

# Registration in the Fourth Year



# Important Dates to Remember for Fall Term

- ▶ You must have your fall semester schedule finalized by October 21, 2016.
  - ▶ Fall Semester includes all courses beginning on July 6<sup>th</sup> and ending on or before December 11<sup>th</sup> 2016.
  - ▶ Must have at least 9hrs/wks scheduled to be full time
- ▶ Sit by Date for Step 2 CS/CK
  - ▶ November 1<sup>st</sup>, 2016

# Important Dates to Remember for Spring Term

- ▶ Applications for May 2016 Graduation are due on February 3, 2017
  - ▶ Diploma Fee must be paid by March 1<sup>st</sup> 2017
- ▶ You must have your spring semester schedule finalized by February 24<sup>th</sup>, 2017.
  - ▶ Spring Semester includes any course from December 12<sup>th</sup>, 2016 until May 5, 2017
  - ▶ Must have at least 9hrs/wks scheduled to be full time
  - ▶ If you must go past the May grad date, please see Academic Affairs ASAP!

# Scheduling Requirements

- ▶ Emergency Medicine (EMS 744) - 2wks
- ▶ Sub-Internship - 4wks
  - ▶ FCH 827, MED 827, OGB 827, ORT 827, PED 827, PSI 827, & SUR 827
- ▶ ICU - 2wks
  - ▶ MED 833, PED 807, PED 805, & SUR 833
- ▶ Electives - 28wks

**Total Weeks Needed for Graduation = 36wks**

**8wks Required + 28wks electives**

# Student Scheduler

- ▶ All course electives are to be scheduled in the Student Scheduler, by the student
  - ▶ (<http://jcesom.marshall.edu/students/>)
- ▶ Check your schedule throughout the year to ensure it is correct and all courses are approved or deleted
  - ▶ This is especially important to do near the scheduling deadlines in the Fall and Spring, to ensure your course schedule is correct and will be entered with main campus correctly to appear on your official transcript

# Student Scheduler Cont.

- ▶ **Pay attention to Start and End dates**
- ▶ Indicate **EVERYTHING** you know at the time of the request:
  - ▶ **Location**
    - ▶ Example: UVA Dept. of Neurology
  - ▶ **Preceptor of Record**
    - ▶ Only for MUSOM courses
- ▶ **Comments or Notes**
  - ▶ Any additional information we may need to know about the rotation.
  - ▶ Read any comments the Coordinators may leave regarding upcoming rotations.

# 14 Day Rule

Electives **cannot** be scheduled and changes **cannot** be made less than **14 days** prior to the start date of the rotation.

Any such request entered into the Student Scheduler is...



# Scheduling Electives

- ▶ Electives must be *established* courses.
- ▶ List of courses on MUSOM website
  - ▶ Students tab; Student Resources for MS4; 4<sup>th</sup> year required & elective courses
  - ▶ List of courses in the 4<sup>th</sup> year guide
- ▶ Read the syllabus and understand the course expectations before scheduling!
  - ▶ If there is not a syllabus listed online, contact the department for a course syllabus or information



# 28 Elective Weeks

- ▶ Some restrictions apply (see Program Directors/Coordinators for specifics)
- ▶ You have flexibility in choosing your electives
- ▶ Seek scheduling advice from:
  - ▶ Faculty Advisors
  - ▶ Mentors
  - ▶ Program Directors
  - ▶ Freshly Matched Seniors

# Elective Restrictions

- ▶ No double booking -- The only courses that may be scheduled concurrently with other courses are:
  - ▶ Medical Spanish (FCH 885)
  - ▶ Readings (International FCH 857 or Rural FCH 855)
  - ▶ Academic Medicine (IDM 801)
  - ▶ Research Courses

# Elective Restrictions cont.

- ▶ Out-Of-State electives limited to 16 weeks. (International Health is out of state)
  - ▶ You can complete more than 16wks, however only 16wks will be counted in your total towards Graduation
- ▶ Electives can be 2, 3, 4, or 5 weeks in length, but **NO 1 week** electives (except for EKG {CVS 800})
  - ▶ Check syllabus and with department Coordinators at MUSOM for anything other than 2 & 4weeks.
- ▶ 6wk maximum for “non-patient” contact type electives
  - ▶ Exception is Basic Science research
    - ▶ Academic Affairs can approve up to 12 weeks of research but remaining weeks of electives **must be patient contact**
    - ▶ See Dr. LeGrow for approval

# Non Patient Electives

- ▶ Surgical Anatomy (ACB 813)
- ▶ Medical Spanish (FCH 885)
- ▶ Readings (FCH 855 & FCH 857)
- ▶ Research Electives
  - ▶ List of Research Courses in Student Scheduler and 4<sup>th</sup> year guide
  - ▶ Research limited to 6 weeks
    - ▶ Exception is Basic Science Research of 12wks

# Special Course Notes

## ▶ Academic Medicine (IDM 801)

- ▶ Year long course worth 2 weeks of credit.
- ▶ Pick two week period on your schedule.
- ▶ 30 contact hour requirement.
- ▶ Most available hours are in the fall term
  - ▶ If you're planning multiple externships this is NOT a good elective to schedule.

## ▶ Clinical Pharmacology (PMC 785-A, B, & C)

- ▶ Three options to this course
- ▶ PMC 785-A - Research option (non-patient contact)
- ▶ PMC 785-B - Paper Review (non-patient contact)
- ▶ PMC 785-C - Patient Contact (will work with patients and research specific drugs)
  - ▶ See syllabus for detailed information and department contact information on each option.
  - ▶ Currently being updated so make sure you enter comments for which option you want

## ▶ Essentials of EKG (CVS 800)

- ▶ Only course that is allowed to be 1wk
- ▶ Usually offered in Spring (JAN/FEB)
  - ▶ We will communicate dates as soon as we are notified.

# Special Course Notes

## ▶ Forensic Pathology (PTH 802)

- ▶ Location is at the Medical Examiners Office in Charleston.
- ▶ Must schedule in advance (put in scheduler at least 1 month prior to start date)
- ▶ Contact Robbie in Academic Affairs for information about approvals.

## ▶ Hospital Medicine (MED 826)

- ▶ Can only be taken once during MS4 year for 2wks

## ▶ Medical Spanish (FCH 885)

- ▶ Will be a two week period in either the fall and/or spring semester. Class held in the evenings.
- ▶ Must have permission from course director if this will interfere with any lecture or night float schedules
- ▶ If you took in your MS3 year it CANNOT be counted again in your MS4 year.
  - ▶ We will count it in your elective hours, but only one session

## ▶ Pediatric Surgery (Sur 815)

- ▶ Will Not be offered 2016-2017

# Course Numbers

- ▶ **Out of State courses** = Dept + 868  
(i.e. Internal Medicine at UVA is MED868)
- ▶ **Rural courses** = Dept + 888  
(i.e. Rural Ob/Gyn is OBG 888)
- ▶ **In-state courses** (but not MUSOM)  
= Dept + Course# + WV  
(i.e. General Surgery at CAMC is SUR 801-WV)

# Other Schedule Entries

- ▶ Excused Absences MUST be requested through the Student Scheduler.
  - ▶ Use Dept # + 999. For example, to request an excused absence from the Required Emergency Medicine Course, you would enter EMS 999

▶ Step 2CK = ACA2CK

▶ Step 2CS = ACA2CS

**ONLY ENTER TEST  
DATES. DO NOT  
INCLUDE TRAVEL  
TIME.**

Example: ACA2CK - Sept 9, 2015

ACA2CS - Sept 21, 2015



# Accuracy of Schedule

- ▶ Your schedule **MUST** be correct so that your registration with main campus is correct.
- ▶ **FREQUENTLY** review your schedule in the Student Scheduler to ensure that requests have been approved, and dates are correct.
- ▶ Ensure that cancellations and withdraws are timely made and as a professional courtesy follow up with an email to the course coordinator that you are not attending as scheduled.
  - ▶ Late responses can result in a “W” Withdrawal on your official transcript
  - ▶ This is for both in-house elective rotations and away rotations.



# Attendance

- ▶ Reporting information
  - ▶ Be sure to read any comments from the coordinator in the Student Scheduler and contact coordinator at least 1 week prior to start date.
- ▶ Use unscheduled time to take care of non-emergent appointments.
- ▶ Time excused for interviews **must be made up.**
- ▶ Some departments will require 2 days made up for every 1 day missed.
  - ▶ You must work with the departments when making up days.
  - ▶ Check attendance policies in advance when scheduling electives during interview season
- ▶ Students with unexcused absences will be required to reschedule or will be awarded an “F” for the course.

# Evaluation

- ▶ It is the student's responsibility to provide an evaluation form to Away rotations.
  - ▶ Evaluations should be submitted to the Office of Academic Affairs.
    - ▶ The coordinator can submit via Fax, Mail, or Scan/Email
    - ▶ You can also bring them back to us once you return
    - ▶ Form is located online or we can email you a form to use.
- ▶ If an evaluation is not received no credit will be awarded for the course.

# Evaluations cont.

- ▶ For MUSOM/Cabell electives
  - ▶ Check with coordinator to see whether or not evaluations will be completed in New Innovations or if a paper evaluation is to be submitted.
  - ▶ Most coordinators will send evaluations at the end of the rotations directly to Academic Affairs.

# Tools, Tips & Resources

- ▶ Use the “Guide to the 4<sup>th</sup> Year” as a reference/resource when scheduling and throughout your entire 4<sup>th</sup> year.
- ▶ Be courteous and professional to the coordinators and to the coordinators of the away electives!
- ▶ Enjoy the flexibility of the 4<sup>th</sup> year.

