

# NEWS

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Fall 2018, (Designed as a quick reference guide)

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Denise Grisanti, Editor

Fall Semester.....8/27/18– 12/7/18  
Final Examinations.....12/10/18 – 12/17/18  
Fall Recess.....11/21/18 -11/25/18

Spring Semester 2019 begins 1/28/19

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## P-4 CLASS INFORMATION

**YOU MUST FILE FOR DEGREE BY  
FEBRUARY 15, 2019 IN ORDER TO HAVE  
YOUR DEGREE CONFERRED FOR JUNE 1,  
2019.**

Using the steps below, please make sure you apply for graduation by February 15, 2019. If you do not apply for graduation by the deadline date, the University will not confer your degree until September 1, 2019.

**How to apply for graduation via the HUB system:**

1. Sign into [www.MyUB.buffalo.edu](http://www.MyUB.buffalo.edu)
2. Click on HUB Student Center
3. In the Student Center, click on "Self Service" (on the tab across the top of the screen)
4. Place the cursor over "Degree Progress/Graduation", and click "Apply for Graduation"
5. Next to "Academic Program", click on "Pharmacy PharmD"
6. From the drop-down menu for Expected Graduation Term, select "Spring 2019" and click "Continue"
7. Verify that the info is correct, and click "Submit Application"

**COMMENCEMENT CEREMONY:** Saturday, May 18, 2019, at 5:00pm at the Center for the Arts on the North Campus.

## NYS BOARD EXAMINATION DATES

Part III – The 2019 Written and Compounding Examinations dates are:

January 8<sup>th</sup> (Written)  
January 9<sup>th</sup> (Laboratory Section)

June 4<sup>th</sup> (Written)  
June 5<sup>th</sup> (Laboratory Section)

The written and the lab portions of the NYS Pharmacy Licensure Exam will be held at the University at Buffalo.

**The New York State Board of Pharmacy will allow the Class of 2019 Doctor of Pharmacy candidates the opportunity to sit for the Part III Pharmacy Licensing Examination in January 2019. Denise Grisanti will provide information on the application process later in the semester.**

As part of the eligibility process, students must complete and document (Form 4) 1040 NYS Pharmacy Intern hours. The NYS BOP will accept all hours worked (even those during the semesters).

If you are planning on taking the Part III Pharmacy Licensing Examination in January 2019, please make sure you complete the

Form 4 and have it notarized by you and your preceptor. The Form 4's must be sent with your application (Form 1) so keep them until you apply to take the examination.

More information on the application process will be forthcoming.

Best Wishes on your Advanced Professional Pharmacy Experiential Program!

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### **P-3 CLASS INFORMATION**

**NOTE: P-3 ALL SCHOOL CONFERENCES WILL BE HELD ON MONDAYS, 4:30-5:50pm IN 190 KAPOOR HALL. THE UP-TO-DATE ALL SCHOOL CONFERENCE SCHEDULE IS POSTED ON THE SPPS WEBSITE AND THE HALL MONITORS.**

**EXAMSOFT presentation will be held during the All School Conference on September 3<sup>rd</sup>. All P-3 students are invited to attend.**

**“The Healthcare Community’s Role in Preventing & Addressing Sexual Violence” presentation by Aaron Maracle of Wellness Education Services will be held during the September 10<sup>th</sup> All School Conference. This meeting is required for all P-3 students.**

**Annual SPPS Career Day will be held on Saturday, September 22<sup>nd</sup>, 8am to 12:15pm. All P-3 students are invited to attend.**

**Cheryll Moore of the Erie County Health Department will give a presentation/training session on Narcan during the September 24<sup>th</sup> All School Conference. This training is required for all P-3 students.**

**Dr. Erin Slazak will present a Residency Information Session on October 1st during the All School Conference. Attendance is optional for all P-3 students.**

**Active Shooter Training will be provided by the University Police Department during the November 26<sup>th</sup> All School Conference. Attendance is required for all P-3 students.**

**N.Y. STATE LICENSING FEES:** Now is a good time to start planning for the cost of the New York State Licensing Examination. The total cost (to date) is \$1,379.

Licensing Fees:

\$339 NYS Board of Pharmacy  
\$215 CASTLE  
\$575 NAPLEX  
\$250 MPJE

It is the responsibility of each student to make sure that they are registered for and complete all courses that are required to fulfill the Doctor of Pharmacy degree. This includes core pharmacy courses, elective courses and General Education requirements. Failure to do so will delay your graduation.

Please keep in mind; you must complete all didactic requirements by the end of the P-3 year. This includes completion of elective credits and all general education requirements. Students who have not fulfilled all requirements will not be permitted to begin their rotations.

**STUDENT FOLDER PICK-UP HOURS**  
(Kelly Sustakoski-201 Kapoor Hall) for your class are:

Tuesdays 10:00am –11:00am  
Wednesdays 3:00pm-4:00pm

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### **P-2 CLASS INFORMATION**

**NOTE: P-2 ALL SCHOOL CONFERENCES WILL BE HELD ON MONDAYS, 4:30-5:50pm IN 190 KAPOOR HALL. THE UP-TO-DATE ALL SCHOOL CONFERENCE SCHEDULE IS POSTED ON THE SPPS WEBSITE AND THE HALL MONITORS.**

**EXAMSOFT presentation will be held during the All School Conference on September 3<sup>rd</sup>. All P-2 students are invited to attend.**

**“The Healthcare Community’s Role in Preventing & Addressing Sexual Violence” presentation by Aaron Maracle of Wellness Education Services will be held during the**

September 10<sup>th</sup> All School Conference. This meeting is required for all P-2 students.

Annual SPPS Career Day will be held on Saturday, September 22<sup>nd</sup>, 8am to 12:15pm. All P-2 students are invited to attend.

Dr. Erin Slazak will present a Residency Information Session on October 1st during the All School Conference. Attendance is required for all P-2 students.

Discussion on the Clinical Research Program with Dr. Meaney will be held during the November 5<sup>th</sup> All School Conference. All interested students are invited to attend.

Active Shooter Training will be provided by the University Police Department during the November 26<sup>th</sup> All School Conference. Attendance is required for all P-2 students.

#### STUDENT FOLDER PICK-UP HOURS

(Kelly Sustakoski-201 Kapoor Hall) for your class are:

Mondays 1:00pm –2:00pm

Tuesdays 2:30pm-3:30pm

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#### P-1 CLASS INFORMATION

NOTE: P-1 ALL SCHOOL CONFERENCES WILL BE HELD ON TUESDAYS, 4:30-5:50pm IN 125 KAPOOR HALL. THE UP-TO-DATE ALL SCHOOL CONFERENCE SCHEDULE IS POSTED ON THE SPPS WEBSITE AND THE HALL MONITORS.

An All School Conference will be held on August 28<sup>th</sup> regarding the use of Examsoft. This meeting is required for all P-1 students.

Professor Fiebelkorn will discuss Academic Progression on September 4<sup>th</sup> during the All School Conference. Please bring your laptops. Attendance is mandatory for all P-1 students.

Rho Chi Honor Society will discuss Time Management and Study Skills on Tuesday, September 11<sup>th</sup>, 5:30-6:30pm in 125 Kapoor Hall. Attendance required is for all P-1 students.

Cheryll Moore of the Erie County Health Department will give a presentation/training session on Narcan during the September 18<sup>th</sup> All School Conference. This training is required for all P-1 students.

Annual SPPS Career Day will be held on Saturday, September 22<sup>nd</sup>, 8am to 9:30am. All P-1 students are required to attend.

“The Healthcare Community’s Role in Preventing & Addressing Sexual Violence” presentation by Aaron Maracle of Wellness Education Services will be held during the September 25<sup>th</sup> All School Conference. Attendance is required for all P-1 students.

Liz Snider of UB Counseling Services will discuss “How to access and utilize counseling for a crisis, consultation and psychological needs on October 2<sup>nd</sup> during the All School Conference. Attendance is mandatory.

“PHARMACY UNSUNG HEROS” DVD will be presented during the All School Conference on October 9<sup>th</sup> during the All School Conference. Attendance is required for all P-1 students.

Dr. Erin Slazak will provide information on residency programs during the October 23<sup>rd</sup> All School Conference. Attendance is required for all P-1 students.

Combined PharmD degrees (MBA, MPH, PHC) will be discussed during the November 6<sup>th</sup> All School Conference. Attendance is mandatory for all P-1 students.

Active Shooter Training will be provided by the University Police Department during the November 27<sup>th</sup> All School Conference. Attendance is required for all P-1 students.

## **STUDENT FOLDER PICK-UP HOURS**

(Kelly Sustakoski-201 Kapoor Hall) for your class are:

Mondays 9:30am – 11:00am

Wednesdays 2:00pm-3:00pm

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## **DEADLINE DATES**

## **DROP AND ADD DATES**

- The Drop/Add dates for the fall 2018 semester are as follows:
- Students will have until September 4<sup>th</sup>.
- Students will have until September 4<sup>th</sup>.
- Last day to resign courses is Nov. 9<sup>th</sup>

If you are having difficulty registering for your pharmacy courses, please contact [pharm-advise@buffalo.edu](mailto:pharm-advise@buffalo.edu)

It is the responsibility of each student to make sure that they are registered for and complete all courses that are required to fulfill the Doctor of Pharmacy degree.

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## **EVENTS**

**SCHOOL PICNIC** – The annual School of Pharmacy & Pharmaceutical Sciences picnic will be held on **Thursday, August 30<sup>st</sup> at Ellicott Creek Park, in Shelter #11**, beginning at noon. All pharmacy students, pharmaceutical sciences students and faculty/staff are welcome.

**Thanks to the generous support of our friends at Wegmans Pharmacy, there is no charge to attend the picnic☺**

**Annual SPPS Career Day** will be held on **Saturday, September 22<sup>nd</sup>**, 8am to 12:15pm. All P-1 students are required to attend the Open Information Session 8-9:30am.

**AMERICAN PHARMACIST MONTH** is October 2018.

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## **GENERAL INFORMATION**

**IF YOU LEGALLY CHANGED YOUR NAME OR ADDRESS YOU MUST NOTIFY THE NYS Board of Pharmacy IMMEDIATELY.**

For official name changes, you must complete and mail the Address/Name Change Form located at <http://www.op.nysed.gov/documents/anchange.pdf> with proper documentation to:

NYS Education Department  
Office of the Professions  
Division of Professional Licensing Services  
Records & Archives Unit  
89 Washington Avenue  
Albany, NY 12234-1000  
For address changes you can email the customer service unit at [op4info@nysed.gov](mailto:op4info@nysed.gov)

**ATTENDANCE IS MANDATORY AT SCHEDULED ALL SCHOOL CONFERENCES** for all scheduled events, guest speakers or anything else that is planned and publicized for the All School Conference time period.

**STUDENT E-MAIL ACCOUNTS:** Students should make a habit of checking their university e-mail account at least once a day.

## **ACADEMIC & CAREER ADVISING**

Advising is mandatory and students must meet with their assigned advisor at least once a semester. Advisors document your meetings to track student visits. Come to your advisor meetings prepared with questions. Bring your CV, transcript, or any other documentation to assist with your discussions. Your advisor is there for more than just academic support – they are there to help guide you to your professional career. Please carefully review all of the information found on the PharmD Advising webpage: <http://pharmacy.buffalo.edu/departments-offices/admissions-advisement/pharmd-advising.html>

**COMPUTER LAB ACCESS:** The computer lab (268 Kapoor Hall) will be open Monday through Friday between 7:00am and 6:00pm.

**Absolutely no food or drink are permitted in the computer lab, and the door must be kept closed at all times.**

Several printers are installed throughout Kapoor Hall. These printers have been made available to the SPPS student population to access from lab computer workstations or their own personal laptops.

All students are given a 1000 sheet print quota for the semester. When a student prints to any printer connected to our internal print server, the print job is subtracted from their quota. Students cannot add to this quota so please be mindful of what you are printing.

This includes the following printers:

- K130 – Pharmacy Compounding Lab
- K260 – Gumtow Library (printer to be made available to student laptops)
- K252 – Model Pharmacy
- K268 – SPPS Student Lab
- K345 – SPPS Student Lab
- K340 – 3<sup>rd</sup> Floor Lounge (printer to be made available to student laptops)
- K440 – 4<sup>th</sup> Floor Lounge (printer to be made available to student laptops)

In addition to the 1000 page print quota provided by the School of Pharmacy, students also have access to an additional 650 copies from UB.

**ROBERT H. GUMTOW LIBRARY IS LOCATED IN 260 KAPOOR HALL:** Please follow these simple rules while using the library; no food or drink is permitted in the library at any time and the door must be kept closed at all times (please do not wedge the door open).

**STUDENT LOUNGE RESERVATIONS:** Organizations/students interested in reserving the Student Lounge and break out rooms in the Gumtow Library please contact: Eric Scott, SPSA Vice President at ([ericscot@buffalo.edu](mailto:ericscot@buffalo.edu)).

## **NEW PROCESS FOR LOCKER ASSIGNMENTS**

**All P-1 & P-2 students will automatically be assigned a locker.** P-1 class will be assigned in the West Locker Bay and the P-2 class will be assigned in the East Locker Bay. The list of locker assignments will be posted on the SPPS website at the beginning of the semester.

**A limited number of lockers will be available to P-3 students on a first come, first served basis.** Please respond to Denise Grisanti's email after the email has been sent to your class.

All students must to supply their own padlock.

## **KEEP ADDRESS INFORMATION CURRENT**

Please make sure the University has your current address at all times. The address you have on record with the University will be the address the School uses for all school correspondence. See [Student Address](#) to submit a change of address.

**SHORT-TERM LOAN FUND:** A reminder that the School of Pharmacy & Pharmaceutical Sciences Short-term Loan Fund can help you out in a pinch with a loan for a maximum of \$250 for a three month period without interest. It takes approximately one week to process the check. These loan funds are available only to pharmacy students. See Denise Grisanti in 281 Kapoor Hall.

## **SPSA MEETINGS**

Tuesday, September 4<sup>th</sup>  
Tuesday, October 2<sup>nd</sup>  
Tuesday, November 6<sup>th</sup>  
Tuesday, December 4<sup>th</sup>

**All SPSA Meetings will be held in 264 Kapoor beginning at 6:30pm.**

**Each organization must have at least one representative present at every SPSA meeting.**

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## OFFICE HOURS

Professor Fiebelkorn will be available on Tuesdays and Thursdays from 1:30pm to 3:00pm or by appointment.

Denise Grisanti will be available Monday through Friday between the hours of 12:30pm and 2:30pm.

## WELCOME BACK!

### **Inquiries and Complaints (Grievances) Accreditation Council on Pharmacy Education**

Students may contact the Accreditation Council on Pharmacy Education with comments or complaints concerning their education. Complaints from students against the school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures must be in writing in detail by the complainant and submitted to the ACPE office.

ACPE has an obligation to assure itself that any institution which seeks or holds a preaccreditation or accreditation status for its professional program(s) conducts its affairs with honesty and frankness. Complaints from other institutions, students, faculty, or the public against a college or school of pharmacy, including tuition and fee policies, and as related to ACPE standards, policies or procedures, shall be placed in writing in detail by the complainant and submitted to the ACPE office. The complaint shall be submitted to the institution for response. Requests for confidentiality shall be respected to the extent any such information is not necessary for the resolution of the complaint.

Information on the proper procedure for filing such a complaint may be found at:  
<http://www.acpe-accredit.org/complaints/default.asp>

## **UB School of Pharmacy and Pharmaceutical Sciences**

The School of Pharmacy and Pharmaceutical Sciences (UB SPPS) openly welcomes feedback from its faculty members, staff members and students in all aspects related to the educational and professional activities in all the programs. Students, faculty members and staff members should use proper channels to provide their comments and opinions and to express any complaints. Comments and/or complaints that are in writing (not email) will be addressed and a response will be sent to the appropriate person in a timely manner, but no later than thirty days from when the communication was received. A record of the comment/complaint and its response will be made and archived in the School.

In the case of student complaints (grievances), when all established procedures within the School have been exhausted, either principal may file an appeal with the Dean of the UB Graduate School (<http://www.grad.buffalo.edu/>).

Policy and procedures for the Graduate School may be found at:  
<http://grad.buffalo.edu/study/progress/policylibrary.html> in the section titled "Academic Grievance" section.

**PLEASE NOTE: For grievances or complaints for matters within the UB SPPS please use the Student Comment/Grievance form posted on the school's website. Form is also available in the fall 2018 NEWS (see last page).**

### Curriculum

All students will be given the opportunity to evaluate both the course and faculty instructing the course. If other than this process, students should utilize their class officers, specifically the Curriculum Coordinator when lodging any complaint or comment as other students may have similar comments.

Problems concerning a particular course must be in writing (not email) and forwarded to the appropriate person in the following order:

1. The instructor of the section of the course.
2. The course coordinator
3. The Interim Chair of the Department
  - a. Pharmacy Practice: Dr. William Prescott
  - b. Pharmaceutical Sciences: Dr. Marilyn Morris
4. The Senior Associate Dean for Student, Professional and Community Affairs:  
Professor Karl D. Fiebelkorn

### **Student Affairs**

Issues regarding student affairs comprise a multitude of areas. These include but are not limited to: student life, student organizations academic integrity, grades, scholarships, loans, professional affairs, harassment, emergencies, illness, and family issues. Students should forward comments and/or complaints to the Senior Associate Dean for Student, Professional and Community Affairs (Professor Karl D. Fiebelkorn). The issue will be addressed and an appropriate response will be issued in a timely manner.

### **Administration**

Comments regarding the policies and procedures of the UB School of Pharmacy and Pharmaceutical Sciences should be sent in writing to the Senior Associate Dean for Student, Professional and Community Affairs (Professor Karl D. Fiebelkorn). The issue will be forwarded to the appropriate person and an appropriate response will be issued.

### **Admissions and Recruitment**

Comments or complaints regarding the policies and procedures of the UB School of Pharmacy and Pharmaceutical Sciences Office of Admissions and Recruitment should be sent in writing to the Associate Dean and Director of Admissions (Dr. Jennifer Rosenberg). The issue will be forwarded to the appropriate person and an appropriate response will be issued in a timely manner.



University at Buffalo  
The State University of New York  
School of Pharmacy & Pharmaceutical Sciences  
Office of the Senior Associate Dean  
Student, Professional and Community Affairs

**STUDENT COMMENT/GRIEVANCE FORM  
2018-2019**

**(Please print clearly)**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Class Year (circle one)                      2019                      2020                      2021                      2022

Contact information:

Email:

Local address  
Phone

Permanent address  
Phone

Indicate what address you want the response sent (circle):    Local                      Permanent

Please detail the problem and clearly describe the solution/resolution you are seeking. Attach additional pages if necessary. Please type your response and drop off the form to the Student, Professional and Community Affairs Office (282 Kapoor Hall). A response will be made as soon as possible and in no case longer than 30 days from the date of receipt of this form. Thank you!