Today’s Meeting Agenda

1. Registration of Senior Coursework

2. Extramural (Away) Electives Process – VSAS

3. Sample 4th Year Schedule – by specialty

4. Questions???
Course Scheduling & Registration
Course Scheduling & Registration

- Remaining Core Clerkships Have Been Scheduled – check your schedule in Banner Self-Service for either Spring 2015 or Fall 2015.

- If you have any special issues or concerns, make an appointment with Ms. Shonbrun or Dean Christoforou
Course Scheduling & Registration

- If you are interested in taking a course in June 2015, online registration will begin mid-March using Banner Self-Service.

- Courses to consider taking in June are your required SubI, required EMED Clerkship, Primary Care II.

- June is also a great month to study and take Step 2 CK.
Course Scheduling & Registration

- The Course Catalog can be found on the Office of the Registrar website at http://sls.downstate.edu/registrar/com/index.html

- Course Catalog for 2015-2016 will be available in March. Check out the current catalog for ideas.
- Registration instructions will be posted in March
Course Scheduling & Registration Time Tickets

- Beginning on March 2\textsuperscript{nd} 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”.
Course Scheduling & Registration Time Tickets

- Students will be assigned a time ticket for Fall 2015 registration and a different time ticket for Spring 2016 registration.

- 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 a Clinical Schedule Planner is signed off on by your Clinical Assistant Dean and submitted to the Office of the Registrar.

- Summer remediation dates will be posted soon.
Extramural & Other Special Electives

- 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
  - AAMC Website Information
    - [https://services.aamc.org/20/vsas/](https://services.aamc.org/20/vsas/)
  - AAMC Compendium – Non VSAS
    - [https://services.aamc.org/eec/students/](https://services.aamc.org/eec/students/)
Extramural & Other Special Electives

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

- Three Step Process –
  - Identify where
    - Through VSAS
    - Through AAMC Extramural Electives Compendium
    - Individual Institution website
  - Apply either through VSAS or outside of VSAS or 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.
  - Once you are accepted to your elective(s) you still have to apply for credit. Complete **Proposal for Extramural/Tailor-Made Form**. Attach acceptance letter/email. Obtain required signatures.
  - See instructions for background check/drug testing http://sls.downstate.edu/student_affairs/CBCDT.html
Visiting Student Application Service (VSAS)

2015 Student Overview
What is the VSAS Application?

Contact Information
- Full Name
- AAMC ID
- Address
- Phone Number
- Email Address
- Emergency Contact
- Citizenship and Visa, if applicable

Identification Information*
- Last four digits of SSN
- Date of Birth
- Gender

* Only displayed to host if you accept their elective offer

Verification Data
Supporting verification data is supplied by your home school (i.e. indicating you’re in good academic standing and the amounts of your liability insurance coverage)

Supporting Documents
- Transcript
- Photograph
- Curriculum Vitae (CV)
- Immunization Form
- Supplemental Documentation

Core Clerkships
Includes dates core clerkships have been/will be completed.

Elective Requests
The electives and dates you are requesting
How do I use VSAS?

1. Receive Access to VSAS
2. Complete Application Profile
3. Review Host Requirements
4. Upload & Assign Documents
5. Search for & Apply to Electives
6. Track Applications
Step 1: Receive VSAS Authorizations

Request authorizations from your visiting student coordinator or student affairs office. You will then receive a VSAS: New User Instructions e-mail with login information.

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To: Melissa
Subject: VSAS: New User Instructions

Dear Student User,

Welcome to the Visiting Student Application Service (VSAS)! Please use VSAS when applying for away electives at participating host institutions. A full list of host institutions can be found at [http://www.aamc.org/vsas/students](http://www.aamc.org/vsas/students).

Each host institution will make their electives available for application on a date of their choosing. You may review those institution-specific application dates in VSAS through your 'Institutions' tab.

**USER INFORMATION**

AAMC username - STUDENT
AAMC registered email address - student@medschool.edu
AAMC ID - 111111111 (this is not your AAMC password)

**LOG IN INSTRUCTIONS**

1. Go to [http://services.aamc.org/20/vsas/](http://services.aamc.org/20/vsas/)
2. Enter your AAMC user name
3. Enter your AAMC password (previously used for AMCAS, MCAT or Careers In Medicine)
4. Click 'Login'

**FORGOT YOUR PASSWORD?**

2. Enter your AAMC username
3. Enter your AAMC registered e-mail address

Note: this is the email address used when you first created this account for AMCAS, MCAT or Careers in Medicine. If you no longer have access to it, please contact VSAS for assistance.

**RESOURCES**

VSAS Student web site - [http://www.aamc.org/programs/vsas/students/](http://www.aamc.org/programs/vsas/students/)
Host Institution Application Requirements - access through your VSAS 'Institutions' tab

**AUTHORIZATIONS**

School of Medicine has issued you 10 authorizations. Each authorization allows you to apply for one elective/date combination. Request additional authorizations through your school.

Please do not hesitate to contact us at [vsas@aamc.org](mailto:vsas@aamc.org) or (202) 478-9878 if you have any questions or concerns.

Sincerely,

VSAS
Step 2: Complete Application Profile

Provide core clerkship and contact information.
Step 3: Review Host Requirements

Review host application requirements, institution information, and when each will begin accepting applications.

**Institution Information - University College of Medicine**

- **Additional Application Requirements**
  - In addition to the VSAS application, we require:
    - Personal Statement
    - Fingernail and Hand Hygiene Form - [Download form here](#)
  - Please upload ALL additional requirements into VSAS.

- **Availability**
  - Does the institution accept MD students for elective opportunities? 
    - YES
  - What is the maximum number of weeks MD students can take electives? 
    - 8

**Important Dates**
- Catalog Published: April 5
- Applications Accepted: May 1
- Applications Processed: June 1 for Aug-Oct electives and Aug 1 for Nov-Mar electives

**Documents**
- Immunization Form

**VSAS Application Requirements**
- Photograph
- Curriculum Vitae
- Transcript
- Immunization Form
Step 4: Upload & Assign Documents

Upload your CV, photo, immunization forms, and supplemental documentation. Assign those documents to a specific host institution or elective application.

*Only your medical school can upload transcripts.*
Step 5: Search for & Apply to Electives

Search through elective opportunities and save those you are interested in for future application. When ready, select saved electives (with requested dates) and submit application.

Note for Students: You cannot apply to a host institution’s 2012-2013 electives until they make them available for application. Use your Institutions tab to review each institution’s application date.
Step 6: Track Applications

Accept or decline received offers and monitor application statuses through your Tracking tab.

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<thead>
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<th>Date Applied</th>
<th>Date Released</th>
<th>Course Code</th>
<th>Order</th>
<th>Preferred Date</th>
<th>Scheduled Date</th>
<th>Status</th>
<th>Action</th>
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</table>
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, you can probably use ours.
- VSAS will notify you each time something has been uploaded/updated/etc.
SAMPLE SCHEDULES
# Clinical Schedule Planner

**Core Year 3**

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## Clinical Requirements for Graduation

- [x] Transition to Clerkships
- [x] Anesthesia - 2 weeks
- [x] Neurology - 4 weeks
- [x] Emer Medicine - 2 weeks
- [x] Medicine - 8 weeks
- [x] Pediatrics - 5 weeks
- [x] Surgery - 8 weeks
- [x] Women's Health - 5 weeks
- [x] Core Yr (MS3) Electives - 2 or 4 weeks
- [x] Electives - 16 weeks
- [x] Selective - 4 weeks
- [x] Subinternship - 1 month

**Step 1 Score: 215**

**Specialties being considered:**

- [ ] Internal Medicine

**Schedule reviewed with:**

Clinical Assistant Dean _____/____

**Signature:**

Signature of Clinical Asst. Dean due by April 13, 2015

**Notes:**

- For applying to away electives, use the 4:3:2 rule. Apply to 4 institutions, 3 date blocks and plan on getting 2 electives.
- [x] - Extends Past Commencement

**Medicine or Pediatrics**

**TOTAL - 77 to 79 weeks**
# CLINICAL SCHEDULE PLANNER

**Class 2016**

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**Clinical Requirements for Graduation**

- Transition to Clerkships
- Neurology - 4 weeks
- Emerg Medicine - 2 weeks
- Medicine - 8 weeks
- Pediatrics - 6 weeks
- Surgery - 8 weeks
- Women’s Health - 5 weeks

**Weeks not included above:**

- Vacation (usually 2 weeks for MS 3 & 1-2 weeks for MS 4)
- Interviews (usually need 4 weeks)
- Studying for and taking USMLE Step 2 CK & CS (2-4 wks)
- Some students study during interview season or electives

**Specialties being considered:**

- ANESTHESIOLOGY

**Step 1 Score:** 240

**Total - 77 to 79 weeks**

**Signature of Clinical Asst. Dean due by April 13, 2015**

**Notes:**

- List several elective options in the relevant months
- Schedule reviewed with Clinical Assistant Dean
- For applying to away electives, use the 4:3:2 rule. Apply to 4 institutions, 3 date blocks and plan on getting 2 electives.
- Extends past commencement

**Other notes:**

- Remediation of deficiencies (if any)

**Diagnosis Radiology, Critical Care, EMER or Translational Science**
## Clinical Schedule Planner

### Student Name: ___________________________

### Class: 2016

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### Electives/PCI/SUBI Dates

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<th>YR 4</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
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<td>PRIMARY CARE</td>
<td>RADIOLOGY</td>
<td>MEDICINE SUBI</td>
<td>NEUROLOGY</td>
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<td>Exam</td>
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### Clinical Requirements for Graduation

Check off once scheduled/completed:

- Transition to Clerkships
- Surgery: 8 weeks
- Medicine: 8 weeks
- Anesthesia: 2 weeks
- Emergency Medicine: 2 weeks
- Psychiatry: 6 weeks
- Pediatrics: 5 weeks
- Primary Care I: 4 weeks
- Core Yr (MS3) Electives: 2 or 4 weeks
- Electives: 16 weeks
- Selective: 4 weeks chosen from a list including Diagnostic Radiology, Critical Care, EMERG or Translational Science

### Weeks Not Included Above:

- Vacation (usually 2 weeks for MS 3 & 1-2 weeks for MS 4)
- Interviews (usually need 4 weeks)
- Studying for and taking USMLE Step 2 CK & CS (2-4 weeks)

### Specialties Being Considered:

- Radiology

### Step 1 Score: 233

### Notes:

- List several elective options in the relevant months
- For applying to away electives, use the 4-3.2 rule. Apply to 4 institutions, 3 date blocks, and plan on getting 2 electives.

### Signature of Clinical Assistant Dean due by April 13, 2015

- Extends Past Commencement
# Clinical Schedule Planner

**Student Name:**

**Class:** 2016

<table>
<thead>
<tr>
<th>Core Yr</th>
<th>JULY</th>
<th>AUG</th>
<th>SEPT</th>
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<td>WOMEN'S</td>
<td>HEALTH</td>
<td>PEDIATRICS</td>
<td>PSYCHIATRY</td>
<td>NEUROLOGY</td>
<td>CORE YR ELEC</td>
<td>INTERNAL MEDICINE</td>
<td>FAMILY MED</td>
<td>SURGERY</td>
<td>ANES</td>
<td>EMed Clerk</td>
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<td>MSPE released</td>
<td>To Take Step 2 CK &amp; CS Tips</td>
<td>Early Rank</td>
<td>Enter Rank</td>
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<td>May 24, 2016</td>
<td>MATCH DAY</td>
<td>GRADUATION</td>
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**Elective/SELPGI/ESUBI Dates**

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<th>JUNE</th>
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### Clinical Requirements for Graduation

- Transition to Clerkships
  - Neurology - 4 weeks
  - Medicine - 8 weeks
  - Surgery - 8 weeks
- Anesthesia - 2 weeks
- Emer Medicine - 2 weeks
- Pediatrics - 5 weeks
- Women's Health - 5 weeks
- Core Yr (MS3) Electives - 2 or 4 weeks
- Electives - 16 weeks
- Selective - 4 weeks chosen from a list including Diagnostic Radiology, Critical Care, EMed or Translational Science
- Subinternship - 1 month
- Medicine or Pediatrics

### Weeks not included above:

- Vacation (usually 2 weeks for MS 3 & 1-2 weeks for MS 4)
- Interviews (usually need 4 weeks)
- Studying for and taking USMLE Step 2 CK & CS (2-4 wks)
- Some students study during interview season or electives

### Specialties being considered:

**EMERGENCY MEDICINE**

**Step 1 Score: 225**

### Notes:

- List several elective options in the relevant months
- Signature of Clinical Asst. Dean due by April 13, 2015
- For applying to away electives, use the 4:3:2 rule. Apply to 4 institutions, 3 date blocks and plan on getting 2 electives.

**Signature:**

* Extends Past Commencement
What’s Coming Up?
TIMELINE

- Feb 25  Class Meeting
- March 3 & 12  Class Meeting

Away Electives and VSAS

- Early March  Time Tickets Available
- March 16  On-line Registration begins according to time-ticket
What’s Coming Up?

TIMELINE

- April 13  On-line registration ends
- April 13  Clinical Schedule Planner DUE
- June 1    Schedule changes for Fall 2015 and Spring 2016 begin
Need Help?

- Assistance with your individual senior schedule, some resources:
  - Your Clinical Assistant Dean
  - Specialty Advisors
  - Any of us
  - Upperclass students