2021-2022 ADMISSION CYCLE
APPLICANT INSTRUCTIONS
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

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PCAT Test Dates:
- July 8-9
- September 9
- October 18-29
- February 1-5

PharmCAS Application Priority Deadline:
- October 1
- October 11

UofSC Supplemental Application Priority Deadline:
- March 1

Supplemental Application Submission Deadline:
- March 1
- March 15

Projected Final Admission Decisions Deadline:
- May 2022
PHARMCAS APPLICATION GUIDE
SELECT PROGRAMS

Select the Programs to Which You Want to Apply

0 PROGRAMS SELECTED  $0 TOTAL FEES

School: All Schools  State: All States  Accreditation: All Accreditations

Show: Available Programs  Past Programs  Future Programs

University of South Carolina
Doctor of Pharmacy (PharmD)  PharmD  2022  Columbia  SC  Full Accreditation  3/01/2021
You will add the programs you want to apply to here.
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 our Director of Admissions at 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 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.
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

• 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.
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 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.
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).
Step 5: When all your coursework has been added, click ‘Review and Finalize My Transcripts’.
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.
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

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

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.

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*
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.

*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
    - 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
• 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
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.
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*
CHECKING STATUS OF PHARMCAS APPLICATION

You can check the status of your application at any time

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
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_DispLoginNon](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 2022’ for Admission Term
- Complete the name fields
- Select ‘Fill Out Application’
- You are now ready to complete the Supplemental Application
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.
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.

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
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’

*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
  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