Constructing Your Senior Schedule

Class of 2019
Today’s Meeting Agenda

- Things to Consider when choosing courses
- Distribution Requirements
- Registration Process of Senior Coursework
- Extramural (Away) Electives Process – VSAS - Overview
- Sample 4th Year Schedule – by specialty (time permitting)
- Questions???
Things to Consider when Designing your Senior Schedule

- **When to take Step 2CK and CS** (Earlier is better!)

- **Downstate electives in field(s) you are considering**

- **Possible off-campus electives timing**
  - *July not a good idea... Do Downstate elective first*

- **Required Subinternship** – early for LOR vs. later

- **Research electives? Electives of interest?**
Things to Consider when Designing your Senior Schedule

- **Clerkship Reexaminations (if applicable)**
  - Most should schedule on April 6 or April 20; See posted schedule

- Interviews usually require one month off
  - **Early Match** – November or December
  - **Regular Match** – November, December, January
  - Span of interviews can be from October through January

- **Global Health in Dev Countries - April/May 2019**
  - Application was due December 31, 2017
Distribution Requirements

- No more than 8 weeks of clinical electives in any one subspecialty discipline will count towards the 16 week elective graduation requirement.

- No more than 8 weeks of away (extramural) clinical electives will count towards the 16 week elective graduation requirement.

- No more than 8 weeks of research electives will count towards the 16 week elective graduation requirement.

  Research elective credit only gets counted as research — it does NOT get counted toward the subspecialty or extramural maximums.
Distribution Requirements

- No more than 4 weeks of advanced clinical course credit will be granted for non-clinical based electives.
  - Specifically, students may not exceed taking 4 weeks of History of Medicine, Biomedical Ethics, Curriculum Dev., Literature and Medicine, Medical Toxicology, etc...

- With permission, ICU Requirement (2 weeks) can be completed at another U.S. LCME accredited medical school; PC2 (Geriatrics) at select medical schools.

- All other required coursework must be completed at SUNY Downstate.

- Please note: Students are permitted to register and take additional electives over and above the 16-week elective requirement.
Sample Departmental Advice on Advanced Clinical Year Electives (not in their specialty)

- **Anesthesia**
  - Cardiology / EKG
  - Pulmonology
  - Emergency Medicine

- **Orthopaedics**
  - Emergency Med
  - Rheumatology
  - Trauma Surgery
  - Radiology

- **Psychiatry**
  - Emergency Medicine
  - Adolescent Med
  - Toxicology
  - Palliative Care

- **Urology**
  - Nephrology
  - AIDS/STDs
  - Uro-Gyn
Sample Departmental Advice on Advanced Clinical Year Electives (not in their specialty)

Full listing can be found on our website at

http://sls.downstate.edu/registrar/class mtg/documents/Departmentalsuggestionsforfourthyears_000.pdf
Course Scheduling & Registration
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- Remaining Core Clerkships have be scheduled for you. Check Banner Self-Service for your schedule.

- You must complete your Core Clinical Requirements before starting Advanced Year Rotations.
The Course Catalog for Spring 2018 for COM 2019 will be available at the end of January (next week). An email will be sent at that time.

Registration instructions will be posted by end of January.
Beginning February 5 (revised), students who are active and who do not have a hold on their record will access myDownstate at http://sls.downstate.edu/mydownstate/ and click on “Banner Self Service”. You will register for April, May and June 2018 coursework ONLY.

For months you do not wish to be registered (i.e. due to Step 2CK studying, etc.) leave that month empty.
Fall 2018 and Spring 2019 Course Scheduling & Registration

- Students will be assigned a time ticket for Fall 2018 registration and a different time ticket for Spring 2019 registration. An email will be sent to the class when the time tickets have been assigned.

- Click on “On-line Registration Tools”
- Then select “Registration Eligibility”
- You are registering real-time for your coursework!

Make sure to check both terms!
Course Scheduling & Registration

- Registration is not complete until your Clinical Schedule Planner is signed off on by your Clinical Assistant Dean and submitted to the Office of the Registrar.

- Clerkship remediation dates are posted on the Office of the Registrar website.
Extramural & Other Special Electives
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- Extramural (Off-Campus) Electives
  - Purpose
    - “Audition Electives”
    - Obtain Letters of Recommendation
    - Be exposed to different clinical experiences
  - Timing of application and actual rotation
  - Website information
    http://sls.downstate.edu/registrar/com/course_selection_book/clinical_curriculum/sen_extramural.html
  - AAMC Website Information
    https://services.aamc.org/20/ysas/
  - AAMC Compendium – Non VSAS
    https://services.aamc.org/ee/ccc/students/
Extramural & Other Special Electives

- Process to receive credit, liability coverage issues
- Research Electives, International Electives, Global Health in Developing Countries, VSLO
Extramural & Other Special Electives Application

- Three Step Process –
  - Identify where
    - Through VSLO
    - Through AAMC Extramural Electives Compendium
    - Individual Institution website
  - Apply either through VSLO or outside of VSAS through individual institutions
  - Submit paperwork to receive credit
Extramural & Other Special Electives

- Process to receive credit, liability coverage issues
  - Review list of current Agreements in the Office of the Registrar.
    - If not listed, send contact information to Office of the Registrar and we will try to secure an agreement.
    - AAMC Uniform Agreement for many institutions
  - Complete [Proposal for Extramural/Tailor-Made Form](http://sls.downstate.edu/student_affairs/CBCDT.html)
    Attach acceptance letter/email. Obtain required signatures. Must be submit before elective start date. No exceptions!
  - See instructions for background check/drug testing
    [http://sls.downstate.edu/student_affairs/CBCDT.html](http://sls.downstate.edu/student_affairs/CBCDT.html)
Applying for AAMC VSLO/Away Electives

- Receive “Invite” to access the VSLO system; or navigate to the institution you are interested in attending if not a VSLO school.

- See Student Essentials instructions on our website [here](#).
VSAS ADDITIONAL INFORMATION

- Use the 4:3:2 Rule
  - Apply to 4 institutions
  - Select 3 date blocks
  - Plan on getting 2 electives

- The School can only verify you once you have submitted your application and applied for electives.
VSAS ADDITIONAL INFORMATION

- **You must** request your Medical School transcript and pay $5 at the Bursar in order for the Office of the Registrar to upload it.
- Upload your Immunization form(s) only after you apply.
  - If the Host school does not have a template, use the AAMC version posted in VSLO
- VSLO will notify you each time something has been uploaded/updated/etc.
What’s Coming Up?  TIMELINE

- **Jan**  Receive VSLO INVITE for away electives
- **Jan/Feb**  Departmental Residency Advisement Meetings
- **Feb/Mar**  Meet your Clinical Dean
What’s Coming Up?  TIMELINE

- Jan 29/31 Webinar – Help with Advanced Year Scheduling/Away Electives
- Feb 5 Spring 2018 Registration Begins
- Mid-Feb Time Tickets Available for Fall 2018 (July-Dec 2018) & Spring 2019 (Jan-May 2019)
- Feb 15 VSLO Class Meeting
What’s Coming Up?  TIMELINE

- **Feb 27**  
  Online Registration Begins  
  Spring 2018 ONLY

- **Mar 15 (revised)**  
  Clinical Schedule Planner DUE  
  Signed by your Clinical Assistant Dean

- **Mar 15 (revised)**  
  On-line registration ends for all terms

- **May 1**  
  Schedule changes for Fall 2018 and Spring 2019 begin
Need Help?

- Assistance with your individual senior schedule, some resources:
  - Your Clinical Assistant Dean
  - Specialty Advisors
  - Christoforou, Shonbrun, Froome
  - Upperclass students