all students.

Students and student organizations are required to engage in responsible social conduct that reflects credit upon the university community and to model good citizenship in any community. Actions by students or student organizations which interfere with the orderly functions of the university or actions which endanger the health or safety of members of the university community will not be tolerated. For additional info click [HERE](#).

### **University Title IX (Sexual Discrimination, Harassment or Assault) Policy**

The University of Toledo does not discriminate in its employment practices or in its educational programs or activities on the basis of sex/gender. The University of Toledo also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of sexual harassment and discrimination questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator <https://www.utoledo.edu/title-ix/> or the Assistant Secretary of Education within the Office for Civil Rights (OCR) <http://www.ed.gov/ocr>.

## **Administrative Contact Information**

Complaints or notice of alleged Title IX policy violations, or inquiries about or concerns regarding Title IX policy and procedures, may be made internally to:

Vicky Kulicke,  
Director Title IX and Compliance & Title IX Coordinator  
Office of Title IX and Compliance  
2801W. Bancroft St.  
Mail Stop 137  
Toledo, OH 43606-3390  
Snyder Memorial Hall 1120  
(419) 530-4191  
[titleix@utoledo.edu](mailto:titleix@utoledo.edu)  
<https://www.utoledo.edu/title-ix/>

## **Inquiries may be made externally to:**

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), Office for Civil Rights (OCR) of the U.S. Department of Education, the Department of Justice:

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD#: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

## **Notice or complaints of sex discrimination, sexual harassment and/or retaliation may be made using any of the following options:**

- (1) File a complaint with, or give verbal notice to, the Title IX Coordinator. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other Official with Authority.
  
- (2) Report online, using the reporting form posted at [https://cm.maxient.com/reportingform.php?UnivofToledo&layout\\_id=7](https://cm.maxient.com/reportingform.php?UnivofToledo&layout_id=7)

Anonymous reports are accepted but can give rise to difficulty investigating. The University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Reporting carries no obligation to initiate a formal response as the University respects Complainant requests to dismiss complaints unless there is a compelling threat to the health and/or safety of the University community. The Complainant is largely in control due to this process being Complainant-driven.

**(3) Report using the University Anonymous Reporting Hotline 1-888-416-1308.**

For additional info and the policy, go to: [Incident Report \(utoledo.edu\)](https://utoledo.edu/incident-report)

## **FERPA**

The Family Educational Rights and Privacy Act of 1974, also known as FERPA, is a Federal Law giving students certain rights regarding the confidentiality of their educational records and can be found [HERE](#). Our official publication is the "[Confidentiality of Student Records](#)" and is available for review in the University Policy website.

Email [CPPSadvising@utoledo.edu](mailto:CPPSadvising@utoledo.edu) to request an authorization form for a single meeting with your academic advisor. The FERPA consent form for financial info can be found under the Student tab in the portal.

## **Proxy Access**

Proxy Access provides a Proxy (the person authorized by the student) the ability to view specific student information on-line (e.g. unofficial academic transcript, midterm grades, final grades, etc.) The proxy link can be found under the Student tab in the portal. A valid e-mail address is required to have a Proxy account created and to access the site.

## **Section 7: Student Services/Advising**

### **CPPS Office of Student Affairs Mission Statement**

In concert with the mission statement of The University of Toledo College of Pharmacy and Pharmaceutical Sciences, the mission of the CPPS Office of Student Affairs is to provide current and prospective students with advising and support services that help to ensure their success in completing their College degree programs. The staff is dedicated to supplying the highest quality of "pharmacy student care" possible.

### **CPPS Student Organizations**

Students must be in good standing to hold an office in a student organization. See this link below for more information:

<http://www.utoledo.edu/pharmacy/current/studentorganizations.html>

### **UToledo Student Organizations (Office of Student Involvement & Leadership)** [Organizations - Involvement Network \(utoledo.edu\)](http://www.utoledo.edu/organizations)

### **Student of the Month**

To be eligible to receive a CPPS Student of the Month Award, a student must:

- Be nominated by CPPS students, faculty, staff or preceptors
- Be a full-time student in the College of Pharmacy and Pharmaceutical Sciences pre-pharmacy, professional division of the PharmD or BSPS programs, or MS or PhD programs
- Have earned a cumulative grade point average of 3.0 or greater

Importantly, the nominee must have met one or more of the following criteria during the current month:

- Served as a role model of professionalism to the student body.
- Displayed a strong commitment to leadership in the College, University, community and/or chosen profession.
- Dedicated his or her time and talents to help others through volunteering.

Recipients of the Student of the Month Award will be featured on the CPPS video monitors in Wolfe Hall and the Wolfe Center. Nomination form can be found at:

<http://www.utoledo.edu/pharmacy/current/webforms/student-of-month-nomination.html>.

## Computer Labs/ Resource Centers

Main Campus-located in Wolfe Hall room 1259

Health Science Campus-located in Health Ed Bldg room 150A.

Hours are posted on the doors.

## How to Calculate Grade Point Averages (GPA's) and Definitions of Terms:

### Grade Values

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

NO OTHER GRADES (PS, NC, W, PR) ARE USED IN CALCULATING A GPA.

GPA 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 (credit hours are multiplied by the grade value for each course).

### How to Calculate a Semester GPA:

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

For example:

COURSE	GRADE TYPE	GRADE	EARNED HOURS	GPA HOURS	GRADE VALUE	QUALITY POINTS
ENGL1110	Composition I	G/NC	B	3	3 x 3.00	= 9.00
CHEM1200	Problem Solving	PS/NC	PS	1	0* x 0.00*	= 0.00
CHEM1230	Gen Chemistry	Normal	A-	<u>4</u>	<u>4</u> x 3.67	= <u>14.68</u>
<i>Totals</i>			<b>8</b>	<b>7</b>		<b>23.68</b>

\*The PS grade for Problem Solving in General Chemistry (CHEM1200) has no grade value; therefore, there are no quality points earned for that course. The hours are counted only as *earned hours* on the transcript, not as *GPA hours*.

2. **Divide** the total **quality points by** the total **GPA 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 GPA hours (7). Thus, the semester 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 **GPA hours** for all terms.
2. **Divide** the **quality points** by the **GPA hours** to determine the **cumulative GPA** for all coursework taken at The University of Toledo.

### **Degree Audit**

The Degree Audit Report is an electronically generated report that provides information about degree requirements for specific majors and minors. In addition, the audit takes course information from a student's transcript in order to show how courses the student has taken at UT (or transferred from another institution) are used toward meeting degree requirements.

Students should check their degree audit anytime a change is made to their schedule.

**Remember it is the student's ultimate responsibility to make sure they are fulfilling degree requirements.**

Instructions for running a degree audit can be found under the Student tab in the My Records section. Special attention should be paid to the catalog year or application cycle to the professional division. Students can select a different program (instead of their declared program) to run a "what-if" degree audit if they are considering a major/college change.

If a student notices a problem with their audit or would like to discuss/review their audit, they can bring a printed copy (printer friendly version) to an advising appointment with their academic advisor or email their advisor at [CPPSadvising@utoledo.edu](mailto:CPPSadvising@utoledo.edu).

### **Transfer Credit/Transferology**

To find an equivalent course (at another institution) to a specific UT course, students should follow these instructions:

1. Go to [www.transferology.com](http://www.transferology.com)
2. Create an account (name, email, password) and Login.
3. Click on "Find a Replacement Course" tab (top right).
4. Type in "University of Toledo" for "school you currently attend" (if you type partial e.g. "Toledo" it will bring up a pull-down list).
5. Type in the Department of the course(s) you want credit for (Engl, Econ, etc.)—

again, it will bring a pull-down list of options if you aren't sure of exact department name. For science courses, list both lecture and the lab.

6. Select the correct course(s) from the list provided by clicking the Green + Sign.
7. Continue with different departments/courses until all possibilities have been uploaded.
8. Click "search for matches" (upper right above list of courses) to see ALL schools in the database that match these courses.
9. The search can be narrowed by typing in a school or city name at the top.
10. To see the course name/number at the other school, click on the blue Match button (left).
11. Transferology will save the list of UT target courses if the student logs out (or they can be deleted).

If the course or institution is NOT found on <https://www.transferology.com/index.htm>, students can submit a course description and syllabus of a course from a different institution to [Transfer@utoledo.edu](mailto:Transfer@utoledo.edu) to be evaluated for equivalency.

Students must check with the institution to confirm they will be offering the requested course(s). The College of Pharmacy and Pharmaceutical Sciences cannot guarantee that the equivalent courses will be offered at another institution.

After completing the course and earning a grade, students must request an official transcript be sent to The University of Toledo Office of Enrollment Operations, Mail Stop#306, 2801 W. Bancroft, Toledo, OH 43606. The course must be passed in order to receive credit.

The grade from the transferred course will **not** be averaged in the UT cumulative GPA; however, the hours will be added to the UT earned hours.

### **PrePharmacy (PREP) Advising**

Advising for the Pre-Pharmacy students is conducted by Ms. Julie Croy. Currently, due to the pandemic, all advising appointments are conducted virtually. Students can make an advising appointment through Starfish. Pre-Pharmacy students can also call the Main Campus Office of Student Affairs at 419.530.1970.

In lieu of making an appoint, students may email advisors directly with questions at [CPPSadvising@utoledo.edu](mailto:CPPSadvising@utoledo.edu).

Group advising workshops for all PREP students will be held during each academic semester. Students may be notified of time and provided log-in instructions via signage, CPPS newsletter and email.

## **PREP Advising – Student Athletes**

Student athletes must schedule an individual appointment with their advisor each semester to review NCAA eligibility requirements and obtain signed approval form.

## **PREP Advising – Honors Students**

Honor students will be notified of their assigned Honors faculty advisor via email in the fall term. At least one individual appointment with the honors faculty advisor is required each semester prior to registration for the subsequent term.

### **Advisor Responsibilities**

Advisors will:

- Provide contact info & post office hours.
- Clearly communicate UT's curriculum, requirements, policies & procedures.
- Make referrals to other campus resources as needed to meet their educational goals. Provide accurate & relevant information.
- Act in the best interest of students.
- Guide & assist students through the course selection, registration, academic & career exploration processes.

### **Student Responsibilities**

Students are expected to:

- Set, change, or cancel appointments with your academic advisor in a timely manner.
- Meet with your advisor on a regular basis and come prepared to your advising appointment.
- Be open and honest about your educational goals and ask questions about issues you do not understand.
- Follow through on advisor recommendations, suggested actions, resources and referrals.
- Understand and accept that you are ultimately responsible for your education and decisions

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## **Tips for successful advising appointments**

- Meet with your advisor every term, even if it isn't required.
- Come prepared for your advising appointment by bringing any questions you have so your advisor can address them.
- Arrive on time for your appointment. If you are late, you are cheating yourself of time with your advisor. Call or go online to cancel an appointment you cannot keep.
- Use your advisor as a resource. Advisors are familiar with many programs and services on campus. If you do not know where to go for help, let your advisor point you in the right direction.
- Please be respectful and professional. Refrain from any cell phone use or texting during your appointment.



## Section 8: University Registration and Records

### Office of the Registrar forms

Please see the list below for some of the printable and online forms can be found at <https://www.utoledo.edu/offices/registrar/forms.html>.

- Administrative Adjustment Form  
*Requests for discretionary adjustments for students with extenuating circumstances beyond the student's control.*
- Concurrent Enrollment Form  
*After UT college advisor's approval, bring the completed form to the Registrar's Office*
- Course Request (Add/Drop) Form  
<https://www.utoledo.edu/offices/registrar/pdfs/CourseRequestAddDropForm.pdf>
- Credit by Assessment form  
*Review details of Prior Learning Assessment at <http://www.utoledo.edu/uc/pla/>*
- GPA Recalculation (Grade Deletion) Form  
*Be sure to print and read the instructions on page 2.*
- Letter Request Form  
*Health Science Campus students only*
- Medical Withdrawal Application
- Name Change Application
- Ohio In-State Residency Application
- Pass/No Credit Grade Petition  
*CPPS restricts to a maximum of 7 hours (excluding science or calculus courses).*
- Petition for Academic Forgiveness
- Transcript Requests
- Withdrawal Form  
*Be sure to check financial ramifications before processing.*

### Preferred First Name

Preferred first name is the name a student is called in day-to-day life. It is a first name they are known by other than their legal first name.

A legal first name is the official first name of record; this will be on official transcripts, tax forms, Rocket ID card, diploma, and payroll records, for example.

To change a preferred first name, following these steps:

1. Log in to the myUT portal at [myut.utoledo.edu](http://myut.utoledo.edu)
2. Click on the **Student** tab.
3. Under **MY TOOLKIT**, in the **My Other Resources** section, click **Update Preferred First Name** link.

4. The default preferred first name is the student's legal first name. Enter the preferred first name in the box and click the **Update** button.
5. A student may reset their preferred first name to their legal first name by clicking the **Reset My Preferred First Name** button.

Once saved, the preferred first name will appear on myUT portal, Blackboard, and eDirectory. The legal name will appear on official transcripts, Rocket ID Card, and degree audit. [http://www.utoledo.edu/offices/registrar/student\\_records/preferred\\_first\\_name.html/](http://www.utoledo.edu/offices/registrar/student_records/preferred_first_name.html/)

### **Medical Withdrawal Application**

A medical withdrawal may be requested in the event of catastrophic/serious illness, injuries or conditions that seriously impair and/or incapacitate the student and their ability to attend classes. Applications based on personal illness/injury will require documented medical information.

The deadline to submit an Application for Medical Withdraw will be the last day of the semester in question. Late applications will not be processed. Applications are made available only after the deadline has passed for students to withdraw themselves for a particular semester.

Please contact via email at [registrar@utoledo.edu](mailto:registrar@utoledo.edu) to obtain the Application for Medical Withdraw or to request additional information.

### **Identifying Term of Enrollment**

On Course Request forms, etc., the term field is signified by two digits (05 = Winter Intersession, 10 = Spring semester, 30 = Summer semester, 40 = Fall semester).

### **Schedule of Classes**

For the most up-to-date live class search, go to:

[http://www.utoledo.edu/offices/registrar/sch\\_classes.html](http://www.utoledo.edu/offices/registrar/sch_classes.html).

### **Finance Brochures, Tuition and Fees**

Credit-hour fees are assessed based upon the student's residence classification, school, and class standing. A complete listing of tuition rates and fees can be found in

the Finance Brochures on the Office of the Treasurer's website:

[http://www.utoledo.edu/offices/treasurer/finance\\_brochures.html](http://www.utoledo.edu/offices/treasurer/finance_brochures.html).

## **Tuition Guarantee**

The Toledo Tuition Guarantee Plan is a cohort-based, guaranteed undergraduate tuition program adopted in accordance with Ohio Revised Code §3345.48. New, degree-seeking undergraduate students who enroll at The University of Toledo for the first time beginning summer or fall semester 2018 will be the first cohort to participate in the Toledo Tuition Guarantee Plan. The Plan provides a fixed undergraduate tuition rate and fixed-rate fees for four years. For specific details, go to RSC (Rocket Solution Central) or <http://www.utoledo.edu/offices/treasurer/tuition/guarantee/>.

## **Academic Course Load**

For undergraduate students, full-time status are 12 -18 credit hours, half time are 6 credit hours, maximum credit hours are 20 hours.

If for some reason students need to take over the maximum credit hours, pre- pharmacy students should contact the Director of Student Services for the Pre-pharmacy Division.

## **Double Dipping Courses**

This term refers to a course that simultaneously satisfies two areas (attributes) in the Core Curriculum.

## **Class Rank**

The University of Toledo ranks students based upon the number of semester hours earned (successfully completed).

Freshman:	1-29.9 earned hours
Sophomore:	30-59.9 earned hours
Junior:	60-89.9 earned hours
Senior:	90+ earned hours

## Course Registration – How to Add a Class★

During Early or Open Registration If the class is open:	During Early or Open Registration If the class is closed:	After Semester Begins (Late registration fee may apply)
<p>1. Register for the class at <a href="http://myut.utoledo.edu">http://myut.utoledo.edu</a>. Log into Student Profile. Click on Register/Drop/Withdraw Classes link.</p> <p>Registration priority times are determined by the student's earned hours. These times can be found at <a href="http://www.utoledo.edu/offices/registrar/registration_dates.html">http://www.utoledo.edu/offices/registrar/registration_dates.html</a></p>	<p>1. Print a Course Request form <a href="https://www.utoledo.edu/offices/registrar/pdfs/CourseRequestAddDropForm.pdf">https://www.utoledo.edu/offices/registrar/pdfs/CourseRequestAddDropForm.pdf</a>,</p> <p>2. <b>Ask</b> the instructor if they will sign you into the closed class. If not, you must pick another section or class.</p> <p>3. If the instructor signs the form, email to <a href="mailto:CPPSadvising@utoledo.edu">CPPSadvising@utoledo.edu</a> to process.</p>	<p>1. <b>First 5 days of the term</b>, register at <a href="http://myut.utoledo.edu">http://myut.utoledo.edu</a>.</p> <p>2. <b>As of 6<sup>th</sup> day of term</b>, print a Course Request Form, <a href="https://www.utoledo.edu/offices/registrar/pdfs/CourseRequestAddDropForm.pdf">https://www.utoledo.edu/offices/registrar/pdfs/CourseRequestAddDropForm.pdf</a>,</p> <p>3. <b>Ask</b> the instructor if they will sign you into the class. If not, you must pick another section or class.</p> <p>4. If the instructor approves, email <a href="mailto:CPPSadvising@utoledo.edu">CPPSadvising@utoledo.edu</a>.</p> <p>5. As of the 15<sup>th</sup> day of the term, in addition to the instructor's signature, you must also get the Dean's designee's signature on the form. Email <a href="mailto:CPPSadvising@utoledo.edu">CPPSadvising@utoledo.edu</a> to make arrangements with appropriate person.</p>

★Check for holds at <http://myut.utoledo.edu> before you attempt registration.

## Waitlist

Register for classes in your student portal and if a class is closed, check to see if a WL (waitlist) is offered and has waitlist seats available.

Add yourself to the waitlist. Remember that the same restrictions and/or holds will stop you from registering on a waitlist also.

Check your university rocket email **daily** for a waitlist notification and take action within 24 hours.

Register for the waitlisted class. If you have already registered for another section of the same class, be sure to drop the unwanted section first.

If you no longer wish to be on a waitlist, drop the class so that others may move up on the list.

For more info, go to: <https://www.utoledo.edu/offices/registrar/self-service-registration.html#waitlisting>.

## Course Deregistration - How to Exit a Course

Continuous Registration through 15 <sup>th</sup> day of term	After 15 <sup>th</sup> day of term but before the end of the 10 <sup>th</sup> week of classes	
<ol style="list-style-type: none"> <li>1. <b>Web Drop</b> the class at <a href="http://myut.utoledo.edu">http://myut.utoledo.edu</a>.</li> <li>2. Instructor and/or advisor signatures are NOT required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Withdraw online at <a href="http://myut.utoledo.edu">http://myut.utoledo.edu</a> or print <a href="#">PetitionForOfficialWithdrawal2021.pdf (utoledo.edu)</a></li> <li>2. Instructor and/or advisor signatures are NOT required. <u>However, please inform your advisor at your next advising session that you have withdrawn from the course.</u></li> </ol>	<p><b>If you want to drop or withdraw from a class, make sure to research the possible impact on your financial aid or scholarship(s) <u>before you do so!</u></b></p>

## Withdrawal Warning:

Withdrawing from a course(s) will result in a grade of "W", which will appear on your official transcripts. Once a withdrawal is processed, it cannot be rescinded. Based on the date of withdrawal, fees may or may not be adjusted. **Since withdrawn courses reduce your enrolled hours, withdrawing from courses may have an adverse effect on financial aid benefits, scholarships, loan deferments, athletic eligibility, health insurance, veteran's benefits, degree requirements, or other areas.** If you are uncertain what effect withdrawing from the course(s) would have, it is recommended that you contact the appropriate department for guidance.

## Refunds

Refunds are prorated. Refer to the refund schedule at <https://www.utoledo.edu/offices/treasurer/ImportantDates.html>.

## Pass/No Credit (P/NC) Grade Option

P/NC grading is not available for courses taught in the CPPS. In addition to courses for which P/NC grading is used exclusively, a student may elect P/NC grading for an additional seven credit hours (exclusive of hours from Spring 2020 Special Grading: PC/PE/NE). CPPS students cannot use P/NC for natural science courses and calculus. Once the petition is filed, the request is irrevocable.

## Grade Requirements to Advance

To advance into the next course in a sequence, students must first pass the pre-requisite course. If they do not, they are responsible for dropping the next course in the sequence. Failure to do so may result in the Registrar's Office deregistering those classes from the student's schedule.

Some courses have higher requirements than D- or above. For example, CHEM1090, Elementary Chem requires a grade of C or higher to advance into CHEM1230, Gen Chem I. CHEM1230, Gen Chem I requires a grade of C or higher to advance into CHEM1240, Gen Chem II. All math courses require at least C- or above to advance into the next class in the sequence. Please check online, with the department, on the course syllabus, or with your advisor if you are unsure of the requirements.

## Grades - Definitions

### What Certain Grades Mean and What to Do about Them

GRADE	MEANING	ACTION
F	<b>Failure</b>	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	<b>Incomplete</b> Requirements for the course have not been met. May impact your financial aid.	Check with your instructor immediately to see what you need to do to complete the requirements for the course. (Print an Incomplete Grade form from the link above to take to your instructor.) If these req’s are not met before the end of the term following the term in which the IN grade was received, the IN grade will turn into an F. <b>DO NOT RE-REGISTER FOR THIS CLASS!</b>
PS/NC	<b>Pass/No Credit</b> A grade of $\geq C$ will be posted as PS. A grade of $< C$ will be posted as NC. Pharmacy, calculus and science courses cannot be taken Pass/No Credit. A grade of PS or NC <u>does not</u> impact your GPA.	No action required if PS. If NC, you must successfully repeat the same course to receive credit.
PC/PE/NE	<b>Special Pass/No Credit Spring 2020</b> Only available during this term due to COVID-19 move to all online classes.	N/A
GRADE /NC	<b>Grade/No Credit</b> <i>English Comp I</i> courses use this type of grading. The actual grade will be posted if you earn $\geq C$ ; NC will be posted if you earn $< C$ .	No action required if PS. If NC, you must successfully repeat the same course to receive credit.
W	<b>Withdrawal</b> The <i>student</i> has formally withdrawn from a class before the end of the 10 <sup>th</sup> week of the term. No impact to your GPA. May impact financial aid or scholarship requirements.	No action is required.  (Check financial aid and scholarship requirements PRIOR to withdrawing from any class.)
PR	<b>Progress</b> Given to denote work in progress. May impact your financial aid.	After work is completed, the instructor will post your final grade.

The University core curriculum courses must be completed with an average of “C” grade. **An average of less than a 2.00 does not fulfill the UT core requirement.** Consult the General Info section of the UT Undergraduate Catalog for further details, [www.catalog.utoledo.edu](http://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.**

## Academic Calendars

<http://www.utoledo.edu/offices/provost/calendar/>

## Changing Personal Information (Name, Phone, Address, Email, Etc.)

It is imperative that the University be kept informed of any changes to a student's name, phone number, permanent address, local address or email address. To change, go to myUT- Student Self Service at <http://myut.utoledo.edu/> and click on Update Personal Information link under the Student tab.

Students should also make sure their voice mailbox is set up and check periodically to make sure it is not full and therefore, not accepting messages.

## UTAD Email Account

All registered UToledo students have a UTAD email account using the default format of **Firstname.Lastname@rockets.utoledo.edu**. All official email communications from the University to students will be sent to this address. It is the student's responsibility to check this account regularly (preferably daily). For technical assistance, please contact the IT Help Desk at 419.530.2400 or [ITHELPDESK@utoledo.edu](mailto:ITHELPDESK@utoledo.edu).



## Section 9: College and University Resources

### Safety

If you feel a threat/behavior is imminent, or an act of violence or a suicide attempt has occurred, please contact The University of Toledo Police Dept at **(419) 530-2600**.

#### UT Alert Emergency Notification System

UT Alert is an emergency notification system for UT. This system lets users opt in to receive alerts in the event of MAJOR emergencies including fire, evacuation, weather-related emergencies, and other situations at The University of Toledo. You can choose to receive UT Alerts by text and email. Link to sign up is under the Student tab.

#### Police/Fire/Medical Response

Main Campus: 419.530.2600

Health Science Campus: 419.383.2601

City of Toledo: 9-1-1

#### Non-Emergency

Main Campus: 419.530.2601

#### Night Watch

Escort Service: 419.530.3024

#### COVID-19

Dashboard: <https://www.utoledo.edu/coronavirus/>

Student Safety Commitment form can be found under the Student tab in the portal.

#### Emergency Contact

Update link can be found under the Student tab in the portal.

### Rocket Care Response Report

The [Rocket Care Report \(maxient.com\)](https://maxient.com) are used to connect UToledo students with help and resources to ensure well-being and a safe learning environment for all. Anyone may submit a form.

For more info, contact the Office of Student Advocacy and Support, Main Campus Student Union Room 2521, or 419-530-2471 or [rocketresponse@utoledo.edu](mailto:rocketresponse@utoledo.edu).

## **Office of Accessibility and Disability Resources**

Accessibility and Disability Resources (ADR) partners with students, faculty and staff to facilitate disability access essential to sustaining an inclusive campus experience. Access and accommodations ensure equal opportunity for students with disabilities to participate in all of the programs, activities and services designed to transform our students into the diverse community of leaders we count on to improve the human condition. For more info, go to [The Office Of Accessibility and Disability Resources \(utoledo.edu\)](http://www.utoledo.edu/accessibility), call 419.530.4981, or email [StudentDisability@utoledo.edu](mailto:StudentDisability@utoledo.edu).

## **Financial Aid/Scholarships**

The Office of Student Financial Aid offers a variety of services and programs at <http://www.utoledo.edu/financialaid/>. Students can determine their eligibility to apply by reviewing the [checklist](#) .

Scholarships and awards (not offered through the CPPS) can be viewed at <http://www.utoledo.edu/financialaid/scholarships/index.html>.

All questions about financial aid, UT scholarships, student bills or any monetary issue should be directed initially to [RocketSolutionCentral@utoledo.edu](mailto:RocketSolutionCentral@utoledo.edu), Rocket Solution Central, Rocket Hall room 1200.

## **College Scholarships**

The on-line scholarship application for the UT CPPS can be found at: <http://www.utoledo.edu/pharmacy/current/scholarships.html>. The application is typically available during the end of the fall semester of each academic year.

## **Undergraduate Research**

There are two Intro to Research courses explicitly designed for PREP students: PHCL2900 and MBC2960. Check out the research interests of our CPPS faculty at <http://www.utoledo.edu/pharmacy/Research/index.html>

## **Success Coaches**

All incoming students are assigned a Success Coach. Success Coaches have different responsibilities than Academic Advisors but both are focused on helping students succeed personally and academically. Academic advisors help students with their academic plan of study or what classes are required for their major in order to reach graduation in a timely manner. A student's academic advisor can change if the student changes his or her major. A success coach can help direct students on all of the other questions that they may have related to their UT experience throughout their entire time

at The University of Toledo.

Students can find their Success Coach by looking in their Student Profile, contacting the Center for Success Coaching, Rocket Hall room 1830, calling #419.530.1250 or emailing [successcoach@utoledo.edu](mailto:successcoach@utoledo.edu).

### **Tutoring – Help Centers – Student Success**

The Learning Enhancement Center (LEC) is a free resource on campus to provide tutoring, supplemental instruction and academic workshops. It is located in the Rathbun Cove (lower-level of Carlson Library-B0200), #419.530.2176. For details, go to <http://www.utoledo.edu/success/lec/>.

The Office of Multicultural Student Services typically also offers on-site tutoring in their office in the Student Union 2500.

Some departments offer Help Centers. Biology: WO1261A; Chemistry: BO2043.

Tutoring and Help Center days/times are posted in the glass case directly across from the CPPS Office of Student Affairs, WO1227.

Links to resources can be found at <https://www.utoledo.edu/success/>.

### **CPPS Catalog**

<https://catalog.utoledo.edu/undergraduate/pharmacy-pharmaceutical-sciences/>

### **UToledo Catalogs**

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

### **UToledo Campus Maps/Directions**

<http://www.utoledo.edu/campus/directions/>

### **IT- Help Desk, Email, Security, etc.**

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

### **Open computer labs on campus for students**

[Open Labs for Students \(utoledo.edu\)](http://www.utoledo.edu/open-labs/)

### **Student Lockers – Wolfe Hall Main Campus**

Student lockers are available on a first-come, first-serve basis for any student. The lockers are located in the hallway near the Resource Center/Computer Lab (WO1259).