Spring 2016 - Registration Form for Online Courses

REGISTER EARLY TO RESERVE YOUR SPOT IN A CLASS. PLEASE PRINT CLEARLY.

Complete all sections of this form and email to qarareg@temple.edu or fax to 267.468.8565. New students must include the Adobe tutorial password, a Temple U residency form, copies of undergraduate & graduate transcripts, a resume, and a recent photograph. Students who only earned degrees abroad must include TOEFL/IELTS scores & WES/ECE reports.

**Continuing Students:** 9-digit TUid ________________________ TUmail______________________

**All Students:** Name ____________________________________________

Home Address ____________________________________________________________

(Check , if address change) [ ]

City_____________________________ State__________ Zip_____________________

Are you a Pennsylvania Resident? Yes___ No____ If yes, for how long? __________________________

Home Phone ______________________ Work Phone ______________________ Ext_____

Work or Home Email _________________________________________________________________________

Fax_____________________________________________

Name of Employer ____________________________________________________________________________

Title___________________________ Department_______________________________________________________

Employer Street Address _____________________________________________________________

Mailstop ________ (Check, if address change) [ ]

City_____________________________ State__________ Zip_____________________

Year received Undergraduate Degree _____ Major ______________ Year received Master’s _____ Major______________

Is this your first RA and QA course at Temple?

_____ Yes Did you include the state residency form? (We cannot process your registration without it).

_____ No If no, how many courses have you completed so far: ______________

**NEW STUDENTS must include the following documents with this form:**

_____ copy of CV/resume and _____ photocopies of all undergraduate and graduate transcripts and _____ photo

(Email the photo to qarareg@temple.edu. Make sure you include your name.)

New students who earned all degrees abroad must include photocopies of official TOEFL or IELTS score_____ and WES or ECE report_____.

Are you: _____ Non-Matriculated _____ Matriculated (or accepted into the MS degree program)

Do you plan to pursue the MS Degree? Yes___ No____ Expected year to graduate: ______________________

Which certificate do you intend to pursue?

_____ Drug Development  _____ Clinical Trial Management  _____ Medical Devices  _____ Global Pharmacovigilance

_____ GMPs for the 21st Century  _____ Generic Drugs  _____ Pharmaceutical Dev  _____ Labeling & Advertising

_____ Post Master’s Certificate (indicate which one:___________________________________________________)

Applicant’s Signature: __________________________________________  Date:________________

**RAQA Tuition for 3 Credit Courses - No Change from Last Year**

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<tr>
<th></th>
<th>PA Resident</th>
<th>Non-Resident</th>
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<tbody>
<tr>
<td>$3,003.00</td>
<td>$3,801.00</td>
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University Services Fee

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<tr>
<th></th>
<th>1 – 4.9 credits</th>
<th>5 – 8.9 credits</th>
<th>9+ credits</th>
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<tr>
<td>$140.00</td>
<td>$287.00</td>
<td>$395.00</td>
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Drop Policy: To receive a complete refund for a course, students must submit the "Course Withdrawal Form (available on the Forms link of the RA and QA website) BEFORE the second class (weekend courses) or BEFORE the third class (weeknight courses).

On the pages that follow, please check the Adobe Connect class for which you wish to register. The Proctoring Procedures page must be included.
Proctoring Procedures

STUDENT AGREES TO THESE PROCEDURES:

1. I will complete, sign, and return the Proctoring Agreement form by deadline stipulated by the RAQA Office.

2. I agree to take the exam on the designated exam date. I understand that if I need to change the exam date due to a documented emergency or hardship, I will be charged a non-refundable fee of at least $20 to take a makeup exam. I agree to take the make-up exam within 10 days (no exceptions). If I do not, the grade for the exam is an automatic 0.

3. I will identify an acceptable proctor and pay any applicable fees. (Note: If your course uses Software Secure, that is your proctor.) Acceptable proctors are testing site professionals (Sylvan Learning, Huntington Learning Centers, etc) or library proctors (most libraries provide free proctoring services). The RAQA Office must approve all proctors. No friends or colleagues, relatives, subordinates at work, or current RAQA students may be used. The RAQA Office also provides free proctoring at Temple University’s Fort Washington Campus.

4. I will select an acceptable test location. Acceptable testing places are a library, professional testing site, or a college campus. Residences and home offices are not allowed (unless your course is using the Software Secure system).

5. I will show photo ID at the start of the exam and observe appropriate conduct throughout the test.

6. During the exam, I will observe appropriate test procedures, which includes staying in the room. Unless otherwise specified by written instructions on the exam, I will not use books, notes, a cell phone, pagers, electronic devices, laptops or computers or the Internet (except for Software Secure proctoring).

7. I will abide by Temple University’s code of academic honesty. Submitting false information on this form or not following RAQA graduate program policies for taking a proctored test is subject to disciplinary action. See: www.temple.edu/pharmacy_qara/plagiarism.htm

8. I will not discuss any content or aspect of the exam with students or work colleagues either verbally or through electronic means (email, Twitter, Facebook, pagers, etc.) before, during, or after the exam.

9. If my course is using Software Secure for proctoring, I understand that I must have administrative rights to the computer I am using. (This means I have the right to download programs to the computer). I also understand that I must pay a $15.00 fee directly to Software Secure to use their system.

I understand that students who do not submit a signed Proctoring Agreement will receive a grade of zero for the exam.

Student Name (print)___________________________Date________________

Student Daytime Phone Number________________________

Student Email_______________________________

Student Signature________________________________________________________________________

Course Title and Semester____________________________________________________________________

Course Instructor

This page must be submitted with the Registration Form for Online Courses. We cannot process a registration without this form.
Online Courses Spring 2016: Before indicating your choice, please check one of the required statements:

_____ I have not taken a Temple U Online Course through Adobe Connect before.

_____ I have taken a Temple U Adobe class before and have not changed my computer or location where I will be participating in the upcoming classes. (If I have changed either, I will complete the self test of Adobe before registering).

You must check and sign the following statements. We cannot process registrations without signatures.

_____ By registering for any RA and QA Online course, I acknowledge I have read and will abide by Expectations of Online Students, including the statement about proctored exams.

_____ If this is my first Temple U Online Adobe course, or if I have changed my computer or location where I will be taking the class, I agree to complete the self-test of Adobe as stipulated in Expectations of Online Students. (Note the link for the Self-Test of Adobe is in that document). The Password is: ____________________________

_____ I understand that I will be required to take a proctored exam on a specific date and will make every effort to do so. If I know in advance that I cannot take the exam on the date designated on the schedule, I will select another course. If I need to change the exam date, I understand that I will be charged a $20.00 fee. In subsequent semesters, the fee increases to $30.00 per exam change.

_____ I have purchased a headset with a microphone for my computer. If the RAQA Office learns that I am not using a headset with microphone for participation, I understand that I will be dropped from RAQA Online courses and will not be allowed to register in future semesters. This rule ensures that all students enjoy an online experience that is conducive to learning.

_____ I agree to test my headset with Dave Brickett or a RAQA technician no later than January 16, 2016.

_____ I agree to purchase a webcam for my computer (if one is not already built in) to participate in Online Courses.

_____ If I am taking a course that uses Software Secure (or online proctoring), I understand that I must have administrative rights to the computer I use. This means that I have permission to download computer programs (such as Software Secure). (Many work computers have firewalls which prevent external programs from being used.)

Once I obtain a TUmail account, I will forward the address to the RAQA Office, so I can participate in the first class. If I do not have a TUmail account or a headset with microphone or have not tested Adobe Connect two days before the class starts, my registration will be cancelled.

I understand that I must check TUmail to receive the link for the first and all subsequent class meetings.

Signature ____________________________ Print Name ____________________________

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Check the course(s) for which you wish to register (maximum of two):

_____ 5459. Drug Development (990) crn: 7447 (Tuesdays)

_____ 5459. Drug Development (991) crn: 28687 (Thursdays)

_____ 5471. Biotechnology: Bioprocess Basics (990) crn: 28688 (Thursdays)

_____ 5477. Good Manufacturing Practices (990) crn: 3439 (Thursdays)
5478. High Purity Water Systems (990) crn: 23313 (Mondays)
   I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5479. Advanced GMPs - defining "c" (990) crn: 28686 (Mondays)
   I have completed Good Manufacturing Practices (Pharmaceutics 5477 in __________________________(list semester and year) OR I have attached a copy of my current resume which indicates that I have a minimum of five years of GMP experience.
   I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5495. IND/NDA Submissions (990) crn: 20675 (Mondays)
   I completed ___ Drug Development (Pharmaceutics 5459) or ___ Food and Drug Law I (Pharmaceutics 5592) in __________________________(list semester and year).
   I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5496. Regulation of Medical Devices: Compliance (990) crn: 23273 (Mondays)
   I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5505. Global Medical Devices Regulation (990) crn: 28689 (Wednesdays)
   I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5508. Good Pharmacovigilance Operations (990) crn: 28690 (Thursdays evenings)
   I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5508. Good Pharmacovigilance Operations (991) crn: 28691 (Friday MORNINGS)
   I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5514. Regulatory eSubmissions (990) crn: 28692 (Wednesdays)

5515. Biologics/Biosimilars: A Regulatory Overview (990) crn: 20655 (Tuesdays)
   I have completed Drug Development (Pharmaceutics 5459) and Food and Drug Law I (Pharmaceutics 5592) and completed undergraduate chemistry and biology.


5536. Good Clinical Practices (990) crn: 23276 (Wednesdays)

5537. Clinical Trial Management (990) crn: 20667 (Mondays)
   I completed Good Clinical Practices (Pharmaceutics 5536) in __________________________(list year and semester) or ___I have included a copy of my resume which indicates experience in industry GCPs.
   I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5538. Clinical Drug Safety and Pharmacovigilance (990) crn: 28693 (Tuesday evenings)
   I completed Drug Development (Pharmaceutics 5459) in __________________________(list year and semester) or ___I have included a copy of my resume which indicates experience in industry GCPs or pharmacovigilance.
   I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5538. Clinical Drug Safety and Pharmacovigilance (991) crn: 28694 (FRIDAY MORNINGS)
   I completed Drug Development (Pharmaceutics 5459) in __________________________(list year and semester) or ___I have included a copy of my resume which indicates experience in industry GCPs or pharmacovigilance.
   I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5547. Project Management for Clinical Trials (990) crn: 20669 (Thursdays)

5571. Post Marketing Safety Surveillance (990) crn: 28696 (Wednesdays)
   Students may receive credit for Post Marketing Safety Surveillance (Pharmaceutics 5571) or Clinical Drug Safety and Pharmacovigilance (Pharmaceutics 5538)but not both.

   I have completed ____ Post Marketing Safety Surveillance (Pharmaceutics 5571) or ____Clinical Drug Safety and Pharmacovigilance (Pharmaceutics 5538)in __________________________semester. Or, I have attached a copy of my current resume for special permission to take this course.
5591. Global Regulatory Affairs (990) crn: 20671 (Tuesdays)
   _____I understand that I must pay a $15.00 fee to Software Secure for online proctoring.
   _____I completed ___ Drug Development (Pharmaceutics 5459) or____ Food and Drug Law I (Pharmaceutics 5592) in ______________________(list semester and year).

5592. Food and Drug Law (990) crn: 9424 (Wednesdays)
   _____I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5592. Food and Drug Law (991) crn: 25838 (Tuesdays)

5592. Food and Drug Law (992) (Thursday mornings - TENTATIVE).

5594. Regulation of Dietary Supplements, Botanicals and Nutraceuticals (990) crn: 25841 (Wednesdays)
   _____I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5596. Food Labeling and Regulatory Affairs (990) crn: 25842 (Tuesdays)

5597. Food GMPs (990) crn: 28749 (Thursdays)
   _____I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5601. Industry Interactions with FDA and Health Authorities (990) crn: 8726 (Thursdays)
   _____I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5605. Advanced Topics in Food and Drug Law (990) crn: 23279 (Tuesdays)
   _____I have completed Food and Drug Law (Pharmaceutics 5592) in ______________________(list semester and year).
   _____I understand that I must pay a $15.00 fee to Software Secure for online proctoring.

5650. Special Topics: Risk Management of Pharmaceutical and Medical Devices (990) crn: 28697 (Tuesdays)

5611. Regulation of Advertising and Promotions (990) crn: 28698 (Tuesdays)

5612. Bioethics for Pharmaceutical Professionals (990) crn: 28699 (Mondays)