

# **2021-2022 ADMISSION CYCLE APPLICANT INSTRUCTIONS**



UNIVERSITY OF  
**South Carolina**

College of Pharmacy

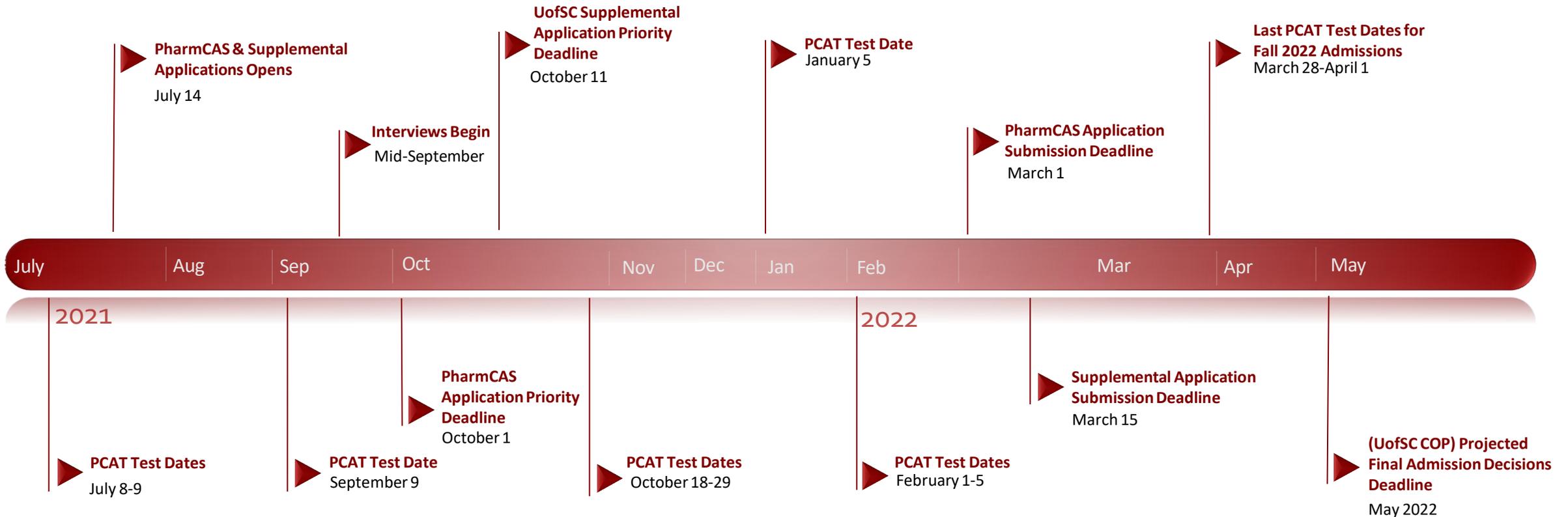
# IMPORTANT!!!

Please note there are **TWO** applications **required** to be submitted to be considered for admission into the University of South Carolina College of Pharmacy (UofSC COP) for Fall 2022:

- 1) **PharmCAS Application** (Instructions on slides 4-27)
- 1) **UofSC COP Supplemental Application** (Instructions on slides 28-42)

This presentation will walk you through completing both applications, important dates and FAQs.

# 2021-2022 IMPORTANT ADMISSION DATES



# PHARMCAS APPLICATION GUIDE



# SELECT PROGRAMS

Select the Programs  
to Which You Want to  
Apply

0 PROGRAMS SELECTED      \$0 TOTAL FEES

[I am Done, Review My Selections](#)

School: All Schools

State: All States

Accreditation: All Accreditations

Show  Available Programs  Past Programs  Future Programs [Reset Filters](#)

PROGRAM NAME	LEVEL	START YEAR	CITY	STATE	ACCREDITATION	DEADLINE
University of South Carolina						
+ Doctor of Pharmacy (PharmD)	PharmD	2022	Columbia	SC	Full Accreditation	3/01/2021

# PHARMCAS HOME PAGE

The screenshot shows the PharmCAS home page dashboard. At the top, there is a navigation bar with four tabs: 'My Application', 'Add Program', 'Submit Application', and 'Check Status'. A red arrow points from the 'Add Program' tab to the 'My Application' section. The 'My Application' section features a large heading, a descriptive paragraph, and a 'Latest Notifications' table. Below the notifications are four progress cards: 'Personal Information' (0/7 sections completed), 'Academic History' (2/4 sections completed), 'Supporting Information' (1/5 sections completed), and 'Program Materials' (0/1 sections completed). The background of the dashboard is a blurred image of a woman and a man.

**My Application**

This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.

Latest Notifications		
	The 2017-2018 PharmCAS cycle is now closed.	06/01/2018
	Academic Update Notification	12/15/2017

[View My Notifications](#)

**Personal Information**  
0/7 Sections Completed

**Academic History**  
2/4 Sections Completed

**Supporting Information**  
1/5 Sections Completed

**Program Materials**  
0/1 Sections Completed

# PHARMCAS DASHBOARD

The screenshot shows the PharmCAS dashboard with the following elements:

- PHARMCAS Pharmacy College Application Service** logo at the top left.
- Navigation tabs: **My Application** (selected), **Add Program**, and **Submit Application**.
- My Application** header with a sub-header: "This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress."
- Latest Notifications** box: "PharmCAS - Welcome! 03/16/2017" with a "View My Notifications" button.
- Four main sections, each with a circular progress indicator:
  - Personal Information**: 7/7 Sections Completed
  - Academic History**: 3/4 Sections Completed
  - Supporting Information**: 5/5 Sections Completed
  - Program Materials**: 0/1 Sections Completed

- There are **four** sections to the PharmCAS Application:
  - Personal Information
  - Academic History
  - Supporting Information
  - Program Materials

- Each section has various sub-sections

The screenshot shows the "Other Information" section of the PharmCAS application. It includes the following fields and options:

- Language Proficiency**: "What is your Native Language?" with a dropdown menu set to "English" and an "Add Another Language" button.
- Military Status**: "Indicate your anticipated United States Military status at the time you enroll:" with a dropdown menu set to "Not a member of the military".
- Felony**: "Have you ever been convicted of a Felony?" with radio buttons for "Yes" and "No" (selected).
- Misdemeanor**: "Have you ever been convicted of a Misdemeanor?" with radio buttons for "Yes" and "No" (selected).
- A sidebar on the left lists sub-sections: Release Statement, Biographic Information, Contact Information, Citizenship Information, Parent/Guardian, Race & Ethnicity, and Other Information (which is highlighted with a green checkmark).

# APPLICATION 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](mailto:mellen@cop.sc.edu)

The screenshot shows a web application interface for 'Other Information'. At the top, there are navigation links: 'My Application', 'Add Program', and 'Submit Application'. Below the navigation is a header area with a circular progress indicator showing '7/7 Sections Completed' and the title 'Other Information'. A note states: 'You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.' The main content area contains several sections: 'Language Proficiency' with a dropdown menu set to 'English' and an 'Add Another Language' button; 'Military Status' with a dropdown menu set to 'Not a member of the military'; 'Felony' with radio buttons for 'Yes' and 'No', where 'No' is selected; and 'Misdemeanor' with radio buttons for 'Yes' and 'No', where 'No' is selected. On the left side, there is a vertical sidebar menu with items: 'Release Statement', 'Biographic Information', 'Contact Information', 'Citizenship Information', 'Parent/Guardian', 'Race & Ethnicity', and 'Other Information'. The first six items have a blue background and a checkmark icon, while 'Other Information' has a white background and a green checkmark icon. Red arrows point from the list of sub-sections in the text to the corresponding items in the sidebar menu.

# SECTION: PERSONAL INFORMATION

## SUB-SECTION: CONTACT INFORMATION



### Contact Information

You may update this section of application process. contact information up-to-date throughout the

7/7  
Sections Completed

- Release Statement
- Biographic Information
- Contact Information
- Citizenship Information
- Parent/Guardian
- Race & Ethnicity
- Other Information

#### Current Address

Street Address 1

Street Address 2 Optional

City

Country / Territory

State/Province

County

Zip/Postal Code

Approximate Date through which current address is valid Optional  MM/DD/YYYY

Is this your permanent address?  
 Yes  No

#### Phone

To make changes to your phone number, go to the [Profile Section](#)

Preferred Phone Number

Alternate Phone Number Optional

#### Email

To make changes to your email, go to the [Profile Section](#)

Email

- 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 our Director of Admissions at [mellen@cop.sc.edu](mailto:mellen@cop.sc.edu) to determine if/how that will impact your application, ability to complete our curriculum and/or eventual licensure
- If you commit a felony or misdemeanor after application submission, you must contact our Director of Admissions at [mellen@cop.sc.edu](mailto:mellen@cop.sc.edu) with 48 hours of the event occurrence
- If you have committed a felony or misdemeanor and answer 'No', you **WILL** jeopardize your acceptance into the program

The screenshot shows a web application interface for 'Other Information'. At the top, there are navigation links: 'My Application', 'Add Program', and 'Submit Application'. Below the navigation is a green circular progress indicator with a checkmark and the text '7/7 Sections Completed'. A sidebar on the left lists various sections: 'Release Statement', 'Biographic Information', 'Contact Information', 'Citizenship Information', 'Parent/Guardian', 'Race & Ethnicity', and 'Other Information' (which is highlighted with a green checkmark). The main content area is titled 'Other Information' and contains the following fields:

- Language Proficiency:** A dropdown menu for 'What is your Native Language?' with 'English' selected. Below it is a blue button labeled '+ Add Another Language'.
- Military Status:** A dropdown menu for 'Indicate your anticipated United States Military status at the time you enroll: optional' with 'Not a member of the military' selected.
- Felony:** A question 'Have you ever been convicted of a Felony?' with radio buttons for 'Yes' and 'No'. The 'No' button is selected.
- Misdemeanor:** A question 'Have you ever been convicted of a Misdemeanor?' with radio buttons for 'Yes' and 'No'. The 'No' button is selected.

The bottom of the screenshot shows a Windows taskbar with the search bar and several application icons.

# SECTION: ACADEMIC HISTORY

## SUB-SECTION: COLLEGES ATTENDED

### Requesting Transcripts

- Once you enter your college(s), you will need to order transcripts for EACH institution.
- You will have the option to order an electronic transcript or a mailed paper transcript.
- If prompted for a Transcript ID Form barcode, you can find this by clicking 'Download Transcript ID Form' you will copy and paste the number under the barcode in the top right corner of the form.
- If prompted for an email address for the recipient, enter [info@pharmcas.org](mailto:info@pharmcas.org)
- If you order your transcript(s) directly through your college/university, you can select 'I Ordered My Transcript'
- **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.

Colleges and Universities Attended

UNIVERSITY OF SOUTH CAROLINA - COLUMBIA

August 2020 - Still Attending | Semester System | Bachelor of Pharmacy Degree Earned: May 2024

Required Transcript Types

Official Transcript ⓘ Not Yet Received Re-Order

CENTRAL CAROLINA TECHNICAL COLLEGE

June 2020 - July 2020 | Semester System | No Degree Earned

Required Transcript Types

Order

Order Your Official Transcript

Central Carolina Technical College

Select how you want to order your official transcript.

Option 1: Order an Electronic Transcript Option 2: Order a Mailed Paper Transcript

Contact your institution's Registrar's Office and request your transcript be mailed to PharmCAS.  
[Learn more about mailing transcripts here.](#)

Step 1: Use the Transcript ID form to help us match your transcript to your application. (Recommended)

Step 2: Mail your transcript to:  
Transcript ID# 6502024841-10832304-X  
PharmCAS Transcript Processing Center  
P.O. Box 9109  
Watertown, MA 02471

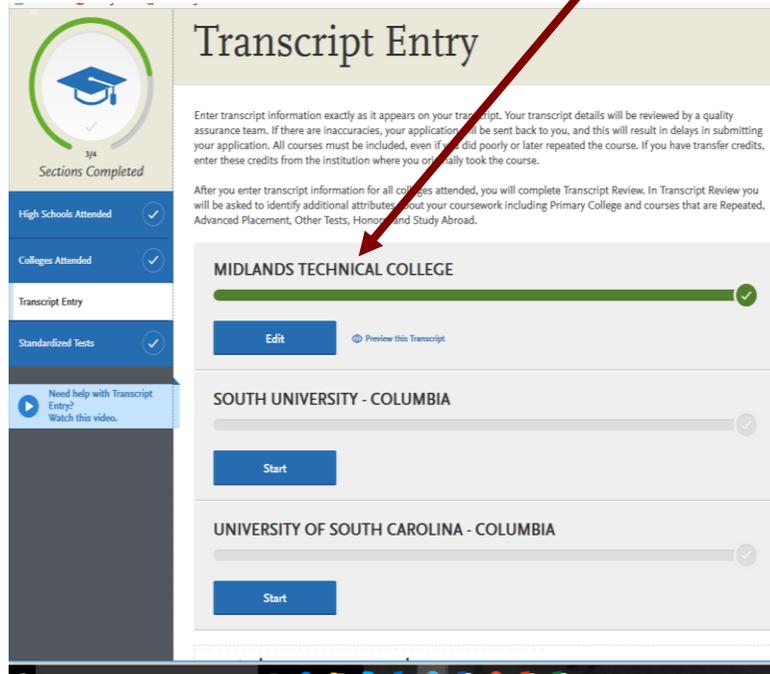
Download Transcript ID Form

I Will Do This Later I Ordered My Transcript

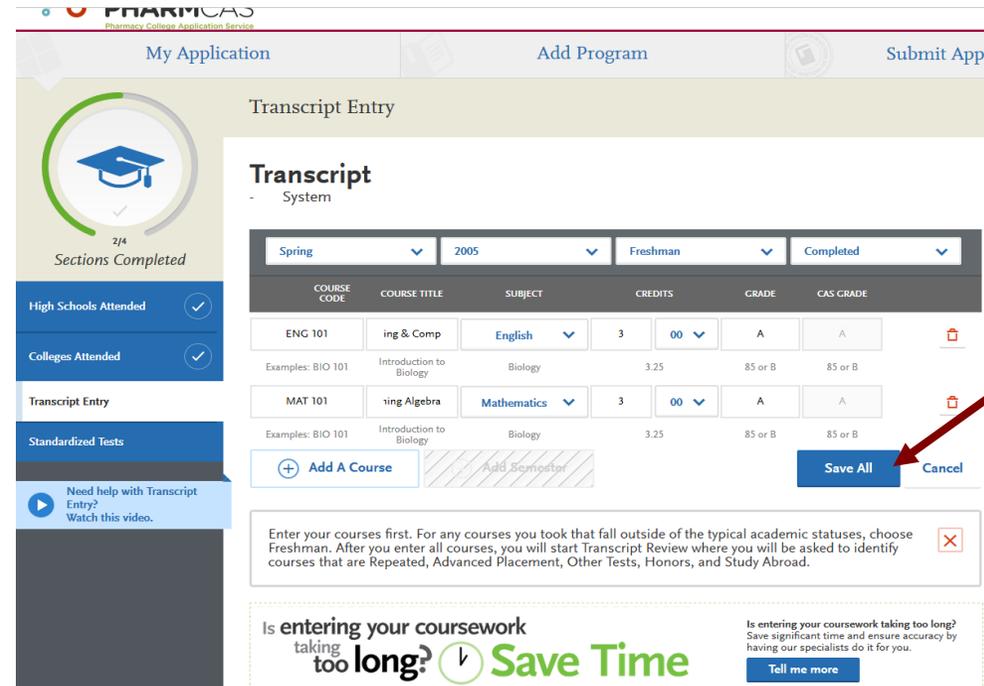
# SECTION: ACADEMIC HISTORY

## SUB-SECTION: TRANSCRIPT ENTRY

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



The screenshot shows the 'Transcript Entry' page with a sidebar on the left containing a progress indicator '3/4 Sections Completed' and a list of institutions: 'High Schools Attended', 'Colleges Attended', 'Transcript Entry', and 'Standardized Tests'. The main content area displays three institutions with progress bars: 'MIDLANDS TECHNICAL COLLEGE' (100% complete), 'SOUTH UNIVERSITY - COLUMBIA' (0% complete), and 'UNIVERSITY OF SOUTH CAROLINA - COLUMBIA' (0% complete). A red arrow points from the 'Step 1' text to the 'MIDLANDS TECHNICAL COLLEGE' selection.



The screenshot shows the 'Transcript Entry' page with a table of courses to be entered. The table has columns for 'COURSE CODE', 'COURSE TITLE', 'SUBJECT', 'CREDITS', 'GRADE', and 'CAS GRADE'. Two example rows are shown: 'ENG 101' (English) and 'MAT 101' (Mathematics). A red arrow points from the 'Step 2' text to the 'Save All' button. Below the table, there is a 'Need help with Transcript Entry?' section and a 'Save Time' banner.

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
ENG 101	ing & Comp	English	3	00	A
MAT 101	ing Algebra	Mathematics	3	00	A

**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

Most Visited Getting Started Banner Login

My Application Add Program Submit Appl

Transcript Entry

Transcript System

3/4 Sections Completed

High Schools Attended

Colleges Attended

Transcript Entry

Standardized Tests

Need help with Transcript Entry? Watch this video.

**Spring 2005 Freshman**

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
ENG 101	Critical Reading	English	3.00	A	A
MAT 101	Beginning Alge	Mathematics	3.00	A	A
PSY 201	Introduction to	Psychology	3.00	A	A
SOC 101	Introductory So	Sociology	3.00	A	A
COL 105	Freshman Semi	Orientation	3.00	A	A

+ Add A Course + Add Semester

**Fall 2006 Freshman**

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
CSCE 101	Intro to Compu	Computer Science	3.00	A	A
ENGL 102	Rhetoric and Cr	English	3.00	A	A
GEOG 121	Lands and Peop	Geography	3.00	A	A
HIST 112	US History Sinc	History	3.00	A	A
MATH 102	Intermediate Al	Mathematics	3.00	A	A
SPAN 109	Beginning Span	Foreign Languages	4.00	W	None

+ Add A Course + Add Semester

### 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 2021 and Spring/Summer 2022 courses. If you make changes to your schedule/plans after submitting your application, you will be able to update this information later.

**Spring 2007 Sophomore**

COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	CAS GRADE
ACC 111	Accounting Cor	Accounting	3.00	W	None
ACCT 225	Intro to Financi	Accounting	3.00	C	C
ECON 222	Principles of Mi	Economics	3.00	C	C
MAT 110	Basic College M	Mathematics	3.00	W	None

Add A Course Add Semester

Select a Term Select a Year Select Academic Status In Progress/Planned

+ Add A Course Add Semester Save All Cancel

Enter your courses first. For any courses you took that fall outside of the typical academic statuses, choose Freshman. After you enter all courses, you will start Transcript Review where you will be asked to identify courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad.

Is entering your coursework taking too long? **Save Time**

Is entering your coursework taking too long? Save significant time and ensure accuracy by having our specialists do it for you. [Tell me more](#)

### Prerequisites Information:

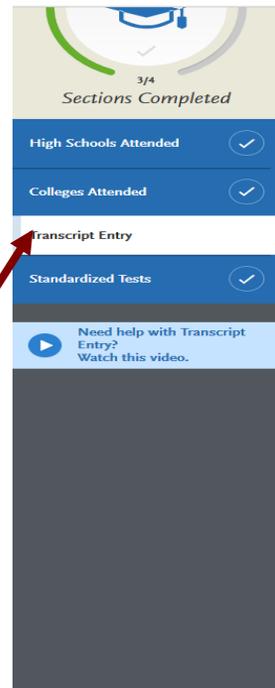
Some programs to which you are applying have prerequisites. Please enter coursework that fulfills these prerequisites.

# 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, *if applicable*. Enter coursework the same way you did for the first institution; repeat these steps for each institution where you've earned college credit (including dual enrollment in high school).



Enter transcript information exactly as it appears on your transcript. Your transcript details will be reviewed by a quality assurance team. If there are inaccuracies, your application will be sent back to you, and this will result in delays in submitting your application. All courses must be included, even if you did poorly or later repeated the course. If you have transfer credits, enter these credits from the institution where you originally took the course.

After you enter transcript information for all colleges attended, you will complete Transcript Review. In Transcript Review you will be asked to identify additional attributes about your coursework including Primary College and courses that are Repeated, Advanced Placement, Other Tests, Honors, and Study Abroad.

A screenshot of the transcript entry form. It lists three institutions: 'MIDLANDS TECHNICAL COLLEGE', 'SOUTH UNIVERSITY - COLUMBIA', and 'UNIVERSITY OF SOUTH CAROLINA - COLUMBIA'. Each institution has a progress bar and a 'Start' button. The 'MIDLANDS TECHNICAL COLLEGE' entry is completed, with a green progress bar and a checkmark. The other two entries have grey progress bars and 'Start' buttons. There are also 'Edit' and 'Preview this Transcript' buttons for the completed entry.

Is entering your coursework taking too long? Save Time

Is entering your coursework taking too long? Save significant time and ensure accuracy by having our specialists do it for you.

[Tell me more](#)

# SECTION: ACADEMIC HISTORY

## SUB-SECTION: TRANSCRIPT ENTRY

**Step 5:**  
When all your coursework has been added, click 'Review and Finalize My Transcripts'.

**Colleges Attended** ✓

Transcript Entry

**Standardized Tests** ✓

Need help with Transcript Entry? Watch this video.

**Review & Finalize My Transcripts**

**Transcript Review**

Ready to finalize your transcripts? First, preview each transcript to ensure you have entered all of your coursework exactly as it appears on your transcripts.

Next, continue to Transcript Review to finalize this section of your application. You will be asked to identify additional attributes about your coursework, so keep your transcripts handy.

MIDLANDS TECHNICAL COLLEGE ✓

Edit Preview this Transcript

SOUTH UNIVERSITY - COLUMBIA ✓

Edit Preview this Transcript

UNIVERSITY OF SOUTH CAROLINA - COLUMBIA ✓

Edit Preview this Transcript

# SECTION: ACADEMIC HISTORY

## SUB-SECTION: TRANSCRIPT REVIEW

### Step 6:

Once you 'Review and Finalize' your transcripts, you will select your Primary College



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.

### Transcript Entry

3/4 Sections Completed

High Schools Attended ✓

Colleges Attended ✓

Transcript Entry

Standardized Tests ✓

Need help with Transcript Entry? Watch this video.

### Transcript Review

#### Which one of these is your Primary College?

Your primary college is the college or university where you will earn (or have earned) your first bachelor's degree.

- MIDLANDS TECHNICAL COLLEGE
- SOUTH UNIVERSITY - COLUMBIA
- UNIVERSITY OF SOUTH CAROLINA - COLUMBIA

Continue

# 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 *at the same institution*.

### AP/IB Credits

You do NOT need to submit AP scores to PharmCAS

- If your scores appear on your UofSC transcript, you do NOT need to send them to the College
- If your scores do NOT appear on your UofSC transcript **OR** you do NOT attend the UofSC, 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

The screenshot shows a transcript review interface. On the left, there are three institutions listed: MIDLANDS TECHNICAL COLLEGE Transcript (0), SOUTH UNIVERSITY - COLUMBIA Transcript (2), and UNIVERSITY OF SOUTH CAROLINA - COLUMBIA Transcript (0). A red arrow points from the 'Need help with Transcript Entry? Watch this video.' button to the '1st and 2nd attempt' box. The main area displays a table of courses for Summer 1 2008 and Fall 2008. The table has columns for COURSE CODE, COURSE TITLE, SUBJECT, CREDITS, and GRADE. Two rows in the Fall 2008 section are highlighted in green, representing two attempts of ACC 1003 Accounting I, both with a grade of F and a red 'X' in the grade column. A red box labeled '1st and 2nd attempt' points to these two rows.

Summer 1 2008					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
+ BUS 1101	Intro to Busi	Business	2.67	A	
+ MATH 000T	Reme-Interr	Mathematics	2.67	B	
+ UVC 1000	Strategies fo	Orientation	2.67	A	
Fall 2008					
COURSE CODE	COURSE TITLE	SUBJECT	CREDITS	GRADE	
✓ ACC 1003	Accounting I	Accounting	2.67	F	✗
✓ ACC 1003	Accounting I	Accounting	2.67	F	✗
+ ACCT 226	Intro to Man	Accounting	2.67	C	
+ ACCT 324	Survey of Co	Accounting	2.67	C	
+ BUS 2038	Business Lav	Business	2.67	F	
+ ENGL 101	Critical Read	English	2.67	B	

1st and 2nd attempt

# TRANSCRIPTS

- Arrange for PharmCAS to receive an official transcript from every U.S. institution you attended. **Your file will not be verified or released to your select pharmacy schools until all official transcripts are received by PharmCAS.**
  - 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) even if the courses later transferred to another institution and appear on that transcript.
- **Summer & Fall 2021 Transcripts**
  - If you submit your PharmCAS Application before your 2021 summer and/or fall transcripts are available, review the [Academic Update section](#) to learn how to submit these updated transcripts to PharmCAS.
- **Spring 2022 Transcripts**
  - Accepted applicants are instructed to arrange for their official spring 2022 transcripts to be sent directly to PharmCAS as soon as they are available and before the cycle closes on June 30, 2022.
  - All applicants and accepted students will also receive communication directly from the UofSC COP
- **Summer 2022 Transcripts**
  - Accepted applicants must arrange for summer 2022 transcripts to be sent directly to the pharmacy school (and not to PharmCAS). The 2021-2022 PharmCAS cycle will be closed before summer 2022 transcripts will be available.
  - All applicants and accepted students will also receive communication directly from the UofSC COP

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

# SECTION: ACADEMIC HISTORY

## SUB-SECTION: STANDARDIZED TESTS

The UofSC COP will NOT require the PCAT for admission into the PharmD program for the 2021-2022 application cycle.

- Applicants can submit their PCAT scores if they feel that it would strengthen their overall application.
- Applicants with less than a 3.0 cumulative GPA are strongly encouraged to submit PCAT scores as part of their application.

Please reach out to our Director of Admissions who can assist you with questions and personalized admissions advising.



### 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](mailto:mellen@cop.sc.edu)



Register for the PCAT  
**REGISTRATION**

(The \* indicates a required field.)

Personal Data	Score Recipients	Testing Data	Special Accommodations	Verification												
<b>School List</b>		<b>Selected Schools</b>														
<p><a href="#">Add Selected Schools</a></p> <table border="1"> <thead> <tr> <th>School Name</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> PharmCAS-Watertown, Watertown, MA</td> <td>104</td> </tr> <tr> <td><input type="checkbox"/> Air Force Reserving Officer School, IL</td> <td>117</td> </tr> <tr> <td><input type="checkbox"/> Albany College Pharm/Health Science, Albany, NY</td> <td>045</td> </tr> <tr> <td><input type="checkbox"/> Appalachian College of Pharmacy, Oakwood, VA</td> <td>105</td> </tr> <tr> <td><input type="checkbox"/> Auburn University Auburn, Auburn, AL</td> <td>001</td> </tr> </tbody> </table>		School Name	Code	<input type="checkbox"/> PharmCAS-Watertown, Watertown, MA	104	<input type="checkbox"/> Air Force Reserving Officer School, IL	117	<input type="checkbox"/> Albany College Pharm/Health Science, Albany, NY	045	<input type="checkbox"/> Appalachian College of Pharmacy, Oakwood, VA	105	<input type="checkbox"/> Auburn University Auburn, Auburn, AL	001	<p>Select all the schools to which Official Transcripts should be sent. Be mindful of the deadlines for receipt of your Official Transcripts.</p> <p>You may select up to 14 schools to receive an Official Transcript. <b>The first three (3) are included in the \$210.00 registration fee, if you make those selections now.</b> Selecting PharmCAS (code 104) or any number of PharmCAS participating schools counts as only one selection. However, you will be charged \$20.00 for each non-PharmCAS school selected beyond the three (3) that are included.</p>		
School Name	Code															
<input type="checkbox"/> PharmCAS-Watertown, Watertown, MA	104															
<input type="checkbox"/> Air Force Reserving Officer School, IL	117															
<input type="checkbox"/> Albany College Pharm/Health Science, Albany, NY	045															
<input type="checkbox"/> Appalachian College of Pharmacy, Oakwood, VA	105															
<input type="checkbox"/> Auburn University Auburn, Auburn, AL	001															

### PCAT Exam

- If you select to take the PCAT, when registering report scores to PharmCAS (Code 104).

\*This should be the first option you have\*

### PCAT CID

- PharmCAS will ask for your PCAT CID, this can be found under 'My Profile' in your PCAT Registration.

# SECTION: SUPPORTING INFORMATION

## SUB-SECTION: EVALUATIONS

- Evaluations (Letters of Recommendation) are **only** submitted through PharmCAS
- The University of South Carolina College of Pharmacy requires **three** evaluations to be submitted
- It's recommended to 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
- 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.
- 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**

Evaluations

### Create Evaluation Request

Sections Completed 0/5

Evaluations

Experiences

Achievements

Licenses and Certifications

Personal Essay

First Name

Last Name

Email Address

Due Date MM/DD/YYYY

Personal Message/Notes 0/500

Waiver of Evaluation

I waive my right of access to this evaluation.  Yes  No

Permission to Contact Reference

I hereby give permission to contact this reference via email to request the completion of the reference form and letter of reference. If my reference does not submit an online reference form in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated schools are received by the deadline.

Permission for Schools to Contact Reference

I understand that the schools to which I am applying may contact the reference either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

*\*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.

Most Visited Getting Started Banner Login

Sections Completed

update or delete completed experiences. Refer to the Checklist on the program materials section of the application to determine if experiences are required for your program application.

Evaluations

Experiences

Achievements

Licenses and Certifications

Personal Essay

Experience Type

What type of experience do you want to add?

Type

Pharmacy Experience

Healthcare Experience

Employment

Extracurricular Activities

Address Optional

Address 2 Optional

City Optional

Country Select Country

Zip Code Optional

State

Supervisor

First Name Optional

Last Name Optional

Title Optional

Contact Phone Optional (201) 555-5555

Contact Email Optional

# 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

Achievements

### Add Your Achievements

Update your achievements any time prior to submission. After submission, you can add more achievements. However, you cannot update or delete completed achievements. Refer to the Checklist on the program materials section of the application to determine if achievements are required for your program application.

2/5 Sections Completed

Evaluations ✓

Experiences ✓

Achievements

Licenses and Certifications

Personal Essay

Achievement Details

Type: Select Achievement Type

Name: Honors, Publications, Scholarships

Name of Presenting Organization: Optional

Issued Date: Optional (MM/DD/YYYY)

Brief description: Optional (0/600)

Save This Achievement

# SECTION: SUPPORTING INFORMATION

## SUB-SECTION: LICENSES AND CERTIFICATIONS

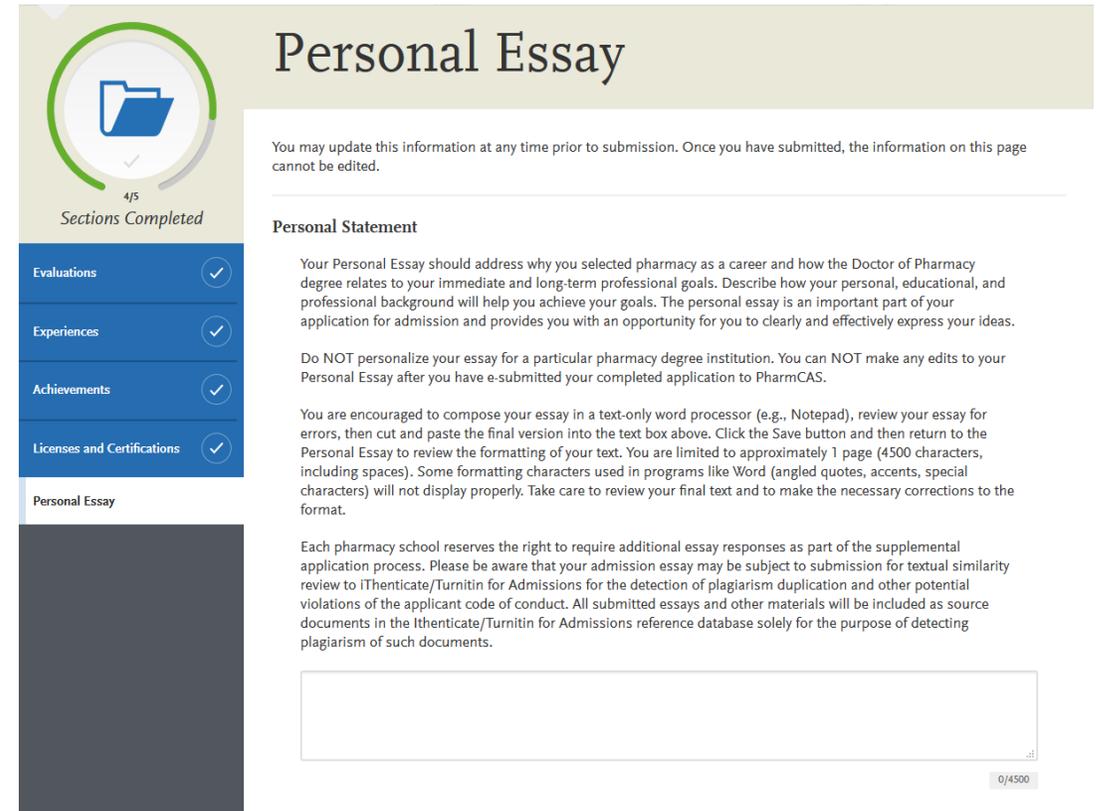
- Select the type of Achievement
  - Licenses
    - Pharmacy Technician registration
  - Certifications
    - Certified Pharmacy Technician
    - CPR Certification
- Include pharmacy and non-pharmacy certifications and licensure in this section
- If you are a **Certified Pharmacy Technician** upload 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](mailto:mellen@cop.sc.edu)

The screenshot shows the 'Licenses and Certifications' section of the PharmCAS application. On the left is a navigation menu with a progress indicator showing '4/5 Sections Completed'. The menu items are: Evaluations (checked), Experiences (checked), Achievements (checked), Licenses and Certifications (checked and highlighted), and Personal Essay. The main content area is titled 'Add Your Licenses and Certifications' and includes a sub-header 'Details Name'. The form fields are: Type (dropdown menu with 'Licenses' selected), Title (text input with 'Certifications' entered), Organization Name (text input), Number (optional text input), Issued Date (optional date input in MM/DD/YYYY format), Valid Until (optional date input in MM/DD/YYYY format), State (dropdown menu), and Brief Description (optional text area with a 0/600 character count). A 'Save & Continue' button is at the bottom of the form. The Windows taskbar is visible at the bottom of the screen.

# 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, utilize university/college resources such as Writing Centers to review your essay
- The Diversity Statement is **optional, but strongly recommended** and submitted through the Supplemental Application



**Personal Essay**

You may update this information at any time prior to submission. Once you have submitted, the information on this page cannot be edited.

**Personal Statement**

Your Personal Essay should address why you selected pharmacy as a career and how the Doctor of Pharmacy degree relates to your immediate and long-term professional goals. Describe how your personal, educational, and professional background will help you achieve your goals. The personal essay is an important part of your application for admission and provides you with an opportunity for you to clearly and effectively express your ideas.

Do NOT personalize your essay for a particular pharmacy degree institution. You can NOT make any edits to your Personal Essay after you have e-submitted your completed application to PharmCAS.

You are encouraged to compose your essay in a text-only word processor (e.g., Notepad), review your essay for errors, then cut and paste the final version into the text box above. Click the Save button and then return to the Personal Essay to review the formatting of your text. You are limited to approximately 1 page (4500 characters, including spaces). Some formatting characters used in programs like Word (angled quotes, accents, special characters) will not display properly. Take care to review your final text and to make the necessary corrections to the format.

Each pharmacy school reserves the right to require additional essay responses as part of the supplemental application process. Please be aware that your admission essay may be subject to submission for textual similarity review to iThenticate/Turnitin for Admissions for the detection of plagiarism duplication and other potential violations of the applicant code of conduct. All submitted essays and other materials will be included as source documents in the iThenticate/Turnitin for Admissions reference database solely for the purpose of detecting plagiarism of such documents.

0/4500

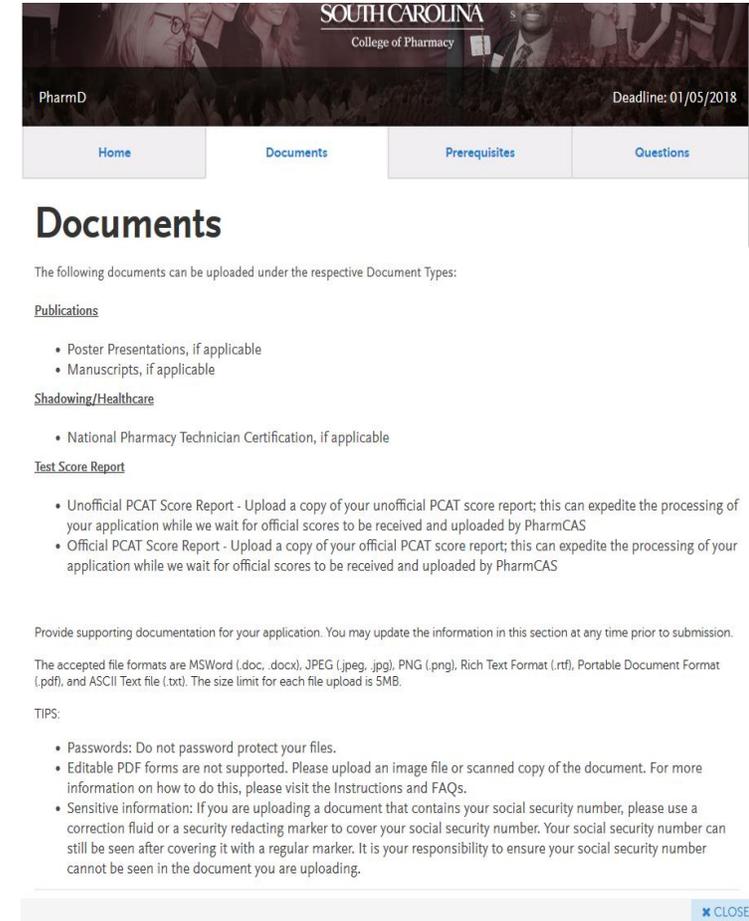
# SECTION: PROGRAM MATERIALS

- You will have a Programs Materials section for each program that you are applying to; the contents/questions are unique to each program
- For the UofSC College of Pharmacy:
  - The **Home** tab will provide additional information about the school/university, program, etc.
  - Information regarding the **Documents** tab is included on the following slide
  - The **Questions** tab contains additional essay questions



# SECTION: PROGRAM MATERIALS DOCUMENTS

- The following documents can be uploaded in the corresponding categories:
  - **Publications**
    - Poster presentations, manuscripts, etc. relating to research experience, *if applicable*
  - **Shadowing/Healthcare**
    - National Pharmacy Technician Certification, *if applicable*
  - **Test Score Report** (*can be uploaded or emailed directly to Ms. Nikki Mellen*)
    - Unofficial PCAT Scores, *if applicable*
    - Official PCAT Scores, *if applicable*



SOUTH CAROLINA  
College of Pharmacy

PharmD Deadline: 01/05/2018

Home Documents Prerequisites Questions

## Documents

The following documents can be uploaded under the respective Document Types:

Publications

- Poster Presentations, if applicable
- Manuscripts, if applicable

Shadowing/Healthcare

- National Pharmacy Technician Certification, if applicable

Test Score Report

- Unofficial PCAT Score Report - Upload a copy of your unofficial PCAT score report; this can expedite the processing of your application while we wait for official scores to be received and uploaded by PharmCAS
- Official PCAT Score Report - Upload a copy of your official PCAT score report; this can expedite the processing of your application while we wait for official scores to be received and uploaded by PharmCAS

Provide supporting documentation for your application. You may update the information in this section at any time prior to submission.

The accepted file formats are MSWord (.doc, .docx), JPEG (.jpeg, .jpg), PNG (.png), Rich Text Format (.rtf), Portable Document Format (.pdf), and ASCII Text file (.txt). The size limit for each file upload is 5MB.

TIPS:

- Passwords: Do not password protect your files.
- Editable PDF forms are not supported. Please upload an image file or scanned copy of the document. For more information on how to do this, please visit the Instructions and FAQs.
- Sensitive information: If you are uploading a document that contains your social security number, please use a correction fluid or a security redacting marker to cover your social security number. Your social security number can still be seen after covering it with a regular marker. It is your responsibility to ensure your social security number cannot be seen in the document you are uploading.

✖ CLOSE

# CHECKING STATUS OF PHARMCAS APPLICATION

You can check the status of your application at any time

The screenshot shows the PharmCAS dashboard with a navigation bar at the top containing 'Add Program', 'Submit Application', and 'Check Status'. Below the navigation bar, there is a 'My Application' section with a description: 'This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress.' To the left, there is a 'Latest Notifications' sidebar with a 'View My Notifications' button. The main area is divided into six sections: 'Personal Information' (7/7 Sections Completed), 'Academic History' (4/4 Sections Completed), 'Supporting Information' (5/5 Sections Completed), and 'Program Materials' (1/1 Sections Completed). A red arrow points from the text above to the 'Check Status' button in the navigation bar. Another red arrow points from the 'View My Notifications' button to the text below.

Applicants can view important notifications directly on the Application Dashboard

## REMEMBER...

- PharmCAS will NOT process your application until **ALL** transcripts are received
- The UofSC College of Pharmacy requires **3** evaluations to be submitted
- Your PharmCAS Application must be **VERIFIED** for your designated programs to receive your application

The screenshot shows the 'Application Materials' section of the PharmCAS dashboard. It features a 'Transcripts' table with the following data:

Transcripts	Arrived 0 of 3	Verifying
UNIVERSITY OF SOUTH CAROLINA - COLUMBIA Fall 2012 - May 2016	Not Arrived	Verifying
SOUTH UNIVERSITY - SAVANNAH Summer 1 2008 - October 2008	Not Arrived	Verifying
MIDLANDS TECHNICAL COLLEGE Spring 2005 - May 2014	Not Arrived	Verifying

Below the transcripts, there is an 'Evaluations' section with a progress bar showing 'Requested' (0/3), 'Accepted' (0/3), and 'Completing' (0/3). At the bottom, there is a 'My Programs' section with a progress bar for 'PharmD (Spring) Watertown University' showing 'Received' (0/1), 'Awaiting Materials' (0/1), and 'Verifying' (0/1).

# **SUPPLEMENTAL APPLICATION**

# 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\\_DisLoginNon](https://ssb.onecarolina.sc.edu/BANP/bwskalog.P_DisLoginNon)
- Choose 'First time user account'
- Create a Login and PIN

Admissions Login - New User  
Home > Admissions Login - New User

Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your PIN can be up to 15 numeric characters. Minimum 6 numeric characters are required. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

[Return to Homepage](#)

UNIVERSITY OF SOUTH CAROLINA

Admissions Login  
Home > homepage > University Admissions

If you are a returning user enter your Login ID and PIN and then select Login.

Login ID:

PIN:

Login

[First time user account creation](#)

[Return to Homepage](#)

# CREATING AN ACCOUNT

- For Campus, select '*USC Columbia*'

Select a Campus

Home > Select a Campus

To apply for admission, please select the campus you are interested in below.

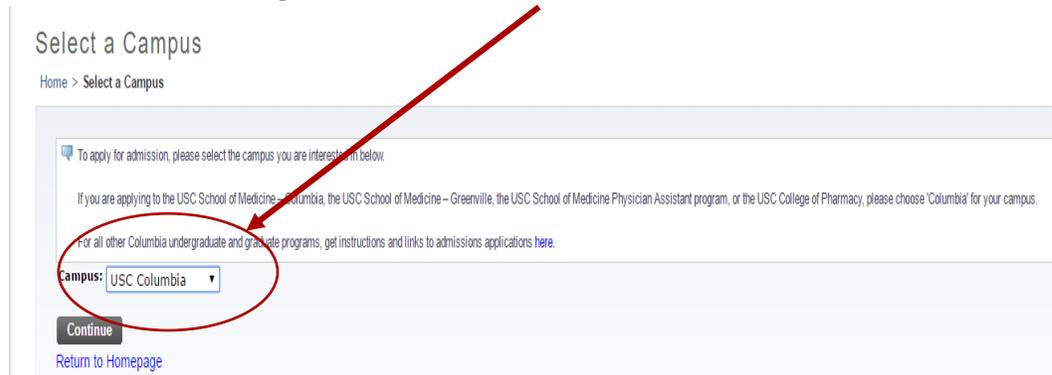
If you are applying to the USC School of Medicine – Columbia, the USC School of Medicine – Greenville, the USC School of Medicine Physician Assistant program, or the USC College of Pharmacy, please choose 'Columbia' for your campus.

For all other Columbia undergraduate and graduate programs, get instructions and links to admissions applications [here](#).

Campus: USC Columbia ▼

Continue

[Return to Homepage](#)



- For Application Type, select '*College of Pharmacy*'

Select an Application Type

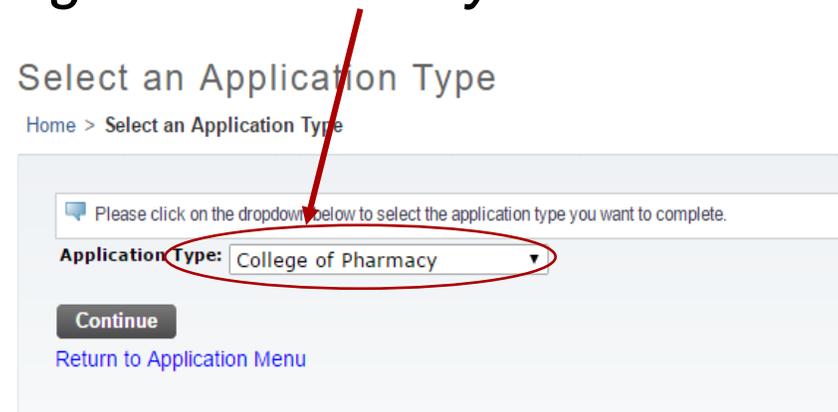
Home > Select an Application Type

Please click on the dropdown below to select the application type you want to complete.

Application Type: College of Pharmacy ▼

Continue

[Return to Application Menu](#)



# CREATING AN ACCOUNT

- Select '*Fall 2022*' for Admission Term
- Complete the name fields
- Select '*Fill Out Application*'
- You are now ready to complete the Supplemental Application

## Apply for Admissions

[Home](#) > [Apply for Admissions](#)

Select the term for which you wish to apply.

\* - indicates a required field.

Application Type: College of Pharmacy

Admission Term:\* Fall 2022 ▾

First Name:\*

Middle Name:

Last Name:\*

[Fill Out Application](#)

[Return to Application Menu](#)

# APPLICATION CHECKLIST

## Application Checklist

Home > Application Checklist

You may complete each section of the application in any order you wish. A checklist is provided below to help you move from section to section. When you have finished the application, please click "Application is Complete" button to submit it. You may click the "Finish Later" button if you would like to continue working on your application.

✓ Accompanying Materials	Pharmacy Exposure
✓ Technical Standards	Research Involvement
✓ Legal Name	Employment
Personal Information	Community Involvement
International Information	Diversity Statement
Residency Information	Miscellaneous Information
Permanent Address	Disclosures
Current Mailing Address	Disclosures and Signature
Demographic Data	Waiver
Extra-Curricular Activities	

Application is Complete Finish Later

Need help? [Click here.](#)

- 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 select 'Yes' for each, indicating that you have read and understand the contents
- If you have any questions or would like to discuss the Technical Standards for the UofSC College of Pharmacy, please reach out to the Director of Admissions at [mellen@cop.sc.edu](mailto:mellen@cop.sc.edu)
- 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
  - Permanent Address
  - Current Mailing Address
  - Demographic Data
- Complete the sections above as they pertain to you

# 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***
- 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 for 2021-2022 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 for the 2021-2021 application cycle are eligible for a Supplemental Application fee waiver
  - Select whether or not your received a fee waiver through PharmCAS for 2021-2022



Sign Out

Home

Waiver (Checklist item 12 of 12)

Please enter your answers to the questions. Text entries are limited to 2000 characters.

When completing sections, click the "Checklist" button to save your changes and display the application checklist. Click the "Continue" button to save your changes and move to the next section of the application. Click the "Finish Later" button to save your changes and display the application menu. Click the "Return to Checklist without saving changes" link to navigate to different sections without saving your changes.

\* - indicates a required field.

Did you receive a fee waiver through PharmCAS for the 2017-2018 application cycle?

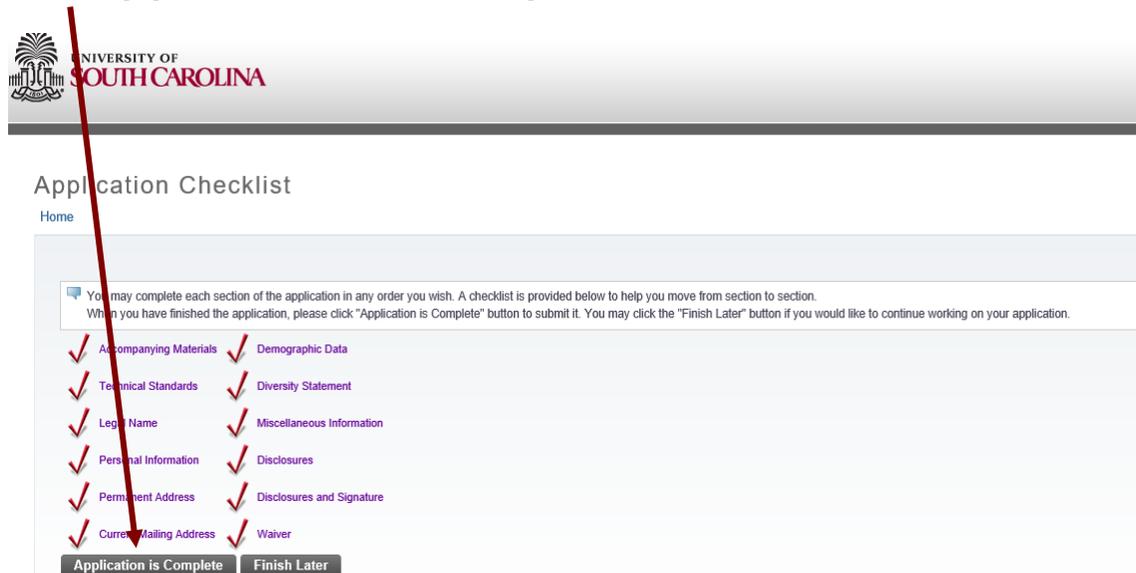
Yes  No

Yes

No

# APPLICATION SUBMISSION

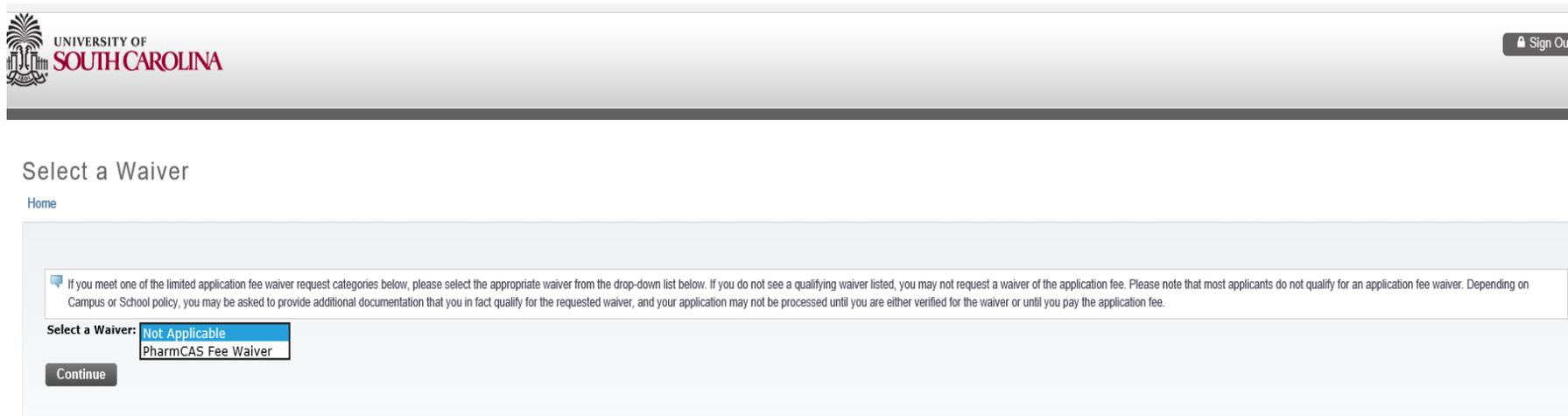
- After completing all sections, you are ready to submit your Supplemental Application
  - Select '*Application is Complete*'



- Read and agree to the terms of the Application Agreement on the subsequent page

# APPLICATION SUBMISSION

- If you received a fee waiver through PharmCAS for the 2021-2022 application cycle, select '*PharmCAS Fee Waiver*'\*
- If you did NOT receive a fee waiver through PharmCAS, select '*Not Applicable*'



The screenshot shows the top navigation bar of the University of South Carolina website, including the university logo and a 'Sign Out' button. Below the navigation bar, the page title is 'Select a Waiver'. A 'Home' link is visible. A large text box contains the following instructions: 'If you meet one of the limited application fee waiver request categories below, please select the appropriate waiver from the drop-down list below. If you do not see a qualifying waiver listed, you may not request a waiver of the application fee. Please note that most applicants do not qualify for an application fee waiver. Depending on Campus or School policy, you may be asked to provide additional documentation that you in fact qualify for the requested waiver, and your application may not be processed until you are either verified for the waiver or until you pay the application fee.' Below this text box, there is a 'Select a Waiver:' label followed by a dropdown menu. The dropdown menu is currently open, showing two options: 'Not Applicable' (highlighted in blue) and 'PharmCAS Fee Waiver'. A 'Continue' button is located at the bottom left of the form area.

*\*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

## Application Fee Payment

Home > Application Fee Payment

Please verify the following credit card information. Select Submit Payment to accept the charges if the information is correct; otherwise select Pay Later.

Payment Amount: \$65.00

Submit Payment

The screenshot shows the University of South Carolina payment portal. At the top, there is a navigation bar with the university logo and the text 'UNIVERSITY OF SOUTH CAROLINA' and 'Important Information | Ask for Help'. Below the navigation bar is a progress indicator with four steps: 'Amount and Method', 'Payment Information', 'Submit Payment', and 'Payment Receipt'. The 'Submit Payment' step is currently active. The main content area displays the following information: 'Description: Application Fees', 'Payment amount: \$65.00', and 'Payment method: Select a payment method'. There is a 'Cancel' button below the payment method dropdown. Below the payment method dropdown, there are two sections of text: 'Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. Corporate checks are not allowed.' and 'Credit or Debit Card - We accept the following credit and debit cards.' Below the text are logos for VISA, MasterCard, Discover, and American Express.

- 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](mailto: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  
Office Hours: M-F (8:00am-4:30pm)

# 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 UofSC COP Supplemental Application