

The University of Toledo
College of Pharmacy & Pharmaceutical Science (CPPS)
Academic Advising Syllabus – Pre-professional Division (PREP)

Office Name: CPPS Office of Student Affairs (OSA)
Location: Wolfe Hall room 1227
Phone Number: #419.530.1970
Email: CPPSadvising@utoledo.edu
Office Hours: 9:00 am – 5:00 pm
PREP Advising Appts: Use Starfish through the myUT portal

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.

What is Advising?

Through academic advising, students learn to become members of their higher education community, to think critically about their roles and responsibilities as students, and to prepare to be educated citizens of a democratic society and a global community. Academic advising engages students beyond their own world views, while acknowledging their individual characteristics, values, and motivations as they enter, move through, and exit the institution (NACADA, 2006).

Advisor and Advisee Expectations:

Advisor Responsibilities – We 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—You should:

- Set, change, or cancel appointments with your 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.

Expected Student Learning Outcomes

Student will learn:

- UT's curriculum, requirements, policies and procedures.
- The requirements to apply and enter the Professional Division (P1) of PharmD.
- The requirements to progress into the Professional Division (P1) of BSPS.
- To accurately read and utilize a degree audit (DARS) in their education planning.
- To make use of the resources and services on campus to assist them in achieving their personal academic and career goals.
- To conduct themselves in an appropriate, professional, and respectful manner in all actions and communications.

Important Resources on your Pharmacy tab in the portal

(<https://myut.utoledo.edu/>):

CPPS Advising and Student Affairs:

- Academic Performance Policy
- Advising Information
- Advising Quick Question form
- PREP Curriculum Guide
- Schedule a PREP Advising Appointment Link
- Student Handbook

Services available in the OSA:

- Scheduling questions
- Difficulties in class
- Advice regarding University academic policies (i.e., add/drop, grade deletions, pass/no credit)

Services available in OSA (cont'd):

- Advice regarding University programs and resources (i.e., student organizations, tutoring hours)
- Personal issues (all appointments are confidential)
- GPA calculation scenarios / Science GPA calculations
- Degree options / career choices
- Change of majors
- Transfer credit questions and advising
- Consortium agreement signatures
- Academic performance issues
- Degree Audit questions
- Curriculum questions
- Academic Performance meetings with Associate Deans
- BSPS progression form
- University forms
- Student organization applications
- [University forms \(i.e., pass/no credit, grade deletion\) Forms](#)
- Notary services
- First aid
- Glass case postings in Wolfe Hall 1st floor hallway (tutoring hours, misc. Student Affairs information)
- Dean's & President's list mailing
- Form processing (i.e., degree verification, intern's license, transient student, car insurance-good student)
- A.C.P.E. Handbook, available for reference
- Variety of services for Student Organizations
 - Access to meeting room in Wolfe Hall 1259
 - Access to folding tables
 - Access to glass cases
 - Authorization to post signage/flyers