

Congratulations on your acceptance to the Master of Science in Pharmacy with a concentration in Pharmaceutical Outcomes and Policy! As a new student we expect that you are eager to begin mapping out your journey!

To assist you on your road to graduation please read all of the information below. If you have questions about these guidelines, contact your academic advisor, Heather Steingraber, at [hsteingraber@cop.ufl.edu](mailto:hsteingraber@cop.ufl.edu). If you have questions about registration, admission, or anything else contact [dess@ahc.ufl.edu](mailto:dess@ahc.ufl.edu).

Once again, congratulations on your acceptance, and welcome aboard!

The DESS Team  
Distance Education Support Services

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## **Your Degree Program, Concentration, and Specialty Track**

All students in the MS program, regardless of specialty track, are enrolled in the same Master's Degree program, which is the Master of Science in Pharmacy, concentration in Pharmaceutical Outcomes and Policy (abbreviated as "POP"). Your specialty track is your narrow specialty within that larger field. Students in the M.S. program will earn a graduate certificate in their specialty area in addition to earning the M.S. degree.

## **Program Structure and Academic Calendar**

Our academic year is composed of three semesters (Fall, Spring, and Summer). Each semester is divided into halves, with the "A" half comprising the first 6 to 8 weeks, and the "B" half comprising the second 6 to 8 weeks. During some semesters there is a break of about one week between the A and B terms.

Students in our program take one course in each A or B term, thereby completing up to six regular courses in a year. During the break between A and B terms, the two-credit seminar course is offered on campus in Spring semester.

As you plan ahead for your coursework, be sure to bookmark the program's [Academic Calendar](#)

page. This is where you'll find important deadlines, such as the start/end of semesters, drop/add deadlines, and tuition payment deadlines. Do NOT use the University's main Academic Calendar, since those dates do not apply to our program. Keep in mind that a Web search for UF deadline/dates (e.g., "UF Fall semester tuition deadline," etc.) will take you to the main UF academic calendar instead of taking you to our calendar.

## **Concentration coursework and comprehensive final exam**

All students in the M.S. program must complete a core of POP concentration courses, which include POP Foundations I and II, Writing for POP, and Seminar.

The Foundations courses are offered in fall and spring, and, although they are labeled as "1" and "2," they can be taken in either order. The Seminar is offered over a weekend each Spring, on campus in Gainesville, FL. Students are required to complete one seminar before graduation. The Writing for POP course is offered in two different formats, though the course content is the same in both. In the Fall A and Spring B terms, the course is offered over a half semester, while in the Summer, it is offered over an extended time period (called Summer C), which spans the Summer A+ B terms. This extended format may be preferable for students who have difficulty completing writing assignments on a tight turnaround during the regular work week (M-F). Students taking the Summer C Writing for POP course are allowed to take an additional Summer A and/or Summer B course as well. Students must complete the Writing course prior to taking their comprehensive final exam.

Near the end of M.S. coursework, students must pass a written, comprehensive final exam. The exam is offered every semester, roughly during the break between the A and B terms. The format and content of the exam changes every term, and it is highly tailored to the individual student's plan of study. Students generally register for the final exam during their final semester of study. Additional information about the exam is provided to students at that time.

## **Finding Program Planning Resources**

You will receive information about program orientation, which consists of recorded lectures, and activities for you to complete. In the meantime, you can find many academic planning resources on the program's Website. Some resources that may prove helpful include the following:

- **[Academic Calendar and Critical Dates](#)**: Here you'll find the term begin/end dates, drop/add deadlines, tuition deadlines, and a host of other important dates.
- **[Course Schedule](#)**: This shows which semesters/terms each class is offered. You can use this information to sketch out a plan of study to take you all the way through graduation.
  - **Class information or "Dates/Texts/Times"**: At the top of the Course Schedule page, you'll see a link to the "Course Information" document, also known as "Dates/Texts/Times." This is

where the live class meeting times are listed, as well as required textbooks, special course requirements, etc.

- [Course Catalog](#): Includes a listing of our program's courses, and a sample syllabus for each. (NOTE – Only older versions of each course syllabus are posted here. Current syllabuses are only available in the course's site in Canvas.)
- [Curriculum \(a.k.a., Required Coursework\)](#): Shows the course requirements to complete the MS degree, with Managed Care Pharmacy Systems specialty.
  - [Sample Plans of Study](#): (UNDER CONSTRUCTION). From the Curriculum page, follow the appropriate link to see a sample student schedule that maps-out all coursework through graduation. Students are free to follow this sample schedule exactly, or can customize their plan to their own scheduling needs and learning goals. To customize your plan, contact your academic advisor to set up an advising session.
- [Registration Site](#): This is the site to submit registration requests. **Do not use the University's One.UF portal for registration.**

## **Program Policies**

The program orientation session includes information regarding a number of important program policies. Some of the most important policies that you'll need to know right away include the following:

- **Do not use the One.UF (student self-service) portal for registration.** Registration for our coursework is restricted, and so we use the [UF HSC's Distance Learning Registration](#) site.
- **Once your UFL email account is established, you should check it every day.** Most UF offices will communicate with you using your UFL email only. Do not miss an important message because you have forgotten to check your UFL email account.
- **If you wish to drop/withdraw from a course, you must [do so officially!](#)** The University will not automatically drop you from a course, even if you fail to pay tuition, or fail to "attend" or participate in class. Unless you formally drop or withdraw from a course, you will receive a grade (which will be a failing grade if you do not attend), and the University will assess tuition (including late fees if you do not pay on time).

## **First Semester Registration Guidance – Managed Care Pharmacy Systems**

You are encouraged to contact your academic advisor as early in your studies as possible. During your advising session, you will create a customized plan of study, mapping-out every course that you will take through graduation. If you wish to register for your courses prior to talking to your advisor, it is suggested that you register for the specific courses listed below:

### **Fall starters**

- **Fall A:** PHA (6935)\* POP Foundations I – 3 cr.
- **Fall B:** PHA 6283 Commercial Applications of Pharmacoeconomic Principles – 3 cr

### **Spring starters**

- **Spring A:** POP (6935)\* POP Foundations II – 3 cr.
- **Spring A/B Break:** Consider taking PHA 6935 POP Seminar – 2 cr (on campus). Students must complete one on-campus (Spring) seminar prior to graduation. It is recommended that you complete this requirement in your first Spring semester, if possible.
- **Spring B:** PHA 6283 Commercial Applications of Pharmacoeconomic Principles – 3 cr

### **Summer starters**

- **Summer A:** PHA (6935)\* Quantitative Methods for EBP – 3 cr
- **Summer B:** PHA 6276 Pharmacy Benefit Design & Management – 3 cr

\*PHA (6935) is used for courses that have not been assigned a permanent number in the Statewide Course Numbering System. Students can take multiple PHA 6935 courses.