



College of Pharmacy

150 Parks Hall  
500 West 12th Avenue  
Columbus, OH 43210-1291

Phone (614) 292-3813  
Fax (614) 292-6396

June 19, 2009

Dear Members of the Class of 2013,

Welcome again to the College of Pharmacy at The Ohio State University! We are excited to have you pursue doctoral studies in pharmacy with us. This letter is intended to provide you with information regarding scheduling for Autumn Quarter courses, parking permits and PharmD orientation.

Enclosed you will find all the materials necessary to register for Autumn Quarter courses using Ohio State's web registration system. **Please register for your courses no later than July 15, 2009.** We have also enclosed information relating to student parking, e-mail accounts, identification cards and textbooks.

Prior to the start of Autumn Quarter classes, we will begin the orientation program for new PharmD students on **Monday, September 21, 2009** and continue on **September 22.** **Your attendance at the orientation program is mandatory.** We will be providing essential academic information for new students, as well as completing necessary tasks such as taking individual photos, applying for parking passes, and orienting you to important resources including our library and computer facilities. This will also be a wonderful time to begin getting to know your classmates. More detailed information about orientation will follow in a separate mailing in August.

If you have any questions regarding course registration or the orientation program, please contact Heather at (614) 292-7255 ([deters@pharmacy.ohio-state.edu](mailto:deters@pharmacy.ohio-state.edu)) or Joe at 614-688-3772 ([orozco@pharmacy.ohio-state.edu](mailto:orozco@pharmacy.ohio-state.edu)). We look forward to seeing you on September 21!

Warm Regards,

  
Heather Deters and Joe Orozco

The Ohio State University  
College of Pharmacy  
**Information for Doctor of Pharmacy  
Class of 2013**

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In this packet, please find information relating to course registration, parking, obtaining an e-mail account and student ID, books for your first quarter, and internship licensure. The first pages of this packet are an introduction to each of these things; more detail appears in the following pages.

If you have any questions about any instructions or information contained in this packet, please contact Heather Deters at 614-292-7255, [deters.12@osu.edu](mailto:deters.12@osu.edu) or Joe Orozco at 614-688-3772, [orozco.5@osu.edu](mailto:orozco.5@osu.edu).

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**COURSE REGISTRATION:**

To register for courses for your first quarter in the College of Pharmacy, you will need to access Ohio State's automated registration system. To help you do this, instructions on how to use the system are included in the following pages. You will access the system via the registrar's web page.

It is very important that you register for classes as soon as possible after receiving this mailing, and that you complete your registration prior to July 15, 2009.

**PARKING:**

Information for parking on campus is included in this packet. Please read the information provided carefully. PharmD students are eligible to purchase "C" parking permits, and also to register for the garage parking lottery. (Note: garage permits carry increased fees and may not be any closer than surface lot parking). Representatives from Transportation and Parking Services will be available at your **orientation session** to accept your application card and parking fee. To sign up for the garage lottery, please follow the instructions provided on the enclosed letter.

**E-MAIL ACCOUNTS:**

All OSU students are assigned an e-mail username at Ohio State. It takes the form lastname.#. The College of Pharmacy faculty and staff utilize e-mail extensively to distribute information to students, so it is important that you activate and use your OSU account as soon as possible. *You must activate your e-mail account in order to schedule your classes.*

If you have not already activated your account, please visit the Office of Information Technology (OIT) web site (<http://www.oit.osu.edu/>). Click the "Account Management" link at the side of the page and follow the instructions. Be sure to make note of your username (e.g. [deters.12](mailto:deters.12) or [smith.47](mailto:smith.47)) and your password. You will need both of these when you register for classes.

For information about accessing your account from off-campus and other connectivity issues, please consult OIT's web site. You may also use the University's Buckeye Mail system if you wish (<http://8help.osu.edu/3952.html>).

If you have any problems activating your account or have any questions about connectivity, you may contact the OIT Help Desk by phone at (614) 688-HELP, by e-mail at [8help@osu.edu](mailto:8help@osu.edu), or by visiting their offices on the fifth floor of the Baker Systems Engineering building on campus.

**STUDENT ID:**

To obtain your Ohio State University Student ID card, you will need to bring a photo ID and a copy of your schedule or fee statement for Autumn Quarter to University ID Card Services, located in room 219 Lincoln Tower. You may do this at any time after August 1, and you will want to print off a copy of your schedule to take with you. Although you will not have to have paid fees at OSU in order to obtain your university ID, you will need to be registered for classes for Autumn Quarter. For questions or further information about hours, etc., you may contact University ID Card Services at (614) 292-0400.

**BOOKS:**

Textbooks and materials you will need for your pharmacy courses are sold primarily at the main OSU Bookstore, Barnes and Noble in the South Campus Gateway (corner of High and 11<sup>th</sup> Ave) and at Uniprint (corner of Neil Avenue and 11<sup>th</sup> Avenue). Books will probably not be in stock until after Labor Day. You may purchase your books at any time; however, you are not expected to have purchased them prior to the start of classes. Books for non-pharmacy OSU courses can be purchased at any of several student bookstores on and around campus.

**INTERNSHIP:**

Applications for an Ohio internship license will be distributed during orientation. You are able to receive an Ohio Intern License once you have begun Doctor of Pharmacy coursework.

**STUDENT HEALTH INSURANCE:**

All students are required to carry student health insurance, either OSU insurance or from a private carrier. When you register for classes you will be assessed the charge for insurance until you prove you have it from another source. Learn more by visiting their website directly: [www.shi.osu.edu](http://www.shi.osu.edu).

**FINANCIAL AID:**

All students receiving financial aid are encouraged to set up direct deposit for easy aid disbursement. If you still need to set this up, please do so before August 1<sup>st</sup>. For more information visit the Student Center's hyperlink in the SIS Student Center section at the Students' Buckeye link site. (<http://buckeyelink.osu.edu/> ) Under the "Finances" section of your Student Center page in SIS, you will find the "Account Refund" hyperlink. This link will redirect you to Sallie Mae Business Solutions' website, where you can enter your deposit information.

Financial Aid will disperse aid payments approximately 10 days prior to the start of classes if you are enrolled in direct deposit. If you have any questions, please contact Joe Orozco at 614-688-3772 or [orozco.5@osu.edu](mailto:orozco.5@osu.edu).

**BACKGROUND CHECKS:**

All new PharmD students must complete a background check as part of the admission requirement and intern licensure process. Please plan on scheduling your background before school begins. For further details, visit <http://pharmacy.ohio.gov/phlic.htm>.

**INSTRUCTIONS FOR REGISTERING FOR AUTUMN 2008 CLASSES**  
**Doctor of Pharmacy**  
**Class of 2013**

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To help you register for courses for Autumn 2009, information is provided below about the curriculum you will need to follow, as well as instructions on how to utilize OSU's registration system. You will be using Web Registration to schedule your classes and you can only schedule after you have activated your email account.

**If you encounter any difficulty in scheduling your classes, please contact Heather or Joe, in the Student Affairs Office.**

Before you begin your registration session, please have the following materials on hand:

- List of current pharmacy classes to schedule
- List of possible course options

**STEP 1: IDENTIFY COURSES YOU NEED TO SCHEDULE**

The Entry-Level Doctor of Pharmacy program has a structured curriculum, which begins with the classes you schedule in your first quarter in the College of Pharmacy. First-year PharmD students will schedule the following classes for Autumn Quarter 2009:

- |                 |                  |   |
|-----------------|------------------|---|
| • Pharmacy 601  | (3 credit hours) | Biopharmacy I                             |
| • Pharmacy 605  | (3 credit hours) | Medicinal Chemistry I                     |
| • Pharmacy 621  | (3 credit hours) | Drug Delivery I                           |
| • Pharmacy 661  | (3 credit hours) | Pharmacy Practice I                       |
| • Pharmacy 664  | (1 credit hour)  | Introductory Pharmacy Practice Experience |
| • PHYS & CB 601 | (5 credit hours) | Organ System Physiology I                 |

\*\* Remember that you must change the "course career" option to graduate in order to look up the Physiology course in the master schedule.

**STEP 2: IDENTIFY THE DAYS, TIMES, AND LOCATIONS FOR EACH CLASS**

Information about where and when each of these courses will be offered can be found on the Registrar's web page at <http://buckeyelink.osu.edu/>. Courses are listed in the scheduled of classes (master schedule) in numeric order, within the listing for the department offering the course.

**STEP 3: PLAN YOUR SCHEDULE BEFORE YOU REGISTER**

Once you have identified sections you would like for each of your required Autumn Quarter classes (be sure to click "select all" to view all available open sections), write down the desired course numbers with a few back up options. Writing out your class choices can be especially useful before registering, as it will help you identify any potential time conflicts between classes.

If you run into any difficulty in putting together your schedule, or if you are unable to find an open section of a needed course, please contact the Student Affairs Office for assistance. Occasionally, sections fill up and we need to place students in courses based on instructor guidelines.

**STEP 4: REGISTER ONLINE**

Once you've planned your schedule, you're ready to begin registering your classes for Autumn Quarter. Go to <http://buckeyelink.osu.edu/> to schedule. Click on "add a class" to get started.

You may also find it helpful to review the registration tutorials prior to scheduling your courses. To view the tutorials, visit <http://buckeyelink.osu.edu/> and click on "navigating the SIS student center".

**STEP 5: FINALIZE YOUR REGISTRATION**

Once you have scheduled your Autumn Quarter classes using online registration, you can verify your amount due online at <http://buckeyelink.osu.edu/>. Fees are due no later than the first date of classes (Sept. 23). Your registration for Autumn Quarter is finalized once fees are paid.



### **Orientation Information**

Transportation and Parking will be attending your orientation on Monday, September 21, 2009. Please have your application filled out prior to stopping by our table in the lobby of Park Hall. We accept Checks made payable to "The Ohio State University", Visa, MasterCard, Discover Card or American Express as payment. We cannot accept Cash, Starter or Counter Checks. Please have your license plate number and the make of your vehicle to purchase your permit.

### **Garage and Lottery Information**

On-line applications will be accepted for your choice of garage lottery or to purchase your 2009-2010 parking permit beginning Monday, August 3, 2009 at: [www.tp.osu.edu](http://www.tp.osu.edu). On-line applications only will be accepted for the garage lottery.

#### **Your garage permit choices are:**

"CG1", which allows access to the Tuttle Park Place and Lane Ave (in 2010) Garages

"CG2", which allows access to the 9<sup>th</sup> Ave East and 9<sup>th</sup> Ave West Garages

"CG3" allows access to the Ohio Union and 11<sup>th</sup> Ave Garages.

You will also find all the dates and deadlines for lottery applications and the last day we will mail your permit to your home address on our website.

### **The Campus Area Bus Service**

The Campus Area Bus Service (CABS) is a convenient way to travel while on campus. CABS runs 24 hours a day, seven days a week. Service is reduced during Summer Quarter, Quarter breaks, and University Holidays. Schedules are available on all buses, in the residence halls, Bevis Hall and on our web site at our [www.tp.osu.edu](http://www.tp.osu.edu). (Note: For more information on bus route changes and Med Express bus information go to our website at: [www.tp.osu.edu](http://www.tp.osu.edu))