

# P1 Spring 2021 Registration

Opens Thursday, November 12, at 6 a.m.

Registration Deadline: December 4th at 5 p.m.

Presented by: Dr. Thomas Thekkumkara

*Senior Associate Dean of Student Affairs and Admissions,  
University Distinguished Professor and  
Amarillo Regional Dean*

TRANSFORMING HEALTH CARE THROUGH  
*Innovation & Collaboration.*

## A Few Reminders...

1. Absence Policy – Notification of Absence Form
2. Complaints/Praise/Grievances – Where do I file a report or incident?
3. Student Health Insurance



# 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 Rennovations
  - 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

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## Notification of Absence

First Name\*

Last Name\*

Campus\*

R Number\*

Phone Number\*

Email\*

Select all events that you will miss during your absence\*

- ☐ Assessments Quizzes Exams  
☐ Lab  
☐ Lectures  
☐ Flex Friday Event  
☐ IPE IPP  
☐ OSCE  
☐ Rotation Grand Rounds

Time and Date\*

Which course(s) are you missing?\*



Reason for Request\*

If Other please specify

# Filing a Complaint

Current Student's Page

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

## Complaints / Grievances

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

## 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.ttuhschool.edu/student-services/documents/HSC\\_Institutional\\_Student\\_Handbook.pdf](http://www.ttuhschool.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

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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 – 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](http://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 then 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 receive a confirmation email but you can also log back in to check the status.

## Student Health Insurance - Questions

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

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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 are 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 (\$50 - \$75)**.
- 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.



## Examples of Possible Holds

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

*Holds will prevent you from registering!*

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Several of you are missing immunizations that were required before you began classes.

Thank you for your attention to this matter.

You have been notified if you are missing transcripts as well. Holds for missing transcripts have already be placed so please get those in ASAP.

# Common Errors when Registering

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

After you have registered, you are **required to send** an electronic copy (screen shot is fine) of your Concise Student Schedule from the WebRaider Portal to Student Affairs.

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## Class Schedule

- Use the Spring Enrollment Sheet provided to you, which includes the CRN's for every course. You will receive the enrollment sheets soon.
- By following this sheet, your schedule should be accurate.



## Class Schedule Continued

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



P1 Spring Semester 2021					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:50	Phar 1233 Principles of Disease 1st 8 Weeks (Jan 4th-Feb 26th) AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1233 Principles of Disease 1st 8 Weeks (Jan 4th-Feb 26th) AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1233 Principles of Disease 1st 8 Weeks (Jan 4th-Feb 26th) AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1233 Principles of Disease 1st 8 Weeks (Jan 4th-Feb 26th) AMSPAC 1110 ABI 2100 DLSPSW 450	Flex Fridays for exam blocks, professional activities, tutoring, committees, IPE, or co-curricular activities <b>Composite Exam: Download from 8- 8:15 AM Exam from 8:15- 10:30 AM</b>
	Phar 1240 Applied Medicinal Chemistry 2nd 8 Weeks (Mar 1st-Apr 30th) AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1240 Applied Medicinal Chemistry 2nd 8 Weeks (Mar 1st-Apr 30th) AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1240 Applied Medicinal Chemistry 2nd 8 Weeks (Mar 1st-Apr 30th) AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1240 Applied Medicinal Chemistry 2nd 8 Weeks (Mar 1st-Apr 30th) AMSPAC 1110 ABI 2100 DLSPSW 450	
9:00 - 9:50	Phar 1441 Principles of Drug Structure and Action AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1441 Principles of Drug Structure and Action AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1441 Principles of Drug Structure and Action AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1441 Principles of Drug Structure and Action AMSPAC 1110 ABI 2100 DLSPSW 450	
10:00 - 10:50	Phar 1431 Bio Foundations II and Patient Assessment with Lab AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1431 Bio Foundations II and Patient Assessment with Lab AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1431 Bio Foundations II and Patient Assessment with Lab AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1431 Bio Foundations II and Patient Assessment with Lab AMSPAC 1110 ABI 2100 DLSPSW 450	
11:00-11:50	Phar 1461 Pharmacy Formulations & Compounding with Lab AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1461 Pharmacy Formulations & Compounding with Lab AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1461 Pharmacy Formulations & Compounding with Lab AMSPAC 1110 ABI 2100 DLSPSW 450	Phar 1461 Pharmacy Formulations & Compounding with Lab AMSPAC 1110 ABI 2100 DLSPSW 450	
Lunch 12:00 - 1:00					
1:00 - 2:50	Phar 1251 Clinical Correlations II	Phar 1431 Patient Assessment Sections 501, 521, 541 or Phar 1461 Compounding Lab Sections 501, 521, 541	Phar 1251 Clinical Correlations II	Phar 1461 Compounding Lab Sections 503, 523, 543	Flex Fridays for exam blocks, professional activities, tutoring, committees, IPE, or co-curricular activities
3:00 - 4:50		Phar 1431 Patient Assessment Sections 503, 523, 543	Phar 1461 Compounding Lab Sections 505, 545		

## Select Your Classes for Enrollment

- Be careful when adding courses and labs. The course or lab will not add if the section for a lab is full.
- The message will be a brief flash on the screen when a section is full. Then you will need to select a different lab section.



# How to Register from WebRaider Portal

1. Log-in to [raiderlink.ttu.edu](http://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.

**TEXAS TECH** Registrar Self-Service | Student | Registration | Select a Term | Register for Classes

**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 | **Search Again**

Title	Subject Description	Section Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action	
Introduction to Personal Finance	Personal Finance	3301	001	3	11761	Fall 2	Judson, Sandra (Primary)	11:00 AM - 12:25 PM	Building	Lub...	63 of 102 seats remain	Add
Introduction to Personal Finance	Personal Finance	3301	002	3	11760	Fall 2	Judson, Sandra (Primary)	9:00 AM - 10:00 AM	Building	Lub...	63 of 111 seats remain	Add

**Schedule** | **Schedule Details**

**Class Schedule for Fall 2014 TTU**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am							
12pm							
1pm							
2pm							

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Personal Finance	PPP 3301 001	3	11761	Lecture	Pending	Registered on Behalf
Introduction to Personal Finance	PPP 3301 002	3	11760	Lecture	Pending	Name

Total Hours: Registered: 3.0 | Billing: 3.0 | CRN: 0.0 | Max: 0.0 | Max: 15.0

**Submit**

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** Florida Lecture Dashboard | Texas Tech University | Sign Out | Notifications

**REGISTER FOR CLASSES**

**Find Classes** Enter CRNs By Schedule and Options

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

Title	Subject	Course Number	Section Number	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
Introduction to Personal Finance	Personal Finance	3301	001	3	11761	Fall 2	Butler, Sandra (Primary)	11:00 AM - 12:25 PM Building 1	Lubbock	43 of 102 seats remain
Introduction to Personal Finance	Personal Finance	3301	002	3	11760	Fall 2	Butler, Sandra (Primary)	10:00 AM - 10:55 AM Building 1	Lubbock	43 of 111 seats remain

**Class Schedule for Fall 2014 TTU**

	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	PPP 3301, 301	3	11761	Lecture	Registered	None
Introduction to Personal Finance	COMB 3301, 301	3	10440	Lecture	Registered	None

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




**Save Successful**

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
- The next slide is a screen-shot of what yours should look like.
- After registration, the Spring Year 1 should change to **in-progress**!







④ FALL YEAR 1 (20 Hours)

④	Introduction to Pharmacy Practice I	PHAR 1011	Pre Intro IPPI	IP	(0)	Fall 2020 Pharmacy
④	Foundations of Practice	PHAR 1220	Foundations of Practice	IP	(2)	Fall 2020 Pharmacy
④	Bio Foundations 1	PHAR 1430	Bio Foundations 1	IP	(4)	Fall 2020 Pharmacy
④	Immunology & Clinical Immunizations	PHAR 1432	Immunology, Clinical Immuniz	IP	(4)	Fall 2020 Pharmacy
④	Molecular Foundations	PHAR 1440	Molecular Foundations	IP	(4)	Fall 2020 Pharmacy
④	Science and Calculations	PHAR 1460	Science and Calculations	IP	(4)	Fall 2020 Pharmacy
④	Clinical Correlations 1	PHAR 1250	Clinical Correlations 1	IP	(2)	Fall 2020 Pharmacy

○ SPRING YEAR 1 (19 Hours)

○	Intro To Phar Prac 1 and Practical Experiences	Still needed:	1 Hour in <a href="#">PHAR 1101</a>
○	Principles of Disease	Still needed:	2 Hours in <a href="#">PHAR 1233</a>
○	Applied Medicinal Chemistry	Still needed:	2 Hours in <a href="#">PHAR 1240</a> 
○	Bio Foundations 2	Still needed:	4 Hours in <a href="#">PHAR 1431</a>
○	Prin Drug Structure & Action	Still needed:	4 Hours in <a href="#">PHAR 1441</a>
○	Formulations and Compounding	Still needed:	4 Hours in <a href="#">PHAR 1461</a> 
○	Clinical Correlations 2	Still needed:	2 Hours in <a href="#">PHAR 1251</a>

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## DegreeWorks Continued

- You will need to enroll in courses offered that will complete the enrollment in your Spring Year 1 (19 Hours) area.
- These are the courses you must complete to progress in the program.
- You can go to the DegreeWorks Audit the *next morning*, after you register, to check for accuracy. DegreeWorks updates after midnight.



## Check List

- ☐ Are all of your courses on the same campus?
- ☐ Do you have the same 19 credit hours on the Concise Student Schedule as you see required on DegreeWorks?
- ☐ Do you have 7 courses and 2 labs for a total of 9 CRNs listed on your Concise Student Schedule?
- ☐ Did you email your Concise Student Schedule and Enrollment Sheet to the Student Affairs person on your campus:
  - Abilene - Allison Rogers | [Allison.Rogers@ttuhsc.edu](mailto:Allison.Rogers@ttuhsc.edu)
  - Amarillo - Lisa Bentley | [Lisa.Bentley@ttuhsc.edu](mailto:Lisa.Bentley@ttuhsc.edu)
  - Dallas - Josh Burrull | [Joshua.Burrull@ttuhsc.edu](mailto:Joshua.Burrull@ttuhsc.edu)



## Register by December 4, 2020

- This may seem early, but we want all of the processes to work smoothly.
- When you register, Student Business Services processes and bills you.
- Then, Financial Aid has a bill (tuition and fees) to process your Financial Aid award for the Spring semester, if you qualify.

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## Additional Academic Information

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

- Under **2020-2021** Heading
  - **Academic/Events Calendar** - a list of important activities as well as holidays and special events.
  - **Spring 2021**
    - P1 - P4 Flex Friday and Assessment Schedule
    - Class Schedule
    - Course Syllabi/Lecture Objectives
- 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](mailto:Allison.Rogers@ttuhsc.edu)
  - **Amarillo:** Lisa Bentley | 806-414-9355 | [Lisa.Bentley@ttuhsc.edu](mailto:Lisa.Bentley@ttuhsc.edu)
  - **Dallas:** Joshua Burrull | 214-358-9049 | [Joshua.Burrull@ttuhsc.edu](mailto:Joshua.Burrull@ttuhsc.edu)

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# P1 Spring 2021 Registration

Opens Thursday, November 12 at 6 a.m.

Register by December 4 at 5 p.m.

Thank you!

You are on the downhill slide of your first semester!

Hang in there and finish strong!

**YOU ARE THE FUTURE.**

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TRANSFORMING HEALTH CARE THROUGH

*Innovation &  
Collaboration.*