UNIVERSITY OF SOUTH CAROLINA
College of Pharmacy

2019-2020 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 2020:

1) PharmCAS Application (Instructions on slides 5 – 32)
2) USC COP Supplemental Application (Instructions on slides 33 – 47)

This presentation will walk you through completing both of these applications, important dates and FAQs.
Important Admissions Dates
2019-2020 Application Cycle

- PharmCAS & Supplemental Applications Opens: July 18
- Early Decision Application Submission Deadline: September 3
- Interviews Begin: Mid-September
- PharmCAS Application Submission Deadline: February 3
- Supplemental Application Submission Deadline: February 18
- (USC COP) Projected Final Admission Decisions Deadline: April 15
- Early Decision Admissions Notifications: October 18
PharmCAS Application Guide
Apply Early Decision?

When you begin the PharmCAS Application the first question you are asked is if you want to apply for Early Decision. A couple of reminders regarding Early Decision:

- Initially, you can only select **ONE** school to apply to
- Applications are processed much quicker
- If you are admitted to the school you applied Early Decision to you **MUST** accept that offer – it’s a binding offer
- If you are deferred or not admitted through Early Decision, you will be able to apply to other schools beginning October 18 – you will still be considered for the school you applied Early Decision too!
Apply Early Decision?

If you select Early Decision, you will be provided with a list of schools that are participating in the PharmCAS Early Decision Program.

You will search for the school you want to apply to by locating it in the drop down menu – we are listed at ‘University of South Carolina’.

You will then select ‘Apply Early Decision’.

You will then select ‘I am Done, Review My Selections’.

Then you will ‘Continue to My Application’.
PharmCAS Home Page

You can find your PharmCAS ID here.

You will add the programs you want to apply to here.

Note: if you are applying Early Decision, you will only be able to select ONE school/program.
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.
• 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).
- Transcripts are sent directly from each school to PharmCAS – they will NOT be submitted to you or to the College.
- Your PharmCAS Application will **NOT** be complete and processed until they receive transcripts from **ALL** institutions you have attended.
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.
Section: Academic History
Sub-Section: Transcript Entry

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 2019 and Spring/Summer 2020 courses. If you make changes to your schedule/plans after submitting your application, you will be able to update this information later.
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’.
Select your current institution or where you completed the majority of your pharmacy prerequisite courses. If you have already earned a degree, you will select the institution that awarded you the degree.

Step 6: Once you ‘Review and Finalize’ your transcripts, you will select your Primary College.
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 2019 Transcripts**
  - If taking courses during the Summer 2019 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 2019 Transcripts**
  - For courses taken at any campus in the USC system for Fall 2019, 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

• **Spring/Summer 2020 Transcripts**
  - For courses taken at any campus in the USC system for Spring and/or Summer 2020, 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.*
**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 email Ms. Nikki Mellen a copy of your unofficial PCAT score report to mellen@cop.sc.edu
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.

*Once you select ‘Save This Evaluation Request’ an email will go to the individual you listed for them to complete your evaluation/letter of recommendation.

*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 or email a copy to Ms. Nikki Mellen at mellen@cop.sc.edu
Section: Supporting Information
Sub-Section: Personal Essay

• 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** *(can be uploaded or emailed directly to Ms. Nikki Mellen)*
    • Unofficial PCAT Scores
    • Official PCAT Scores
Section: Program Materials Questions

- This section will provide us additional information about you so be sure to put some thought into your responses
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
USC COP
Supplemental Application Guide
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 2020’ 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
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; this will be verified.
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 your 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 re-send 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

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