

Satellite Registration and Enrollment Information

Spring 2010

Early registration begins on October 26th at MU and on November 2nd at UMKC. You should have received an e-mail from the UMKC and the MU Registrar's Offices regarding your Spring enrollment appointment time. Appointment times are also posted on MyZou and Pathway Self Service > Student Centers. 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 have made complete fee payment arrangements with the Cashier's Office. MU appointments times are different than the UMKC enrollment appointment times.

Individual pharmacy "Class of" Spring 2010 schedules are posted on the Pharmacy School website under Current Students.

SATELITTE STUDENTS: Satellite students will now be registering themselves for elective classes in Pathway (UMKC) and in MyZou (MU). See page 5 of this document for step-by-step instructions.

ALL STUDENTS: Please make sure you have no holds on your record. The Pharmacy R85 hold at MU will be removed before October 28th. Students who have other holds will not be able to be able to register or be registered until the hold is removed. Pharm.D. students on probation or contract have a continuous hold and **must meet with their Professional Development Advisor before enrollment each semester.**

Pharmacy professional electives A list of the current professional electives are posted on the School of Pharmacy website under "Curricula" 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, 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. Space will be limited.

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.

Pathway and MyZou On-line Schedules of Classes

The UMKC and MU class schedules are available via MyZou and Pathway and are updated nightly and provide information regarding course offerings under the Student Center located in Self-Service.

MyZou: <https://myzou.missouri.edu/psp/prd/?cmd=login>

Pathway: <https://umkc.umsystem.edu/psp/prd/?cmd=login>

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>. UM-Columbia’s Student Resources page is located at <http://www.missouri.edu/students/>.

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/>.

WEPT (Written English Proficiency Test)

Successful completion of the WEPT is a Pharm.D. degree requirement and must be successfully passed prior to taking the Pharmacy 7325 course [first semester of third year]. 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.

Satellite students must travel to UMKC to take the WEPT. Satellite students have the option to take the exam at one of the regularly scheduled, weekday exam times during the semester at UMKC. In addition, satellite students have the option to take the WEPT on the Saturday following the regularly scheduled exam date. If the Saturday exam option is chosen, arrangements must be made at least three weeks in advance of the Saturday date so that a room and a proctor can be secured. Please contact Shelly Janasz [janasz@umkc.edu], in the Pharmacy Student Services Office, for Saturday exam setup.

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. **Students must register for the WEPT in advance as early as possible through UMKC's Blackboard. In order to register, go to <http://blackboard.umkc.edu>, log-in, and click on the WEPT Registration & Results that will appear under Organizations.** Read the Note to the Students and go to the Course Materials section to download, complete, and print the Student Information Sheet.

Any satellite taking either the weekday WEPT or the Saturday WEPT must contact Shelly so that arrangements can be made for sending the reading packet to the students in advance of the test.

Financial Aid and credit hour enrollment minimums

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, 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.

SATELLITE STUDENT COURSE ENROLLMENT

Satellite students will register themselves for elective courses by registering in MyZou (MU).

The main reason for this change is to provide students the flexibility in enrolling in elective courses available at MU. Students wanting to enroll in an unrestricted, open elective course can enroll themselves in the course without going through the Office of Student Services through their myZou Self Service > Student Center.

You are encouraged to register early. Neither the Office of Student Services nor the Pharmacy Satellite Office can get you into a class once a course is full. You must pay particular attention to courses you wish to enroll in as some courses require pre-requisites be completed or may be restricted to a particular academic degree program major. If a course is restricted, students will need to obtain a permission number for enrollment through the respective academic department.

Registering for Elective Courses offered by MU: For those elective classes that are offered by MU, you will register using myZou. The Pharmacy Student Services Office will enroll students in equivalent elective courses at UMKC approximately one week prior to the beginning of the semester. A SERF form no longer needs to be submitted for elective enrollment on the MU campus.

Registering for Basic Science Courses at MU: The Office of Student Services will enroll satellite students in all required basic science courses, as needed, such as Organic Chemistry, Microbiology, Biochemistry, as well as Pharmacy Misc Hours. If a student is exempt from taking a required course, **do not drop a course**. The Office of Student Services will drop you from the course once the exemption has been confirmed.

Registering for Required Pharmacy and Elective Courses at UMKC: The Office of Student Services will enroll you in all required basic science courses, as well as your pharmacy required courses. If you wish to enroll in a Pharmacy Department professional elective, you must submit a SERF form, [electronic form available on the School of Pharmacy Current Students website under "Forms"]. There are limited spaces in pharmacy professional electives. Be sure to check restrictions and pre-requisites. SERFs are processed on a first, come, first served basis.

	UMKC/MU Required Classes	MU Elective Classes	UMKC Elective Classes
Who will register the student:	Pharmacy Student Services	The Student	Pharmacy Student Services
Examples:	Anatomy Organic Chem I/II/Lab Cell Biology Microbiology Biochemistry I/II All School of Pharmacy Required Courses	All MU Electives including Speech, US Constitution, professional electives offered on the MU campus.	All UMKC Electives including those offered by the School of Pharmacy. Completed SERF submission is required. SERFs are compiled on a first come, first served basis.

