

# Constructing Your Senior Schedule

Class of 2019



**C.A.R.E.**  
Career and Residency Exploration Program

# Today's Meeting Agenda

- Things to Consider when choosing courses
- Distribution Requirements
- Registration Process of Senior Coursework
- Extramural (Away) Electives Process – VSAS - Overview
- Sample 4<sup>th</sup> 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](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.

# Course Scheduling & Registration

- 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.

# Spring 2018 Course Scheduling & Registration

- 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

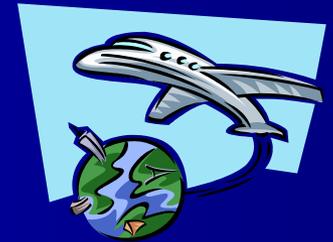
### ➤ Website information

[http://sls.downstate.edu/registrar/com/course\\_selection\\_book/clinical\\_curriculum/sen\\_extramural.html](http://sls.downstate.edu/registrar/com/course_selection_book/clinical_curriculum/sen_extramural.html)

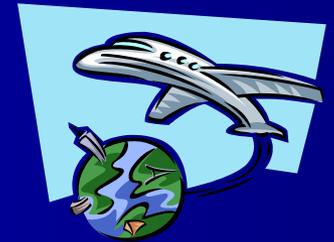
### ➤ AAMC Website Information <https://services.aamc.org/20/vsas/>

### ➤ AAMC Compendium – Non VSAS

<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, 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**. 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.

# SAMPLE SCHEDULES

# 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