

P2 Spring 2021 Registration

Opens November 11, 2020 at 6 a.m.

Register by December 4, 2020 at 5 p.m.

Presented by Dr. Sara Brouse, PharmD, FCCP, BCPS, AQ-Cardiology

Professor

Regional Dean for Abilene Campus

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A Few Reminders

- Absence Policy – Notification of an Absence Form
- Complaints/Praise/Grievances – Where do I file a report or incident?

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Notification of Absence

Current Students (<https://student.ttuhschool.edu/pharmacy/current/>)

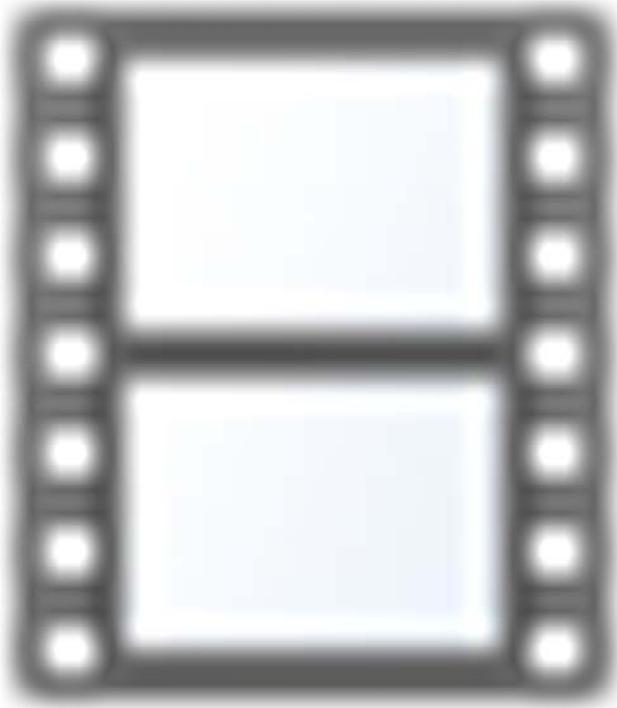
Student Services

- SOP Student Services Staff Contacts
- Class Pictures
- SOP Bootcamp Information
- Commonly Asked Questions and Answers
- HSC Office of Student Services
- Student Health
- SOP Counseling
 - Amarillo - Professional Counseling and Biofeedback Center
 - Abilene - Life Renovations
 - Dallas - UT Southwestern Medical Center
 - Lubbock - Program of Assistance for Students

Policies, Procedures, and Forms

- SOP Policies: Student Services/Academic Affairs
- Student Parking Vehicle Registration Form (Amarillo P1 Students Only)
- Student Parking Vehicle Registration Form (Amarillo P2-P4 Students Only)
- White Coat Order Form
- Red Name Badge Order Form
- SOP Student Government
- Student Immunization Policy
 - TST Questionnaire (Appendix A)
 - New Immunizations Form (Appendix B)
- SOP Student Success Initiative (SSI)
- TB Questionnaire
- Petition Form
- Second Chance Policy
- Withdrawal Form
- Re-Admit Application
- Notification of Absence





Filing a Complaint

Complaints / Grievances

- [Report Professional Behavior - Good or Bad](#)
- [HSC Complaint and Grievance Policies and Links](#)
- [ACPE - Accreditation Concerns](#)

Current Student's Page

<https://student.ttuhsc.edu/pharmacy/current/>

Student Services Forms

It is the policy of the Texas Tech University Health Sciences Center to affirm the right of its students to a prompt and fair resolution of a complaint or grievance involving allegations of inappropriate behavior by other TTUHSC students or by TTUHSC personnel towards students. Policies and procedures for student complaints can be found in the TTUHSC Student Handbook (http://www.ttuhsc.edu/student-services/documents/HSC_Institutional_Student_Handbook.pdf).

- [Incident Report Form](#)
- [Title IX Complaint](#)

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Student Health Insurance - Purpose

Ensure Coverage (Not Covered in Medical Service Fee)

- Major Medical
- Emergency Care
- Specialty Care
- Pharmacy Services

Clinical Requirement

- Training
- Proof of Coverage

Value for Students



The purpose of the health Insurance requirement is to ensure coverage of major medical, emergency care, specialty care, and pharmacy services. Students should note many of the facilities where students receive clinical training require each student to be covered by health insurance. Hospital or clinic personnel may ask for proof of coverage at any time. Students may be denied access to clinical experience, at

the discretion of the facility, if not covered by health insurance. Student Health Insurance Plans provide value for students due to robust and broad coverage, often at half the cost of comparable employee plans.

Student Health Insurance – Two Options

1. Enroll in the Student Health Insurance Plan

- Facilitated by Academic Health Plans (AHP)
- Coverage - January 1 – August 31, 2021

2. Submit Waiver for Student Health Insurance Plan

- If you Already Have Health Insurance
 - *Has to be Affordable Care Act (ACA) Compliant*
 - *Has to be currently active*



There are two options. You can either enroll in the university-sponsored student health insurance plan that is facilitated by the Academic Health Plans (AHP) and the coverage will last from January 1 – August 31, 2021. You will need to do this if you do not currently have health insurance. You will have to pay for the 8 month coverage at the time of signing up. If you have financial aid you are able to use it on health insurance as well since it is a requirement.

If you already have health insurance then you can submit a waiver so you do not need to enroll in the student health insurance plan. The insurance has to be Affordable Care Act (ACA) compliant and it has to be currently active.

Student Health Insurance – Enrollment Process

Opens November 15, 2020 - Closes January 10, 2021

- Go to <https://ttuhsc.myahpcare.com/enrollment>.
- Select the “Click Here to Enroll” link under School of Pharmacy.
- If you have not created an account, click Register to establish a username and password. Otherwise, sign in with your existing username and password.
- Continue to fill out the form until complete.
- You are also given the option to add dependents during the enrollment process.

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If you are going to enroll in the Student Health Insurance Plan it will be open starting on November 15, 2020 and will close on January 10, 2021. You would go to the enrollment link and click on the link for the School of Pharmacy new students. If you have not created an account before you will need to create one. Fill out the information it requests and then click

submit. If you need to add a spouse or a dependent you are able to do so before you submit. You will receive a confirmation email with your insurance information. You do not need to send anything to the School of Pharmacy.

Student Health Insurance – Waiver Process

Opens November 15, 2020 – Closes December 28, 2020

To submit a waiver:

- Go to ttuhsc.myahpcare.com/waiver.
- Review the waiver criteria.
- Click on the Blue Button at the bottom of the page to submit your waiver.
- On the login page, students will enter their TTUHSC student ID in R1234567 format as their username and their date of birth in MMDDYYYY format as the initial password unless previously changed. Students are then taken to the student dashboard screen.
- Fill out alternative health insurance information and submit.

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If you already have insurance through an employer, parents, or the Market Place than you can submit a waiver so that you do not have to enroll in the AHP Student Health Insurance Plan. For a waiver to be approved, the level of benefits provided to the student through a health insurance plan must be fully compliant with the Affordable Care Act (ACA). Cost sharing plans and short term plans **do not** meet the health insurance

coverage requirement. Coverage is considered comparable if it provides students with access to local providers and a range of services in the state of Texas. Services include, but are not limited to, preventive and non-urgent care, emergency care, surgical care, inpatient and outpatient hospitalization, lab work, diagnostic X-rays, physical therapy and chiropractic care, prescription drugs, and mental health and substance abuse treatment.

The waiver process is also hosted through the Academic Health Plans (AHP) and will be open from November 15 to December 28, 2020. To submit a waiver go to the waiver website, double check that your health insurance meets the criteria listed. Click the blue button

on the bottom of the page. If this is the first time you are submitting a waiver you will use your TTUHSC student ID number including the R for the username and then your date of birth in a month, date, year format using zeros when needed for the password. Once you have logged in once you will have the opportunity to change your password. Make sure to remember as you have to enroll or waive every semester. Fill out the alternative health insurance information, upload a copy of your insurance card front and back, and click submit. It could take 3-7 days for it be fully reviewed. You should

Student Health Insurance - Questions

- Check out the HSC Student Life Website
www.ttuhsc.edu/student-life/health-insurance.aspx
- Call TTUHSC Student Life – 806-743-2302
- Call Academic Health Plans (AHP) – 1-855-357-0241



If you have questions, make sure to check the Student Life website as it includes multiple resources and frequently asked questions. If you do not find your answer there you can call Student Life or the Academic Health Plans 800 number.

Please remember this is a requirement that has to be renewed every semester to ensure you in compliance.

Spring Registration – Your Personal Responsibility

- It is **YOUR** responsibility to enroll in the required courses to meet graduation requirements.
- You may change your schedule at any time prior to the **first day of the spring semester – January 4, 2021**. Once the semester begins, any changes must be submitted to Student Affairs, who will then authorize the Registrar to make the changes in the schedule. **THERE WILL BE A FEE.**
- If you have a **HOLD** on your account, you will not be able to register. You can check your WebRaider account to view holds (click on the current term), determine what it is for and who placed the hold.

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Examples of Possible Holds

- Missing Immunizations (Flu vaccine is due by **November 6, 2020**). Can also include Tdap Booster, CPR, etc.
- Missing Transcripts
- Account Balance Due

Holds will prevent you from registering!

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Common Errors when Registering

- Wrong Course
- Wrong Section
- Wrong Campus
- Enrolling for a lecture without enrolling for the lab, etc.

You are required to **email** your Concise Student Schedule from the WebRaider Portal upon completion of registration to your campus Student Affairs representative.

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Class Schedule

- Use the Spring Enrollment Sheet for your campus, which includes the CRN's for every course. You will receive these soon.
- MBA students – you will have a separate enrollment sheet that says “MBA.” Make sure you use this one.
- Following this sheet should keep you from making errors.

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Class Schedule Continued

- The Class Schedule is posted on the school website at www.ttuhschool.edu/pharmacy/academics/ (2020-2021/ Spring 2021/Class Schedule). It allows you to see the days and times for each course.
- Enroll in course sections for **1 campus** only:
 - Abilene: 021, 023, 025, (LABS: 521, 523, 525, etc...)
 - Amarillo: 001, 003, 005, (LABS: 501, 503, 505, etc...)
 - Dallas: 041, 043, 045, (LABS: 541, 543, 545, etc...)
- Check your Concise Student Schedule – if it shows more than one campus, then you have registered incorrectly.

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P2 Spring 2021 Semester

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:50	Phar 2460 Basic & Applied Pharmacokinetics AMSPAC 1120, ABI 2300, DLSPSW 535	Phar 2460 Basic & Applied Pharmacokinetics AMSPAC 1120, ABI 2300, DLSPSW 535	Phar 2460 Basic & Applied Pharmacokinetics AMSPAC 1120, ABI 2300, DLSPSW 535	Phar 2460 Basic & Applied Pharmacokinetics AMSPAC 1120, ABI 2300, DLSPSW 535	Flex Fridays For exam blocks, professional activities, tutoring, committees, IPE, or co-curricular activities
9:00-9:50	Phar 2419 (Phar 2219 MBA) Prac Mgt II: Leadership, Law & Ethics AMSPAC 1120, ABI 2300, DLSPSW 535	Phar 2419 (Phar 2219 MBA) Prac Mgt II: Leadership, Law & Ethics AMSPAC 1120, ABI 2300, DLSPSW 535	Phar 2419 (Phar 2219 MBA) Prac Mgt II: Leadership, Law & Ethics AMSPAC 1120, ABI 2300, DLSPSW 535	Phar 2419 (Phar 2219 MBA) Prac Mgt II: Leadership, Law & Ethics AMSPAC 1120, ABI 2300, DLSPSW 535	
10:00-10:50	Phar 2403 Repro, Endo, Integ, Skeleton AMSPAC 1120, ABI 2300, DLSPSW 535	Phar 2403 Repro, Endo, Integ, Skeleton AMSPAC 1120, ABI 2300, DLSPSW 535	Phar 2403 Repro, Endo, Integ, Skeleton AMSPAC 1120, ABI 2300, DLSPSW 535	Phar 2403 Repro, Endo, Integ, Skeleton AMSPAC 1120, ABI 2300, DLSPSW 535	
11:00-11:50	Phar 2404 Infectious Diseases AMSPAC 1120, ABI 2300, DLSPSW 535	Phar 2404 Infectious Diseases AMSPAC 1120, ABI 2300, DLSPSW 535	Phar 2404 Infectious Diseases AMSPAC 1120, ABI 2300, DLSPSW 535	Phar 2404 Infectious Diseases AMSPAC 1120, ABI 2300, DLSPSW 535	
Lunch 12:00 - 1:00					
1:00 - 2:50	*Phar 2261 Parenterals Pre-Lab AMSPAC 1120, ABI 2300, DLSPSW 540	Phar 2251 Clinical Correlations 4 ***	*Phar 2261 Parenterals Lab Sections 503, 521, 543	Phar 2251 Clinical Correlations 4 ***	Composite Exams times: Download from 2-2:15 PM Exam from 2:15-4:30 PM
3:00-4:50	*Phar 2261 Parenterals Lab Sections 501, 541	Phar 5372 - MBA Advanced Leadership & Ethics 3:00 to 5:50 PM AMSPAC 1120, ABSOP 2300, DLSPSW 450	*Phar 2261 Parenterals Lab Sections 505, 545	*Phar 2261 Parenterals Lab Section 523	

Select Your Classes for Enrollment

- If a course has a **prerequisite**, you must have already had the course in order to enroll.
- Some courses have a requirement that you must be at the correct **classification (P2)** in order to register for the course.
- Be careful when adding courses. The course will not add if the course is full. The message will be a brief flash on the screen when a section is full.

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How to Register from WebRaider Portal

1. Log-in to raiderlink.ttu.edu using your eraider username and password.
2. Click on **TTU MyTech** tab on the left.
3. Under Registration and Financials, go to Manage My Enrollment, then click on **Registration**.
4. Select **Add or Drop Classes**. This will take you to Banner.
5. Click on **Register for Classes**.
6. From the drop-down box, select **Spring 2021 Pharmacy**.
7. Select the Enter CRN tab, and **enter the CRNs** of the classes you wish to take.
8. When you find the section you want, click on **Add**.



Once you select the section that you want to enroll in, you will notice that it has been placed in your Calendar View and in the Summary View. Since it has not been submitted, the course will be shaded.

The screenshot shows the Texas Tech Registrar's Office interface. At the top, there are navigation links for "General Self-Service", "Student", "Registration", "Select a Term", and "Register for Classes". Below this is the "REGISTER FOR CLASSES" section with tabs for "Find Classes", "Enter CRNs", and "My Schedule and Options".

The "Search Results" section shows a search for "Term: Fall 2014 TTU" and "Subject: Personal Financial Planning" with "Course Number: 3301". A "Search Again" button is visible. Below the search results is a table with columns: Title, Course Description, Course Number, Section Number, Hours, CRN, Term, Instructor, Meeting Times, Campus, and Status. Two rows are visible, both with a status of "Pending".

The "Class Schedule" section shows a calendar for "Fall 2014 TTU". The calendar has columns for days of the week and rows for time slots (11am, 12pm, 1pm, 2pm). The 11am slot on Tuesday, Wednesday, and Thursday is shaded grey, indicating pending enrollment. The 1pm slot on Monday, Wednesday, and Thursday is shaded green, indicating registered enrollment.

The "Summary" section shows a table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. Two rows are visible: "Introduction to Personal Financial Planning" (CRN 11761) with a status of "Pending", and "Introduction to Personal Financial Planning" (CRN 10445) with a status of "Registered".

A blue callout bubble on the right side of the screenshot contains the text: "The display will be shaded until it has been submitted." Two blue arrows point from this bubble to the shaded cells in the calendar and the "Pending" status in the summary table.

Once you submit your request, the course in the Calendar View and in the summary will change to a solid color. You will also notice that the status in the summary will state "Registered".

TEXAS TECH

Banner Self-Service Student Registration Select a Term Register for Classes

Enroll Successful

REGISTER FOR CLASSES

Find Classes Enter CRNs My Schedule and Options

Search Results — 3 Classes
Term: Fall 2014 TTU Subject: Personal Financial Planning Course Number: 3301

Title	Subject Description	Course Number	Section Number	Hours	CRN	Term	Instructor	Classing Times	Campus	Status
Introduction to Personal Finance - Lecture	Personal Fin...	3301	001	3	11761	Fall 2...	Julien, Sandra (Primary) Azzam, Debi	11:00 AM - 12:20 PM Building...	Lubi...	83 of 102 seats remain
Introduction to Personal Finance - Lecture	Personal Fin...	3301	002	3	11766	Fall 2...	Julien, Sandra (Primary) Azzam, Debi	10:00 AM - 10:50 AM Building...	Lubi...	85 of 111 seats remain

Class Schedule for Fall 2014 TTU

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am			Introduction to Personal Finance		Introduction to Personal Finance		
12pm							
1pm	Introduction to Personal Finance		Introduction to Personal Finance		Introduction to Personal Finance		
2pm							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Personal Finance	PIFP 3301, 001	3	11761	Lecture	Registered	None
Introduction to Personal Finance	PIFP 3301, 002	3	11766	Lecture	Registered	None

Total Hours | Registered: 6.0 | Billing: 6.0 | CRN: 0.0 | Max: 15.0

Please notice that the status has become a solid color and states "Registered".

Once you have submitted your enrollment, a confirmation email will be sent to your TTUHSC email account.

DegreeWorks

- Use the DegreeWorks Audit from the WebRaider Portal to see your progress in the curriculum – <https://degreeworks.texastech.edu>
- Enter your name or R number.
-  indicates **completed** courses
-  are classes that are **in-progress**
-  indicates **outstanding** coursework

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DegreeWorks Continued

- You will need to enroll in courses offered that will complete the enrollment in your Spring Year 2 (21 Hours) area.
- These are the courses you must complete to graduate.
- Each section should be completed from the previous semester or show [In-Progress](#).

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DegreeWorks P2 Example

<input checked="" type="radio"/> FALL YEAR 2 (20 Hours)						
<input checked="" type="radio"/>	ITP 1: Cardio	PHAR 2401	ITP I - Cardiovascular	IP	(4)	Fall 2020 Pharmacy
<input checked="" type="radio"/>	ITP 2: Renal & Respiratory	PHAR 2402	ITP II - Respiratory & Renal	IP	(4)	Fall 2020 Pharmacy
<input checked="" type="radio"/>	Principles of Self Care, Health & Wellness Promotion	PHAR 2420	Self Care, Health & Wellness	IP	(4)	Fall 2020 Pharmacy
<input checked="" type="radio"/>	Clin Research & Drug Lit Evaluation	PHAR 2210	Clin Research & Drug Lit Eval	IP	(2)	Fall 2020 Pharmacy
<input checked="" type="radio"/>	Practice Mgt: Health Systems & Policy	PHAR 2218	Health Systems and Policy	IP	(2)	Fall 2020 Pharmacy
<input checked="" type="radio"/>	Applied Patient Care Lab	PHAR 2220	Applied Patient Care Lab	IP	(2)	Fall 2020 Pharmacy
<input checked="" type="radio"/>	Clinical Correlations 3	PHAR 2250	Clinical Correlations 3	IP	(2)	Fall 2020 Pharmacy
<input checked="" type="radio"/>	Introduction Professional Practical Experiences	PHAR 2011	Pre Intro IPPII	IP	(0)	Fall 2020 Pharmacy
<input type="radio"/> SPRING YEAR 2 (21 Hours)						
<input type="radio"/>	Basic Pharmacokinetics	Still needed:	4 Hours in PHAR 2460			
<input type="radio"/>	ITP 3: Repro Endo Integ Skeleton	Still needed:	4 Hours in PHAR 2403			
<input type="radio"/>	ITP 4: Infectious Diseases	Still needed:	4 Hours in PHAR 2404			
<input type="radio"/>	Pharmacy Operations	Still needed:	4 Hours in PHAR 2419			
<input type="radio"/>	Parenterals	Still needed:	2 Hours in PHAR 2261			
<input type="radio"/>	Clinical Correlations 4	Still needed:	2 Hours in PHAR 2251			
<input type="radio"/>	Intro Pharm Prac 2	Still needed:	1 Hour in PHAR 2101			

DegreeWorks and Concise Student Schedule

- Use these two tools together to be sure you have registered for all classes needed to graduate.
- Degree Works updates after midnight, so check this the next morning after you have registered to see if you have accurately registered for courses.

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Registration Check-list

- Are all of your courses on the same campus?
- Did you check your enrollment (after midnight) against your Degree Works Audit?
- Do you have the same 21 (22 for MBA) credit hours on the Concise Student Schedule?
- You should have 7 courses and 1 lab for a total of 8 CRNs listed on your Concise Student Schedule. (8 courses and 1 lab if you are in the MBA)
- Did you email your Concise Student Schedule to Student Affairs to verify that you are enrolled in all courses?

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Register by December 4, 2020 at 5 p.m.

- This seems early; however, we want all of the processes to work smoothly.
- When you register, Student Business Services processes and sends you an e-bill.
- Then, Financial Aid has a bill to process your Financial Aid Award for the Spring Semester if you qualify.
- If you wait until after December 9th to register, this process will be very late and you will not be emailed an eBill.

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Additional Academic Information

<https://www.ttuhschool.edu/pharmacy/academics/>

- Under **2020-2021** Heading
 - **Academic/Events Calendar** - a list of important activities as well as holidays and special events.
 - **Spring 2021**
 - Class Schedule
 - Course Syllabi/Lecture Objectives
 - P1 - P4 Flex Friday and Assessment Schedule – *coming soon*
- Under **Resources and Links**
 - Link to Current Students page
 - SOP Operating Policies and Procedures

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Hang in there!

- Refer to the Enrollment Sheet for your campus!
- Register on time so all processes work.
- Have a great rest of the semester!
- Questions???
 - **Abilene:** Allison Rogers | 325-696-0588 | Allison.Rogers@ttuhsc.edu
 - **Amarillo:** Lisa Bentley | 806-414-9355 | Lisa.Bentley@ttuhsc.edu
 - **Dallas:** Joshua Burrull | 214-358-9049 | Joshua.Burrull@ttuhsc.edu

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Register by December 4th at 5 p.m.

YOU ARE THE FUTURE.

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