

SCHOOL OF PHARMACY AND HEALTH SCIENCES

Incoming Student Checklist

All SPHS students are required to complete the below items (unless noted as program specific below). All items must be completed by August 1, unless otherwise noted. If you have questions, please contact Student Affairs at Student_Affairs@kgi.edu.

All students are required to complete Student Health Verification Forms. **PharmD** students, [click here](#). **Genetics** students, [click here](#). Once you have completed the forms, please upload them [here](#). **PharmD** students are also required to submit forms onto the KGI PharmD Complio program.

All full-time students are required to have health insurance. More information regarding health insurance will be shared in mid-July. The student health insurance waiver deadline is September 13. | [Student Health Insurance](#)

ONLY PharmD, MEng, and MSGDA students need to complete the Laboratory Safety Training. Jasmine Yu, Laboratory Safety Manager, will email those student programs to complete their training during summer 2021

Sign the code of professional expectations agreement.
[Code of Professional Expectations](#) (Genetics only).
[Code of Professional Expectations](#) (PharmD only).

PharmD students only: Please read the Office of Experiential Education [Welcome Letter](#) in its entirety. This letter contains detailed instructions on the registration and subscription to a Complio account that will house all of your important documents, titers and immunization records. In addition, the letter contains detailed instructions on beginning the process for immunizations as soon as possible.

PharmD students only: Register for Pharmacists Letter and complete the training courses from the Office of Experiential Education. | [Register for Pharmacists letter](#)

Complete the liability waiver form. | [Keck Graduate Institute Liability Waiver](#)

Complete CITI training | [Instructions](#)

All students (like faculty and staff) are required to assign KGI the rights to inventions created at KGI, in exchange for a share of any net proceeds from commercializing that invention | [Invention and Proprietary Information Agreement](#)

Complete this photo/video release form and be featured on KGI's social media channels! | [Social Media Photo/Video Release](#)

Follow KGI's social media channels: [Facebook](#) | [Instagram](#) | [Twitter](#) | [YouTube](#) | [Podcast](#) | [Flickr](#) | [LinkedIn](#)

All students can create their personal student email signature and student name tents. You can place your student name tents on your desk the first week of class. | [Student Items](#)

All students will be connected to a peer mentor that will help support you throughout your first year at KGI. In order to learn more about you and your specific interests and experience, please fill out this questionnaire. | [KGI Peer Mentor Program Questionnaire](#)

If you need accommodations, review the [Student Accessibility Services webpage](#).

If interested in housing, information can be found here. | [Housing Information](#)

Review these resources that are available to all Claremont College students, free of cost. | [Wellness and 7C Resources](#)

Every student is required to complete the QPR training. The QPR mission is to reduce suicidal behaviors and save lives by providing innovative, practical and proven suicide prevention training. | [Question, Persuade, Refer Institute Training Instructions](#)

Review all resources on this website. | [Being Successful at KGI](#)

Every student will be required to complete the following trainings: 1) Diversity, Equity, and Inclusion 2) Sexual Harassment Prevention and 3) Alcohol EDU training. An email will be sent out mid-June to students to complete the trainings.

KGI uses the Clifton's StrengthsFinder Assessment tool to help students learn more about themselves and how to apply their strengths in their academics, teams and internships. Students will receive a unique link to take this 30 minute assessment. Please check your KGI email for the assessment link and code to complete it prior to Orientation.

Please review the laptop and software requirements. | [Laptop and software requirements](#)

Please complete this form as part of your pre-orientation homework. This form will take approximately 20 minutes to complete. | [Pre-Orientation Homework Items](#)

Once you completed all pre-orientation items, please sign this form acknowledging that you have completed everything by the deadline | [Completion of pre-orientation items acknowledgement](#)