

P3 Spring 2022 Registration

Registration Opens: **November 16, 2021**, at 6 a.m.

Registration Deadline: **December 8, 2021** at 5 p.m.

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

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 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

Current Student's Page

<https://student.ttuhsc.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.ttuhsc.edu/student-services/documents/HSC_Institutional_Student_Handbook.pdf).

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



Student Health Insurance

Required by

TTUHSC

and

SOP Experiential Office

TEXAS TECH UNIVERSITY



HEALTH SCIENCES CENTER

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**



Two Options

1. Enroll in the Student Health Insurance Plan

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

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*



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).



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 1st.
- 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.**



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



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.



Examples of Possible Holds

- Missing Immunizations (Flu vaccine is due by **NOW**). 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!



TEXAS TECH UNIVERSITY

HEALTH SCIENCES CENTER

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 2022 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 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/ (2021-2022/ Spring 2022/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 likely be at VA in the spring and vice versa.



P3 Course Schedule

P3 Spring Semester 2022					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM	P3 rotation or elective AMSOP 335, ABSOP 2200, DLSPSW 540, DLSPVA 100, HSC1C102	P3 rotation or elective AMSOP 335, ABSOP 2200, DLSPSW 540, DLSPVA 100, HSC1C102	P3 rotation or elective AMSOP 335, ABSOP 2200, DLSPSW 540, DLSPVA 100, HSC1C102	P3 rotation or elective AMSOP 335, ABSOP 2200, DLSPSW 540, DLSPVA 100, HSC1C102	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 AMSOP 335, ABSOP 2100, DLSPSW 535, DLSPVA 100, HSC1C102	Phar 3420 Clin Tox & Drug Safety AMSOP 335, ABSOP 2100, DLSPSW 535, DLSPVA 100, HSC1C102	Phar 3420 Clin Tox & Drug Safety AMSOP 335, ABSOP 2100, DLSPSW 535, DLSPVA 100, HSC1C102	Phar 3420 Clin Tox & Drug Safety AMSOP 335, ABSOP 2100, DLSPSW 535, DLSPVA 100, HSC1C102	Flex Fridays (Depending on which Friday, for exams, for IPE, for IPPE, for meetings or for OSCEs) Composite Exams: Download from 1:00-1:30 PM Exam from 1:30-3:15 PM
2:00-2:50	Phar 3407 Oncology & Hematology AMSOP 335, ABSOP 2100, DLSPSW 535, DLSPVA 100, HSC1C102	Phar 3407 Oncology & Hematology AMSOP 335, ABSOP 2100, DLSPSW 535, DLSPVA 100, HSC1C102	Phar 3407 Oncology & Hematology AMSOP 335, ABSOP 2100, DLSPSW 535, DLSPVA 100, HSC1C102	Phar 3407 Oncology & Hematology AMSOP 335, ABSOP 2100, DLSPSW 535, DLSPVA 100, HSC1C102	
3:00-4:50	Phar 3219 3:00-3:50 pm Institutional/Community AMSOP 335, ABSOP 2100, DLSPSW 535, DLSPVA 100, HSC1C102	Phar 3251 Clinical Correlations 6 ABPH 2201A/C; AMSOP 210; DLSPSW 505, 535; DLSPVA 100, 109A/B; HSC 1C102	Phar 3219 3:00 - 3:50 pm Institutional/Community Operations AMSOP 335, ABSOP 2100, DLSPSW 535, DLSPVA 100, HSC1C102	Phar 3251 Clinical Correlations 6 ABPH 2201A/C; AMSOP 210; DLSPSW 505, 535; DLSPVA 100, 109A/B; HSC 1C102	
Electives:					
Block 6	8:30 am - 9:50 am; January 3, 2022 to February 11, 2022		Phar 4210 Laboratory Medicine	AMSOP 335, ABSOP 2200, DLSPSW 540, DLSPVA 100, HSC1C102	
	10:30 am - 11:50 am; January 3, 2022 to February 11, 2022		Phar 4214 Adv Ambulatory Care	AMSOP 335, ABSOP 2200, DLSPSW 540, DLSPVA 100, HSC1C102	
Block 7	8:30 am - 9:50 am; February 14, 2022 to March 25, 2022		Phar 4215 Advanced Geriatrics	AMSOP 335, ABSOP 2200, DLSPSW 540, DLSPVA 100, HSC1C102	
	10:30 am - 11:50 am; February 14, 2022 to March 25, 2022		Phar 4220 Critical Care	AMSOP 335, ABSOP 2200, DLSPSW 540, DLSPVA 100, HSC1C102	
Block 8	8:30 am - 9:50 am; April 4, 2022 to May 13, 2022		Phar 4202 Advanced Pediatrics	AMSOP 335, ABSOP 2200, DLSPSW 540, DLSPVA 100, HSC1C102	
	10:30 am - 11:50 am; April 4, 2022 to May 13, 2022		Phar 4218 Advanced Oncology	AMSOP 335, ABSOP 2200, DLSPSW 540, DLSPVA 100, HSC1C102	

2022 Spring Electives

Block 6 Jan 3 – Feb 11

Phar 4210 **Laboratory Medicine** 8:30 am – 9:50 am

Phar 4214 **Advanced Ambulatory Care** 10:30 am – 11:50 am

Block 7 Feb 14 – Mar 25

Phar 4215 **Advanced Geriatrics** 8:30 am - 9:50 am

Phar 4220 **Critical Care** 10:30 am – 11:50 am

Spring Break 2021 March 26 – April 3

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



TEXAS TECH UNIVERSITY

HEALTH SCIENCES CENTER



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.



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 4275 and 4276 rotations and electives in Block 8 (Adv Peds and/or Oncology) depending on the number of electives needed. You can click on “View” to see preceptor information.

2021-2022 P3 Block 6 01-03-22 - 02-11-22 	Rachel Moore Hendrick Medical Center Pharm.D.	PHAR 4275 Ambulatory Clinical Skills
2021-2022 P3 Block 7 02-14-22 - 03-25-22 	Sze Kong Hendrick Medical Center Pharm.D.	PHAR 4276 Inpatient Clinical Skills
2021-2022 P3 Block 8 04-04-22 - 05-13-22 	TTU Health Sciences Center-Abilene	P3 Didactive Elective



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.

Dr. Sze Kong (Resident 201-2022)

Hendrick Medical Center

Contact Info/Map

Specifics

Docs

Site Tree w/Descriptions & Docs

Dr. Sze Kong (Resident 201-2022)

Hendrick Medical Center

Degree: Pharm.D.

Alumni: Yes

Address:

1900 Pine Street

Abilene, TX 79601

Email: sze-yi.kong@ttuhsc.edu

Phone: 325-670-2360

Back to Schedule

1900 Pine St

1900 Pine St, Abilene, TX 79601

View larger map

Map

1900 Pine St, Abilene, TX 79601

Cardiology Consultants

Texas Tech University Health Sciences

Google

Keyboard shortcuts

Map data ©2021

Terms of Use

Report a map error

Registration for Rotations continued:

4. Click on Specifics to get the Section #.

Dr. Sze Kong (Resident 201-2022)

Hendrick Medical Center

Contact Info/Map

Specifics

Docs

Site Tree
w/Descriptions &
Docs

Resident:

Yes

Section Number:

203

Back to Schedule

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



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 2022 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 2022 Pharmacy** Term
12. Save your schedule as a PDF to send to Student Affairs along with your CORE schedule please.



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



TEXAS TECH UNIVERSITY

HEALTH SCIENCES CENTER

Fall Courses
In Progress

Register for these
Spring Courses

Register for the
last 2 Rotations

Register for the other
elective. From the
CORE Example, it
should be one of the
Electives in Block 8.

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

FALL YEAR 3 (12 Hours)					
<input checked="" type="checkbox"/> Financial Management	PHAR 3218	Financial Management	IP	(2)	Fall 2021 Pharmacy
<input checked="" type="checkbox"/> Clinical Correlations 5	PHAR 3250	Clinical Correlations 5	IP	(2)	Fall 2021 Pharmacy
<input checked="" type="checkbox"/> ITP5: Neuro & Psych	PHAR 3405	Neuro & Psych-ITP V	IP	(4)	Fall 2021 Pharmacy
<input checked="" type="checkbox"/> ITP 6: GI & Hepatic	PHAR 3406	GI & Hepatic-ITP VI	IP	(4)	Fall 2021 Pharmacy
SPRING YEAR 3 (12 Hours)					
<input type="checkbox"/> Institutional and Comm Pharm Operations	Still needed:	2 Hours in PHAR 3219			
<input type="checkbox"/> Clinical Correlations 6	Still needed:	2 Hours in PHAR 3251			
<input type="checkbox"/> ITP 7: Oncology, Hematology, Pharmacogenomics	Still needed:	4 Hours in PHAR 3407			
<input type="checkbox"/> Clinical Toxicology-Drug Safety	Still needed:	4 Hours in PHAR 3420			
ANY SEMESTER YEAR 3 (14 Hours)					
<input checked="" type="checkbox"/> Community Pharmacy Practice Clerkship	PHAR 4270	Community Pharmacy Rotation		2	Fall 2021 Pharmacy
<input checked="" type="checkbox"/> Institutional Pharmacy Practice Clerkship	PHAR 4274	Institutional Pharm Rotation		2	Summer 2021 Pharmacy
<input type="checkbox"/> Ambulatory Clinical Skills Clerkship	Still needed:	2 Hours in PHAR 4275			
<input type="checkbox"/> Inpatient Clinical Skills Clerkship	Still needed:	2 Hours in PHAR 4276			
<input type="checkbox"/> Choose 3 electives	PHAR 4213	Adv. Cardio Elective	IP	(2)	Fall 2021 Pharmacy
	PHAR 4214	Adv. Ambulatory Care Elective		2	Fall 2021 Pharmacy
	Still needed:	2 Hours in PHAR 4201 or 4202 or 4204 or 4205 or 4206 or 4207 or 4208 or 4210 or 4211 or 4212 or 4215 or 4216 or 4217 or 4218 or 4219 or 4220 or 4224 or 4226 or 4227 or 4271 or 4236 or 3399			

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 8, 2021**

- 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 8** to register, you may need to self-pay to avoid late fees.



Student Business Services – Financial Aid Info

- Financial Aid will apply to accounts beginning on 12/27/2021 if you utilize FA. 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 Dates
 - 100% Due 12/29/2021
 - 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

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

- 2021-2022
 - **Academic/Events Calendar** - a list of important activities as well as holidays and special events.
 - **Spring 2022**
 - *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



Financial Aid and Scholarships

Complete the 2022-2023 FAFSA now using your 2020 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 - 2022-2023 using this information:

Summer 2022 – 12 credits

Fall 2022 – 20 credits

Spring 2023 – 19 credits

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



TEXAS TECH UNIVERSITY

HEALTH SCIENCES CENTER

P3 Spring 2022 Registration

Opens **Tuesday, November 16, 2021** at 6 a.m.

Register by **December 8, 2021** at 5 p.m.

Thank you!

YOU ARE THE FUTURE.

TRANSFORMING HEALTH CARE THROUGH

*Innovation &
Collaboration.*