

# P2 Spring 2021 Registration

Opens Wednesday, November 17, 2021 at 6 a.m.

Register by Wednesday, December 8, 2021 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.ttuhsc.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 \(Amarillo P1 Stidents Only\)](#)
- [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](#)





# 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\***



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

# Student Health Insurance – Two Options

## 1. Enroll in the Student Health Insurance Plan

- Facilitated by Academic Health Plans (AHP)
- Coverage - January 1 – August 31, 2022

## 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*



# Student Health Insurance – Waiver Approved for Fall 2021

Make changes (if needed) November 1, 2021 - January 31, 2022.

- If your waiver was approved for Fall 2021, you do NOT have to submit another waiver for Spring/Summer 2022.
- You will have to submit a waiver for Fall 2022.
- There will be periodic checks (audits) to make sure your insurance is still active.
- It will be your responsibility to ensure you maintain health insurance coverage for the duration of the spring and summer semesters (January 1, 2022-August 31, 2022).

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# Student Health Insurance – Utilized School Insurance Fall 2021

Make changes (if needed) November 1, 2021 - January 31, 2022.

- You will be charged the Student Health Insurance Spring/Summer 2022 Premium on your Tuition & Fee account once you are registered for classes.
- All you need to do is pay it by the deadline (**December 29, 2021**) to avoid a \$25 penalty.
- Insurance coverage is from January 1 – August 31, 2022. You will be able to access your health insurance benefits and request your insurance card on the AHP website starting Jan 1<sup>st</sup>.
- If you need to make changes, please contact the AHP website or please reach out to the Office of Student Life with any questions at 806-743-2302 or student.life@ttuhsc.edu.
- **Your premium is NOT automatically paid by Financial Aid. You must go into the system and pay.**

# Student Health Insurance - Questions

- Check out the HSC Student Life Website  
[www.ttuhsc.edu/student-life/health-insurance.aspx](http://www.ttuhsc.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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# 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 3, 2022**. 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 was due by **October 31, 2021**). 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/](http://www.ttuhschool.edu/pharmacy/academics/) (2021-2022/ Spring 2022/Class Schedule). It allows you to see the days and times for each course.
- Enroll in course sections for **1 campus** only:
  - Abilene: 021 (LABS: 521, 523, 525, etc...)
  - Amarillo: 001 (LABS: 501, 503, 505, etc...)
  - Dallas: 041 (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 2022 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	<b>Composite Exam: Download</b> <b><u>from 8:30-9:00 AM</u></b> <b><u>Exam from 9:00-11:30 AM</u></b>
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 501, 521, 541	Phar 2251 Clinical Correlations 4 ***	<b>Flex Fridays For exam blocks,</b> <b><u>professional activities, tutoring,</u></b> <b><u>committees, IPE, or co-</u></b> <b><u>curricular activities</u></b>
3:00-4:50		Phar 5372 - MBA Advanced Leadership & Ethics 3:00 to 5:50 PM AMSPAC 1120, ABSOP 2300, DLSPSW 450	*Phar 2261 Parenterals Lab Sections 503, 543	*Phar 2261 Parenterals Lab Section 523	



# How to Register from WebRaider Portal

1. Log-in to [raiderlink.ttu.edu](https://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 2022 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** Reesha Lasitha Santhosh | Texas Tech University | Sign Out | Notifications

Banner 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 [Search Again](#)

Term: Fall 2014 TTU Subject: Personal Financial Planning Course Number: 3301

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Action
Introduction to Personal Finance Lecture	Personal Finance	3301	001	3	11761	Fall 2014	Horton, Sandra (Primary) Abbott, Dawn	S M T W T F S 11:00 AM - 12:20 PM	Building: Lubbock	63 of 102 seats remain.	Add
Introduction to Personal Finance Lecture	Personal Finance	3301	002	3	11766	Fall 2014	Horton, Sandra (Primary) Abbott, Dawn	S M T W T F S 10:00 AM - 10:00 AM	Building: Lubbock	65 of 111 seats remain.	Add

**Schedule** | Schedule Details

Class Schedule for Fall 2014 TTU

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

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Personal Finance	FPF 3301, 001	3	11761	Lecture	Pending	Registered on Web
Interpersonal Communication	COMS 1301, ...	3	15445	Lecture	Registered	None

Total Hours | Registered: 3.0 | Billing: 3.0 | CEU: 0.0 | Min: 0.0 | Max: 15.0

Submit

The display will be shaded until it has been submitted.

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** Reemsha Lavitha Santhosh | Texas Tech University | Sign Out | 1 Notifications

[Banner Self-Service](#) [Student](#) [Registration](#) [Select a Term](#) [Register for Classes](#)

**REGISTER FOR CLASSES**

**Find Classes** | Enter CRNs | My Schedule and Options

**Search Results** — 9 Classes  
Term: Fall 2014 TTU | Subject: Personal Financial Planning | Course Number: 3301

[Search Again](#)

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status		
<a href="#">Introduction to Personal Finance</a>	Personal Fin...	3301	001	3	11781	Fall 2...	Hutton, Sandra (Primary) Abbott, Dawn	S M T W T F S 11:00 AM - 12:20 PM	Building: ...	Lubb...	63 of 102 seats remain.	<a href="#">Add</a>
<a href="#">Introduction to Personal Finance</a>	Personal Fin...	3301	002	3	11788	Fall 2...	Hutton, Sandra (Primary) Abbott, Dawn	S M T W T F S 10:00 AM - 10:00 AM	Building: ...	Lubb...	65 of 111 seats remain.	<a href="#">Add</a>

... - - - - -

**Class Schedule for Fall 2014 TTU**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am			✓ <a href="#">Introduction to Personal Finance</a>		✓ <a href="#">Introduction to Personal Finance</a>		
12pm							
1pm		✓ <a href="#">Interpersonal Communication</a>		✓ <a href="#">Interpersonal Communication</a>		✓ <a href="#">Interpersonal Communication</a>	
2pm							

[Panels](#) [Submit](#)

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Introduction to Personal Finance</a>	PFP 3301, 001	3	11781	Lecture	Registered	None
<a href="#">Interpersonal Communication</a>	COMS 1301...	3	15448	Lecture	Registered	None

4




Total Hours | Registered: 6.0 | Billing: 6.0 | CEU: 0.0 | Min: 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 <a href="#">PHAR 2460</a>			
<input type="radio"/>	ITP 3: Repro Endo Integ Skeleton	Still needed:	4 Hours in <a href="#">PHAR 2403</a>			
<input type="radio"/>	ITP 4: Infectious Diseases	Still needed:	4 Hours in <a href="#">PHAR 2404</a>			
<input type="radio"/>	Pharmacy Operations	Still needed:	4 Hours in <a href="#">PHAR 2419</a>			
<input type="radio"/>	Parenterals	Still needed:	2 Hours in <a href="#">PHAR 2261</a>			
<input type="radio"/>	Clinical Correlations 4	Still needed:	2 Hours in <a href="#">PHAR 2251</a>			
<input type="radio"/>	Intro Pharm Prac 2	Still needed:	1 Hour in <a href="#">PHAR 2101</a>			

# 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?



# Register by Wednesday, December 8, 2021 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 9<sup>th</sup> to register, this process will be very late and you will not be emailed an eBill.

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# Student Business Services – Financial Aid Info

- Financial Aid will apply to accounts beginning on 12/27/2021 if you utilize it. Financial Aid will be applied towards any outstanding tuition and fee balances. Late payment charges will not be applied to any accounts until after the first financial aid disbursement on 12/27/2021.
- Tuition and Fee Payment Deadlines
  - 100% Due 12/29/2021 **OR**
  - Payment Plan due dates :
    - 50% Due 12/29/2021
    - 25% Due 01/28/2022
    - 25% Due 03/09/2022
    - Students who elect this option will be assessed a \$25 billing fee on the first installment due on 12/29/2021.
- If you do not have an approved Student Health Insurance Waiver, the insurance fee will not be automatically paid by Financial Aid. You must go in and pay by 12/29/2021 to avoid a \$25 late fee.

# Additional Academic Information

[www.ttuhschool.edu/pharmacy/academics/](http://www.ttuhschool.edu/pharmacy/academics/)

- Under **2021-2022** Heading
  - **Academic/Events Calendar** - a list of important activities as well as holidays and special events.
  - **Spring 2022**
    - Class Schedule
    - Course Syllabi/Lecture Objectives
    - P1 - P4 Flex Friday and Assessment Schedule
- 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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# P2 Spring 2022 Registration

Opens Wednesday, November 17th at 6 a.m.

Register by Wednesday, December 8th at 5 p.m.

Thank you!

Have a great winter break!

YOU ARE THE FUTURE.