

UNIVERSITY OF FLORIDA
COLLEGE OF PHARMACY



CLASS OF 2018 GRADUATION CHECKLIST

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|--------------------------------------|--|
| <input type="checkbox"/> FEBRUARY | REVIEW DEGREE AUDIT |
| <input type="checkbox"/> FEBRUARY 2 | DEGREE APPLICATION DEADLINE |
| <input type="checkbox"/> FEBRUARY 15 | COMMENCEMENT INFORMATION FORM |
| <input type="checkbox"/> MARCH 2 | REGALIA ORDER DEADLINE |
| <input type="checkbox"/> MARCH 12-16 | COMPOSITE PHOTO |
| <input type="checkbox"/> APRIL 2 | NAPLEX/MPJE REGISTRATION |
| <input type="checkbox"/> APRIL 23 | REGALIA AVAILABLE FOR PICKUP THROUGH DAY OF CEREMONY |
| <input type="checkbox"/> MAY 6 | CLASS OF 2018 SENIOR BARBECUE AND AWARD CEREMONY |
| <input type="checkbox"/> MAY 7 | COMMENCEMENT – 10AM |
| <input type="checkbox"/> MAY 8 | SUBMIT FLORIDA BOARD OF PHARMACY APPLICATION
(DEGREE CONFER DATE IS MAY 8) |
| <input type="checkbox"/> MAY 9 | IF NEEDED, FINAL TRANSCRIPTS AVAILABLE ON ONE.UF.EDU |

FEBRUARY REVIEW DEGREE AUDIT

- 1) Verify completion of all degree requirements.
- 2) Clear your academic record and have any incomplete grades converted to satisfactory grades before graduation.

FEBRUARY 2 DEGREE APPLICATION DEADLINE

Degree candidates must complete an online degree application on the [student self-service site](#) by the deadline to graduate. Under the My Record link on left side of webpage, select degree application. By completing the degree application, degree candidates are applying for graduation.

FEBRUARY 15 COMMENCEMENT INFORMATION FORM

[COMMENCEMENT INFORMATION FORM](#) (DUE FEBRUARY 15 – NOON)

Click on [THIS link](#) to submit the information used in all aspects of graduation and degree certification! Please be sure to complete all of the fields.

Information collected via this form:

- Name for commencement program
- Phonetic pronunciation of name
 - Name Scanning Card with QR code will be provided by College of Pharmacy. You may discard the Name Scanning Card you will receive with regalia.
 - Name Scanning Card will include:
 - QR code which signals your name to be projected on large screen (i.e. also the name that will appear on diploma)
 - Log in to ONE.UF and make sure that your name is listed correctly. If you have had a name change, but have not notified the Registrar's Office, please do so no later than March 1.
 - Name as you wish it to be announced
 - Shauna Buring (SHAW-nuh, BURR-ing)
 - Ravi Patel (RAH-vee, pah-TELL)
 - Margaret Johnson (MAGG-ee, JOHN-sun)
 - Academic distinction information (e.g. cum laude)
 - **Cum laude:** GPA in required pharmacy courses (excluding electives) upon graduation must be 3.50 and higher, 1 set of cords.
 - **Magna cum laude:** Successful completion of Honors project; and GPA in required pharmacy courses (excluding electives) upon graduation must be between 3.6 and 3.79, 2 sets of cords.
 - **Summa cum laude:** Successful completion of Honors project; and GPA in required pharmacy courses (excluding electives) upon graduation must be 3.80 or higher, 3 sets of cords.

- Guidelines for required honors project can be found [on line](#).
- **NOTE:** Only *REQUIRED PHARMACY COURSES* are used in the GPA that determines academic distinctions. This information can be found on your degree audit.
- Honor Cords: The Office of Student Affairs provides the bookstore with a file of academic distinctions as soon as final GPAs have been calculated. Honor cords (twisted orange and blue) may not yet be available for purchase from the bookstore when you pick up your regalia, however. Sometimes, the off calendar grading windows for APPEs or a grade change can leave students on the cusp omitted from the initial list.

If your calculations indicate academic distinctions, and the bookstore cannot find your name on the list from the Office for Student Affairs, please contact Anedria Williams (anedriawilliams@cop.ufl.edu) 352/294-8884. She will be pleased to verify your academic standing and eligibility for cords. She will then contact the bookstore manager and authorize the purchase.

If your grades are late coming in, do not worry! You will be able to buy cords from the COP staff as you line up for the processional. \$15/set. Cash only. We **guarantee** that you will have the correct cords at graduation.

Note: Cords at graduation in the College of Pharmacy are representations of **academic** and **leadership** distinction. Graduates distinguished by Rho Chi Honorary Pharmaceutical Society and/or Phi Lambda Sigma Honorary Pharmacy Leadership Society may wear those societies' cords. Veterans may also wear cords received by the VA Office. No other items or cords are permitted to be worn during the ceremony.

- If you have a good singing voice and would like to lead the college in the singing of the National Anthem or UF Alma Mater (with music), you may submit your interest on the form. Nominations for Class of 2018 student commencement speaker
 - Each graduating senior will have the opportunity to nominate a fellow student to represent their campus at the graduation ceremony with remarks about their time and experiences in the College of Pharmacy. Each student is allowed one vote for a student from their campus.
- Nominations for Outstanding Faculty Member award
- Nominations for Outstanding Teaching Assistant award

☐ MARCH 2 REGALIA ORDER DEADLINE

You will need to order regalia via ONE.UF.EDU by March 2 to avoid a \$10 late fee. All participants in the ceremony wear a university-approved cap and gown, which can be reserved from the UF Bookstore.

Doctor of Pharmacy Regalia

Black/velvet trim gown (NOT blue!)

Olive green velvet hood (provided at graduation)

Olive green tassel on traditional mortar board (NOT tam!)

☐ MARCH 12 - 16 COMPOSITE PHOTO

All students will be photographed on their home campus wearing the Doctor of Pharmacy regalia. The photo will be included in a composite that is displayed at each campus. Regalia for photographs will be provided. More details will be sent via email from your campus Student Affairs office.

☐ APRIL 2 NAPLEX/MPJE REGISTRATION

There are 3 steps to getting licensed:

- 1) [NAPLEX Registration](#) (Note: Begin after April 2, 2018)
- 2) FL Board of Pharmacy registration (Note: You must wait until May 8 to complete. See checklist below for more details.)
- 3) Schedule your date to take the NAPLEX and MPJE. (Note: You will need an authorization to Test from Pearson-Vue; this will not happen until after FL Board verifies your application – see step 2)

NAPLEX Registration. Download the [NAPLEX Registration Bulletin](#). When registering, please be sure to provide May 8, 2018 as the degree conferral date when prompted. Note: The degree conferral date is NOT the date of the commencement ceremony!

Be sure to select CPE Monitor when registering; you should already have an NABP eProfile from taking the PCOA.

Going to Another State? Read below. If not, skip this section.

If, upon graduation, your intentions are to be licensed in another state, you may send that state's education verification documentation (their version of the Form A) to NWilcox@cop.ufl.edu for completion. Follow these steps to avoid a delay in processing:

1. Complete your portion of State X's Board Application
2. Send the entire packet to: Natalie Wilcox
PO Box 100495

Gainesville, FL 32610

3. Use removable stickers to identify pages that need a signature
4. The education verification portion will be completed, and the entire packet will be forwarded to State X's Board of Pharmacy.



Candidates for licensure should choose a primary state to be licensed in. It is usually best to get licensed in Florida and then have the score transferred.

NABP permits a NAPLEX score to be transferred for **up to 90 days after the examination** is taken. This typically provides enough time for a candidate to transfer their score and fulfill the remaining requirements for licensure in the second, third, or fourth state if applicable.

DO contact the staff at both board offices regarding policies and procedures concerning primary/secondary licensing.

APRIL 23 REGALIA AVAILABLE FOR PICKUP

Regalia is available for pickup from the UF Bookstore in GNV on or after April 23. You may pick up regalia for your classmates as long as you have their Gator 1 card. Additionally, you may pick up regalia on May 6 when you come to GNV for the Class of 2018 Senior Barbecue. Please note that you will only pick up the gown, tassel, and mortar board cap. The Office of Student Affairs staff will pick up all student hoods. If you decide to purchase a hood **DO NOT** bring it to the ceremony.

MAY 6 CLASS OF 2018 SENIOR BARBECUE AND AWARD CEREMONY

This is an event specially planned for you and your family! The College is hosting a Senior Barbecue and Award's Ceremony at 4pm on the Sunday before graduation. We are celebrating you and your entry into the profession of pharmacy. Be sure to RSVP when you receive an invitation via email! Additionally, rooms will be reserved in a hotel block specifically for pharmacy if you and your family wish to stay overnight.

AC Hotel by Marriott 151 NW 14th Street Gainesville, Florida 32603 352-792-1151	Hilton University of Florida Conference Center Gainesville 1714 SW 34th Street Gainesville, Florida, 32607 352-371-3600	Home2 Suites by Hilton Gainesville 2115 SW 13 th Street Gainesville, FL 32608 352-372-1025
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MAY 7 COMMENCEMENT – 10AM

WHERE: Stephen C. O'Connell Center on the Gainesville campus (Gate 1)

WHEN: Report no later than 9:15!

IMPORTANT NOTE: Please be aware that the O'Connell Center has recently implemented the use of metal detectors at their doorways. Everyone entering the building must pass through them. Be aware of any objects you may be carrying that could impact your ability to come in the doors.

WHAT TO EXPECT:

The faculty marshal will lead the graduates down the hallways, preparing for your entrance. At exactly 10:00am you will be lead down the aisle and into your rows. Be sure to fill each one and remain standing. Once the graduates are in place, the faculty processional will proceed down the same aisle and the graduates should turn as the faculty processional passes. When the faculty and guests are on stage, the graduates will turn to face the stage.

Dean Johnson will officiate. When queued, the marshal will lead each row of graduates to the stairs at the left side of the stage, to the card scanning station. You will be queued to go up the stairs. As the announcer calls your name, you will walk towards the hooders to be hooded.' Then cross the stage to receive your scroll.

University Photography will be present to take a picture after you receive your diploma. You will then return to your seat. Free commencement proofs will be mailed to you within 7 - 10 days of the ceremony. There is no obligation to purchase.

The graduates will recess, with the last row leading. Here is a link to last year's ceremony: <https://mediasite.video.ufl.edu/Mediasite/Play/6835e0cd80d54749b99c5e54aba0a1351d?catalog=58a2c26a-048c-42de-8950-c7f68c1e7540>

LIVE STREAM. For those of you with friends or relatives that may not be able to make it to Gainesville, please direct them to the [streaming site](#) on May 7 at 10:00 am for a closed-captioned live feed! Afterwards, we will host a link to this downloadable video file.

VENUE. The Stephen C. O'Connell Center is located on the corner of West University Avenue and Gale Lemerand Drive. Directions and parking information can be found on the site. There is staff to assist patrons requiring accommodations. The Center is wheelchair accessible and has plenty of handicapped parking spaces. Remind guests requiring such accommodations to arrive early.

PROGRAMS. You will be provided with a copy of the program at your seat in the Stephen C. O'Connell Center.

DIPLOMAS. Diplomas will not be handed out at graduation. The Office of the University Registrar will mail diplomas to your permanent address on file approximately ten weeks after

graduation. Please verify your address through the ONE.UF portal. Diplomas measure 11 ¾” high by 16” wide!

GRADUATION ANNOUNCEMENTS. If you choose to order graduation announcement, information can be found here. <http://www.herffjones.com/uf/>

GUESTS AT GRADUATION. Tickets are not required for guests to attend the commencement ceremony and there is no limit to the number of guests you may bring. Information for guests regarding lodging, restaurants, parking, etc. can be found at [http://www.registrar.ufl.edu/commencement/.](http://www.registrar.ufl.edu/commencement/)

MAY 8 SUBMIT FLORIDA BOARD OF PHARMACY APPLICATION (DEGREE CONFER DATE IS MAY 8)

The Florida Board of Pharmacy does not want you to submit your application until May 8. However, beginning May 8 (which is the actual date of conferring your degree), you may submit your application.

<http://floridaspharmacy.gov/licensing/>

Form A – Verification of Pharmacy Education: You do NOT complete this form. Form A will be provided to the Florida Board of Pharmacy on your behalf by the College of Pharmacy.

Form B – You will not need Form B. The FL Board is aware that you get all of your intern hours in the pharmacy curriculum.

Immunization Administration Certification and Application. Upon successful completion (minimum grade of C-) of Pharmacotherapy 6 (PHA 5788), a letter will be sent to the Florida Board of Pharmacy, certifying your completion of the immunization administration certification program. After you are licensed as a pharmacist in the state of Florida, you may apply to be licensed as an immunization administrator.

Authorization To Test: Shortly after receiving your completed application for licensure in Florida, the Florida Board of Pharmacy verifies that you have applied to sit for the NAPLEX exam. As soon as the application is verified, you will be sent an email from Pearson-Vue Test Services. This will be your Authorization to Test (A.T.T.). You will be redirected to the Pearson-Vue Test scheduling site where you can arrange to sit for the exam.

Pearson-Vue’s informational video should help allay any concerns you may have!

https://www.youtube.com/watch?v=ly3QgIES_4w

MAY 9 IF NEEDED, FINAL TRANSCRIPTS AVAILABLE ON ONE.UF