PharmD Class of 2015
4th Year Preparations

CRITICAL DATES

Feb. 15, 2014 – Scholarships and Financial Aid
Please be sure to have your FAFSA completed by February 15 to be considered for need based scholarships (if you miss this deadline still complete the FAFSA to be eligible for loans). Scholarship applications are due March 8, late submissions will not be accepted. Financial Aid packages will be created in early April 2014. You will need to accept your package by April 18 to ensure your aid will be available for the start of May Term.

Feb. 25 & 27, 2014 – Composite Photos
Individual photos will be taken for the official class composite that will be distributed to students prior to graduation. Students with last names beginning with A-L will have photos taken on Feb. 25 from 11:15 a.m. - 12:30 p.m. in 250 Parks Hall. Students with last names beginning with M-Z will have photos taken on Feb. 27 from 11:15 a.m. - 12:30 p.m. in room 104 Parks Hall/Student Lounge. We do not plan on having a makeup day, so please make every attempt to be here! Please dress in professional attire from the waist up on your photo day.

March 4 & 6, 2014 – Regalia Rental
OSU Barnes & Noble Bookstore will have a representative at Parks Hall from 11:15 a.m. – 12:30 p.m. outside the Student Lounge to accept regalia orders from Spring 2015 graduates. They are available to take your orders now since many of you will be not be on campus next year. The order form and all relevant information is in this packet. Please do NOT turn this in to Student Affairs. If you choose not to place your order on the days the representative is here, you will have until April 10, 2015 to place your order with OSU Barnes & Noble on your own.

May 8, 2015 - Review Session Day
A day of activities is planned with a calculations review, lunch with your hooding ceremony speaker, commencement rehearsal, and law review.

May 9, 2015 - Hooding & Awards Ceremony
The ceremony is at 3:00 p.m. in Mershon Auditorium. You are welcome to invite guests and no tickets or RSVPs are required. You will receive your doctoral hood from Dean Mann during this ceremony, but you will be invited to ask a special faculty member to do your hooding if desired. This is a way for you to acknowledge the impact a particular faculty member has had on your experience here. Read the Student Affairs newsletter The Friendly Reminder for a call for such requests during Spring Semester 2015.

May 10, 2015 – University Commencement
Commencement takes place at Ohio Stadium. Further details will be announced Spring Semester 2015. If you do not plan to attend Commencement (and we hope that you will), please fill out a “Commencement Excuse” form during Spring Semester 2015 to make arrangements to receive your diploma.

TO DO ITEMS AND DEADLINES

☐ Commencement Verification – Feb. 6, 2014
Your Commencement Verification form was placed in your mailbox. On this form you will see your name as it is currently listed in our system. Your name will appear exactly as it is listed on your diploma which you will receive during the Commencement Ceremony. Please review this form, sign and return to Student Affairs. If you want something changed, complete the “Request for Change of Record” form (available in the Student Affairs Office) and return it to Student Affairs.

☐ Record of Extracurricular Activities – Feb. 6, 2014
Turn in to Student Affairs. The College’s Awards Committee chooses award recipients at the end of your fourth year. Students are chosen based on the information provided on this form. This form will also be kept in your permanent file for use in responding to questions about your activities.

University fees are due one week before the semester begins for Autumn and Spring. Please make sure to pay these fees on time to avoid any additional charges.

☐ Programmatic Surveys – Deadline TBA
Please complete the two surveys that will be sent to you during Spring Semester 2015. The first is an exit survey from AACP used to assess student satisfaction of our expected competencies in the PharmD program as we well as gather your overall impressions of our program. The second is a placement survey that provides information on
students’ post-graduation plans. Both surveys are confidential and only aggregated data will be used. Your feedback is critical in our educational process, so please take the time to complete these.

- **Clear All Holds – Deadline: Ongoing**
  Make sure there are no holds on your University accounts (e.g., unpaid traffic or parking fines, financial aid statement, overdue library items, unpaid tuition/fees, financial aid exit counseling, the financial responsibility statement must be completed every semester). You must work with the department responsible for placing the hold to resolve the situation. This information can be found on Buckeye Link. If there are holds on your accounts, you cannot enroll in classes and your diploma will be held by the University. You are responsible for making sure that all holds are cleared from your account.

- **Financial Aid Exit Counseling – April 2015**
  If you have taken federal loans, you must complete the online student financial aid exit counseling session(s) before you graduate. For Federal Direct Loans see http://www.nslds.ed.gov/nslds_SA/SaEcWelcome.do. For Health Professionals Student see http://www.treasurer.ohio-state.edu/Bursar. Failure to complete this will result in a hold on your student records. If you have questions, please contact Annie Schuster.

- **Maintain Contact Info – Deadline: Ongoing**
  It is important that you keep your addresses and phone numbers updated in the University’s system. You may update your contact information online at www.buckeyelink.osu.edu.

- **Check Email – Deadline: Ongoing**
  It is critical that you check your University email regularly or you will miss important information! Watch for the Student Affairs newsletter The Friendly Reminder for all updates. Also, please add College of Pharmacy email addresses to your trusted senders lists and check your junk mail folder regularly.

- **Register for the Pre-NAPLEX – Deadline: May 8, 2015**
  It is important that you prepare for the NAPLEX and MPJE examinations. There is a Pre-NAPLEX practice exam offered by NABP. The college will pay the $50 charge for fourth-year students to take the Pre-NAPLEX exam one time. Please contact Annie Schuster to obtain a voucher number.

**USEFUL INFORMATION**

**Scheduling**
The Office of Student Affairs will schedule your courses for you during the year provided you have no holds on your account. If you still need to take electives, you can schedule those on your own. Read The Friendly Reminder email newsletter to find out when your windows open, reminders to pay fees, etc. Please note: All students must complete the financial responsibility statement for Summer, Fall and Spring or you cannot be registered for classes/rotations!

**Scheduling Appointments with a Career Advisor**
Scheduling appointments may be more difficult during your P4 year. Be sure to plan ahead in order to devote adequate time to your job/residency search. To schedule an appointment please contact Tara McCarron.

**Lockers**
If you’d like a Parks Hall locker for the 2014-2015 academic year, please contact Julie Miller to have one assigned to you.

**NAPLEX and MPJE**
The Registration Bulletin for the North American Pharmacist Licensure Examination (NAPLEX) and the Multistate Pharmacy Jurisprudence Examination (MPJE) can be downloaded from the National Association of Boards of Pharmacy (NABP) website at www.nabp.net. The Registration Bulletin contains important information about applying for and taking the examinations that should be thoroughly reviewed. You can submit your NAPLEX, MPJE and “Application for Examination as a Pharmacist” applications prior to graduation. When you graduate and satisfy all other requirements (e.g., completion of intern hours), the Ohio Board of Pharmacy will inform NABP of your eligibility to take the examinations. NABP will then issue an Authorization to Test (ATT) letter by e-mail to you after which you can make an appointment to take the exams. (Note: The College will send your Certificate of Education to the Board upon graduation, which is the earliest they will accept them.) Once you have the ATT letter, you can schedule your appointment to test via Pearson VUE’s website at www.pearsonvue.com or its call center at 1-888-709-2679. Additional information will be sent to you by our experiential education group.

**CONTACT INFORMATION**

Annie Schuster, Academic Advisor
schuster.112@osu.edu

Kelly Burke, College Registrar
burke.247@osu.edu

Julie Miller, Coordinator – Student Programs
miller.4325@osu.edu

Tara McCarron, Career Advisor
mccarron.16@osu.edu

Joe Orozco, Director of Student Affairs
orozco.5@osu.edu

College of Pharmacy ● Office of Student Affairs
500 W. 12th Avenue ● 150 Parks Hall ● Columbus, OH 43210 ● Phone: (614) 292-5001 ● Fax: (614) 292-6396