January, 2012

Dear Graduating Pharmacy Students:

Graduation is right around the corner but there are some things to get done and information to digest before the big day. Graduation for PharmD, WPPD, and MS students will be held on Monday, May 7, 2012, at 2:00 p.m. in the Stephen C. O’Connell Center on the Gainesville campus. In order to ensure that things run as smoothly as possible, please read the following information carefully.

If you have any questions about graduation plans, please contact Sarah Resnick Carswell at the Office for Student Affairs on the Gainesville campus at carswell@cop.ufl.edu.

We look forward to seeing you at graduation, and congratulations!

**QUICK GUIDE TO THIS DOCUMENT**

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CHECK YOUR DEGREE REQUIREMENTS IN THE ISIS DEGREE AUDIT. Keep in mind that a rotation grading window might be open, and it may appear as if you are missing a rotation or two. If you are sure that you participated in 11 rotations, simply check the audit again in a few weeks.

APPLY TO GRADUATE! Nothing is automatic! Log into ISIS (www.isis.ufl.edu) and apply on line by February 3, 5:00 p.m.!

MS (graduate) students will be receiving detailed information concerning the requirements needed for degree completion from their advisors.

TB SKIN TEST / CHEST X-RAY – Before beginning classes; BEFORE March 5, students are required to submit results of a TB skin test or chest x-ray to the campus office they have been assigned to for the last 8 weeks of the semester. You may submit a letter on office letterhead from your physician attesting to the absence of clinical manifestations of tuberculosis in lieu of a chest x-ray or TB skin test, especially if you have a prior history of a positive TB skin test. If the College of Pharmacy does not receive skin test or x-ray results, students will not be able to attend classes, thus a diploma will not be issued.

DO NOT get your one-step PPD until AFTER your last rotation and BEFORE you attend classes on March 5th. For the protection of your fellow classmates (as well as yourself!), you will not be allowed to attend any classes until the one-step is completed. Please keep this in mind if you plan on going on vacation during your time off. Here’s a handy form! http://www.cop.ufl.edu/wp-content/uploads/dept/studaff/forms/PPD1-STEP.pdf Remember to use the my.COP Dropbox!
ONLINE COMMENCEMENT FORM – Every graduate who will be participating in the spring 2012 graduation ceremony must submit his/her full name, its phonetic spelling/pronunciation, and program (Entry Level PharmD, WPPD, MS) on the form located on the COP graduation webpage. The deadline for online submissions is April 20, 5:00 p.m. Information gathered here will replace the requested information on the form you will receive with your regalia. Please discard that form! The intention of that form is to provide information to the photographer. We will have sent the photographer all of your contact information well before the commencement ceremony! Information from this submission will also be used to preprint a 3x5 card for you, which will be used for the processional lineup. You will hand it to the announcer on stage.

PharmD Only: This is also the name that will be used on the composite senior photograph!

Entry Level PharmD Senior Photographs. The following schedule has been established. See the website for times. Detailed information will be sent in February.

Monday March 5 – JAX 1-5 pm
Wednesday March 7 – ORL 8-12 am
Wednesday March 7 – STP 4-7 pm
Thursday, March 8 - GNV 10-12:30; 1:30-4:00
Friday, March 9 - GNV 10-12:30
ALACHUA COUNTY ASSOCIATION OF PHARMACISTS AWARD – Gainesville Students Only: The Alachua County Association of Pharmacists sponsors an award to recognize "potential excellence in pharmacy to advance the professional image of pharmacy." The award consists of a plaque and a one-year membership in the Florida Pharmaceutical Association. A voting ballot will be available on the COP graduation webpage for Gainesville campus graduates to select the Gainesville campus senior they feel deserves this award. Nominations may be made by email to carswell@cop.ufl.edu by February 29th. No narrative is required. A link to the on-line balloting will be emailed to Gainesville students shortly thereafter.

STUDENT COMMENCEMENT SPEAKER – Each graduating senior will get to nominate a fellow student to represent their campus at the graduation ceremony with remarks about their time and experiences in the College of Pharmacy. Students can only vote once and only for a student that is on their campus. Nominations may be made by email to carswell@cop.ufl.edu by February 29th. No narrative is required. A link to the on-line balloting will be emailed shortly thereafter. No narrative is required.

OUTSTANDING FACULTY MEMBER AND T.A. - Each graduating class is given the opportunity to recognize a faculty member and teaching assistant for outstanding teaching and service to students. This honor, recognizing an individual who has demonstrated continued commitment to student achievement, is awarded at the Awards Ceremony and mentioned during the commencement ceremony. Nominations may be made by email to carswell@cop.ufl.edu by February 29th. A link to the on-line balloting will be emailed shortly thereafter. Narratives are encouraged!
GRADUATION CEREMONY – Information about directions, parking, and more can be found on the O’Connell Center’s website, http://www.oconnellcenter.ufl.edu/. The ceremony will begin at 2:00 p.m. sharp! Guests can enter the seating area at approximately 1:30 p.m. Graduates should arrive no later than 1:15 p.m. and enter through gates 1 or 2 for processional lineup. Lineup will be in alphabetical order by home campus. Staff members will be at all entrances directing graduates according to campus. You should be wearing your cap and gown and have your hood draped over your left arm. Tassels should be fastened to the top of the cap and be hanging on the right side of the cap. It is important that you unbutton your hood prior to draping it over your left arm so it slides easily over your head when you are on stage. At 1:15 p.m., the marshals will begin the line up for the processional. You will be handed your name pronunciation card. PLEASE BE ON TIME.

At 2:00 p.m., the marshal will lead the graduates down the aisle to their assigned rows and seats on the ground floor of the O’Connell Center. The marshal and the graduates will stand before their assigned seats, facing the rear of the Center. Once the graduates are in place, the faculty processional will proceed down the same aisle. The graduates turn as the faculty processional passes. When the faculty and guests are on stage, the graduates will turn to face the stage.

The Pledge of Allegiance will be recited and the National Anthem will be sung.

The Dean will ask those assembled to be seated and then will make his opening remarks.

Male graduates should remove their caps and keep them off until granting of degrees by the Dean.

The Dean will introduce the guest speaker and the guest speaker will address the graduates.

The Outstanding Pharmacy Alumnus, Outstanding Pharmacy Service Award, Outstanding Service Pharmacy Alumnus, Ramsaur Award, and Foote Award will be presented.
The graduating classes will be introduced and degrees will be awarded. The Dean, the guest speaker, and a faculty member will present the graduation scrolls. The announcer will call the names of the graduates, indicating honors where appropriate. The marshal will lead each row of graduates to the stairs at the left side of the stage. Graduates will hand their name card to the announcer as they go up the stairs to the stage. As the announcer calls the graduates’ names, they will hand their hood to the marshals to be hooded, then cross the stage to receive their mock diploma from the Dean. University Photography will be present to take a picture after you receive your diploma. The graduate will then return to his/her seat.

The Graduating Senior Representatives from each campus for the Doctor of Pharmacy graduating class will give remarks.

The Graduating Senior Representative from the WPPD program’s graduating class will give remarks.

The Pharmacy Oath will be taken.

The Dean will make his closing remarks.

The graduates will stand as the faculty and guests lead the recessional. Once the faculty and guests have passed, the ceremony is over and guests can proceed to the reception held in the practice court by Gate 4.

**LIVE STREAM** - For those of you with friends or relatives that may not be able to make it to Gainesville on May 7, please direct them to the streaming site on May 7 at 2:00 pm for a closed-captioned live feed!

We’ll host a link to this downloadable video file of course, on our web site, afterwards.

**RECEPTION** - A cake and punch reception will be held immediately after the ceremony on the practice court of the O’Connell Center. Graduates can meet up with guests at this reception.
GUESTS AT GRADUATION – Tickets are not required for guests to attend the commencement ceremony and there is no limit to the number of guests you may bring. Information for guests regarding lodging, restaurants, parking, etc can be found at http://www.registrar.ufl.edu/commencement/. The O’Connell Center also has staff to assist patrons requiring accommodations. The Center is wheelchair accessible and has plenty of handicapped parking spaces. Remind guests requiring accommodations to arrive early.

CAP, GOWN AND HOOD RENTALS - Graduates need to order and pick up their own regalia. Information regarding cap, gown and hood rental will be disseminated by the University Registrar’s Office to your address on record in ISIS. The deadline for submitting your order form to the bookstore will be March 2. Late orders will be assessed a fee. Detailed administrative information is available on the Gator 1 Central /Bookstore site.

Regalia can be picked up from the bookstore the week prior to graduation.

PharmD students: When picking up your regalia, make sure you receive a black gown with black velvet bars on the sleeves, black cap, olive green velvet hood with blue and orange satin lining and an olive green tassel. You must bring all of this with you on graduation day. Please make sure your hood is unbuttoned. Please note that other colleges do not have graduates pick up their hoods at the bookstore. If the bookstore does not issue you a hood, tell them specifically that you are a College of Pharmacy graduate and you need to bring your hood with you to graduation.

DISTANCE CAMPUSES: Please plan on arriving in Gainesville with plenty of time to pick up your regalia. The Bookstore at the Welcome Center opens at 8:00 a.m.!

Graduate students: Detailed information regarding the type of regalia to expect will be sent from your department.

RETURNING REGALIA AFTER GRADUATION - Please be sure to return your cap, gown and hood (the tassel is yours to keep) to the bookstore at the UF Welcome Center after graduation. The bookstore at the Welcome Center is located on the corner of Museum Road and Center Drive and will be open until 6:00 p.m. on graduation day. Failure to turn in your cap, gown or hood will result in the withholding of your diploma and transcripts by the University.
GRADUATING WITH HONORS – Requirements are as follows:

**Cum laude:**
GPA in required pharmacy courses (excluding electives) upon graduation must be 3.50 and higher.

**Magna cum laude:**
Successful completion of Honors project; and
GPA in required pharmacy courses (excluding electives) upon graduation must be between 3.6 and 3.79.

**Summa cum laude:**
Successful completion of Honors project; and
GPA in required pharmacy courses (excluding electives) upon graduation must be 3.80 or higher.

Guidelines for Project Implementation and Review can be found at http://www.cop.ufl.edu/education/student-affairs/academics/academic-honors-requirements/academic-honors-at-graduation/

**Honor cords** (orange and blue twisted) will be available for purchase from the bookstore when you pick up your regalia.

Check your eligibility via the **Degree Audit** in ISIS....scroll down...

Required Pharmacy Courses – Cumulative GPA. This is the calculation used to determine academic distinction. Electives are not calculated into your final CoP GPA.

Students graduating cum laude should wear one set of cords, those graduating magna cum laude should wear two sets of cords, and those graduating summa cum laude should wear three sets of cords at the commencement ceremony. The bookstore will have a list of all students who are eligible to purchase honor cords. Honor cords are purchased (approximately $15 per set) and, therefore, do not need to be returned with your regalia.
If you are certain you deserve cords, but do not find yourself on their list, call Sarah Carswell (352/273-6220) from the Bookstore for resolution. Sometimes, either because of Change of Grade forms being processed, or with off calendar grading windows for APPEs, students on the cusp may be omitted from the initial run from the Registrar’s Office. The Office of Student Affairs can authorize the purchase of cords on behalf of eligible students not on their list.

Graduates who have distinguished themselves through selection to Rho Chi Honorary Pharmaceutical Society and/or Phi Lambda Sigma Honorary Pharmacy Leadership Society may wear those societies’ cords. Members of pharmacy student organizations such as ASP, FSHP, Kappa Psi, Kappa Epsilon, etc. may not wear cords. Cords at graduation in the College of Pharmacy are representations of academic and leadership distinction. Having graduates wear multiple cords representing only membership in selected organizations dilutes the recognition for the graduates who have distinguished themselves through their dedication to academics and leadership.

**DIPLOMAS** – Diplomas will not be handed out at graduation. The Office of the University Registrar will mail diplomas to your permanent address on file in ISIS approximately ten weeks after graduation. Please verify your address through the myUFL portal.

Diplomas measure 11 ¾” high by 16” wide!


**GATORLINK ACCESS** - Graduating students should have continued access to their GatorLink mailbox for several terms. The Registrar’s Office (OUR) marks graduates with the UF Directory affiliation "Recent Attendee" for ~5 terms, then "Former Student" indefinitely.

"Recent Attendee" allows continued access to GatorLink email.

"Former Student" allows access only to the GatorLink username for signon to web sites that require it.
LIBRARY ACCESS- All access to library resources, including ExamMaster goes away when you graduate. You may want to look at the free websites on my LibGuide _http://libguides.library.health.ufl.edu/index.php_ for pharmacy to see if any of those have help for studying for licensure examinations.

Medscape.com _http://www.medscape.com/_ does include CME articles with questions.

Concerns related to library databases should be addressed to our Liaison Librarian to the College of Pharmacy, Rae Jesano, rjesano@ufl.edu.

IMMUNIZATION CERTIFICATE
Upon successful completion of the immunization component of Pharmacotherapy VI (PHA 5788), you will be emailed a certificate in pdf format, signifying that you have met the requirements for an Immunization Pharmacist. Be sure to save this in an electronically safe place (i.e., external drive, safe from lightning strikes). The immunization certification requires a separate application which cannot be filed until after you are issued a pharmacist license. The application can be found at _http://www.doh.state.fl.us/mqa/pharmacy/ap_immunization.pdf_

FEES/FINES - Satisfy all financial obligations (fines, tickets, fees, etc.) with University Financial Services. Outstanding debt will delay release of your diploma and transcript. All emergency or short-term loans from the College and University must also be paid before graduation.
LICENSURE

Students wishing to be licensed as a pharmacist in Florida will need to complete the Florida Board of Pharmacy application and the NAPLEX/MPJE registrations.

HOW THINGS WORK. 3 EASY STEPS!

R.A.R.
REGISTER, APPLY, RECEIVE (ATT)

Register for the NAPLEX/MPJE Now!

After graduation, apply for licensure in Florida.

When the Florida Board ‘clears you’ to take the NAPLEX/MPJE, you’ll be all set! Watch for an ATT (Authorization to Test) in the mail!

1. Register (& pay; credit cards accepted) with NABP to take the NAPLEX/MPJE early in the spring term!

NAPLEX/MPJE
FAQ & General Information http://www.nabp.net/

PREPARATION

Graduates have access to a 185-question NAPLEX Practice Exam available as part of the current Exam Master subscription. Practice exams have proven to be a great way for students to get a realistic exam experience, identify their strengths and weaknesses, and focus their study in preparation for the real exam. It can be accessed via the following URL: http://www.exammaster2.com/wdsentry/uflg.htm.

Distance Campus students – Just click on Gainesville to get in to the site.

There is an organization, RXLAW ([http://rxlaw.org/](http://rxlaw.org/)) that compiles state statutes and regulations into a comprehensive study guide.

The NABP will provide each graduating senior with a copy of the Survey of Pharmacy Law on CD, which can be picked up at your assigned campus office during the last 8 weeks of the semester. Watch for the email.

**NAPLEX/MPJE SCORE RELEASE.**

This is very important assessment data that the Accreditation Council on Pharmaceutical Education expects each college to collect. In order for the College to access individual scores on the NAPLEX and MPJE, we must obtain your permission via the attached release.

Please submit the completed [form](#) to the DropBox no later than Friday, March 9th, 5:00 p.m.

NOTE: You will notice that there is a line for your NABP Identification number. *This is not required*. As long as you submit JUST the last four digits of your social security, along with your signature and other requested information, the form will be considered complete.

99% of the 2011 seniors signed this form. 99% of them passed the NAPLEX on the first attempt! The scores give us information on how well you scored on sections of the exam. That helps the Curriculum Committee with adjustments necessary in the PharmD program.
2. **Apply to be licensed in the state of Florida**
   Checks only [payable to Florida Department of Health] $295

   **DO NOT SIGN THIS DOCUMENT OR MAIL IT OFF PRIOR TO MAY 3, WHICH IS THE DATE YOUR DEGREE WILL BE CONFERRED!**

   Go ahead and *start* completing it now.....

   **Florida Board of Pharmacy** - Download the examination application

   *Even though the form says September, 2009, it is the correct document! That was the date of its last revision.*

   You will need a photocopy of your social security card and a 2x2 (passport size) photograph of yourself.

Here’s a review...page by page....
1. **Biographical Information.**

   **Last name** should match the last name on your social security card.

   **Street Address (ML)**

   **WHERE you receive your mail.**

   Although not mentioned in the application documentation, the Board requires a street address. **DO NOT use a P.O. Box!**

   **Work Address (PL).** This is the address that will be posted on the Department of Professional Regulation’s website.

   http://ww2.doh.state.fl.us/IRM00PRAES/PRASLIST.ASP

Anyone can see this! If you can avoid doing so, it is recommended that you **NOT use your home address.** Of course, if you have not made a commitment yet, and do not have a work address lined up, your only option will be your home address. Remember to update the Board in writing when you do get a work address. They will update the web listing.
5. Date of Graduation:  May 8, 2012

6. Degree = Doctor of Pharmacy

7. YES

8. NO. This is for registered pharmacists in OTHER states wishing to transfer to Florida.

9. NO. Same issue.

12. NO

13. Experience. Leave blank. We provide APPE experiential proof for you. Internship or ‘regular job’ experience is not requested here.

14. Leave blank.

16. Conviction or nolo contendre. Be complete, with supporting documentation (final disposition).
Answer every question.

Don’t forget to sign!  Use the date May 8, 2012

**Form A.** When completing the Florida Board application, do not use the Form A in the application. Please use the Form A document generator located on the College of Pharmacy website. The Office of Student Affairs will generate the document based on your submitted information and forward it directly to the Florida Board of Pharmacy on your behalf. Submit on line by April 1.

*Even if you don’t plan on being licensed in Florida, this is the verification of your education! Reciprocity between states allows the Florida Board to verify your experiential hours to another state!*

Everyone should complete Form A, regardless of where they intend to wind up!

**Form B.** Not applicable to you. Please recycle.

Item 5. Not applicable to you. Please recycle.
3. **Receive ATT (Authorization to Test) from NABP.** Proceed to the PearsonVue site (http://www.pearsonvue.com/nabp/) to schedule an exam.

**Medication Errors.** Evidence Based Pharmacy, a required course in the College of Pharmacy PharmD curriculum, has met the initial pharmacy licensure requirements for education about medication safety. A letter from the Office of Student Affairs to the Board of Pharmacy is now sufficient to allow students to meet initial licensure requirements with regard to medication safety, if they have earned a grade of C or better in the course. This letter will be sent on your behalf when the Form A documentation is sent (by overnight courier) – May 8, 2012.

Licensed pharmacists are required to complete a 2 hour medication errors course to meet the requirements for each renewal period. The med errors course used toward the initial licensure requirement does not count toward pharmacist renewal. It is the pharmacist’s (you!) responsibility to either keep records of completed CEs. UF’s course automatically reports to CE Broker, the online tracking system for professionals.

**When to Apply.** Although the commencement ceremony is May 7, 2012, the date your degree will be conferred is May 8, 2012. If the graduation date has not yet occurred at the time you sign the application, then the application will be considered false. You may not submit your application to the Board of Pharmacy until after graduation. Sending your application early will only delay your testing and/or license processing.

Make sure to photocopy (or better yet – scan and save) your application. Then, go to the Post Office!
**Going to Another State.** If, upon graduation, your intentions are to sit for another state’s boards, feel free to send that state’s education verification documentation (their version of the Form A) to carswell@cop.ufl.edu for completion after May 8, 2012! Our experience has been that the risk of losing part of your application is eliminated if you follow these easy steps:

1. Complete your portion of State X’s Board Application
2. Send the entire packet to me (Sarah Carswell/PO Box 100495/Gainesville, FL 32610).
3. I will complete the education verification portion; and
4. Forward the entire packet to State X; and
5. Send you the Fedex tracking number for follow up.

**SUMMARY: THE PROCESS FOR FLORIDA**

1. Register (& pay) for the NAPLEX in February….
   …Their process can take some time
2. Apply (& pay) for licensure in Florida on May 8th, 2012
3. The NAPLEX folks will look for your name (and social security number) from the Florida Board folks.
4. When the system finds a ‘match,’ the NAPLEX folks will send you an ATT (Authorization to Test) at an approved site.
## DATES TO REMEMBER!

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<td><a href="http://www.isis.ufl.edu/">http://www.isis.ufl.edu/</a></td>
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<tr>
<td>2/29</td>
<td>ACAP (GNV) Award Nominations Due</td>
<td><a href="mailto:carswell@cop.ufl.edu">carswell@cop.ufl.edu</a></td>
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<tr>
<td>2/29</td>
<td>Campus Speaker Nominations Due</td>
<td><a href="mailto:carswell@cop.ufl.edu">carswell@cop.ufl.edu</a></td>
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<td>2/29</td>
<td>Faculty/TA Recognition Nominations Due</td>
<td><a href="mailto:carswell@cop.ufl.edu">carswell@cop.ufl.edu</a></td>
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<td>TBA</td>
<td>ACAP (GNV) Voting Closes</td>
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<td>TBA</td>
<td>Mar-Apr / Pick up NABP law study CD from campus office</td>
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<td>4/29</td>
<td>Pay any outstanding fees, fines, or loans</td>
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<tr>
<td>4/20</td>
<td>Online Commencement Form</td>
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<td>4/20</td>
<td>College Awards Reception, (GNV/TBA)</td>
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<td>5/7</td>
<td>Graduation and Reception, 2:00 p.m.</td>
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<td>Return cap, gown and hood to bookstore</td>
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<td>5/8</td>
<td>Sign and mail off Florida Board app!</td>
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