
M E M O R A N D U M

DATE: March 20, 2025

TO: Faculty

FROM: Jennifer Adams, PharmD, EdD
Associate Dean for Academic Affairs

RE: **Fall 2025 Preregistration**

Preregistration for the fall 2025 semester begins Monday, April 7, 2025, at 7:00 AM. To prepare for the semester, faculty advising is the week of March 31, 2025. Please be sure to complete your advising appointments by April 18, 2025. Your role as an advisor and a mentor is an important one for students' professional identity formation. They will look to you for guidance and mentorship as they begin their careers. Outlined below are guidelines to help and support you as advisors in working with students. Please don't hesitate to reach out to me, your department chair, or the student success team for guidance in working with students.

Faculty Advising Guidelines

- P1, P2, and P3 students are asked to contact advisors during advising week. If they do not, advisors should contact students to ensure advising occurs. Advising is a required activity, either in person/zoom or via phone. Consider emailing your P4 students to ask them how they are doing on APPEs and their career plans following graduation - it is not expected that you will meet with them, but you may if you want to. **Please be sure to congratulate students on direct to career positions in addition to residency placements.**
- Ask students how they are doing in their personal lives. Foster a relationship of trust and support and notify the [office of student affairs](#) with a [student success notification](#) when there are concerns.
- Ask students how they are doing in their coursework and encourage them to self-refer for academic coaching if they would like to improve their performance. Joy Marie Menzel offers academic coaching appointments to students on any campus. Students can book an [Appointment](#) with Joy.
- Advisors have access to the individual advising form on the COP website under 'Faculty and Staff' then '[Student Management](#).' The advisor view is consistent with the student view. The advising form includes the following:

Grades - grades are no longer displayed in student management, please ask students about their grades for the current semester and ask them to check their progress toward completing required electives in DegreeWorks and share it with you.

Professional Development - (Portfolio the assignments are available in [CORE CompMS](#) - NOTE this is a different login than CORE ELMS) when scheduling advising appointments, remind students their assignments need to be submitted before the appointment (student deadline was March 17, 2024 - please be flexible with this deadline - the process is new this year and students did not receive a lot of notice before the deadline); review and grade assignments *before your appointment if possible*, and for any assignment scored "1", check the

appropriate boxes for resubmission and describe what is required. Grades for the [Professional Development Courses](#) cannot be submitted to the registrar's office until submissions are graded. Co-curricular assignments can be submitted at any point during the fall or spring semester and are located in CORE CompMS.

Instructions for accessing and grading in CORE CompMS:

Faculty will need to login to CompMS in order to grade the student submissions. Jen can to send out login credentials to faculty through the Message Center if needed

After you've logged in, any student submissions will compile into your dropbox in CompMS. Here is a short video walking through accessing the submissions and grading them: <https://vimeo.com/878315411/1252272e76?share=copy>.

Class Schedule - this will remind you of the courses and credit load. Students must have advisor approval to take more than twenty-one (21) semester credits. Advisors enter the TOTAL number of credits allowed in student management to allow for a credit override above 21 credits.

Electives being offered next semester are also on this tab. Completing six (6) elective credits between the fall P1 and spring P3 semesters is required.

PharmD Student Handbook policy indicates that faculty must approve electives. Please add the electives to the student profile in student management when you have approved the elective. When the student successfully completes the elective, please change the course completion to 'yes'.

To take an elective not listed, students may submit a petition (an email with an explanation of why they want to take the course and the course description and syllabus, if possible) to Jen Adams as long as it is at least 3000 level and healthcare related. MBA prerequisites, MPH courses, and BPSCI graduate courses fulfill elective credits for joint PharmD/MBA, PharmD/MPH, or PharmD/PhD students, respectively. The faculty advisors are Walter Fitzgerald (College of Pharmacy) and Tara Smith (College of Business) for PharmD/MBA students, Chris Owens (College of Pharmacy) and Irene Van Woerden (College of Health), and Danny Xu for PharmD/PhD students.

Dual - dual MBA/PharmD, MPH/PharmD, or PhD/PharmD students are shown on this tab.

Note to Student - make a comment of praise or reminder for the student to see (e.g., perhaps you should participate in more PPSA *Operation Immunization* events to deal with fear of needles or make sure to get your assignments submitted in a timely manner).

Notes to self - this is the place to keep track of your discussions or thoughts that you don't want displayed to the student.

Academic Coaching - this is where notes from academic coaches appear; students don't see this.

- The Office of Experiential Education tracks IPPE hours, immunizations, background checks, etc. through CORE ELMS, but please ask students about their advancement toward completion of these hours - particularly the required 10 service hours.

- Encourage students to update local and emergency addresses and phone numbers and add pharmacy-related leadership positions in student management, which are considered during the scholarship awarding process.
- Remind students that working too much (>10-15 hrs/wk) is the most common cause of poor academic performance.
- If students have ADA accommodations, remind them that they must provide documentation and make the request through [Disability Services](#) for EACH affected course.
- Remind students it is their responsibility to register for courses and their required courses are listed under the course schedule in student management. If they fail to register for a course, they may graduate late and/or pay extra fees. The OEE will register P3s for all APPEs. Contact Jen Adams if registration problems occur.
- **REMINDER** - click the box on the advising form in student management when advising is complete. We use this information to ensure advising has been completed for all students.