Table of Contents

Welcome .................................................................................................................. 4
Academic Calendar.................................................................................................. 5

Academic Integrity, **Professionalism, Honor Code** ............................................. 5
Academic Integrity .................................................................................................. 5
Student Disciplinary Sanctions .............................................................................. 6
Pledge of Professionalism ....................................................................................... 7

**Academic Policies** ............................................................................................ 8
Academic Standing Committee ............................................................................. 8
Probation Rules ....................................................................................................... 8
Refusal of Further Registration ............................................................................. 9
Readmission by Petition ......................................................................................... 9
Advanced Pharmacy Practice (APPE) Registration ............................................... 9
Graduation Requirements ...................................................................................... 10
Repetition of Courses and Advanced Pharmacy Practice Experiences (APPEs) .......... 10
Academic Grievance Procedures ........................................................................... 10
Access to Educational Records ............................................................................ 11

**Advising Programs** .......................................................................................... 12
Peer Advising Program .......................................................................................... 12
Doctor of Pharmacy Mentoring and Advising Program ........................................ 12

**Background Checks and Drug Tests** ................................................................. 14

**College Facilities Policies** ............................................................................... 14
Building Hours ....................................................................................................... 14
Building Access ..................................................................................................... 14
**Tobacco-Free Campus** ...................................................................................... 15
Room Reservations ............................................................................................... 15

**Complaints Policies** ....................................................................................... 15

**Course Policies** ................................................................................................ 16
Course Syllabi .......................................................................................................... 16
Core Courses .......................................................................................................... 16
Elective Courses .................................................................................................... 16
**380 (Research) / 390 (Special Topics) Independent Study Courses** ................. 16
Excused Absence Policy ....................................................................................... 17
Incomplete Grade Deadline .................................................................................... 17
Student Attendance at Off-Campus Meetings Guidelines .................................... 17

**Financial Information** ..................................................................................... 18
**Tuition and Fees** ............................................................................................... 18
**Office of Financial Aid** ..................................................................................... 18
University Student Financial Services and Cashier Operations .......................... 18
**Scholarships and Awards - College** ................................................................ 18
Other Financial Assistance Opportunities .......................................................... 19

**Health Care** .................................................................................................... 19
**CampusCare** .................................................................................................... 19
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Health Care in Chicago</td>
<td>19</td>
</tr>
<tr>
<td>Student Health Care in Rockford</td>
<td>20</td>
</tr>
<tr>
<td>Immunizations</td>
<td>20</td>
</tr>
<tr>
<td>Locker Policy</td>
<td>20</td>
</tr>
<tr>
<td>Matriculation and Continued Enrollment Policies</td>
<td>21</td>
</tr>
<tr>
<td>Parking and Commuter Information</td>
<td>22</td>
</tr>
<tr>
<td>Registration Policies</td>
<td>23</td>
</tr>
<tr>
<td>Registering for Classes</td>
<td>23</td>
</tr>
<tr>
<td>Registration Responsibilities</td>
<td>23</td>
</tr>
<tr>
<td>Registration Deadlines</td>
<td>23</td>
</tr>
<tr>
<td>Dropping a Core Course</td>
<td>23</td>
</tr>
<tr>
<td>Current Enrollment Verification</td>
<td>23</td>
</tr>
<tr>
<td>Requesting Transcripts</td>
<td>23</td>
</tr>
<tr>
<td>Religious Holidays Observance Policy</td>
<td>24</td>
</tr>
<tr>
<td>Resource Contact Information</td>
<td>25</td>
</tr>
<tr>
<td>College Offices – Chicago unless otherwise stated</td>
<td>25</td>
</tr>
<tr>
<td>Student Centers/Fitness Centers</td>
<td>26</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>26</td>
</tr>
<tr>
<td>Support Services – College of Pharmacy</td>
<td>27</td>
</tr>
<tr>
<td>Office of Student Affairs</td>
<td>27</td>
</tr>
<tr>
<td>Office of Academic Affairs – Room 184</td>
<td>27</td>
</tr>
<tr>
<td>Office of Diversity and Inclusion – Room 176</td>
<td>27</td>
</tr>
<tr>
<td>Information Technology Unit</td>
<td>27</td>
</tr>
<tr>
<td>Support Services – University</td>
<td>28</td>
</tr>
<tr>
<td>Academic Center for Excellence (ACE)</td>
<td>28</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>28</td>
</tr>
<tr>
<td>Disability Resource Center (DRC)</td>
<td>28</td>
</tr>
<tr>
<td>Library of Health Sciences</td>
<td>29</td>
</tr>
<tr>
<td>Frequently Asked Questions</td>
<td>30</td>
</tr>
</tbody>
</table>
Welcome

On behalf of the faculty, students and staff of the College of Pharmacy may we extend a warm welcome to you as a new member of the College community. Your acceptance into the Doctor of Pharmacy program is a vote of confidence in your proven abilities and your potential for success. We are committed to offering you quality service needed to assist you in realizing the goal you have set before yourself.

This Student Handbook is provided to you as a learner/consumer. It is an important informational resource and guide. Please become familiar with its contents. Your questions and comments are welcome.
Academic Calendar

The academic calendar for any given academic year can be found at the following website.

[https://catalog.uic.edu/ucat/academic-calendar/](https://catalog.uic.edu/ucat/academic-calendar/)

Academic Integrity, [Professionalism, Honor Code](#)

**Academic Integrity**

Academic dishonesty includes, but is not limited to:

- **Cheating**—either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise or providing to, or receiving from, another person any kind of unauthorized assistance on any examination or assignment.

- **Fabricating**—knowing or unauthorized falsification, reproduction, lack of attribution, or invention of any information or citation in an academic exercise.

- **Facilitating academic dishonesty/plagiarism**—intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise.

- **Offering bribes, favors, or threats**—bribing or attempting to bribe or promising favors to or making threats against any person with the intention of affecting a record of a grade or evaluation of academic performance and any conspiracy with another person who then takes, or attempts to take, action on behalf of, or at the direction of, the student.

- **Taking an examination by proxy**—taking or attempting to take an exam for someone else—is a violation by both the student enrolled in the course and the proxy or substitute.

- **Grade tampering**—any unauthorized attempt to change, actual change of, or alteration of grades or any tampering with grades.

- **Submitting nonoriginal works**—submission or attempt to submit any written work written, in whole or part, by someone other than the student.
**Student Disciplinary Sanctions**

Students may be subject to one or more of the sanctions outlined in the [UIC Student Disciplinary Policy, Revised December 2016](#).
**Pledge of Professionalism**

As a student of pharmacy, I believe there is a need to build and reinforce a professional identity founded on integrity, ethical behavior and honor. This development, a vital process in my education, will help to ensure that I am true to the professional relationship I establish between myself and society as I become a member of the pharmacy community. Integrity will be an essential part of my everyday life and I will pursue all academic and professional endeavors with honesty and commitment to service.

To accomplish this goal of professional development, as a student of pharmacy I will:

**DEVELOP** a sense of loyalty and duty to the profession by contributing to the well-being of others and by enthusiastically accepting the responsibility and accountability for membership in the profession.

**FOSTER** professional competency through life-long learning. I will strive for high ideals, teamwork, and unity within the profession in order to provide optimal patient care.

**SUPPORT** my colleagues by actively encouraging personal commitment to the Oath of a Pharmacist and the Code of Ethics for Pharmacists as set forth by the profession.

**DEDICATE** my life and practice to excellence. This will require an ongoing reassessment of personal and professional values.

**MAINTAIN** the highest ideals and professional attributes to insure and facilitate the convenantal relationship required of the pharmaceutical care giver.

The profession of pharmacy is one that demands adherence to a set of ethical principles. These high ideals are necessary to insure the quality of care extended to the patients I serve. As a student of pharmacy, I believe this does not start with graduation; rather it begins with my membership in this professional college community. Therefore, I will strive to uphold this pledge as I advance toward full membership in the profession.

1 Adapted by the American Pharmaceutical Association, Academy of Students of Pharmacy and the American Association of Colleges of Pharmacy Council of Deans, Committee on Professional Development, 1994.
Academic Policies

Academic Standing Committee
This Committee shall monitor the progress of all students in the Doctor of Pharmacy degree program. This Committee shall consist of five faculty members and shall elect a Chairperson from its tenured faculty committee members. The Associate Dean for Student Affairs and a person appointed by the Dean from the College of Pharmacy with expertise in ethnic and cultural issues affecting students' academic standing shall serve on the Committee as ex-officio members without vote. Faculty members shall be elected for staggered terms of two years: three members to be elected in one year and two members in the succeeding year. At least three (3) tenured faculty members shall serve on this Committee at all times.

The responsibilities of the Committee include the following:
- Monitor and make decisions on student progress and eligibility for continued registration and graduation.
- Periodically review existing and establish new criteria and policies, subject to approval by the faculty, concerning academic status and eligibility for continued registration and graduation.
- Serve as a hearing body before which students who have received an adverse decision can appear and be heard in accordance with Committee procedures available from the Office of Student Affairs.
- Will not hear issues related to an academic determination (e.g. a grade assignment) unless otherwise required by the University of Illinois at Chicago Academic Grievance Procedures.

Probation Rules
A student receiving a grade of "F" or "U" in any course (core or elective) will be placed on academic probation. A student failing to obtain a semester grade point average (SGPA), a cumulative grade point average (CGPA), or a core course GPA of at least 2.00/4.00 in courses completed at the University of Illinois at Chicago will be placed on probation or refused further registration as indicated below.

Probation is removed at the end of any semester when the SGPA, CGPA, and core course GPA for courses completed at the University of Illinois at Chicago equal or exceed 2.00, and when conditions and terms of probation are achieved.
Refusal of Further Registration
A student will be denied further registration under any of the following conditions:

- A student is 10 or more grade points (hours down) below a 2.00/4.00 CGPA for courses completed at the University of Illinois at Chicago.

- A student remains on probation for two consecutive semesters (excluding summer semester) and fails to remove himself/herself from probation after the second semester.

- If a student does not obtain a passing grade after taking core courses or required pharmacy practice experience courses twice.

- A student fails to meet conditions and terms of probation stipulated by the Academic Standing Committee.

- Any student who does not meet the conditions of the Matriculation and Continued Enrollment Policies.

Readmission by Petition
Students refused further registration for poor scholarship may petition the Academic Standing Committee of the college for readmission. Students must present clear evidence of improved scholarship potential before the Academic Standing Committee will consider the petition. The review and reconsideration of a student dropped because of poor scholarship are no guarantee of admission. Except in unusual circumstances, students will be readmitted only once. If a student’s petition is denied, the student will be dismissed from the University.

Advanced Pharmacy Practice Experiences (APPEs) Registration Requirements
All students are considered eligible to begin the fourth-year APPE sequence when they satisfy requirements for 109 credit hours with a UIC College of Pharmacy cumulative grade point average of 2.00/4.00. In addition, all students are required to satisfactorily complete, with a grade point average of 2.00 or better, all core courses before entering APPEs.

If a student has a cumulative grade point average below 2.00, the student will be required to repeat selected core courses, as determined by the Academic Standing Committee, for which a grade of “D” was received. In addition, the Academic Standing Committee also may require that the student repeat elective courses offered by the college for which a grade of “D” was received. The student must receive sufficiently high grades in these courses to obtain a core grade point average of 2.00 or above. The student will be allowed one calendar year to complete these courses. In extreme cases, the Academic Standing Committee can extend this period to two calendar years.
Graduation Requirements
To qualify as a candidate for graduation, a student must be of good moral character, pass all required courses in the curriculum, earn a cumulative grade point average of 2.00/4.00, pay all indebtedness to the University, and be certified by the College of Pharmacy faculty.

A minimum of three years residence as a full-time student in a college or school of pharmacy is required to receive the PharmD degree from the University of Illinois at Chicago (UIC).

Repetition of Courses and Advanced Pharmacy Practice Experiences (APPEs)
Students must be in good academic standing in order to graduate (i.e. core and cumulative GPA must be 2.0/4.0 or greater) from the University of Illinois at Chicago College of Pharmacy. In addition, all required core courses and APPEs must have been taken and a passing grade received. Students who repeat a core course or required APPE due to a poor or failing grade may do so only once. If a student does not obtain a passing grade after taking the core course or required APPE twice, the Academic Standing Committee will be obliged to drop the student from the program. Only under extraordinary circumstances will the Academic Standing Committee make exceptions to this policy. A student may not repeat for credit a College of Pharmacy course in the Doctor of Pharmacy curriculum for which a grade of "C" or better has been earned previously.

Academic Grievance Procedures
The University of Illinois at Chicago has developed a process for dealing with alleged cases of discrimination and other instances of alleged administrative injustice. An individual entitled to use the Academic Grievance Procedures is expected to attempt to resolve his or her complaint informally before formalizing the complaint as a grievance. A formal grievance must be filed, if at all, within 60 calendar days from the time an individual knows, or reasonably should have known, that an occurrence has affected his or her status. A copy of the grievance process may be obtained on the web at the following link or from the link on the College of Pharmacy Student Dashboard page.


Questions concerning the grievance process should be directed to the Office of the Ombudsperson, 3030 Student Services Building, (312) 996-4857.

The Academic Grievance Procedures are not available for use in issues under the purview of the Senate Committee on Student Discipline, the campus FERPA policy, or Policy and Rules—Nonacademic.

Questions of grades and academic status are primarily under the jurisdiction of the academic department, schools, and colleges according to their own procedures. Questions in this area are best referred to the college or school academic dean's office.
Access to Educational Records

Current or previous University of Illinois students are entitled to examine their educational records under the provisions of the 1974 Family Educational Rights and Privacy Act (as amended). Students who desire access to their educational records should submit a written request to the appropriate record-keeping office.

University policy explains in detail the procedures to be used by the institution for compliance with the Act. Copies of the policy are available in the Office of Students and the Office of Admissions and Records. The Act authorizes universities to designate certain basic information as “directory information” that can be released without specific student authorization. It also provides that currently enrolled students may request that no such information be released or published.

Student directories for the University of Illinois at Chicago may be printed at the discretion of the institution provided that a public announcement of intent be made to students. Any student not wanting to be identified in a student directory should file a request, in writing, with the Office of Records and Registration.
Advising Programs

Peer Advising Program
The Peer Advising Program is a program designed to help first-year students adjust to their new academic environment. Peer Advisors (PA) are second or third-year students who want to assist new students. PAs can offer advice and assistance from a student's perspective because not so long ago (one to two years) they had to deal with the same first-year issues. How often students meet, talk or e-mail each other is up to them. Some students just like knowing that there’s another student they can contact if they need to.

Doctor of Pharmacy Mentoring and Advising Programs
The College of Pharmacy has a responsibility to mentor, to advise, and to nurture the students. The goal is to provide a rich environment in which students become active participants in their own personal development, acquire study skills, develop performance-based abilities/skills, pursue career exploration, and develop leadership behaviors. It can be assumed that progression through the curriculum provides students with developmental opportunities in the classroom and through experiential education. There will be, however, gaps that will need to be addressed through the mentoring/advising process.

Mentoring, advising, and nurturing students is a continual process as they matriculate through the doctor of pharmacy program. This process includes various individuals within the college of pharmacy faculty and administration as well as outside the college. An important objective is to create a long and lasting relationship between the student and the college that will extend beyond graduation. An important feature of this process is for each student to create a dynamic and evolving strategy, e.g., plan of study, career planning, toward accomplishing development objectives while in the program and beyond. The college stands ready to assist its students and alumni as they evaluate and re-evaluate their career goals and achievements while providing support to achieve their goals.

The mentoring/advising program for doctor of pharmacy students is based on professionalism and socialization into the profession of pharmacy. The Office of the Professional Development, the Office of Student Affairs, the Office of Diversity and Inclusion, and the Office of Advancement in conjunction with key, fellow College of Pharmacy individuals and administrators provide a cohesive approach to achieve this goal. The objectives of the program are as follows:

- convene focus groups of enrolled students by class to identify student mentoring/advising needs
- develop a needs assessment survey for doctor of pharmacy students solicit
from faculty/alumni/friends of the college interest in becoming a student mentor/advisor

- conduct a mentor workshop outlining the role and responsibilities of being a mentor
- develop a process to match a student with a mentor
- create various strategies to complement the mentor/mentee relationship.

Strategies to complement the mentor—mentee relationship include, but are not limited to the following:

- provide programming/opportunities for students anchored toward their current academic year in the college of pharmacy.
- provide programming/opportunities for students to explore career possibilities and featuring faculty/alumni friends of the college.
- planning with all student organizations to feature guest speakers and plan activities to enhance student development of performance—based skills, e.g., critical thinking, problem solving, oral/written communication skills, and short and long-term career planning.

The program is evaluated to assess its quality of experience gained through one-on-one mentoring and the various aforementioned activities. Relationship development, mentee learning, mentor growth, and satisfaction with the program, among other attributes, are appraised. A component of this assessment involves the convening of focus groups of randomly selected students and mentors.

**The Pharmacy Learning, Advising, Mentoring, and Engagement for Students (PhLAMES)** series aims to support and advance the longitudinal professional and character development of student pharmacists utilizing:

- network-based mentoring
- co-curricular activities that complement the didactic and experiential coursework of the professional PharmD curriculum.

The mentoring aspect of PhLAMES utilizes network-based mentoring which takes advantage of the professional networks and experiences of faculty mentors and a group of student pharmacists to:

- support academic and professional development needs
- encourage intellectual pursuits
- improve intergenerational understanding in the College of Pharmacy community

Active student participation in student-led and student-centered co-curricular continuing professional development (CPD) activities aim to “expand the horizons” of the student pharmacist and instill the importance of independent lifelong learning and self-accountability in four core domains:

- health promotion and education
- advocacy for the pharmacy profession
- professional/leadership/career development
- service to the College of Pharmacy and broader communities
**Background Checks and Drug Tests**

All students are required to have a background check and a drug test once a year (due by August 1). P4s are required to have an additional background check and drug test performed mid-year during the P4 year. This is to ensure that information is no more than 6 months old to meet the requirements of some of the experiential sites. When requesting a background check and drug test, the package code is nv85.

**College Facilities Policies**

**Building Hours**

**Chicago**

The building hours for PharmD students are as follows:

- **Monday through Friday:** 6:00 AM to 10:00 PM  
- **Saturday and Sunday:** 9:00 AM to 5:00 PM

Security personnel sweeps will be made through the building at closing times to ensure that all non-authorized personnel have left the building. Please note that these hours apply to the computer lab, student locker room, and PharmD student lounge during the regular school year.

**Rockford**

The building hours for PharmD students are as follows:

- **Monday through Friday:** 6:00 AM to midnight  
- **Saturday:** 8:00 AM to midnight  
- **Sunday:** 10:00 AM to midnight  
- **Holidays:** 9:00 AM to midnight

**Building Access**

**Chicago**

College building entrances (other than the Wood Street entrance), the PharmD Student Locker Room, and the PharmD Student Lounge will be locked 24/7.

Students can access the building during building hours (see above) by swiping their i-Cards through the card swipe machines located near the college entrances. In order for the machines to recognize their i-Cards, students need to complete a building access request form and submit it to OSA.

**Rockford**

Students can access the building during building hours using their proximity cards. The building is locked 24/7.
**Tobacco-Free Campus**  
(Chicago and Rockford students)  
UIC is a tobacco-free campus, prohibiting all forms of tobacco — cigarettes, cigars, pipes, chewing tobacco, electronic cigarettes and smokeless tobacco products — anywhere within campus boundaries.

**Room Reservations**

**Chicago**  
For room reservations from 8:30 am - 4:30 pm, contact Academic Affairs, (312) 413-7336

For room reservations after 4:30 pm for students or student organizations, a request must be made in writing to the Associate Dean for Student Affairs in OSA. Student organizations holding events after 4:30 pm must have a faculty member/adviser present.

**Rockford**  
For room reservations, contact Krista Kennedy, (815) 395-5935.

**Complaints Policies**

To remain in compliance with policies set forth by the University of Illinois at Chicago and the Accreditation Council for Pharmacy Education (ACPE), the UIC College of Pharmacy handles complaints about academic standing, discrimination, and matters related to accreditation standards in the following ways. More information about these complaint procedures can be obtained by meeting with the Associate Dean for Student Affairs.

**Academic Grievance Procedures**  
These Student Academic Grievance Procedures define an administrative process through which students may seek resolution of complaints or Grievances regarding academic standing during their enrollment at UIC.

**Public Formal Grievance Procedures**  
These procedures have been implemented to address complaints of discrimination on the basis of age and/or disability in any activity, policy, rule, standard, or method of administration that is related to the operation of University’s programs.

**Student Complaints Policy (about ACPE Accreditation Standards)**  
A complaint against a college or a school of pharmacy must be related to the standards or the policies and procedures of ACPE and must be submitted in writing to the Executive Director (see link above). Under existing practices, when a complaint is received, it is submitted to the college or school affected for response.

**ACPE Accreditation Standards**
Course Policies

Course Syllabi
READ THEM and KEEP THEM! A course syllabus not only provides you a schedule of topics and that course’s policies as outlined by the course coordinator. Policies regarding grading, excused absences, classroom behavior, etc. are course specific and are determined by the course coordinator. A student’s ignorance of the course’s specific policies is never an excuse.

Core Courses
Students must achieve at least a 2.00 average (4.00 scale) in all core courses before they will be allowed to continue to their fourth year. A list of the following semester’s core courses will be available to all students prior to November and March registration periods.

Elective Courses
Students must complete 13 credit hours of elective courses before they can continue to their fourth year. Because classroom elective courses may have limited seating; many students may choose to take up to 8 hours of elective courses by enrolling in 380 / 390 Independent Study Courses.

380 (Research) / 390 (Special Topics) Independent Study Courses
Students intending to take 380 or 390 courses need to complete the 380/390 form and obtain all necessary signatures (including Department Head signature). 380/390 forms are available in the Office of Student Affairs.
- Only 4 credit hours of 390 may be counted toward the 12 credit hour elective requirement.
- Only 8 credit hours of 380 (in at least 2 depts.) may be counted toward the 12 credit hour elective requirement.
- Only 8 combined hours of 380/390 may be counted.
- 380 courses require a GPA > 2.5.

Check Potential Topics in 380/390 for faculty research information; available in the student lounge or at the above link.

Students are responsible for properly registering for 380/390 courses on time. A faculty member cannot register a student in a course.
**Excused Absence Policy**
The excused absence policy is course specific. Some professors will expect
documentation in order to excuse an absence. Some professors will just want you to
contact them if you miss any class, others want to be contacted only if you miss an
exam, still others will give you a specific time by which you must contact them if you
are going to be absent. Read the course syllabus and know exactly what is expected
of you in each course.

Also contact the Office of Student Affairs, email pharmosa@uic.edu (Rm 154
Chicago, 312-996-7242 and Rm A220 Rockford, 815-395-5736) regarding an
absence. Please note that the Office of Student Affairs does not give excused
absences, but will document the absence and will relay a message from a student
to the coordinator but students still must contact the coordinator directly when
they are able to.
The course coordinator is responsible for deciding whether to excuse an
absence. The Office of Student Affairs can help mediate between the student and a
coordinator if a situation warrants it.

**Incomplete Grade Deadline**
A student has a year from the end of the semester in which a course was taken to
complete and receive a grade for that course or risk that it becomes an “F”
grade. Professors can state an earlier deadline if they choose. All courses must be
completed before beginning the fourth year.

**Student Attendance at Off-Campus Meetings Guidelines**
Financial Information

Tuition and Fees
The tuition and fee schedule is published in the Undergraduate and Graduate Catalogs and in the Timetables for each term. Keep in mind that these schedules are subject to change without notice any time up to the first day of the term.

Students on the Chicago and Rockford campuses pay the same tuition and have the same fees/assessments. The only exception is that Rockford students do not pay the CTA fee.

Office of Financial Aid
(Chicago and Rockford students.)
1880 Student Services Building
1200 W Harrison St., (312) 996-3126

Process all financial aid paper work early and keep copies of everything that you turn into the office with the date and name of person who received the paperwork. Timely processing can save you months of agony.

University Student Financial Services and Cashier Operations
Cashiers Office (MC 557)
Student Financial Services
116A Marshfield Building
809 South Marshfield Avenue
Chicago, Illinois 60612

Scholarships and Awards - College
Over 35 scholarships are awarded (many with multiple recipients) during the College Honors Convocation. Students may apply for scholarships at the beginning of the spring semester each year.
**Other Financial Assistance Opportunities**
Many community pharmacy companies offer financial assistance to pharmacy students in exchange for an agreement by the students to work for a company after graduation. If students are interested in this type of financial assistance, they should contact the companies in which they are interested for more information.

**Health Care**

**CampusCare**
*CampusCare* is a comprehensive student health benefit program offered by the University of Illinois to eligible enrolled students at the Chicago, Peoria, and Rockford campuses. All registered students *who have NOT previously waived out of the Student Health Benefits Program* are automatically enrolled.

**Student Health Care in Chicago and Rockford**

**Immunizations**
All students are required to provide proof of appropriate immunizations upon matriculation. An annual TB update is also required (due by August 1).

**Locker Policy**
(Chicago and Rockford students)
P1 through P3 students are assigned a locker and college-issued lock each fall. P4 students may request a locker for use during any UIC rotation. A locker agreement must be signed prior to the use of any college locker.
Matriculation and Continued Enrollment Policies
To matriculate and to continue enrollment in the UIC College of Pharmacy a student is expected to read, understand, and accept/adhere to the matriculation and continued enrollment policies. Failure to comply with these requirements may impact or delay the student's graduation.
Parking and Commuter Information

Chicago
UIC Parking Services
West Campus Office
Student Center West, Rm B5A
(312) 413-5850
parking@uic.edu

RTA Information from any Chicagoland area code, (312) 836-7000
Regional transit information for:
  CTA - Chicago subway, elevated trains and buses
  Metra - Trains to and from suburbs
  Pace - suburban bus line

Bus Service - Chicago

Rockford
For Parking: See the Physical Plant, Rm M115, (815) 395-5830.

Regional transit information for:
Rockford Mass Transit – Rockford buses.
Van Galder Bus Company – buses between Rockford and Chicago and between Rockford and O'Hare.
Registration Policies

Registering for Classes
Registration System - my.UIC

Registration Responsibilities
Students are responsible for the accuracy of their registrations and should double-check their registrations to ensure that they are enrolled properly. Errors in registration could cause a delay in grade reporting.
By registering, students acknowledge academic and financial responsibility for the confirmed courses resulting from their registrations. They are obligated to pay all applicable tuition and fees unless they officially drop in accordance with the refund deadlines published in the Schedule of Classes.

Registration Deadlines
- Last day to add an elective or core course - second Friday of the term.
- Last day to drop an elective course completely from schedule - second Friday of the term.
- Last day to drop an elective course with a "W" - tenth Friday of the semester. (Approval from the Associate Dean for Student Affairs req’d.)

Dropping a Core Course
Dropping a core course has severe consequences. Most courses are prerequisites for courses later in the curriculum and are offered once a year. Courses may be dropped after the second Friday of a term only after consultation with the College Office of Student Affairs and only under circumstances that warrant a reduction in course load (i.e. circumstances outside of academics, not just because a student may be doing poorly in the course in question).

Withdrawal
If you decide to withdraw from the college, you will need to meet with a staff member in the College Office of Student Affairs. If you fail to abide by the established procedure for withdrawal, you may be barred from re-entry and the Records Office will refuse to release a transcript of your studies at the University.

Current Enrollment Verification
The Office of Student Affairs will be glad to generate a letter indicating your current enrollment status. You may also print a current enrollment letter via Verify Enrollment.

Requesting Transcripts
Official transcripts can be ordered through the Office of the Registrar.
Religious Holidays Observance Policy

In accordance to state laws, the faculty of the University of Illinois at Chicago shall make every effort to avoid scheduling examinations or requiring student projects be turned in or completed on religious holidays. Students who wish to observe their religious holidays must notify the faculty member by the tenth day of the term that they will be absent unless their religious holiday is observed on or before the tenth day. In such cases, the student shall notify the faculty member at least five days in advance of the date when he or she will be absent. The faculty member shall honor the request and not penalize the student for missing class. If an examination or project is due during the absence, the student shall be given an assignment equivalent to the one completed by those students in attendance.

Below is a link to a website listing religious holidays that can be used as a reference guide for faculty and students for the coming academic year. The calendar is meant only as a guideline and because of the diverse manners in which religious holidays are observed, not every holiday constitutes an excused absence. Nonetheless, a student's claim of a religious conflict should be accepted at face value.

UIC Senate Policy on Religious Holidays
Resource Contact Information

College Offices – Chicago unless otherwise stated

**Department of Biopharmaceutical Sciences**  
Room 335, (312) 996-7247

**Department of Medicinal Chemistry and Pharmacognosy**  
Room 539, (312) 996-7245

**Department of Pharmacy Systems, Outcomes, and Policy**  
Room 241, (312) 996-0878

**Department of Pharmacy Practice**  
Room 164, (312) 996-6300

**Information Technology Unit**  
Chicago: Room 180, (312) 996-8736  
Rockford: Room E100, (815) 395-5916

**Office of Student Affairs, pharmosa@uic.edu**  
Chicago: Room 154, (312) 996-7242  
Rockford: Room A220, (815) 395-5736

**Rural Pharmacy Program**  
Heidi Olson, (815) 395-5911

**Office of Diversity and Inclusion**

**Emergencies – on either campus Dial 911**

**Chicago**
Fire: 5-5555, Pull the nearest fire alarm box  
University Police: 5-5555, non-emergencies: 6-2830

**Rockford**
Fire: 911  
Rockford Police Department: 911 or non-emergencies: (815) 966-2900
Student Centers/Fitness Centers
Chicago Campus
This west side campus union offers a wide range of facilities and services including dining, a retail shop, barber, game room, bowling alley, travel agency, ticket sales, sports and fitness center, craft shop, etc. An i-Card or current schedule is needed for most fitness activities.

Rockford Campus
Local YMCA memberships are available to Rockford Campus students.

Student Organizations
Student activities are an important part of your education, and we strongly encourage you to participate in one of a professional, social or recreational nature. There are three honorary organizations: Phi Lambda Sigma, Phi Kappa Phi, and the Phi Chapter of Rho Chi. The college’s four fraternal organizations are: Lambda Kappa Sigma, Kappa Psi, Phi Delta Chi, and Rho Pi Phi. Other organizations include: American Pharmaceutical Association-Academy of Students of Pharmacy, Academy of Managed Care Pharmacy, Community Drug Education Committee, Illinois Council of Health Systems Pharmacists, Association of Indian Pharmacists, Asian Pharmacy Association, Christian Pharmacists Fellowship International, and Student National Pharmaceutical Association. For students interested in student government, each class has four class officers and two to four representatives who represent each class on the Pharmacy Student Council.

General Policies for Student Organizations in the College:
Student organizations must reregister each year with the Center for Student Involvement (340 Student Center East). Student organizations must work closely with the Office of Student Affairs.

Requests for new organizations need to be approved by the Associate Dean for Student Affairs. Student organizations can be registered and approved by campus without going through the College. HOWEVER, to be recognized and allowed to function within the College, a group must seek approval by the College. A group approved by the College can then seek membership in Pharmacy Student Council (PSC) and become eligible for College funding through the PSC appropriations.
Support Services – College of Pharmacy

Office of Student Affairs, pharmosa@uic.edu
Chicago: Room 154, (312) 996-7242
Rockford: Room A220, (815) 395-5736

This office provides support, counseling and referrals of all kinds. This is the office to go to when a student doesn't know where to go. The OSA staff will do everything possible to assist. Hours are Monday - Friday, 8:30 - 5:00pm. This office is open during vacations, but closed on university observed holidays.

Office of Diversity and Inclusion – Room 176
The ODI was created to promote increased recruitment, retention and advancement of diverse faculty, students and staff, particularly underrepresented groups, and to oversee all diversity activities involving UIC College of Pharmacy. The office also acts as a central resource for monitoring diversity efforts and outcomes of the Diversity Strategic Thinking and Planning committee initiated in 2009. The ODI believes that diversity adds value to intellectual development, academic discourse, patient care and research. The sharing of diverse ideas and perspectives is essential to the development of future leaders in health care to better serve our community, nation and world. Here at the ODI, we are determined to create an environment that places an importance on embracing, appreciating, and capitalizing on the rich perspectives and backgrounds of the people around us to accomplish a shared mission.

Information Technology Unit
Chicago: Rm 180,
Rockford: Rm E100, (815) 395-5916
Support Services – University

Academic Center for Excellence (ACE)  
(Chicago and Rockford student)  
2900 Student Services Building  
1200 W. Harrison, (312) 413-0031  
ACE is the University-based study assistance center that offers students courses, workshops and individual instruction in the following areas:  
- Study strategies  
- Critical Thinking  
- Effective study skills for Health Sciences students  
- Critical Reading and Memory  
- Test-taking strategies and Test-Anxiety reduction  
- Overcoming Self-defeating Behavior  
- Time Management  
- College level reading and writing

Counseling Center  
Chicago: 2010 Student Services Building, (312) 996-3490  
Rockford: (815) 395-5870

The Counseling Center offers assistance to students with personal and academic problems of all kinds. Its psychologists can help students with problems such as anxiety, depression, social and marital problems, etc. Service at the Counseling Center is free. Confidentiality is maintained at all times. Appointments are recommended, but the students can usually be seen promptly.

Disability Resource Center (DRC)  
(Rockford and Chicago students)  
1190 Student Services Building  
1200 W. Harrison, (312) 413-2183  
A campus resource that provides academic assistance, advocacy, counseling, and information and referral to students with documented disabilities. Reasonable accommodations are made for students with disabilities on an individualized and flexible basis.

Any UIC College of Pharmacy student who has a documented disability, as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, will be referred to the campus DRC. The College will make accommodations on a case-by-case basis with advice from the DRC. Students with disabilities who require accommodations for full access and participation must be registered with the DRC.
Library of Health Sciences

Chicago: 1715 W. Polk, (312) 996-8974
Rockford: (815) 395-5650

For library hours, please see respective websites.
Frequently Asked Questions

What if I fail a course?
Because of the lock-step nature of the curriculum, failing a course disrupts your academic progression. In almost all cases, you will be behind a year. You will need to make an appointment in the Office of Student Affairs to discuss your revised schedule.

I don’t understand the “down hours” concept?
Down hours are linked with probation and being dropped from the program. If a student isn’t on probation, then he/she doesn’t have to worry about down hours. The down hours concept will be covered extensively during an advising session in October of your first year. If you can’t wait, please see Dr. Agard in OSA.

I’ve been summoned to jury duty, can I be excused from classes?
No. Jury duty should not be served while in the program. The Associate Dean of Student Affairs will petition the court for a waiver. (Unfortunately, there is no guarantee that a waiver will be granted). You need to bring the jury summons to OSA upon receiving it and a petition letter will be generated.

How can I get into a closed course?
Only the course coordinator can authorize an override into a closed course. The course coordinator must send his/her authorization via e-mail to Dr. Agard.

I can’t make it to class or my experiential site. What do I do?
Refer to the syllabus of each course you are taking (or APPE Manual) and contact the course coordinators accordingly. In addition, please contact OSA, pharmosa@uic.edu, (Chicago (312) 996-7242 or Rockford (815) 395-5736) and we can send an e-mail to your course coordinators documenting that you contacted our office regarding your absence. You still need to contact the course coordinators as soon as you can to discuss the absence. OSA does not authorize excused absences. The course coordinator will determine whether or not to excuse your absence.

Where do I go to get student status verification for my insurance form? (Chicago and Rockford students)
If verification requires the University seal and/or registrar’s signature the form must be completed by the Records Office in the Student Services Building ($4.00 fee for seal). OSA can verify student status/GPA if the forms do not require the University seal.

My name, address, or telephone number changed, where do I update it?
Update your personal information online using the my.uic or by contacting the Records Office in the Student Services Building, (312) 996-4350.