

P3 Spring 2021 Registration

Registration Opens: **November 10, 2020**, at 6 a.m.

Registration Deadline: **December 4, 2020** at 5 p.m.

Presented by: Dr. Charles F. Seifert, Pharm.D., FCCP

Senior Executive Associate Dean

Professor in Pharmacy Practice

Regional Dean for Lubbock Programs

TRANSFORMING HEALTH CARE THROUGH

Innovation & Collaboration.

A Few Reminders...

1. Absence Policy – Notification of Absence Form
2. Complaints/Praises/Grievances – Where do I file a report or incident?
3. Required 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).

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

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Student Health Insurance

Required by

TTUHSC

and

SOP Experiential Office

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Purpose

- **Ensure Coverage** (Not Covered in Medical Service Fee)
 - Major Medical
 - Emergency Care
 - Specialty Care
 - Pharmacy Services
- **Clinical (Rotations) 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.

Two Options

1. Enroll in the Student Health Insurance Plan

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

or

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*

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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.

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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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 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.

Questions

Check out TTUHSC Student Life Website

<https://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.

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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If during the holidays, your rotations for the spring change, you may update your registration schedule until January 3, 2021 at 5 pm.

Examples of Possible Holds

- Missing Immunizations (Flu vaccine is due by **November 6, 2020**). This hold may also include Tdap Booster, CPR, etc.
- Advisor requirements from other schools – Rawls College of Business or Graduate School of Biomedical Sciences
- Missing Transcripts
- Account Balance Due from Student Business Services

Holds will prevent you from registering!

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Please take care of holds ahead of time so you aren't trying to get them removed the morning of registration.

Common Errors when Registering

- Wrong Course
- Wrong Section
- Wrong Campus

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



P3 Schedule Pieces

Electives

- 3 Electives required – Make sure you will have completed 3 electives by May 2021 to be on schedule to begin your P4 year

Rotations

- 4 Rotations – Phar 4270, 4274, 4275, and 4276

Didactic Courses

- Phar 3407, 3420, 3219, and 3251

Holds

- Holds will be placed on November 6, 2020 for missing Flu Vaccines



Class Schedule

- Use the Spring Enrollment Sheet provided to you, which includes the CRN's for didactic and elective courses.
- You will be required to look up the CRNs for your rotation courses. Be sure to register in the course section assigned in CORE.



Class Schedule Continued

- The Class Schedule is posted on the school website under Academic Information. Visit 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: Lecture and electives - 021; Rotations - 201, 203
 - Amarillo: Lecture and electives - 001; Rotations - 101, 103
 - Dallas: Lecture and electives - 041 SW, 051 VA; Rotations - 301, 303
 - Lubbock: Lecture and electives - 031; Rotations - 401, 403
- **Dallas students** - you will receive your campus assignment before registration opens. If you were at SW this semester, you will be at VA in the spring and vice versa.

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Joshua Burrull will send you the email of your campus assignment before November 10.

P3 Course Schedule

P3 Spring Semester 2021					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM	P3 rotation or elective AW/COP 335L, AB/COP 2286L, OL SP/WH 545L, OL SP/PA 108L, HSC/C382	P3 rotation or elective AW/COP 335L, AB/COP 2286L, OL SP/WH 545L, OL SP/PA 108L, HSC/C382	P3 rotation or elective AW/COP 335L, AB/COP 2286L, OL SP/WH 545L, OL SP/PA 108L, HSC/C382	P3 rotation or elective AW/COP 335L, AB/COP 2286L, OL SP/WH 545L, OL SP/PA 108L, HSC/C382	Flex Fridays (Depending on which Friday, for exams, for IPE, for IPPE, for meetings or for OSCEs)
11:50 AM					
Lunch 12:00 - 1:00					
1:00-1:50	Phar 3420 Clin Tox & Drug Safety AW/COP 335L, AB/COP 2286L, OL SP/WH 535L, OL SP/PA 108L, HSC/C382	Phar 3420 Clin Tox & Drug Safety AW/COP 335L, AB/COP 2286L, OL SP/WH 535L, OL SP/PA 108L, HSC/C382	Phar 3420 Clin Tox & Drug Safety AW/COP 335L, AB/COP 2286L, OL SP/WH 535L, OL SP/PA 108L, HSC/C382	Phar 3420 Clin Tox & Drug Safety AW/COP 335L, AB/COP 2286L, OL SP/WH 535L, OL SP/PA 108L, HSC/C382	Flex Fridays (Depending on which Friday, for exams, for IPE, for IPPE, for meetings or for OSCEs) Composite Exams: Download from 11:30-11:45 AM Exam from 11:45 AM - 1 PM
2:00-2:50	Phar 3407 Oncology & Hematology AW/COP 335L, AB/COP 2286L, OL SP/WH 535L, OL SP/PA 108L, HSC/C382	Phar 3407 Oncology & Hematology AW/COP 335L, AB/COP 2286L, OL SP/WH 535L, OL SP/PA 108L, HSC/C382	Phar 3407 Oncology & Hematology AW/COP 335L, AB/COP 2286L, OL SP/WH 535L, OL SP/PA 108L, HSC/C382	Phar 3407 Oncology & Hematology AW/COP 335L, AB/COP 2286L, OL SP/WH 535L, OL SP/PA 108L, HSC/C382	
3:00-4:50	Phar 3219 4:00-4:50 pm Institutional/Community Via Zoom	Phar 3251 Clinical Correlations 6 AW/PH 2281L/C, AW/COP 235L, OL SP/WH 545L, 535L, OL SP/PA 108L, 339A/B, HSC/C382	Phar 3219 4:00 - 4:50 pm Institutional/Community Operations Via Zoom	Phar 3251 Clinical Correlations 6 AW/PH 2281L/C, AW/COP 235L, OL SP/WH 545L, 535L, OL SP/PA 108L, 339A/B, HSC/C382	
Electives:					
Block 6	10:30 am - 11:50 am; January 4, 2021 to February 12, 2021		Phar 4214 Adv Ambulatory Care	AW/COP 335L, AB/COP 2286L, OL SP/WH 545L, OL SP/PA 108L, HSC/C382	
Block 7	8:30 am - 9:50 am; February 15, 2021 to March 26, 2021		Phar 4215 Advanced Geriatrics	AW/COP 335L, AB/COP 2286L, OL SP/WH 545L, OL SP/PA 108L, HSC/C382	
	10:30 am - 11:50 am; February 15, 2021 to March 26, 2021		Phar 4220 Critical Care	AW/COP 335L, AB/COP 2286L, OL SP/WH 545L, OL SP/PA 108L, HSC/C382	
Block 8	8:30 am - 9:50 am; April 5, 2021 to May 14, 2021		Phar 4202 Advanced Pediatrics	AW/COP 335L, AB/COP 2286L, OL SP/WH 545L, OL SP/PA 108L, HSC/C382	
	10:30 am - 11:50 am; April 5, 2021 to May 14, 2021		Phar 4218 Advanced Oncology	AW/COP 335L, AB/COP 2286L, OL SP/WH 545L, OL SP/PA 108L, HSC/C382	

2021 Spring Electives

Block 6 Jan 4 – Feb 12

Phar 4214 [Advanced Ambulatory Care](#) 10:30 am – 11:50 am

Block 7 Feb 15 – Mar 26

Phar 4215 [Advanced Geriatrics](#) 8:30 am - 9:50 am

Phar 4220 [Critical Care](#) 10:30 am – 11:50 am

Spring Break 2021 March 29 – April 2

Block 8 April 5 – May 14

Phar 4202 [Advanced Pediatrics](#) 8:30 am – 9:50 am

Phar 4218 [Advanced Oncology](#) 10:30 am – 11:50 am

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Elective Special Topics Project

- What if you want to do a project?
- What is the process?
- Phar 4226 – Notify Student Affairs for paperwork to be completed with your faculty member. Get approval from your faculty member and your faculty member's department chair, and final approval from Dr. Rebecca Sleeper
- Approval must be completed before Lisa Bentley can register you in the course section.

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Registration for Rotations

1. Refer to your CORE schedule for Blocks 6, 7, and 8.
2. Based on the example below, this student should register for Phar 4270 and 4274 rotations and electives in Block 7 (Adv Geri and/or Critical Care) depending on the number of electives needed. Then click on View to see preceptor information.

View	P3 Block 6 2020-2021 01-04-21 - 02-12-21	PHAR 4270 Community Pharmacy Practice	Dr. Dustin Wynne Walgreens #13010	(0/1) Forms
View	P3 Block 7 2020-2021 02-15-21 - 03-26-21	P3 Didactive Elective	TTU Health Sciences Center Amarillo	
	<i>P3 Elective Time Frame Placeholder ONLY</i>			
View	P3 Block 8 2020-2021 04-05-21 - 05-14-21	PHAR 4274 Institutional Pharmacy Practice	Dr. Jamie McCarrell Baptist St. Anthony's Health	(0/1) Forms

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Registration for Rotations continued:

3. In CORE be sure to look up your rotation section number. The instructions for this are in your Student User Guide for CORE ELMS on page 4 and here are a few screen shots to guide you.

The screenshot displays the CORE ELMS interface for a pharmacy rotation. The top navigation bar includes links for ACCOUNT, SCHEDULE, CALENDAR, and LOGOUT. A left sidebar menu lists various options: Home, Scheduling (selected), Rotation Schedule, Nominations, Hours Tracking, Requirements, Field Encounters, Incidents, Evaluations, Assessment Library, and Electronic Forms. The main content area shows the profile for Dr. Dustin Wynne, Walgreens #13010. It includes a 'Schedule Information' section with details about the PHAR 4270 Community Pharmacy Practice, P3 Block 6 2020-2021, and a map of the location at 2205 E 34th Ave, Amarillo, TX 79103. The profile also lists the degree (Pharm.D.), alumni status (Yes), address, email (dwynne2011@gmail.com), and phone number (806-373-1452).

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Registration for Rotations continued:

4. Click on Specifics to get the Section #.

The screenshot displays a web application interface for pharmacy rotations. At the top, a dark navigation bar contains the title 'Pharmacy' and links for 'ACCOUNT', 'SCHEDULE', 'CALENDAR', and 'LOGOUT'. A left-hand sidebar lists various navigation options: 'Home', 'Scheduling' (with a close icon), 'Rotation Schedule', 'Nominations', 'Hours Tracking', 'Requirements', 'Field Encounters', 'Incidents', 'Evaluations', and 'Assessment Library'. The main content area is titled 'Dr. Dustin Wynne Walgreens #13010'. It features a sub-menu with 'Schedule Information' and 'Specifics' (which is highlighted). Below 'Specifics', there are links for 'Hours Tracking', 'Field Encounters', 'Incidents', and 'Site Tree w/Descriptions & Docs'. To the right of the 'Specifics' link, a light blue box displays the 'Section Number: 103' and 'Specialties: Community Pharmacy'.

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Rotation Section Numbers

Amarillo:

- Faculty Section: 101
- Adjunct Section: 103

Abilene

- Faculty Section: 201
- Adjunct Section: 203

Dallas

- Faculty Section: 301
- Adjunct Section: 303

Lubbock

- Faculty Section: 401
- Adjunct Section: 403

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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**, (you can check for holds by clicking **View Holds**); and 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 didactic and elective courses. These numbers are listed on the Enrollment Sheet.
8. Select **Find Classes**, enter the **rotation course number** (Phar 4270, 4274, 4275, or 4276), select the correct **section number**, and click **Add**.



9. Once you have successfully added all and registered in your courses

[Rotations](#)

[Electives](#)

[Didactic courses](#)

You should have 16-20 credits.

10. Click out of Banner, go back to WebRaider/Raiderlink; and onto the TTU MyTech Tab

11. Go to Manage My Enrollment – Select **Current Term**, then **Concise Student Schedule**, Select the **Spring 2021 Pharmacy Term**

12. Save your schedule as a PDF to send to Student Affairs along with your CORE schedule please.

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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.

Legend



Complete



Not complete



Complete except for classes in-progress

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Fall Courses
In Progress

FALL YEAR 3 (12 Hours)						
	Financial Management	PHAR 3218	Financial Management	IP	(2)	Fall 2020 Pharmacy
	Clinical Correlations 5	PHAR 3250	Clinical Correlations 5	IP	(2)	Fall 2020 Pharmacy
	ITPS: Neuro & Psych	PHAR 3405	Neuro & Psych-ITP V	IP	(4)	Fall 2020 Pharmacy
	ITP 6: GI & Hepatic	PHAR 3406	GI & Hepatic-ITP VI	IP	(4)	Fall 2020 Pharmacy

This is an example!
Your rotations and
electives left may be
different!

Register for these
Spring Courses

SPRING YEAR 3 (12 Hours)						
	Institutional and Comm Pharm Operations	Still needed:	2 Hours in PHAR 3219			
	Clinical Correlations 6	Still needed:	2 Hours in PHAR 3251			
	ITP 7: Oncology, Hematology, Pharmacogenomics	Still needed:	4 Hours in PHAR 3407			
	Clinical Toxicology-Drug Safety	Still needed:	4 Hours in PHAR 3420			

Register for the
last 2 Rotations

ANY SEMESTER YEAR 3 (14 Hours)						
	Community Pharmacy Practice Clerkship	Still needed:	2 Hours in PHAR 4270			
	Institutional Pharmacy Practice Clerkship	Still needed:	2 Hours in PHAR 4274			
	Ambulatory Clinical Skills Clerkship	PHAR 4275	Ambulatory Skills Rotation	IP	(2)	Fall 2020 Pharmacy
	Inpatient Clinical Skills Clerkship	PHAR 4276	Inpatient Skills Rotation	IP	(2)	Fall 2020 Pharmacy

Register for the other
2 electives. From the
CORE Example, it
should be both
Electives in Block 7.

	Choose 3 electives	PHAR 4214	Adv. Ambulatory Care Elective		2	Fall 2020 Pharmacy
		Still needed:	4 Hours in PHAR 4201 or 4202 or 4204 or 4205 or 4206 or 4207 or 4208 or 4210 or 4211 or 4212 or 4213 or 4215 or 4216 or 4217 or 4218 or 4219 or 4220 or 4224 or 4226 or 4227 or 4271 or 4236 or 3399			

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DegreeWorks Continued

- You will need to enroll in courses offered that will complete the enrollment in your Spring Year 3 area.
- These are the courses you must complete to progress to P4.
- 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? Check the Campus column.
- ☐ Do you have 16-20 credit hours on the Concise Student Schedule as you see required on DegreeWorks? All areas of the P3 year should now be in progress.
- ☐ Did you email your Concise Student Schedule and CORE Rotation Assignments to the Student Affairs person on your campus?
 - Abilene - Allison Rogers | Allison.Rogers@ttuhsc.edu
 - Amarillo - Lisa Bentley | Lisa.Bentley@ttuhsc.edu
 - Dallas - Josh Burrull | Joshua.Burrull@ttuhsc.edu
 - Lubbock - Lisa Bentley | Lisa.Bentley@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.
- If you wait until after **December 4** to register, you may need to self-pay to avoid late fees.



Additional Academic Information

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

- 2020-2021
 - **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*
- Resources and Links
 - Link to Current Students page
 - SOP Operating Policies and Procedures

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Financial Aid and Scholarships

Complete the 2021-2022 FAFSA now using your 2019 tax return

<https://studentaid.gov/h/apply-for-aid/fafsa>

The FA office will contact you in February for missing info

Complete the Expected Enrollment Questionnaire - 2021-2022
using this information:

Summer 2021 - 12 credits

Fall 2021 - 20 credits

Spring 2022 - 19 credits

Apply for Scholarships in mid March\$\$\$\$

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A financial aid document will be emailed to you with the registration materials after this presentation. It explains progression into your P4 year.

P3 Spring 2021 Registration

Opens **Tuesday, November 10, 2020** at 6 a.m.

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

Thank you!

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*Innovation &
Collaboration.*