UNIVERSITY of
HOUSTON
College of Pharmacy
Office of the Dean

REGISTRATION GUIDELINES

The University uses ***myUH*** for all registration and student services needs. The College's Academic Affairs Office will remind all students via e-mail of the time of registration.

The four-year degree plan is provided in the UHCOP Student Handbook. Each first year or P1 student will be provided a hard copy of the handbook in the fall semester and an electronic copy will be posted on the college website.

The student is to register for the courses listed for the appropriate semester, unless otherwise notified by the Admission and Progression Committee. If changes are made by the Committee due to academic issues, it is your responsibility to alter the schedule through the drop and add procedure.

Students beginning their summer Introductory Community Pharmacy or APPE courses will receive registration information from the TMC Office of Experiential Programs and are responsible for registering correctly. The College's Academic Affairs Office will assist in registration for course overload and changes made by the college after registration deadlines.

Refer to http://www.uh.edu/academics/courses-enrollment/The-New-myUH/Info-for-students/first-time-users-students/index.php to discover means to obtain your UH email alias. If this is your first time using ***myUH***, you will be asked for a password. See: http://www.uh.edu/academics/courses-enrollment/enrollment-faq/index.php.

You're *myUH ID* is your official student ID.

How to register for pharmacy courses:

1. You **MUS**T have a ***myUH ID***. This is the same as your PeopleSoft ID.
2. https://my.uh.edu/psp/paprd/?cmd=login&languageCd=ENG& will take you to the login page.
3. You will enter the institution (UH) and the appropriate academic term, (i.e., fall 2013)
4. Once in the Class Search area, you will enter the course subject: **PHAR**; the course career: **Pharmacy**; and then search for all classes.
5. You will find the curriculum course of study in the student handbook and register accordingly.
6. You will locate the course ID (i.e. PHAR 4270) and the correct course name (i.e. Pharmacy Practice I) and will select the course in ***myUH***.
7. **Fourth year students:** If there are numerous course coordinators for each class, you will select the professor name you have been provided by the Experiential Office for that specific course.
8. You will be able to view courses for which you are enrolled after saving and finalizing the registration information. You **MUST** make sure you are enrolled for the correct number of semester hours. **DO NOT allow your courses to be dropped due to non-payment of tuition and fees.** Each semester you will be provided the deadline for registration and payment of fees. It is **your** responsibility to have registered for the correct courses and paid your tuition and fees by this deadline. Non-payment of fees will result in you being dropped from courses by the university.
9. You may alter your schedule during the first two days of the semester through the drop and add process, if appropriate.
10. The ***myUH*** system will indicate times when it will be unavailable due to maintenance.
11. Contact Dr. Smesny immediately if registration problems occur.
12. Contact Mr. Scott Parker for financial aid matters at sparke2@central.uh.edu.

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