

**The Ohio State University
College of Pharmacy**

Office of Student Affairs

**Information for Fourth-Year PharmD Students
(or... Do you want to graduate?)**

The Office of Student Affairs wishes you all the best for the fourth-year in your PharmD program. We hope that the advanced practice rotations will help prepare you for the exciting years that lie ahead in your career. We have constructed this document to provide important information relating to the coming year. We hope that it will help answer questions you may have about scheduling, the Doctoral Convocation & Hooding Ceremony, Commencement, etc. However, please feel free to contact us at any time if you have questions or concerns. Our contact numbers are:

<i>Heather Deters</i>	<i>614/292-7255 (deters@pharmacy.ohio-state.edu)</i>
<i>June Evans</i>	<i>614/688-4235 (evans@pharmacy.ohio-state.edu)</i>
<i>Mary Higginbotham</i>	<i>614/247-1599 (higginbotham@pharmacy.ohio-state.edu)</i>
<i>Nikki Herbert</i>	<i>614/688-3663 (herbert@pharmacy.ohio-state.edu)</i>
<i>Julie Miller</i>	<i>614/292-3813 (miller@pharmacy.ohio-state.edu)</i>
<i>Joe Orozco</i>	<i>614/688-3772 (orozco@pharmacy.ohio-state.edu)</i>

Graduation Procedures

Be sure that you have done the following prior to graduation:

- Turn-in your “Entry-Level PharmD Program Electives Approval Form” with your advisor’s signature showing the completion of at least 10 hours of program electives by the beginning of Winter Quarter.
- Be sure that June Evans has the spelling of your name and hometown as you wish them to appear on your diploma and Commencement program. (Note: Your name will appear on your diploma exactly as it is in the University computer system. If you wish something different, contact Mrs. Evans).
- Turn-in your “Record of Extracurricular Activities” form to the Office of Student Affairs by the beginning of Winter Quarter. The information on this form will be included in the data provided to the Student Awards Committee. It will also be maintained in your file for use in responding to questions (e.g., from those seeking employment references) relating to your activities in the College.
- Order you cap, gown and hood for graduation if you have not yet done so.

- Attend Commencement rehearsal (the date/time will be provided in the Commencement pamphlet that will be mailed to your home address Spring Quarter).
- If you do not plan to attend Commencement (and we truly hope that you will), fill-out a form in the Office of Student Affairs to arrange to pick-up your diploma or to have it mailed to you. These forms must be completed at least three weeks prior to graduation.
- Make sure there are no holds on your University accounts (e.g., unpaid traffic or parking fines, overdue library items, unpaid tuition/fees). You can check this with June Evans if you have questions. If there are holds on your accounts, your diploma will be held by the University. (The most common hold is for financial aid exit counseling.)
- You will receive your actual diploma during the University's Commencement program. If, for some reason, your diploma is not there (and we will check them all prior to the ceremony), you will be given a blank diploma (which will look identical to your actual diploma). You will, then, be able to retrieve your actual diploma from Lincoln Tower within a matter of hours.
- We will not be asking you to complete an "Application to Graduate," but be sure that you follow-through on all graduation requirements (including the things outlined in this document).

Scheduling

June Evans will be scheduling your courses for you during the coming year (note: be sure to let her know if you plan to take courses other than your advanced practice experience rotations). You will need to remember to pay your fees as normal, by the first day of each quarter.

Programmatic Surveys

You will be asked to complete two surveys during the Spring Quarter. The first will be a comprehensive exit survey used to assess student satisfaction of our expected competencies in the PharmD program as well as gather your overall impressions of our program. You will also be asked to complete a placement survey that will provide information on the post-graduation plans of our students. All of these surveys are confidential, and only aggregated data will be used. It is important that we get your feedback as a critical stakeholder in our educational processes, so please take the time to complete and return these documents.

Health Requirements

Any questions, please see Thalia Blight.

E-Mail

It is critical that you check you University e-mail regularly. We will continue to use this mechanism to communicate with you. If you do not check your University e-mail regularly, you will miss important information.

Address Changes

It is also important that you keep your addresses and phone numbers updated in the University's system. You may update your contact information online at <http://buckeyelink.osu.edu/>. You may also email updates to June Evans (evans.28@osu.edu).

Caps, Gowns, & Hoods

You will need to pick-up your cap and gown at the University bookstore prior to graduation. Your doctoral hood will be forwarded to us for distribution during the Hooding Ceremony. You will also need to return your cap and gown (and hood if rented) to the University bookstore after Commencement.

Doctoral Convocation and Hooding Ceremony

The Doctoral Convocation and Hooding Ceremony for the PharmD Class of 2010 is scheduled for Saturday, June 12, 2010, at 3:00 p.m. in Mershon Auditorium. Your family and friends are encouraged to attend. We will conclude the program with an informal reception. You will receive your doctoral hood from Dean Brueggemeier during this ceremony, but you will be invited to nominate a special faculty member to do your hooding if desired. Watch your e-mail for a call for such requests later in the year.

Fourth-Year Review Session

We will be planning a review session for the Class of 2010 on Friday, June 11, 2010. This event will include brief reviews for the licensure examinations and, hopefully, the opportunity to meet with the speaker for your Doctoral Convocation and Hooding Ceremony. Again, watch for more information about these sessions in the months to come. [Note: The annual Council of Ohio Colleges of Pharmacy's NAPLEX Review is typically scheduled in late May or early June). Additional information and registration materials are normally sent in the spring. There is a charge for this program – last year it was \$90.]

Student Financial Aid Exit Counseling

If you have taken federal loans, you will need to complete student financial aid exit counseling session(s) before you graduate. Failure to complete the required sessions will result in a hold being placed on your student records and may result in your diploma being withheld at graduation. You may complete this process online beginning the fourth week of Spring Quarter. All holds should be cleared by the eighth week of Spring Quarter. If you have questions about the types of loans you have taken or other

financial aid questions, please contact Joe Orozco at (614) 688-3772 or orozco@pharmacy.ohio-state.edu.

Type of Loan	Exit Counseling Website
Federal Direct Loans	https://www.dl.ed.gov/borrower/CounselingSessions.do?cmd=initializeContent
Health Professions Student Loans	http://www.treasurer.ohio-state.edu/exit_interviews/index.html

Licensure Examination Procedures

Be sure to review the information in the attached document entitled, “Pharmacist Licensure Examination Application Procedures” (note: this document is also available at: <http://www.pharmacy.ohio-state.edu/services/students/graduation.cfm>).

This outlines procedures for applying to take the NAPLEX and MPJE examinations. It also provides a web site (www.nabp.net) from which you can access the “Pre-NAPLEX” practice examination and download the MPJE Candidate's Review Guide. You will need to submit all necessary applications and examination fees and demonstrate the completion of the required internship hours. The College will send the official copy of your “Certificate of Education” to the Ohio Board of Pharmacy upon graduation. If you are planning to become licensed in a state other than Ohio, be sure to provide any necessary forms or other requirements that must be completed by the College to the Office of Student Affairs.

Lockers

If you want a locker in Parks Hall for 2009-10, see Julie Miller.

Free Membership in the College’s Alumni Society

As you approach graduation, you will be given a form to register for a year’s free membership in the College of Pharmacy Alumni Society. We hope that you will complete and return this form so that you can stay connected with your alma mater through our dynamic Alumni Society. This group conducts a number of wonderful events every year and supports our students in many important ways. We strongly encourage you to become a member of the College’s Alumni Society and to maintain that membership in the years to come.

PharmD Graduation Information Web Site

We will maintain up-to-date information relating to your graduation and licensure examinations on the College’s web site (www.pharmacy.ohio-state.edu). This information can be accessed by clicking “Student Affairs” and “Graduation.”

Best Wishes for the coming year!