Course Scheduling & Registration

Class of 2014

Jeanne Macrae, M.D.
Associate Dean for Clinical Medicine

Sophie Christoforou, MS.Ed.
Associate Dean Student Affairs

Anne Shonbrun. M.A.
Registrar

C.A.R.E.
Career and Residency Exploration Program
Today’s Meeting Agenda

1. Registration of Core Clerkships
2. Scheduling Preference Survey for Primary Care 2/EMED, Subinternship, Selectives and Electives
3. Extramural (Away) Electives Process – VSAS
4. Sample 4th Year Schedule – by specialty
5. Questions???
Course Scheduling & Registration
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- Remaining Core Clerkships
  - Pediatrics, Women’s Health, Psychiatry, or Surgery clerkships will be scheduled in July/August or August/September of your senior year
    - If you have special issues or concerns, make an appointment with Ms. Shonbrun or Dean Christoforou
  - Neurology will be scheduled in the Fall only
Course Scheduling & Registration

- Students will express a preference for having registration priority for
  - Primary Care II/Emer Med/Clerkship scheduling
  - OR
  - SubI/Elective/Selective scheduling.

“Intramural”, or SUNY Downstate electives and Selectives in the on-line Course Catalog will be taken July 2013 and beyond

- Register on-line starting end of April by time tickets. Instructions will be emailed.

Subinternship months (Medicine or Peds) are registered for on-line starting end of April.

- You are registering for month ONLY. Site assignments are made through the departments.
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 next week.
Course Scheduling & Registration

- 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
    - [www.aamc.org/students/medstudents/electives/start.htm](http://www.aamc.org/students/medstudents/electives/start.htm)
  - Process to receive credit, malpractice insurance issues

- Research Electives, International Electives, Health Care in Developing Countries
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 separately
  - Submit paperwork to receive credit
Extramural & Other Special Electives

- **Process to receive credit, malpractice insurance 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.**
  - Complete [Proposal for Extramural/Tailor-Made Form](http://sls.downstate.edu/student_affairs/CBCDT.html).
    - 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)

Student Software Screenshots
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.

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/vasa/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 - 1111111 (this is not your AAMC password)

LOG IN INSTRUCTIONS
1. Go to http://services.aamc.org/20/vasa/
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?
1. Go to https://services.aamc.org/dsportal/index.cfm?fuseaction=login.request_password&thread=accounts.availableSystems
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/vasa/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 or (202) 478-9878 if you have any questions or concerns.

Sincerely,
VSAS
Step 2: Complete Application Profile

Provide general contact information, including core clerkship completion dates.

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### Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Galager Michael Ananary</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAMC ID</td>
<td>12144792</td>
</tr>
<tr>
<td>SSN</td>
<td>12345678</td>
</tr>
<tr>
<td>Birth date</td>
<td>01/12/1979</td>
</tr>
<tr>
<td>Gender</td>
<td>M</td>
</tr>
<tr>
<td>School</td>
<td>University of Tennessee Health Science</td>
</tr>
<tr>
<td></td>
<td>Center Coll of Med</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:email@aamc.org">email@aamc.org</a></td>
</tr>
<tr>
<td>Home Phone</td>
<td>123-123-1234</td>
</tr>
<tr>
<td>Mobile Phone</td>
<td>123 Fake Street</td>
</tr>
<tr>
<td>Address</td>
<td>Disney, CA 12345</td>
</tr>
<tr>
<td>Emergency</td>
<td>Sam</td>
</tr>
<tr>
<td>Contact</td>
<td>220-222-2224</td>
</tr>
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</table>

### Clerkships

<table>
<thead>
<tr>
<th>Clerkship</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Medicine</td>
<td>02/15/2009</td>
</tr>
<tr>
<td>Surgery</td>
<td>--</td>
</tr>
<tr>
<td>Pediatrics</td>
<td>--</td>
</tr>
<tr>
<td>Ob/Gyn</td>
<td>--</td>
</tr>
<tr>
<td>Psychiatry</td>
<td>--</td>
</tr>
<tr>
<td>Family Medicine</td>
<td>--</td>
</tr>
<tr>
<td>Neurology</td>
<td>--</td>
</tr>
</tbody>
</table>

### Verification Status

Your school verifies your data only after you submit your VSAS application(s).

**Status**

View Questions

Verified
Use the “Institutions” tab to review the application requirements and date on which a VSAS host institution will post their electives and begin accepting applications.
Step 4: Upload & Assign Documents

Use the “Documents” tab to upload your CV, photo, immunization forms, and supplemental documentation. Assign those documents to a specific host institution or elective application.

<table>
<thead>
<tr>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Photo</strong></td>
</tr>
<tr>
<td>Acceptable photo file formats include: JPEG, GIF, or PNG image under 1 MB. Only one photo may be uploaded per applicant.</td>
</tr>
<tr>
<td><img src="m301.jpg" alt="Photo" /> Uploaded on 02/22/2012</td>
</tr>
<tr>
<td><strong>Curriculum Vitae</strong></td>
</tr>
<tr>
<td>Acceptable CV file formats include: DOC, PDF or TIFF file under 3 MB. Only one CV may be uploaded per applicant.</td>
</tr>
<tr>
<td><img src="CV.pdf" alt="CV" /> Uploaded on 02/22/2012</td>
</tr>
<tr>
<td><strong>Transcript</strong></td>
</tr>
<tr>
<td>Your transcript can only be uploaded by your home school. Assign your transcript to one or more host institutions only after it has been uploaded. Students do not have the ability to view the contents of their uploaded transcript file.</td>
</tr>
<tr>
<td>![Not Uploaded]</td>
</tr>
<tr>
<td><strong>Immunization Forms</strong> (2 of 3)</td>
</tr>
<tr>
<td>Immunization forms can only be uploaded during and after submission of your VSAS application(s). To access a host institution’s immunization form in advance, use your Institutions tab. Acceptable file formats include: DOC, PDF or TIFF file under 3 MB. Only one file can be uploaded per institution, please merge multiple files into one.</td>
</tr>
<tr>
<td><img src="ICM_Required" alt="ICM" /> Uploaded on 02/22/2012</td>
</tr>
<tr>
<td><img src="Health_Optional" alt="Health" /> Uploaded on 02/22/2012</td>
</tr>
</tbody>
</table>
Step 5: Search for Electives

Browse electives at the VSAS host institutions once the institutions post their electives for review and application.
Step 6: Apply to Electives

Submit your applications by indicating your preferred order of elective requests, assign documents to applications, and submit your billing information for VSAS fees.

Apply for Electives

**Step 1: Order & Review**

To indicate your preferences, order each school’s electives by “dragging and dropping” and answer the school specific questions. This elective ordering and your answers are editable after submission. Click “save for later” to place the elective back in your saved electives list.

Electives listed in gray, and which cannot be dragged and dropped below, indicate electives to which you’ve already applied. You may change their order by using your “Applications” tab.

*To “drag and drop”, place your mouse on top of an elective, click when you see the plus sign, and drag above or below your other electives. Release mouse.*

Johns Hopkins University School of Medicine

**What are your intentions?**

How many elective experiences would you like to be assigned at this host school?

1

In obtaining elective experiences at this school, which of the following is most important to you:

None

<table>
<thead>
<tr>
<th>#</th>
<th>Elective Description</th>
<th>Start Date - End Date</th>
<th>Edit Dates</th>
<th>Save for Later</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Neur 640: Advanced Pediatric Neurology Subinternship</td>
<td>04/10/2009 - 05/15/2009</td>
<td>edit dates</td>
<td>save for later</td>
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<tr>
<td>2</td>
<td>Neur 640: Advanced Pediatric Neurology Subinternship</td>
<td>06/19/2009 - 07/24/2009</td>
<td>edit dates</td>
<td>save for later</td>
</tr>
</tbody>
</table>
Log in to VSAS to review your pending applications and accept or decline received offers.

### Step 7: Track Offers

#### Applications

<table>
<thead>
<tr>
<th>View by:</th>
<th>Status</th>
<th>School</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Summary</th>
<th>Scheduled Electives (0)</th>
<th>Elective Offers (2)</th>
<th>Pending Apps. (6)</th>
<th>Denied/Ineligible Apps. (0)</th>
<th>Declined Offers (0)</th>
<th>Dropped Electives (0)</th>
</tr>
</thead>
</table>

Accept or decline each elective offer by clicking the appropriate button. Please note the date on which each offer expires.

<table>
<thead>
<tr>
<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>
</tr>
</thead>
</table>
Need Help?

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