



Advisers of Professional Division Students

All professional division students have two advisers: a Student Affairs Professional Division Adviser and a faculty adviser.

Your Student Affairs Professional Division Adviser – Jing Meyer, Director of Student Services for the Professional Division, Wolfe Center, HEB 155, 419.383.1904, jing.meyer@utoledo.edu

Your faculty adviser – Notified by email. Honors students will retain the same faculty adviser you had in pre-professional division, if your faculty adviser is in your major. If not, you will be assigned a new faculty adviser in your major.

Appointments with faculty adviser are mandatory for professional division students. All P1 BPS students are required to meet with their faculty adviser at least once during the P1 year. PharmD students are required to meet with faculty adviser once per semester.

Appointments with Jing Meyer, Student Affairs Professional Division Adviser, are welcome. You can either schedule an appointment by calling 419.383.1904 or online at <https://outlook.office365.com/owa/calendar/BookingsOfficeofStudentAffairsCPPS@rocketsutoledo.onmicrosoft.com/bookings/s/i7yLFB3kF0WV7Rt-L0ActQ2>.

Group advising workshops for different levels of professional division students will be held during the academic year. Students will be notified of time and location via email.

Walk-in Advising is available for professional division students in the Student Affairs Office. Walk-in Advising is designed for brief questions or concerns. It is first come-first served. Students will be notified the walk-in hours each semester

CPPS Office of the Student Affairs Health Science Campus location and general office hour

- Location – Frederic & Mary Wolfe Center, HEB 155 Phone – 419.383.1904
- Office hours – M-F, 8:15 am – 12 pm, 1 -5 pm; M-F, 12-1 pm closed for lunch

HSCP Student Service Center

- Location: 1st Floor Mulford Library
- Contact information: phone number 419-383-3600, email hscstudentservices@utoledo.edu
- Services including: Student Accounts, Financial Aid, and Registrar's Office

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 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.

Philosophy of Academic Advising

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004) It is an integrated teaching and learning process built upon an ongoing partnership between students and their advisers.

Advising Partnership

Expectations of Adviser

- Communicate the curriculum, requirements, policies, and procedures.
- Provide academic support. Assist advisees in creating an academic plan consistent with their academic, career, and personal goals, and tracking the progress toward those goals.
- Be available to answer questions, either in person, via e-mail or by phone.
- Provide a safe and welcoming setting and listen carefully to questions and concerns.
- Assist in exploring career options. Present alternatives if road-blocks are encountered.
- Refer advisees to appropriate resources and services.
- Encourage development of the skills and characteristics necessary to attain educational plans.
- Maintain confidentiality according to the Federal Educational Rights and Privacy Act (FERPA) guidelines.

Expectations of Advisee

- Attend group advising meetings and read your UT email daily.
- Seek advice from your faculty adviser and student affairs adviser. Make regular contact with them.
- Plan ahead. Schedule appointments early and have the courtesy to cancel or reschedule as needed.
- Come prepared to each appointment with questions or material for discussion.
- Ask questions if you do not understand an issue or have a specific concern; provide your adviser with accurate information; be open to their suggestions; follow up on referrals.
- Become knowledgeable about your program, college and university policies and procedures.
- Take responsibility for making your own academic and career decisions based on available information and advice, including your graduation plan. Accept responsibility for your decisions and performance.
- Act professionally and treat others with respect.
- Review program requirements each semester and track progress toward completing graduation requirements.
- Participate in career path development, networking events, career fairs, resume writing, interview and job search workshops that are available to you through the Career Service Office and CPPS.

Student Learning Outcomes

- Learn university and CPPS's curriculum requirements, policies and procedures.
- Develop communication, decision-making, and problem-solving skills.
- Develop an educational and study plan that will maximize your educational achievement and graduate in a timely manner.
- Know how to read and utilize a degree audit (DARS) in your educational planning.
- Make use of the resources and services on campus to assist you in achieving your personal, academic and career goals.

