

REGISTRATION GUIDELINES

The University uses [myUH](#) for all registration and student service's 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. In the fall, each first year or P1 student will be provided the website address where an electronic copy of the handbook 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 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.

Enrollment FAQs: <http://www.uh.edu/academics/courses-enrollment/enrollment-faq/index.php>

Your myUH ID is your official student ID.

How to register for pharmacy courses:

1. You **MUST** have a [myUH ID](#). This is the same as your PeopleSoft ID.
2. <https://saprd.my.uh.edu/psp/saprd/?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 2025)
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 should receive a list of the Fall 2025 courses with this email and will register accordingly for the Fall 2025 semester.
6. You will locate the course ID (i.e. PHAR 4260) and the correct course name (i.e. Intro to the Health Care System) and will select the course in [myUH](#). Please note that days/time listed in peoplesoft may be different than what is detailed on the schedule you will be provided by the College. The College schedule is the daily timetable you will follow.
7. **Fourth year students:** If there are numerous course coordinators for each class, you will select the professor's 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. Coyle or Ms. Jennifer Green immediately if registration problems occur.
12. Contact Mr. Scott Parker for financial aid matters at sparke2@central.uh.edu.

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