

Presented by:

P₄ Registration

Student Responsibility

- At all times it is the student's responsibility to enroll in the required courses to meet graduation requirements.
- The student may change their schedule at any time prior to the first day of class. Once the semester begins, any changes must be submitted to Student Services who will then authorize the Registrar to make the changes in the schedule.

Continued

- Errors in registration include registering in the wrong section (including wrong campus), wrong course, not registering for rotations within the WebPortal and not registering for Grand Rounds.
- Please always print out your schedule upon completion of registration from the Concise Student Schedule to document you have registered in all required courses for the semester.

Select Your Classes for Enrollment

- If a course has a prerequisite, you must have already had the course in order to enroll.
- Recommended you write down the CRN of each course before you start the registration process.
- In order to take any P₄ rotations, you must have completed all P₃ courses.
- All P₄ students must enroll in a Grand Rounds.

Detailed Class Information to View Prerequisites, Corequisites, etc.

Texas Tech HSC WebRaider - Windows Internet Explorer

https://portal.texastech.edu/render.UserLayoutRootNode.up?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dscstsb%26url%3dhttps://ssb.texastech.edu/pls/TTU

File Edit View Favorites Tools Help

Texas Tech HSC WebRaider

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HELP
Oct 04, 2010

Detailed Class Information

Fees are estimates and subject to change until the fee is displayed on the student bill.

Detailed Class Information

ADULT MEDICINE CLERKSHIP - 23462 - PHAR 4675 - 001

Associated Term: Spring 2011 Pharmacy
Levels: Pharmacy-Doctoral

Lubbock HSC Campus
Clerkship Schedule Type
Face to Face Instructional Method
6.000 Credits
[View Catalog Entry](#)

Registration Availability

	Capacity	Actual	Remaining
Seats	50	0	50
Waitlist Seats	0	0	0
Cross List Seats	400	0	400

Cross List Courses:
[PHAR 4675](#)

Base fees (other charges may apply)

Level	Description	Amount
Pharmacy-Doctoral	Professional Tuition-Pharmacy	600.00
	Course Fee(s) - PH	45.00

Restrictions:
Must be enrolled in one of the following Levels:
Pharmacy-Doctoral
Must be enrolled in one of the following Classifications:
Fourth Year

Done Trusted sites 100%

Additional Tools for Registration include Degree Audit

- Use the Degree Audit from the WebRaider Portal.
 - Generate New Audit
 - Click on the radio button for Program: Pharmacy. Then click on Generate Request.
 - Do not change the Term but mark Use In-Progress Courses.
 - Click on the radio button for Detail Requirements and then click on Submit.
 - You will look for the first area with **"Not Met"**

All P₄ Students are required to take the following courses:

- P₄ students are required to complete 5 rotations:
 - Phar 4675
 - Phar 4676
 - Phar 4677
 - Phar 4678
 - Phar 4681
- P₄ students are required to take one selective:
 - Phar 4673 or
 - Phar 4674
- P₄ students are required to take two electives.
- P₄ student must take a Grand Rounds in each fall and semester term: Phar 4241 and Phar 4242.

Example of P₄ Degree Audit Showing incomplete courses

Texas Tech HSC WebRaider - Windows Internet Explorer

https://portal.texasstech.edu/render.UserLayoutRootNode.up?UP_tparam=utf&utf=%2Fcp%2Fip%2Flogin%3Fsys%3dsctssb%26url%3dhttps://ssb.texasstech.edu/pls/TTU

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Texas Tech HSC WebRaider x Texas Tech HSC WebRaider Virtual EMS - Browse Events

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Area : Pharmacy Spring Year 3 (12.000 credits) - NOT MET
Description : Must take PHAR 4165, 4166, 4264, 4267, 4463. Must also choose one from the following list: PHAR 4234 or 4235.

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
NO		PHAR		4165											
Yes	AND	PHAR		4166				201055	PHAR	4166	Pharmacotherapy XVI		1.000	90	H
NO	AND	PHAR		4264											
NO	AND	PHAR		4267											
NO	AND	PHAR		4463											
NO	AND	SPHYR3OPT	Pharmacy Year 3 Options												
Total Credits and GPA													1.000	90.00	

Area : Pharmacy Any Sem Year 3 (14.000 credits) - NOT MET
Description : Must take PHAR 4270, 4274, 4275, 4276. In addition, must choose three courses from the following list: PHAR 4201, 4202, 4203, 4204, 4205, 4206, 4207, 4208, 4210, 4211, 4212, 4223, 4224, 4226, 4227, 4229, 4232, 4237, 4271.

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
NO		PHAR		4270											
Yes	AND	PHAR		4274				201125	PHAR	4274	Institutional Phar Prac Ckshp		2.000		R
NO	AND	PHAR		4275											
Yes	AND	PHAR		4276				201125	PHAR	4276	Inpatient Clinical Skills		2.000		R
NO	AND	SPHYR3ELEC	Pharmacy Year 3 Electives					201125	PHAR	4211	Advanced Infectious Disease		2.000		R
Total Credits and GPA													6.000	.00	

Area : Pharmacy Fall Year 4 (2.000 credits) - NOT MET
Description : Must take PHAR 4241.

Met	Condition Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
NO		PHAR		4241											
Total Credits and GPA													0.000	.00	

Error on page. Trusted sites 100%

Fall Enrollment

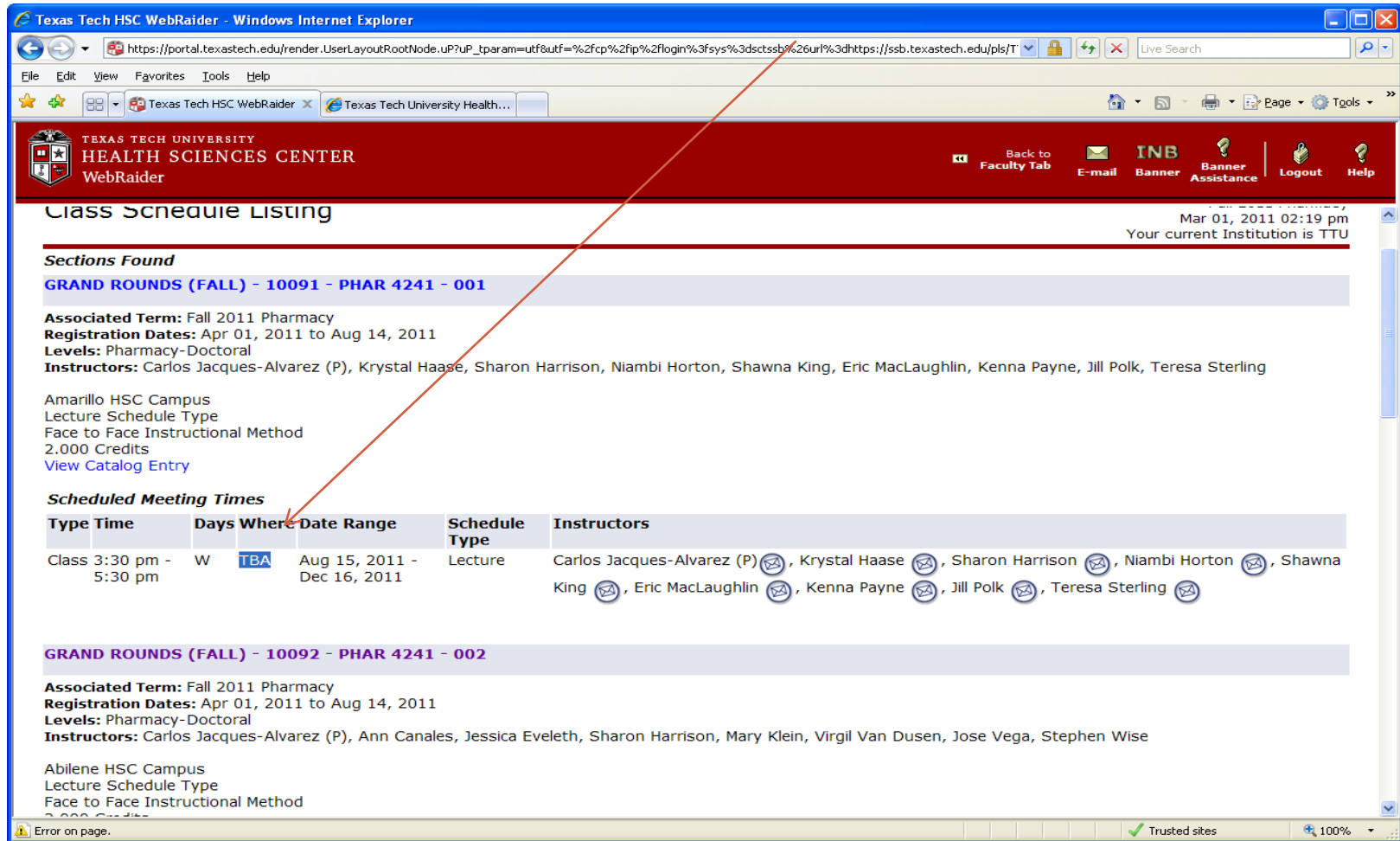
- Enroll in course sections for one site only unless multiple sites have been assigned for rotations by the Experiential Office. Each course has a listing of the campus for that section.
- Everyone should enroll in Grand Rounds and should be at the same site as your rotations.

Registration from WebRaider Portal

- Click on Class Schedule
- Select your term (Fall 2011 Pharmacy)
- Highlight the Subject: Pharmacy
- Enter the course number, i.e: 4241. Select the campus: Abilene HSC or Amarillo HSC, Dallas HSC, Lubbock HSC
- Class Search
- This will give you the CRN for the course at the campus you selected. Keep in mind that Dallas will have sections for both the Southwest and the VA sites.

Example of Site Selection

(At this time, room assignments have not been made. The room assignment will tell you on which campus a course will be held by the time registration begins.)



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Class Schedule Listing

Mar 01, 2011 02:19 pm
Your current Institution is TTU

Sections Found

GRAND ROUNDS (FALL) - 10091 - PHAR 4241 - 001

Associated Term: Fall 2011 Pharmacy
Registration Dates: Apr 01, 2011 to Aug 14, 2011
Levels: Pharmacy-Doctoral
Instructors: Carlos Jacques-Alvarez (P), Krystal Haase, Sharon Harrison, Niambi Horton, Shawna King, Eric MacLaughlin, Kenna Payne, Jill Polk, Teresa Sterling

Amarillo HSC Campus
Lecture Schedule Type
Face to Face Instructional Method
2.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	3:30 pm - 5:30 pm	W TBA	Aug 15, 2011 - Dec 16, 2011	Lecture	Carlos Jacques-Alvarez (P), Krystal Haase, Sharon Harrison, Niambi Horton, Shawna King, Eric MacLaughlin, Kenna Payne, Jill Polk, Teresa Sterling

GRAND ROUNDS (FALL) - 10092 - PHAR 4241 - 002

Associated Term: Fall 2011 Pharmacy
Registration Dates: Apr 01, 2011 to Aug 14, 2011
Levels: Pharmacy-Doctoral
Instructors: Carlos Jacques-Alvarez (P), Ann Canales, Jessica Eveleth, Sharon Harrison, Mary Klein, Virgil Van Dusen, Jose Vega, Stephen Wise

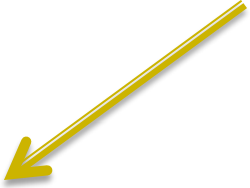
Abilene HSC Campus
Lecture Schedule Type
Face to Face Instructional Method
2.000 Credits

Error on page. Trusted sites 100%

Electives

- You have two electives to be taken during the P4 year (2011-2012).
- Do not enroll in the same elective number twice . You cannot enroll in Phar 4699 twice. If you have an elective set with this course number in EMS more than once, please contact the Experiential Office and notify them that you have already enrolled in the course once and you need a new number. This occurs when the elective is generic in nature and we do not have a specific course number that can be assigned.

Registration from WebRaider Portal

- **Registration**
 -
 -
 - [Select Term](#)
 - [Add or Drop Classes](#)
 - [Look Up Classes](#)
 - [Schedule Search Tool](#)
 - [Linked Section Search Tool](#)
 - [Change Class Options](#)
 - [Course/Instructor Evaluations](#)
 - [Grade Distribution by Faculty or Course and Subject](#)
 - [Week at a Glance](#)
 - [Student Detail Schedule](#)
 - [Registration Fee Assessment](#)
 - [Registration Status](#)
 - [Active Registration](#)
 - [Concise Student Schedule](#)
 - [Academic Calendar](#)
 - [Important Registration Dates](#)
 - [Final Exam Schedule](#)
- 

How to find the campus for a course

The screenshot shows the Texas Tech HSC WebRaider interface. The top navigation bar includes 'My Personal Information', 'Faculty Services', and 'My Employment Information'. The main content area is titled 'Class Schedule Listing' and contains two course entries. Yellow arrows point from the course titles to the 'Lubbock HSC Campus' and 'Abilene HSC Campus' text, respectively.

Sections Found

COMMUNITY PHARMACY PRACTICE CLERKSHIP - 23949 - PHAR 4270 - 007

Associated Term: Spring 2011 Pharmacy
Registration Dates: No dates available
Levels: Pharmacy-Doctoral
Instructors: Michelle Johnson (P), Sharon Harrison (P)

Lubbock HSC Campus
Clerkship Schedule Type
Face to Face Instructional Method
2.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA		Jan 03, 2011 - May 13, 2011	Clerkship	Michelle Johnson (P), Sharon Harrison (P)

COMMUNITY PHARMACY PRACTICE CLERKSHIP - 23868 - PHAR 4270 - 234

Associated Term: Spring 2011 Pharmacy
Registration Dates: No dates available
Levels: Pharmacy-Doctoral
Instructors: Michelle Johnson (P), Sharon Harrison (P)

Abilene HSC Campus
Clerkship Schedule Type
Face to Face Instructional Method
2.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA		Jan 03, 2011 - May 13, 2011	Clerkship	Michelle Johnson (P), Sharon Harrison (P)

Registration

- After you Class Search and find the course(s) at that site, you can look at the prerequisites, corequisites, remaining seats, class times, etc.
- Click each course name highlighted to find the information on the course.
- To find your assigned rotations, you must go to EMS.

EMS and Rotations

- To view your Experiential Program rotation course numbers for registration, go to your profile page in EMS.
- To Access EMS:
 - Go to the School of Pharmacy webpage:
www.ttuhsc.edu/sop
 - Click on TT Education Management System in the left hand menu.
 - User Name: FirstName.LastName
 - Password: You should have already set up a password to access EMS.
 - Your file page will be the first page you see.

EMS – Education Management System – Assigned Rotations

The screenshot shows a Microsoft Word document titled "EMS screen shots [Compatibility Mode] - Microsoft Word". The document content is a screenshot of a web browser window displaying the "Affiliate Profile" page for Elizabeth TestStudent. The browser window includes a navigation menu on the left and a main content area with a table of active addresses.

EMS - Windows Internet Explorer
https://www.ems-webs.com/TexasTech/studentframe.asp?AID=158T=58SESID=72033412

Affiliate Profile

Name: Elizabeth TestStudent
Email Address: teststudent@texastech.edu
Other Emails: beth@aol.com
Year: P3
Gender: F
Cell Phone: 555-572-5689
Pager:
Status: Active

Active Addresses

Type	Address	Phone	Fax
Primary Begin date 7/21/2005 End Date: 7/21/2007	1300 Coulter Amarillo, TX, 79106	806-556-4012	
Secondary Begin date 7/21/2005 End Date: 7/21/2008	123 Oak Street Fayetteville, AR, 55555	555-555-5555	

Tracking Type: Tracking Details

Page: 1 of 4 | Words: 205 | 147%

EMS Continued

- Click on the rotation list. You will see your rotations listed by rotation date, preceptor with section code number after their name, rotation, portfolio (grade summary page, assignments, etc.) and preceptor/site evaluation form. If a preceptor section code number has not been assigned, please contact the Experiential Office for help. Registering in a course without the correct section number will result in a registration error.
- Remember to only enroll in rotations assigned for the specific term of registration. Please check your registration at least one week prior to the start of the semester to make sure no changes have occurred in your rotation assignments. Contact the Experiential Office if a change has occurred and make changes to your WebPortal Registration if a change has been made.

EMS Continued

- Click on the rotation to get the rotation course number for registration. The example given is the P₄ Adult Medicine Clerkship rotation. When you click on the rotation you will see the following screen giving you the rotation course number at the top of the page.
- Keep in mind that you only register for the rotations within a specific term set. Do not register for rotations outside of the term.

Rotation Number Example

The image shows a Microsoft Word document titled "EMS screen shots [Compatibility Mode] - Microsoft Word". The document content is a screenshot of a web browser window. The browser window is titled "PEMS - Windows Internet Explorer" and shows the URL "https://www.ems-webs.com/TexasTech/studentframe.asp?AID=15&T=50&SESID=72033412". The browser displays a page titled "PHAR 4675 - Adult Medicine Clerkship" with a navigation menu on the left and a list of links in the main content area. A red arrow points from the "Normal" style in the Word ribbon to the browser window.

Microsoft Word Ribbon:

- Home: Font (Calibri, 11), Paragraph (B, I, U, abc, x, x, Aa), Styles (AaBbCcDc, AaBbCcDc, AaBbC, AaBbC, AaBbC, AaBbCcI, Change Styles)
- Insert
- Page Layout
- References
- Mailings
- Review
- View
- Format

Browser Window Content:

- Address Bar: https://www.ems-webs.com/TexasTech/studentframe.asp?AID=15&T=50&SESID=72033412
- Page Title: PHAR 4675 - Adult Medicine Clerkship
- Navigation Menu (Left): Home, Forms & Documents, Maintain Password, Out of System Rotations, Retation List, Retation Preferences, Search Preceptors Sites, Portfolio Training, EMS Tutorial
- Main Content Area:
 - Expeniential Programs Policy & Procedure
 - In-Service
 - Final Verbal Examination
 - Syllabus
 - Core Disease State Readings
 - Autobiographical Data Form
- Buttons: Back

Word Document Footer: Page: 4 of 4 | Words: 205 | 147%

How to Read EMS

- First you will register only in the rotations assigned for the semester
- Dates from May – mid-August are summer rotations. There is only one summer registration (Summer 2011 – Pharmacy).
- Dates from mid-August through December are fall rotations.
- Dates from January through mid-May are spring rotations.

Important Information

- If at any time your rotations change, you must change your registration in WebRaider before the semester begins.
- If the change occurs during the semester, then notify Student Services in Amarillo immediately. We have to authorize the change to your schedule.
- Failure to make a change in your schedule can result in serious consequences which can result in a failure to graduation as planned.

Degree Audit and Concise Student Schedule

- There are two tools you can use to assure you have registered correctly.
 - Degree Audit
 - Concise Student Schedule.
- You can go to Degree Audit after you have registered to have a picture that shows you have registered for all the courses needed toward graduation.

Degree Audit

- Use the Degree Audit from the WebRaider Portal.
 - Generate a New Audit
 - Click on the radio button for Program: Pharmacy
 - Click on Generate Request.
 - Do not change the Term but mark Use In-Progress Courses.
 - Click on the radio button for Detail Requirements and then click on Submit.
 - You will look for the first area with "Not Met."

Degree Audit Continued

- Look at the “Not Met” area to see if the courses listed will be met in the following term. Compare your rotations for future the future term to your degree audit.
- You should see the EMS courses for the following term listed in the unmet courses on the Degree Audit.

Check List

- Are all your courses on the same campus?
 - Did you print your Concise Student Schedule for verification that you enrolled in all courses.
 - Did you check your enrollment against the Degree Audit?
 - Do you have the same credit hours as shown on the Master Key Worksheet for P₄ students – 20 credit hours?
 - You should have 4 courses listed on your schedule (Grand Rounds and 3 Rotations) for a total of 20 hours.
- Success!