

Registration and Enrollment Information

Spring 2010 Registration

Early registration begins on November 2nd. You should have recently received an e-mail from the UMKC Registrar's Office regarding your enrollment appointment time. Enrollment times are posted on your Pathway Student Center under the Enrollment Dates shaded block. Continuing students are assigned appointment times by the UMKC Registrar's Office based on student level, current enrollment, and having paid previous enrollment and educational fees or having made complete fee payment arrangements with the Cashier's Office.

Individual pharmacy "Class of" schedules are posted on the Pharmacy School website under Current Students. You are strongly encouraged to enroll during your pre-scheduled enrollment time to insure you are able to get into the course sections you prefer.

NOTE: Please make sure you have **no holds** on your record. Students who have holds will not be able to register until the hold is removed. Bachelor of Science in Pharmaceutical Science students, Pharm.D. students on probation or contract, provisional students, and pre-pharmacy students **must meet with a pharmacy academic advisor before enrollment each semester.** Students should contact the Pharmacy Student Services Office at 816-235-1613 or e-mail pharmacy@umkc.edu to schedule an appointment with an academic advisor.

Maximum Credit Hours

The University registration system allows undergraduate baccalaureate and Pharm.D. students in good academic standing to enroll in a maximum of 17 hours per semester. Pharm.D. students in years 3, 4, and 5 may enroll in a maximum of 19 hours per semester. The maximum hours per term cannot be exceeded without a manual override of the credit hours for an individual student's registration account which requires approval from an academic advisor in the Pharmacy Student Services Office.

Pathway On-line Schedules of Classes

The UMKC class schedules are available via Pathway and are updated nightly and provide information regarding course offerings under the Student Center located in Self-Service. Students can get to Pathway via the UMKC homepage at pathway.umkc.edu.

NOTE: There may be an initial delay in the update to the Pathway Spring 2010 schedule. Please refer to the School of Pharmacy Schedule of Classes listed at http://pharmacy.umkc.edu/New/pharm/StuSer/current_students.asp for the most current, up-to-date schedule.

UMKC offers students a “One Stop” page that provides quick student services links and other information. The direct URL is <https://onestop.umkc.edu/index.cfm>.

The UMKC Registration and Enrollment Guide contains UMKC general information, important dates, registration guidelines a web site link to the periodically updated class schedule, along with the essential information for getting registered and enrolled.

Note: This information can be accessed on line via the UMKC Records and Registration page at <http://www.umkc.edu/Registrar/>.

Pharmacy professional electives A list of the current professional electives are listed on the School of Pharmacy website at http://pharmacy.umkc.edu/New/pharm/StuSer/current_students.asp.

Some of the professional elective courses within the School of Pharmacy require completion of pre-requisites or Third or Fourth Year standing. Fourth year students [Class of 2011], unless otherwise noted in the School of Pharmacy Schedule of Classes, will have priority enrollment in courses taught within the School of Pharmacy through November 10th. Beginning November 11th, Third year students will have an opportunity to register in the remaining professional electives within the School that do not require Fourth Year standing and that have seats remaining.

Since space will be limited, enrollment for pharmacy professional electives is on a first come, first served basis. Students who wish to enroll in a particular elective should enroll at their first opportunity according to the dates above and restrictions as noted on the School of Pharmacy Schedule of Classes.

Special Topics Courses [Pharm 7489]

Note: If you enroll through Pathway to take a Special Topics [Pharm 7489 series] course that has variable credit hours, **you have to take an extra step when enrolling** to sign up for the total credit hours of the course, otherwise, you will only be enrolled in 1.0. If the Special Topics course is more than 1.0 credit hour, click on http://web2.umkc.edu/registrar/studenttraining/documents/EditaClass_JOB Aid.pdf and follow the directions to increase the credit hours.

Students wishing to petition to have courses reviewed by the Curriculum Committee as possible professional elective additions must fill out a petition form [available at http://pharmacy.umkc.edu/New/pharm/StuSer/current_students.asp under Forms] and submit it with a course syllabus to the Pharmacy Student Services Office prior to the beginning of the semester the course is to be completed.

General Electives

As you know, Pharm.D. students must complete a minimum of 12 credit hours of general electives. Required general electives include the following: English Composition I & II; Communication Studies 110; a course covering the U.S. Constitution [American History 101 or 102 or Political Science 210]. English II and Communications Studies [Speech]

110 must be satisfactorily completed prior to the fourth semester in the Pharm.D. curriculum as these are pre-requisite to the Pharmacy 7414 course. The U.S. Constitution course must be satisfactorily completed prior to enrollment in the fifth year Advanced Pharmacy Practice Experiences.

WEPT (Written English Proficiency Test)

Successful completion of the WEPT is a BSPS and Pharm.D. degree requirement. The WEPT must be successfully passed prior to taking the Pharmacy 7325 course [first semester of Pharm.D. third year]. BSPS student must pass the WEPT prior to taking a writing intensive course. Students who have completed a B.S. or B.A. degree, from a regionally accredited institution, in an English speaking country are exempt from taking the WEPT.

General instructions about the WEPT and the upcoming exam dates and times for the examination are available at <http://cas.umkc.edu/english/programs/writing/wept.htm>. Pre-test material packets for the exam are available seven days before the test date. The packets include detailed instructions for preparing for the test and several articles on a particular topic.

Financial Aid and credit hour enrollment minimums

BSPS and Pharm.D. students in years one and two must be enrolled in at least **6.0 credit hours** in order to receive federal financial aid. (Note: In order to qualify for most federal, state or institutional grants and scholarships, BSPS and Pharm.D. students in years one and two must be enrolled in a minimum of 12.0 hours).

Pharm.D. students in years three through five must be enrolled in at least **5.0 credit hours** in order to receive federal financial aid. Be sure to check insurance policies, scholarship requirements, or other items that may require 12 credit hours.

Pharmacy Internship Hours

Doctor of Pharmacy students must successfully complete the First Professional Year of the Doctor of Pharmacy program in order to be eligible to apply for Licensure as an Intern Pharmacist in Missouri. UMKC Pharm.D. students are required to obtain Missouri Internship Licensure no later than August 1st prior to the beginning of their Second Professional Year.

The Application for Licensure as an Intern Pharmacist, as well as other required Missouri board forms can be downloaded at <http://www.pr.mo.gov/pharmacists-forms.asp>.

Students who plan to apply for Pharmacists Licensure in **Missouri** are no longer required to obtain additional hours outside the School's experiential rotation program. The Missouri Board of Pharmacy hours toward internship from the contact hours gained during completion of experiential program courses during the Fourth and Fifth professional years. Once successfully completed at the end of the last advanced pharmacy practice experience, an official affidavit of pharmacy practice experiential

rotation hours is sent by the School of Pharmacy to the Missouri Board of Pharmacy. This affidavit of hours must be on file with the Board in order to be eligible to apply to take the Pharmacist Licensure Examination in Missouri.

There are no additional internship hours outside of the experiential hours that are required **by Missouri** in order to apply for pharmacist licensure. In order to have these hours sent to another state, a student must send an e-mail request to the Missouri Board of Pharmacy, who will certify and send the hours to the requested board.

UMKC Pharm.D. students intending to apply for pharmacist licensure in a state **other than Missouri**, must contact the board of pharmacy in that state for information regarding requirements as each state's regulations, hours required, and laws vary. A listing of state boards of pharmacy with contact information can be found at www.nabp.net.

Please visit the Missouri Board of Pharmacy web site for the most current information at <http://www.pr.mo.gov/pharmacists.asp> or contact Regina Divine at 573-751-0092 or e-mail intern@pr.mo.gov.

Policy Regarding ACPE Standards

The Accreditation Council on Pharmaceutical Education (ACPE) accredits professional programs in pharmacy. The UMKC Doctor of Pharmacy program is fully accredited by ACPE. The ACPE Standards and Guidelines For the Professional Program In Pharmacy Leading to the Doctor of Pharmacy Degree are located on the School's website at http://pharmacy.umkc.edu/New/pharm/StuSer/current_students.asp

On occasion, an individual may wish to complain/discuss a concern regarding an ACPE standard or the evidence that the standard is being properly maintained. It is reasonable that guidelines for complaints regarding ACPE standards be established for the potential benefit of all who may be involved. It is the general intent of this policy and procedures that such disputes be accommodated or resolved at the earliest stages of the complaint, thus involving minimal time, effort, and stress. The Policy Regarding Complaints Related to ACPE Standards are located on the School of Pharmacy website under Current Students.