2017-2018 Admission Cycle Applicant Instructions
IMPORTANT!!

Please note there are **TWO** applications **required** to be submitted for you to be considered for admission into the University of South Carolina College of Pharmacy (USC COP) for Fall 2018:

1) PharmCAS Application (Instructions on slides 4 – 29)
2) USC COP Supplemental Application (Instructions on slides 30 – 43)

This presentation will walk you through completing both of these applications, important dates and FAQs.
# Important Admissions Dates

## 2017-2018 Application Cycle

**Supplemental Application Opens**
- July 1

**PharmCAS Application Opens**
- July 18

**PharmCAS Application Submission Deadline**
- September 5

**Interviews Begin**
- Mid-September

**PharmCAS Application Submission Deadline**
- January 5

**Supplemental Application Submission Deadline**
- January 15

**CAPPS Admission Information & Mock Interviews for USC Pre-Pharmacy students**
- August 30

**PharmCAS Fall “Academic Update” Window Opens**
- December 15

**PharmCAS Fall “Academic Update” Window Closes**
- February 15

**(USC COP) Early Decision Admissions Notifications**
- October 20

**(USC COP) Projected Final Admission Decisions Deadline**
- March 31

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**2017**

**2018**
Select Programs

Select the Programs to Which You Want to Apply

University of South Carolina

Doctor of Pharmacy (PharmD)
PharmD
2018
Columbia
SC
Full Accreditation
01/05/2018
There are four sections to the PharmCAS Application:
- Personal Information
- Academic History
- Supporting Information
- Program Materials

Each section has various sub-sections.
Detailed instructions are not provided in this presentation for the following sub-sections of the ‘Personal Information’ section:

• Release Statement
• Biographic Information
• Citizenship Information
• Parent/Guardian
• Race & Ethnicity

If you have questions you can contact Ms. Nikki Mellen at mellen@cop.sc.edu
Communication from the University of South Carolina College of Pharmacy will primarily be sent via email to the email address you provide in your PharmCAS Application.

If you need to update your email address you need to change this in PharmCAS.
Section: Personal Information
Sub-Section: Other Information

• If you have committed a felony or misdemeanor prior to the submission of your application, you must answer ‘Yes’ and notify Dr. Amy Grant, Associate Dean of Student Affairs & Diversity.

• If you commit a felony or misdemeanor after application submission, you must contact Dr. Amy Grant, Associate Dean of Student Affairs & Diversity immediately.

• If you have committed a felony or misdemeanor and answer ‘No’, you WILL jeopardize your acceptance into the program.
Section: Academic History
Sub-Section: Colleges Attended

**Requesting Transcripts**

Once you enter your college(s), a Transcript Request Form will automatically generate - this form is unique to each institution.

The Transcript Request Form must accompany your official transcripts sent to PharmCAS.

You will need to enter **ALL** colleges/universities you have attended including those for dual enrollment (college credit earned while attending high school) or transient enrollment (if you completed course(s) at another institution while enrolled at your primary institution).

Your PharmCAS Application will **NOT** be complete and processed until they receive transcripts from **ALL** institutions you have attended.

**TRANSCRIPTS FROM USC**

- It is encouraged that USC students request transcripts online through your Self Service Carolina account
- The PharmCAS Transcript Request Form can be uploaded during this process so both are received at the same time to ensure proper processing
Section: Academic History

Sub-Section: Transcript Entry

**Step 1:**
To begin, select your first institution.

**Step 2:**
Enter your coursework for that institution by semester. Courses will be entered chronologically by semester. Once all courses for that semester have been added, select ‘Save All’.

**TIP:** To ensure accuracy of entering your coursework, print a copy of your transcript before completing this section. If PharmCAS identifies an error upon their review they will send your application back to you for correction – this will delay the processing of your application.
Step 3:
To add your next semester, select ‘Add Semester’. Continue doing this for all courses on your transcript for that particular institution.

For courses you are currently enrolled in OR plan to enroll in for future semesters, select ‘In Progress/Planned’. Note: you will do this for Summer/Fall 2017 and Spring/Summer 2018 courses. If you make changes to your schedule/plans after submitting your application, you will be able to update this information during the PharmCAS Fall Academic Update Window beginning on December 15.
Section: Academic History
Sub-Section: Transcript Entry

Step 4:
When you’re ready to add courses for your next institution click ‘Transcript Entry’ and select your next institution. Enter coursework the same way you did for the first institution; repeat these steps for each institution you’ve attended.
Section: Academic History
Sub-Section: Transcript Entry

Step 5: When all your coursework has been added, click ‘Review and Finalize My Transcripts’.
If you will NOT be earning a bachelor’s degree, then select your current institution or where you completed the majority of your pharmacy prerequisite courses.

*USC Pre-Pharmacy students will select ‘University of South Carolina-Columbia’
Section: Academic History
Sub-Section: Transcript Review

During your Transcript Review, you will be asked a series of questions that will classify your coursework.

**Repeated Courses:** When selecting courses that you had to repeat, you will select ALL attempts for a given course.

**AP/IB Credits**
You do NOT need to submit AP scores to PharmCAS

- If your scores appear on your USC transcript, you do NOT need to send them to the College
- If your scores do NOT appear on your USC transcript **OR** you do NOT attend USC, you will need to submit an official copy to Ms. Nikki Mellen at the following address:

  Attn: Nikki Mellen  
  College of Pharmacy  
  University of South Carolina  
  715 Sumter Street, CLS 109  
  Columbia, SC 29208

- Contact College Board for AP scores
- Contact your IB Coordinator at your high school for your IB scores
Transcripts

• **YOU MUST SUBMIT A TRANSCRIPT FOR ALL COMPLETED COLLEGE COURSEWORK TO PHARMCAS UPON APPLICATION SUBMISSION**
  • This includes dual enrollment credit from high school or transient credit taken at another institution while enrolled in your primary institution (e.g. Summer semesters)

• **Summer 2017 Transcripts**
  • If taking courses during the Summer 2017 term, arrange for transcripts to be sent to PharmCAS directly from each institution with the Transcript Request Form as soon as you complete these courses.

• **Fall 2017 Transcripts**
  • Arrange for your Fall 2017 transcripts to be sent to PharmCAS directly from each institution with the Transcript Request Form as soon as you complete these courses.
  • You will need to complete the PharmCAS Fall “Academic Update” window between December 15, 2017 and February 15, 2018.

• **Spring/Summer 2018 Transcripts**
  • For courses taken at any campus in the USC system for Spring and/or Summer 2018, transcripts are obtained internally by Ms. Nikki Mellen and do NOT require submission to our program
  • For courses taken outside the USC system, you will need to request an official transcript from the institution to be sent to Ms. Nikki Mellen at the College of Pharmacy

*It can take up to five weeks for PharmCAS to process your transcript(s) once they receive them; applicants are strongly encouraged to submit transcripts as early as possible.*
PharmCAS Academic Update Window

**PharmCAS Fall Academic Update Window**
- Available December 15, 2017 – February 15, 2018
- Fall 2017 grades must be entered as they appear on your transcript as soon as grades are posted
- Planned or In-Progress courses for Spring/Summer 2018 can be entered or updated as needed

**PharmCAS Spring Academic Update Window**
- Available April 17, 2018 – June 28, 2018
- Spring 2018 grades must be entered as they appear on your transcript as soon as grades are posted
- Planned or In-Progress courses for Summer 2018 can be entered or updated as needed
Section: Academic History
Sub-Section: Standardized Tests

**PCAT Exam**
- When registering for the PCAT, report scores to PharmCAS (Code 104).
  *This should be the first option you have*

**PCAT CID**
- Your PCAT CID is found under ‘My Profile’ in your PCAT Registration.
- You will be able to enter this if you have already taken the PCAT. If you have not taken the PCAT, you will need to update this information once you complete the test.

**Unofficial PCAT Score Reports**
- To expedite the processing of your application for interview invitations, you can upload your unofficial PCAT score report under ‘Documents’ in the Program Materials Section of the PharmCAS Application. PCAT score reports will be uploaded under the ‘Test Score Report’ option.
Evaluations (Letters of Recommendation) are only submitted through PharmCAS.
The University of South Carolina College of Pharmacy requires three evaluations to be submitted.
Select ‘Yes’ to waive access to your evaluation.
Do NOT send paper evaluations to PharmCAS; all evaluations must be submitted electronically.
You can replace evaluation writers after application submission if they fail to complete your request.
Be sure to follow-up with your evaluation writers to ensure they received the electronic request from PharmCAS.
Enter a ‘Due Date’ as 2 weeks post application submission.
PharmCAS Applications SHOULD be submitted as soon as possible – DO NOT wait for evaluations to be submitted. They will be added to your application when they are completed.
You must include a ‘Personal Message/Notes’.
Both you and your evaluator will receive a confirmation email upon evaluation submission.

*Your evaluation writers can contact PharmCAS at 617-612-2050 if they are experiencing difficulty completing the request.
Section: Supporting Information
Sub-Section: Experiences

• Select the type of Experience
  • Pharmacy Experience
    • Include **UNPAID** pharmacy exposure activities (e.g., shadowing, volunteering, internships, interviews, and/or tours)
  • Healthcare Experience
    • Include any experience in a non-pharmacy healthcare field
  • Employment
    • Enter **PAID** pharmacy experience
    • Include non-pharmacy experiences
  • Extracurricular Activities
    • Include non-pharmacy related extracurricular activities (sports, community involvement, etc.)
    • Include involvement in all organizations (pharmacy and non-pharmacy)
    • Include paid pharmacy activities under “Work Experience” section **NOT** this section.
Section: Supporting Information
Sub-Section: Achievements

- Select the type of Achievement
  - Honors
    - List all collegiate items; if space permits you may also include high school accomplishments
  - Publications
    - An example of a publication is a published journal article that resulted from student research with a faculty member
      - Note that research papers for courses do NOT count as publications
    - If you have submitted for publication but it has not yet occurred, you can leave the Issued Date blank
  - Scholarships
    - List all institution-specific, state, national, and/or private scholarships received
Section: Supporting Information
Sub-Section: Licenses and Certifications

- Select the type of Achievement
  - Licenses
    - Pharmacy Technician registration
  - Certifications
    - Certified Pharmacy Technician

- Include pharmacy and non-pharmacy certifications and licensure in this section

- If you are a **Certified Pharmacy Technician** upload a copy of your certification under ‘Documents’ in the ‘Program Materials’ section of the PharmCAS Application; this will be uploaded under the ‘Shadowing/Healthcare’ option
The Personal Essay is **required** and submitted through PharmCAS

- Carefully read the instructions for the Personal Essay
- Before submitting your application, have someone in the USC Writing Center or a trusted proofreader review your essay

The Diversity Statement is **optional, but strongly recommended** and submitted through the Supplemental Application.
This section provides:

- More details of the opportunities available at the University of South Carolina College of Pharmacy
- Details regarding our application process
- Information about the Early Decision Program through PharmCAS
Section: Program Materials
Documents

• The following documents can be uploaded in the corresponding categories:
  
  • **Publications**
    - Poster presentations, manuscripts, etc. relating to research experience
  
  • **Shadowing/Healthcare**
    - National Pharmacy Technician Certification
  
  • **Test Score Report**
    - Unofficial PCAT Scores
    - Official PCAT Scores
Section: Program Materials Prerequisites

- In this section you will select the courses you have completed or plan to complete that will fulfill the pharmacy prerequisite courses for the University of South Carolina College of Pharmacy.
- You will need to select ‘Assign Course’ for each pharmacy prerequisite.
- Select the institution in which you received that particular credit.
- Select the course you plan to use to fulfill that pharmacy prerequisite.
  - If you have any questions regarding whether or not a course you have completed or plan to take will fulfill a requirement, contact Ms. Nikki Mellen at mellen@cop.sc.edu.

Reminder: All pharmacy prerequisite courses MUST be completed with a ‘C’ or higher prior to Fall 2018, if accepted.
Section: Program Materials Questions

- This section will provide us additional information about you

- For pharmacy prerequisite completion:
  - If you have completed **all** pharmacy prerequisite courses – enter “Complete”
  - If you will complete **all** pharmacy prerequisite courses in the Fall, Spring or Summer semester enter “Fall 2017”, “Spring 2018” or “Summer 2018”
  - Reminder: **All** pharmacy prerequisite courses must be completed prior to Fall 2018, if accepted
Checking Status of PharmCAS Application

- You can check the status of your application at any time

**REMEMBER...**
- PharmCAS will NOT process your application until **ALL** transcripts are received
- The USC College of Pharmacy requires 3 evaluations to be submitted

- Applicants can also view important notifications directly on the Application Dashboard
Creating An Account

You will need to create an account to be able to access the Supplemental Application:

- Link: https://ssb.onecarolina.sc.edu/BANP/bwskalog.P_DispLoginNon
- Choose ‘First time user account’
- Create a Login and PIN
Creating An Account

• For Campus, select ‘USC Columbia’

• For Application Type, select ‘College of Pharmacy’
Creating An Account

- Select ‘Fall 2018’ for Admission Term
- Complete the name fields
- Select ‘Fill Out Application’
- You are now ready to complete the Supplemental Application
Application Checklist

- Use this checklist as a guide as you complete your Supplemental Application
- Click on titles to complete individual section components
- Incomplete sections will be designated with 🔄
- Completed sections will be designated with ✔️
- Sections do NOT need to be completed in any particular order, but ALL sections must be 100% complete in order to submit application
Section: Accompanying Materials & Technical Standards

• Be sure to read through each section completely and initial each box indicating that you have read and understand the contents
• It is your responsibility to ensure that **ALL** materials are submitted to the appropriate location by their respective deadlines
Identifying Information Sections

• Includes:
  • Legal Name
  • Personal Information
  • International Information
  • Residency Information
  • Military Information
  • Permanent Address
  • Current Mailing Address
  • Demographic Data

• Complete the sections above as they pertain to you and your situation
Diversity Statement

• The University of South Carolina College of Pharmacy promotes and recognizes diversity among its students

• Read section instructions

• Completion of this section is optional, but strongly encouraged

• Points will NOT be deducted from your overall evaluation score based on this section but bonus points may be added, if applicable, based on information provided

• Be sure to include all pertinent information in your diversity statement as it will be evaluated separately from the rest of your application

Remember...
Diversity is multi-faceted and may include areas outside ethnicity and race
Miscellaneous/Disclosure Sections

- Includes
  - Miscellaneous Information
  - Disclosures
  - Disclosures and Signatures

- Complete the sections above; all are required with the exception of the Waiver section
  - **NOTE:** Only students that have been granted a fee waiver through PharmCAS are eligible for a Supplemental Application fee waiver
Section: Waiver

- Only students that have been granted a fee waiver through PharmCAS are eligible for a Supplemental Application fee waiver
  - Select whether or not you received a fee waiver through PharmCAS
Application Submission

• After completing all sections, you are ready to submit your Supplemental Application
  • Select ‘Application is Complete’
  
  • Read and agree to the terms of the Application Agreement on the subsequent page
Application Submission

- If you received a fee waiver through PharmCAS, select ‘PharmCAS Fee Waiver’*
- If you did **NOT** receive a fee waiver through PharmCAS, select ‘Not Applicable’

*Verification will be obtained through PharmCAS. Applications will NOT be processed until the application fee is submitted.
Application Submission

• Select ‘Continue’
• Select ‘Submit Payment’ to begin processing your application
• Enter payment information and continue through prompted steps
• After successful completion a screen will appear confirming application submission
Application Submission

- Select ‘Submit Payment’ to begin processing your application.
- Enter payment information and continue through prompted steps.
- After successful completion a screen will appear confirming application submission.
Contact Information

How do I contact Ms. Nikki Mellen?

- Email: mellen@cop.sc.edu
- Mail: Attn: Nikki Mellen
  USC College of Pharmacy
  715 Sumter St., CLS 109
  Columbia, SC 29208
- Fax: Attn: Nikki Mellen
  803-777-2775
- In Person: College of Pharmacy Dean’s Office
  Coker Life Science (CLS) Building, Room 109
Post-Submission Updates

PharmCAS Application
• Once you submit your application to PharmCAS, you may only change information in the following sections:
  • Your Account Profile (i.e., your username, password, full legal name, etc.)
  • Biographic Information (i.e., alternate/prior name, permanent mailing address, current mailing address, etc.)
  • If you make changes to this section, PharmCAS will resend your revised application to your designated pharmacy schools
  • Evaluator contact information (if that evaluation/recommendation was not yet received)
  • Documents – you will be able to add new documents (PCAT scores, etc.) but you will not be able to replace existing documents

• Updates to your coursework information can be made when PharmCAS initiates the academic update periods
  • Fall Academic Update Window – December 15, 2017-February 15, 2018: for Summer and/or Fall 2017 updates
  • Spring Academic Update Window – April 17, 2018-June 28, 2018 for Spring and/or Summer 2018 updates

Supplemental Application
• Changes cannot be made once you submit your USC COP Supplemental Application