

# Student Year 4 Scheduling Information 2009-10

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**DEADLINE FOR SUBMISSION is 5 PM Friday April 3, 2009**

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**DEADLINE FOR SUBMISSION is 5 PM Friday April 3, 2009**

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**Friday April 3, 2009**

Year 4 Schedules Released

**Monday April 27, 2009**

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**Tuesday April 28, 2009**

## Summary of Student Scheduling Information for Year 4

### Initial Schedule Preferences

Students submit their initial preferences for UTMB Year 4 course electronically through UTMB E-Connect at <https://sisweb.utmb.edu/sp/utmb/student>. The **deadline** for submission of schedule preferences is **5 PM Friday April 3, 2009**. All preference requests submitted by the deadline receive equal preference. The process allows students to submit requests in three categories.

#### **Part I. (To block periods from being scheduled)**

If there are any periods that you wish to initially leave unscheduled, list those periods in Part I. You should leave unscheduled any period(s) you intend on using for vacation, or for (a) completing Year 3 clerkships, (b) doing research, or (c) scheduling Austin or non-UTMB courses. Scheduling for (a), (b), and (c) are completed later. If there are no periods that **MUST** be kept unscheduled, leave Part I blank, since restricting periods from being scheduled may prevent you from being scheduled for courses you desire.

#### **Part II. (To request UTMB Required and Selective courses to be scheduled)**

You may view current Selective course offerings at <http://meded.utmb.edu/orme/courses.htm>

**Required: Senior Surgery**

**Selectives: Acting Internship Selective, Ambulatory Community Selective**

Unless you have already completed one of the required Year 4 courses during your Year 3 elective month or in December, you should include the UTMB version of these courses in Part II. If you later decide to take one or more of these courses in Austin you may use the add/drop process during the year to adjust your schedule. You may list your preferences for the period in which you wish to be scheduled for each course. If you cannot be scheduled in one of your preferred periods, you will be scheduled in another period, if possible, except for periods you list in Part I.

*Note: All students must also enroll in a **Basic Science/Humanities selective** during Year 4, but this course may be added only during the Add/Drop process which begins **Tuesday April 28, 2009**. It cannot be added during this initial scheduling process*

#### **Part III. (To request Emergency Medicine Selectives, Neurology Selectives and UTMB electives to be scheduled)**

You may view current elective course offerings at <http://meded.utmb.edu/orme/courses.htm>

Satisfactory completion of 5 elective months is required for graduation. You may already have completed 1 or more electives between Years 1 and 2, or during Year 3. For each elective, you may request several preferences for periods in which you wish the elective to be scheduled. List the electives in the order of priority to you within the Option B or C grouping. Scheduling occurs in the order of your preferences within the Option grouping; all of your Option B requests are attempted before Option C requests.

**Option B:** If the elective or selective cannot be scheduled in any of the periods you have requested, the scheduler will attempt to schedule the elective in **any** available period except periods blocked in Part I, or in which another course has already been scheduled.

**Option C:** If the elective or selective cannot be scheduled in any of the periods requested, the scheduler will NOT schedule the elective. Instead, it will attempt to schedule the next elective listed.

**Note: Research electives, Austin courses, and non-UTMB courses are not included in the initial scheduling process. These courses may be added later during the add/drop process beginning **Tuesday April 28, 2009**. All Research electives must be approved in advance. Students must complete a research proposal (online R Form) with a faculty mentor and submit it for review by the Electives Committee > 30 days in advance.**

#### **NOTES:**

- 1) Students with Year 3 clerkships to complete during 2009-10 have been scheduled for those clerkships as space permits, and have been advised of their remaining Year 3 schedule by email. These students should not request Year 4 work for periods in which Year 3 courses are scheduled.
- 2) Certain UTMB electives require signature approval by the course director before scheduling.
- 3) Students missing the April 3 deadline will be required to register later during the add/drop process, and will be able to obtain courses only on a space-available basis.
- 4) Schedule preferences will not be accepted from students with a HOLD on their registration.

## Summary of Student Scheduling Information for Year 4 (continued)

### Adding and Dropping Courses

An email will be sent to all students on **Monday April 27, 2009** informing them that schedules are available for viewing via UTMB E-Connect. Beginning **Tuesday April 28, 2009** students may request changes in the Year 4 schedule. Waiting lists are maintained for all courses.

#### ADDING/DROPPING UTMB COURSES

Use Web-based registration (E-Connect) at <https://sisweb.utmb.edu/sp/utmb/student> to

**ADD a UTMB course** electronically prior to the regular add/drop deadline (approximately 4 weeks prior to the start of the course); as long as the course has no signature approval requirements.

**DROP a UTMB course** electronically if you do so prior to the regular add/drop deadline (approximately 4 weeks prior to the start of the course).

#### Caution

*Within 4 weeks of a course start date, or if signature approval is required, you cannot add/drop electronically; you must use a C Form with proper approval signatures to add/drop courses.*

**You must use paper registration with a C Form to**

**ADD or DROP a UTMB course** within 4 weeks of the start date of a course, and to add all courses requiring signature approval, including all Ambulatory Community Selective courses, Basic Science and Humanities Selective courses, and all Research electives. **Changes to an Ambulatory Community Selective (ACS), including adds, drops, and changes to site preferences, must be done at least 60 days in advance.** After this deadline, no changes are allowed even with course director approval. For Research electives, you must complete an online R Form at least 30 days in advance and submit it for approval. After approval, you must then complete and submit a **C Form** to register for the Research elective.

#### ADDING/DROPPING NON-UTMB COURSES

**Step 1** You must complete the **B-1 Form** in this packet and submit it to the Office of Enrollment Services. This form authorizes the Registrar to send information about you to the host school/preceptor. The Registrar will also send the host school/preceptor a **B-2 Form**, which asks them to verify you have been accepted by them to take the requested course.

#### Cautions

◆ *Because some schools require extended time to process requests, and may require an affiliation agreement be established with UTMB, you should plan non-UTMB electives months in advance.*

◆ *The **B-1 Form** serves only as a Release of Information request and does not register you for a course. Registration for academic credit requires the host school/preceptor to return the **B-2 Form** sent to them by the Registrar verifying you have been accepted for the course. Schools and preceptors are instructed to return the **B-2 Form** directly to the Registrar. Should you receive this authorization yourself, you should forward it immediately to the Registrar. It is your responsibility to verify that the **B-2 Form** has been received by the Registrar.*

**Step 2** Once accepted by the host school/preceptor, you are responsible for completing the attached **C Form** to officially register for the course. If planning a Research elective, you must complete an online **R Form** at least 30 days in advance and submit it for approval. After approval, you must then complete and submit a **C Form** to register for the Research elective. Drop a course by submitting a new C Form – remember that other schools may not allow you to drop a course after a deadline of their choosing.

**Caution** *You will not receive credit for a course unless you have properly completed and submitted a **C Form**, including required approval signatures, to the UTMB Registrar prior to beginning the course.*

### NOTICE ON ADDING AND DROPPING YEAR 4 COURSES

Deadline dates for dropping and adding Year 4 courses are shown in the Electives Brochure, and on the C Form, and refer to the deadlines for electronic registration, or receipt of a properly completed C form in the Office of Enrollment Services with all approval signatures. Note that the add-drop deadlines for most courses are approximately 4 weeks prior to the start of each period. Changes after the add-drop deadline require the course director's approval signature in section 4. **Changes to an Ambulatory Community Selective (ACS), including adds, drops, and changes to site preferences, must be done at least 60 days in advance.** After this deadline, no changes are allowed even with course director approval.

**Note that courses cannot be added or dropped later than 5:00 PM on the Friday prior to the start of a period. This requirement is absolute and no exceptions are made, even with course director approval.**

**Failure to properly add a course prior to the deadline means you cannot register for, and cannot receive credit for, the course.**

**Failure to properly drop a course prior to this deadline means you must complete the course or you will receive a failing grade for the course unless granted a Withdrawal grade (W, WP, WF) by the Associate Dean for Student Affairs.**

Anticipate deadlines and do not wait until the final days to make course changes, because faculty may not be immediately available to provide approvals. When registering with a **C Form**, submit the **C Form** yourself, in person, well before the deadline to avoid disappointment. Faculty from whom you may need approval signatures may not be available at the last minute.

Whenever making a schedule change, always confirm the change by looking at your updated schedule on UTMB E-Connect.

#### Scheduling Periods for Year 4 Courses

<u>Period</u>	<u>Elective Period Dates</u>	<u>Add/Drop Deadline</u>	<u>ACS Add/Drop Change Deadline</u>
1	Jun 29, 2009 – Jul 24, 2009	May 29, 2009	n/a
2	Jul 27, 2009 - Aug 21, 2009	Jun 26, 2009	May 29, 2009
3	Aug 24, 2009 - Sep 18, 2009	Jul 24, 2009	Jun 26, 2009
4	Sep 21, 2009 - Oct 16, 2009	Aug 21, 2009	Jul 24, 2009
5	Oct 19, 2009 - Nov 13, 2009	Sep 18, 2009	Aug 21, 2009
6	Nov 16, 2009 - Dec 11, 2009	Oct 16, 2009	Sep 18, 2009
*13	Dec 14, 2009 - Jan 8, 2010	Nov 13, 2009	Oct 16, 2009
7	Jan 11, 2010 - Feb 5, 2010	Dec 11, 2009	Nov 13, 2009
8	Feb 8, 2010 - Mar 5, 2010	Jan 8, 2010	Dec 11, 2009
9	Mar 8, 2010 - Apr 2, 2010	Feb 5, 2010	Jan 8, 2010
10	Apr 5, 2010 – April 30, 2010	Mar 5, 2010	Feb 5, 2010
11	May 3, 2010 – May 28, 2010	Apr 2, 2010	Mar 5, 2010
12	May 31, 2010 – Jun 25, 2010	Apr 30, 2010	Apr 2, 2010

Period 12 occurs beyond the normal graduation date of May 30 and may be used when needed for courses offered during this period.

**\* The December vacation Period 13 (December 14, 2009 - January 8, 2010) may be used to complete a clerkship, rotation or elective, if the course is offered during that time.**

## Year 4 Course Scheduling Information for 2009- 2010

### Emergency Medicine Selective (4 Weeks)

Prerequisites: Year 3 Internal Medicine and Surgery Clerkships

Locations: Galveston, Austin, Houston (St. Joseph's, St. Lukes) and other Medical Schools

Offered during: Periods 1-12 and 13

#### How to enroll

#### If not done during original schedule request by April 3<sup>rd</sup>

For **Galveston** or **Houston** assignments, students must:

- (a) enroll electronically via E-Connect (if  $\geq 30$  days prior to start date); or
- (b) enroll with signed C Form (if  $< 30$  days prior to start date)

For **Austin** assignments; students must:

- (a) submit an **Austin application form** to Adriane Thompson in the Austin ORME Office (fax: 512-324-7988, phone: 512-324-9999, x77803, [acthompson@seton.org](mailto:acthompson@seton.org))  
*and*
- (b) after approval, submit a **C Form** to UTMB Enrollment Services to officially register for the course

For assignments **at another US medical school**, students must:

- (a) apply directly to the outside medical school and submit a B-1 form to UTMB Enrollment Services allowing UTMB to release information to the school and solicit approval of the other school;  
*and*
- (b) obtain the approval signature of the UTMB Selective Director, Dr. Peter Yoo in the UTMB department on a C Form;  
*and*
- (c) register for the non-UTMB course by submitting the signed C Form to UTMB Enrollment Services

For assignments at other Emergency Departments unaffiliated with a medical school, the student is warned that the process may take several months. Approval from the other institution must be provided and Dr. Yoo must sign a **C Form** as above.

**Neurology Senior Selective (4 weeks)**

Prerequisites: Successful completion of Year 2

Locations: Galveston, Houston, Austin, Community Preceptors and other Medical Schools

Offered during: Periods 1-12 and 13

**How to enroll****If not done during original schedule request by April 3<sup>rd</sup>**

For **Galveston** or **Houston** assignments, students must:

- (c) enroll electronically via E-Connect (if  $\geq$  30 days prior to start date); or
- (d) enroll with signed C Form (if  $<$  30 days prior to start date)

For **Austin** assignments; students must:

- (c) submit an **Austin application form** to Adriane Thompson in the Austin ORME Office (fax: 512-324-7988, phone: 512-324-9999, x77803, [acthompson@seton.org](mailto:acthompson@seton.org) and
- (d) after approval, submit a **C Form** to UTMB Enrollment Services to officially register for the course

For assignments at **another US medical school**, students must:

- (d) apply directly to the outside medical school and submit a B-1 form to UTMB Enrollment Services allowing UTMB to release information to the school and solicit approval of the other school; and
- (e) obtain the approval signature of the UTMB Selective Director, Dr. Joseph Oommen in the UTMB department on a C Form; and
- (f) register for the non-UTMB course by submitting the signed C Form to UTMB Enrollment Services

**Surgery Senior Clerkship (4 weeks; includes an autopsy exercise)**

Prerequisites: Year 3 Surgery Clerkship

Locations: Galveston, Houston and Austin only

Offered during: Periods 1-11 and 13

**How to enroll**

For **Galveston** or **Houston** assignments, students must:

- (a) enroll electronically via E-Connect (if  $\geq$  30 days prior to start date); or
- (b) enroll with signed C Form (if  $<$  30 days prior to start date)

Note: Students who have not yet completed the prerequisite Year 3 Surgery clerkship at the time of requesting Senior Surgery must contact Enrollment Services prior to scheduling.

For **Austin** assignments; students must:

- (e) submit an **Austin application form** to Adriane Thompson in the Austin ORME Office (fax: 512-324-7988, phone: 512-324-9999, x77803, [acthompson@seton.org](mailto:acthompson@seton.org) and
- (f) after approval, submit a **C Form** to UTMB Enrollment Services to officially register for the course

Note: Students enrolled in the Senior Surgery Clerkship in Austin must complete the **autopsy exercise** while in Austin. It will be the student's responsibility to contact Adriane Thompson to set up this requirement in advance of beginning Sr. Surgery.

**Acting Internship Selective (4 weeks)**

Students are required to satisfactorily complete a 4-week course designated as an Acting Internship (AI). All AI's are graded on a Satisfactory-Fail basis, and have varying capacities. AI's sponsored by each department are listed in the Electives Brochure. An AI may be taken at another approved medical school and apply to this requirement.

Prerequisites: Vary by course; most require completion of Year 3 and/or completion of the core Year 3 clerkship in the discipline, if applicable.

Locations: Galveston and Austin, or another approved US medical school

Offered during: Periods vary by course

**How to enroll**

For **Galveston** assignments, students must:

- (e) enroll electronically via E-Connect (if  $\geq 30$  days prior to start date); or
- (f) enroll with signed C Form (if  $< 30$  days prior to start date)

For **Austin** assignments; students must:

- (g) submit an **Austin application form** to Adriane Thompson in the Austin ORME Office (fax: 512-324-7988, phone: 512-324-9999, x77803, [acthompson@seton.org](mailto:acthompson@seton.org))  
*and*

- (h) after approval, submit a **C Form** to UTMB Enrollment Services to officially register for the course

For assignments **at another US medical school**, students must:

- (g) apply directly to the outside medical school and submit a B-1 form to UTMB Enrollment Services allowing UTMB to release information to the school and solicit approval of the other school;  
*and*
- (h) obtain the approval signature of the UTMB Electives Director in the UTMB department most closely associated with the AI to be taken on a C Form;  
*and*
- (i) register for the non-UTMB course by submitting the signed C Form to UTMB Enrollment Services

## Electives

Electives have varying prerequisites and capacities, and are classified in the following categories:

### Clinical electives sponsored by UTMB

How to enroll: Students must:

- (a) enroll electronically via E-Connect (if  $\geq 30$  days prior to start date); or
- (b) enroll with signed C Form (if  $< 30$  days prior to start date or if permission signature is required)

### Clinical electives in Austin

How to enroll: Students must:

- (a) submit an **Austin application form** to Adriane Thompson in the Austin ORME Office (fax: 512-324-7988, phone: 512-324-9999, x77803, [acthompson@seton.org](mailto:acthompson@seton.org); **and**
- (b) after approval, submit a C Form to UTMB Enrollment Services to officially register for the course

### Clinical electives sponsored by another US medical school

How to enroll: Students must:

- (a) apply directly to the outside medical school and submit a B-1 form to UTMB Enrollment Services allowing UTMB to release information to the school and solicit approval of the other school; **and**
- (b) after approval, submit a C Form to UTMB Enrollment Services to officially register for the course

### Clinical non-university-affiliated electives

How to enroll: Students must:

- (a) apply directly to the institution/preceptor and submit a B-1 form to UTMB Enrollment Services allowing UTMB to release information to the school and solicit approval of the institution or preceptor; **and**
- (b) obtain the approval signature of the UTMB Electives Director in the UTMB department most closely associated with the elective to be taken on a C Form, **and**
- (c) after approval, submit the C Form to UTMB Enrollment Services to officially register for the course

### All Research electives

How to enroll: Students must:

- (a) identify an existing research elective from the Electives Brochure or identify a new project and faculty mentor, and in either case prepare a **Research Elective Student Proposal Form (online R Form)** in consultation with course director/mentor well in advance of their proposed start date; **and**
- (b) Submit the **R Form** to the Electives Committee via <http://meded.utmb.edu/electives.asp> a minimum of 30 days in advance of the start date of the course; **and**
- (c) Submit a **C Form** to the Office of Enrollment Services to enroll (signed by the Asst. Dean for Educational Affairs). Requests for late approval or retroactive credit will not be considered. **Also**, Non-UTMB research electives require the approval of the Assist. Dean for Educational Affairs.

### **General Year 4 Course Information**

- ◆ Each course includes a list of prerequisites, if any, for registration. If a student has not met the prerequisites, but the course director believes the qualifications of the student warrant an exception, the course director may waive the prerequisites by providing to the Registrar written notice of the waiver.
- ◆ Student registration for each course is determined through the established process through the Office of Enrollment Services. Waiting lists are maintained for electives that have filled to capacity, and such lists determine priority for positions that become available. An ad-hoc clinical elective or Acting Internship created for an individual student is not allowed unless it is made available for all students. The number of students accepted in any period is defined in advance by the course director. That number may not be exceeded to accommodate an individual student unless the increase becomes permanent. Waiting lists have priority for capacity changes.
- ◆ Students may receive credit only for courses in which they have officially enrolled. Credit is offered, and professional liability coverage is provided only for activities conducted by enrolled students during the period of enrollment. Deadlines are published for (a) regular registration, (b) late course “Adds and Drops”, and (c) required signatures/approvals. Student may not receive academic credit for activities conducted outside of official enrollment dates, as part of employment, or conducted with a family relative.
- ◆ Liability insurance provided through the School of Medicine provides coverage only for actions that are part of a course in which the student is officially enrolled. If the elective has not been approved for credit, or if the student has not officially enrolled, liability coverage is not provided. All clinical activities in a course must be conducted under the supervision of a licensed physician.
- ◆ Grades and narrative evaluations received by the Office of Enrollment Services and the Office of Student Affairs will be available for the Medical Student Performance Evaluation provided to residency programs.

### **Holidays**

The UTMB Student Holidays for 2009-2010 are listed in the Academic Calendar. As patient care activities continue during holiday periods, medical students with clinical responsibilities are expected to maintain their clinical activity during holiday periods. For Monday holidays, students will be guaranteed at least one full day off during the 3-day weekend. For the Thanksgiving holiday, students will be given Thursday through Sunday off. If the 4<sup>th</sup> of July is on a weekday, students will be given that day off. Students choosing to complete electives during Period 13 (over the winter holidays) should be prepared to work through the holidays; generally schedules can be arranged to permit 3 days off over either Christmas or the New Year, or other holiday period as desired. If students are assigned to an outpatient clinical rotation during a holiday period, they will follow the clinic holiday schedule.

### **Grading**

An evaluation form will be sent to the faculty director of each UTMB elective course and to preceptors responsible for students taking non-UTMB electives. A pass must be achieved in all elective courses used to satisfy graduation requirements.

### **Stipends**

Electives in which students are enrolled for academic credit may provide a stipend to defray living expenses during the elective. Academic credit will not be awarded for work performed as part of employment. If in doubt about the appropriateness of a stipend, consult the Assistant Dean for Educational Affairs.