Fall 2015, (Designed as a quick reference guide)    Denise Grisanti, Editor

Fall Semester…………8/31/15 – 12/11/15
Final Examinations……12/14/15 – 12/21/15
Fall Recess……………..11/25/15 -11/29/15

Spring Semester 2016 begins 1/25/16

P-4 CLASS INFORMATION

YOU MUST FILE FOR DEGREE BY FEBRUARY 15, 2016 IN ORDER TO HAVE YOUR DEGREE CONFERRED FOR JUNE 1, 2016.

Using the steps below, please make sure you apply for graduation by February 15, 2016. If you do not apply for graduation by the deadline date, the University will not confer your degree until September 1, 2016.

How to apply for graduation via the new HUB system:

1. Sign into 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 2016" and click "Continue"
7. Verify that the info is correct, and click "Submit Application"

GRADUATION: Saturday, May 14, 2016, at 5:00pm in the Center for the Arts on the North Campus.

NYS BOARD EXAMINATION DATES

Part III – The 2016 Written and Compounding Examinations dates are:

January 5th (Written)
January 6th (Laboratory Section)

June 7th (Written)
June 8th (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 2016 Doctor of Pharmacy candidates the opportunity to sit for the Part III Pharmacy Licensing Examination in January 2016. 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) 1000 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 2016, 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 WEDNESDAYS, 4:30-5:50pm IN 190 KAPOOR HALL.

Lt. Marciszewski of the University Police will give an active shooter training presentation on Wednesday, September 16th during the All School Conference. Attendance is **required for all P-2 & P-3 students.**

Residency & Fellowship Informational Presentation by Dr. Erin Slazak on September 23rd during the All School Conference. P-3 students are invited to attend.

Cheryll Moore of the Erie County Health Department will give a presentation on Narcan during the September 30th All School Conference. This meeting is required for all P-3 students.

MTM Training on Thursday, October 1st, 7am-4pm in 190 Kapoor Hall. Attendance is required for all P-3 students.

Pharmaceutical Sciences Awards Program will be held on November 11th during the All School Conference. Light refreshments will be provided. Required for all P-2 & P-3 students.

Student Folder Pick-Up Hours from Kelly Sustakoski (201 Kapoor Hall) for your class are:

Tuesday’s 10:00am-12:00pm
Wednesday’s 3:00pm-4:00pm

Or by appointment only.

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 $1,269.

Licensing Fees:

- $339 NYS Board of Pharmacy
- $215 CASTLE
- $505 NAPLEX
- $210 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.

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P-2 CLASS INFORMATION

NOTE: P-2 ALL SCHOOL CONFERENCES WILL BE HELD ON WEDNESDAYS, 4:30-5:50pm IN 190 KAPOOR HALL.

Cheryll Moore of the Erie County Health Department will give a presentation on Narcan during the September 9th All School Conference. This meeting is required for all P-2 students.

Lt. Marciszewski of the University Police will give an active shooter training presentation on Wednesday, September 16th during the All School Conference. Attendance is **required for all P-2 & P-3 students.**

Residency & Fellowship Informational Presentation by Dr. Erin Slazak on September 23rd during the All School Conference.
Attendance is required for all P-2 students.

Pharmaceutical Sciences Awards Program will be held on November 11th during the All School Conference. Light refreshments will be provided. Required for all P-2 & P-3 students.

Aaron Shaw of the UB Management School will discuss the combined MBA/PharmD Program during the November 19th All School Conference. P-2 students are invited to attend.

Student Folder Pick-Up Hours from Kelly Sustakoski (201 Kapoor Hall) for your class are:

Monday’s 12:30pm – 1:30pm
Tuesday’s 12:00pm – 2:00pm
Or by appointment only.

P-1 CLASS INFORMATION

NOTE: P-1 ALL SCHOOL CONFERENCES WILL BE HELD ON THURSDAYS, 4-5:30pm IN 190 KAPOOR HALL.

NCPA will present guest speakers Steve Giroux and Brad Arthur on Thursday, September 10th during the All School Conference. Attendance is required for all P-1 students.

Residency & Fellowship Informational Presentation by Dr. Erin Slazak on September 17th during the All School Conference. Attendance is required for all P-1 students.

Cheryll Moore of the Erie County Health Department will give a presentation on Narcan during the September 24th All School Conference. This meeting is required for all P-1 students.

Dr. David Jacobs will discuss Research Opportunities at the UB School of Pharmacy during the October 15th All School Conference. Attendance is required for all P-1 students.

Lt. Marciszewski of the University Police will give an active shooter training presentation on Thursday, October 22nd during the All School Conference. Attendance is required for all P-1 students.

FBI Special Agent Brian Burns will discuss careers within the FBI (Healthcare Fraud, Addiction Issues, etc.) during the October 29th All School Conference. Attendance is required for all P-1 students.

“PHARMACY UNSUNG HEROS” DVD will be presented during the All School Conference on Thursday, November 5th during the All School Conference. Attendance is required for all P-1 students.

Aaron Shaw of the UB Management School will discuss the combined MBA/PharmD Program during the November 19th All School Conference. Attendance is mandatory for all P-1 students.

Student Folder Pick-Up Hours from Kelly Sustakoski (201 Kapoor Hall) for your class are:

Monday’s 3:00pm-4:00pm
Wednesday’s 9:00am-10:00am
Thursday’s 11:00am-1:00pm
Or by appointment only.

DEADLINE DATES

DROP AND ADD DATES

- The Drop/Add dates for the fall 2015 semester are as follows:
- Students will have until September 9th (11:59pm) to drop classes
- Students will have until September 9th (11:59pm) to add classes.
- Last day to resign courses is Nov. 13th

If you are having difficulty registering for your pharmacy courses, please contact pharm-advise@buffalo.edu

Attention All Students! Please check HUB to make sure you are successfully registered for all
your courses. It is your responsibility to make sure that you are registered for all of your courses.

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.

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EVENTS

SCHOOL PICNIC – The annual School of Pharmacy & Pharmaceutical Sciences picnic will be held on **Thursday, September 3rd 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

CAREER DAY will be held on **Saturday, September 26th at Kapoor Hall.** Open Information will be from 8am-9:30am. Pre-scheduled interviews will be held from 9:30am to noon. More information will be provided.

AMERICAN PHARMACIST MONTH is October 2015.

SPSA Student Networking Event will be held on **Thursday, October 8, 2015 at the Hotel Lafayette in the Green Room beginning at 5pm.** More information will be forthcoming.

The 2016 Halfway Charity Gala

Saturday February 6, 2016
7:30pm till Midnight
Adam’s Mark Buffalo
120 Church Street
Downtown Buffalo, NY 14202

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GENERAL INFORMATION

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.

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 is 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 – 3rd Floor Lounge (printer to be made available to student laptops)
- K440 – 4th Floor Lounge (printer to be made available to student laptops)

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

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
STUDENT LOUNGE RESERVATIONS:
Organizations/students interested in reserving the Student Lounge and break out rooms in the Gumtow Library please contact: William Michaels, SPSA Vice President at wcmichae@buffalo.edu

LOCKER RENTALS: Lockers will be available to rent beginning the first week of classes. Priority will be given to the P-2 students during the first week. The locker rental fee is $20 (please make check payable to UBF/SPPS) for the academic year. Students will need to supply their own padlock.

Any locks found on lockers that were not assigned (rented) by the School will be cut off and the contents of the locker will be removed. All locks must be removed by the end of each academic year.

Please see Denise Grisanti in 281 Kapoor Hall if you are interested in renting a locker.

KEEP ADDRESS INFORMATION CURRENT
Please make sure to keep your address up-to-date in HUB. The address you give the University will be the address the School uses for all correspondence.

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.

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://www.grad.buffalo.edu/policies/index.php in the section titled “Grievance Policy and Procedures”.

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 2015 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 Chair of the Department
   a. Pharmacy Practice: Dr. Edward Bednarczyk
   b. Pharmaceutical Sciences: Dr. William Jusko
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 Assistant Dean and Director for Admissions (Dr. Jennifer M. Hess). The issue will be forwarded to the appropriate person and an appropriate response will be issued in a timely manner.
STUDENT COMMENT/GRIEVANCE FORM
2015-2016

(Please print clearly)

Student Name _______________________________ Date __________________
Student Signature ________________________________________________________

Class Year (circle one)     2016  2017  2018  2019

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!