

Information for Arriving Graduate Students

Welcome to Amarillo and to the Graduate Program in Pharmaceutical Sciences. We are pleased that you chose to pursue your graduate degree from the TTUHSC Graduate School of Biomedical Sciences and that you qualified for admission to this program.

The University, Graduate Faculty and staff are committed to facilitating your studies and research, and wish to make your stay rewarding and enjoyable. The following information is to assist you with steps that are required for initial registration and orientation.

Arrival at Amarillo

The Pharmaceutical Sciences Graduate Program office is located in the School of Pharmacy at Amarillo. All incoming graduate students are required to come to Amarillo FIRST to complete the necessary forms indicated below.

The School of Pharmacy is located at 1300 Coulter on the west side of Amarillo (telephone 806/356-4015, ext. 287). The Pharmaceutical Sciences Graduate Office is located on the fourth floor (suite 400). Your contact person is the Graduate Program Coordinator who will guide you through your admission, employment and orientation process.

The Coordinator will arrange for your e-mail account, order building keys, and arrange for meetings with Human Resources. Human Resources will arrange for student ID badges from the campus police.

You will need to have with you your passport, visa, I-20, I-94 and the original letter of acceptance from the Assistant Dean of the Graduate School of Biomedical Sciences. These documents are required by most of the offices of the University and all government offices with which you must register.

Orientation with Human Resources

International students are required by law to present to Human Resources their I-20 (Acceptance Letter) and complete an I-9 form. International Students will not be allowed to work if Human Resources have not obtained the completed I-9 form within the 3 day period. Employment Orientation with Human Resource will be arranged for incoming Graduate Students by the Graduate Program Coordinator, who will notify students of the time upon arrival.

Vehicle Registration / Parking Permit

Students and employees of Texas Tech University Health Sciences Center are required to purchase a parking permit to park vehicles in University lots. Student parking permits may be purchased on the fourth floor of the School of Medicine in the Dean's Suite.

Living Accommodations

Upon arrival at the Amarillo International Airport, every effort will be made to provide transportation to a pre-arranged living accommodation. Students may find it convenient to stay in local motels close to the school, or contact and make arrangements to stay with other graduate students for a short period, until long-term arrangements can be made.

Currently, on-campus housing is not available in Amarillo and students must lease an apartment or house for the duration of their stay. Several affordable options, close enough to walk to the School are available.

When to Arrive

It is recommended that students arrive in Amarillo one to two weeks in advance of the scheduled beginning date for classes. Classes that are part of the School of Pharmacy curriculum usually begin a week to 10 days prior to the classes in Lubbock at the Graduate School of Biomedical Sciences. These classes are part of the core curriculum, and students must arrive to begin on time. In addition, time is

needed to take care of living arrangements, initial paperwork related to the program and employment, and for International Students, application for Social Security numbers and driver's license.

After arrival in Amarillo and completion of initial requirements, international students are required to travel to the main campus in Lubbock, Texas, for International Student Orientation at the Office of International Affairs.

Office of International Affairs Orientation

Within the first few days of arrival, international students are required to travel to Lubbock for orientation with the Office of International Affairs. Arrangements for transportation to Lubbock will be made by the Graduate Program Coordinator. Students will register with one of the International Student Counselors and must present their Passport, Visa, I-20, I-94 and the original letter of acceptance from the Assistant Dean of the Graduate School of Biomedical Sciences at that time. All international students are required to notify the Office of International Affairs immediately if they have a change of address or will be away from the Amarillo campus for longer than 3 days.

Faculty Appointments

All incoming students are required to make appointments to introduce themselves to Pharmaceutical Sciences faculty members. This informal visit provides the faculty an opportunity to present students with an overview of their research. The student gains insight into the overall research conducted by the Pharmaceutical Sciences department, helping them to better choose labs for rotation and eventually their dissertation project.

Lab Rotations

Lab rotations are designed to enhance the breadth of the student's research experience. One lab rotation, one semester in length (3 cr), is available to all incoming students. Students needing an additional rotation to learn additional methods outside the lab they are assigned may, at the request of their major advisor and with the approval of the Graduate Program Committee receive an additional 3 hrs of elective didactic credit.

Laboratory Certifications

All students in the graduate program are required to obtain certification in Lab Safety and those working with radioactive materials will be required to take the Radiation Safety training. In addition you will be required to complete the New Employee Safety Orientation that all Texas Tech employees must complete. These courses are available on-line and can be taken via your computer by accessing the Safety web-site at <http://www.ttuhsb.edu/Admin/safety/training.aspx#>. Additional safety training may be required depending on the laboratory you are assigned to. Your major advisor will arrange for those trainings.