SUMMARY OF PROCEDURES FOR CAMPUS PREFERENCE AND ASSIGNMENT

1. Information about Campus Preference and Assignment will be posted on the SOM website and included in the Guidelines to the Admissions Process.

2. Students must take their required clerkships and their Medicine AI on their assigned campus.

3. Students may pursue elective and AI (Acting Internship) activities on all University of Alabama Medical School campuses, except for the Medicine AI, which must be completed on the assigned campus.

4. Priority Assignments: Applicants accepted through the Early Medical School Acceptance Program (EMSAP) will be asked to submit Campus Preferences at the time they are instructed to complete the AMCAS application. Applicants accepted Early Decision (ED) will be asked to submit their Campus Preferences when they are initially notified of their acceptance. EMSAP and ED applicants will be assigned to their first preference if their Campus Preferences are submitted by October 15th. EMSAP and ED applicants submitting their Campus Preferences after this date will not receive priority assignment and will be entered into the pool of Regular Admission applicants at that time.

5. Program Based Assignments: Applicants accepted through the Rural Medical Scholars Program (RMSP-Tuscaloosa), the Rural Medicine Program (RMP-Huntsville) and MSTP (MD/PhD-Birmingham) programs will be assigned to the appropriate Program campus at the time of acceptance.

6. Other accepted applicants (Regular Admissions and MD/MPH) will be assigned their preferred campus as possible.

Submit Campus Preferences and Assigning Campuses:

a. Interviewed applicants will be asked to submit their campus preferences.

b. Applicants submit Campus Preferences using the Admissions Secondary Application Website.

c. Applicants must either rank all four campuses (first choice, second choice, etc.) or indicate they have no preference. Applicants indicating they have no preference will be assigned to one of the four campuses.

d. The number of positions for assignment on each campus is determined at the beginning of the admissions year.

Number of Positions to assign by campus:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Number of Positions/Assigned Students</th>
<th>Percent of Total Places</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birmingham</td>
<td>98</td>
<td>52.7</td>
</tr>
<tr>
<td>Huntsville</td>
<td>34</td>
<td>18.3</td>
</tr>
<tr>
<td>Montgomery</td>
<td>20</td>
<td>10.7</td>
</tr>
<tr>
<td>Tuscaloosa</td>
<td>34</td>
<td>18.3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>186</td>
<td>100%</td>
</tr>
</tbody>
</table>

e. Campuses assignments will be made to groups of accepted applicants.
   - The number of positions available on each campus is proportional to the campus’s percentage of the total number applicants to be assigned.
   - As groups of applicants are accepted there always will be positions on each campus for assignment until the class is filled.

f. Applicants are assigned campuses based on the applicant’s preferences and the number of places available on each campus for assignment.
SUMMARY OF PROCEDURES FOR CAMPUS PREFERENCE AND ASSIGNMENT

- In a group of applicants to be assigned, if the number of first preferences for a campus exceeds the number of positions available on that campus, the available number of positions will be filled by random assignment. Applicants with first preference not assigned a campus will be included with a group of applicants to be assigned to their second campus preference. This pattern of assignment will continue until all applicants in the group are assigned, filling the available positions on each campus.
- Once all 186 positions are filled, positions made available by applicant withdrawals will be filled with applicants accepted from the Alternate List.
- Applicants accepted from the Alternate List will be assigned to the campus of the individual who withdrew acceptance, creating a place for an Alternate.

7. The Admissions Committee’s decision to accept or not accept an applicant is made without regard to or knowledge of the applicants’ campus preferences.

8. Once assigned at admission, an applicant’s campus assignment is final and binding and will not be reconsidered or changed.

9. Student transfers between campuses will be considered only in the second year and only for situations involving significant and compelling circumstances. All transfers must be approved by all Associate Deans who oversee admissions for the campuses affected by the proposed transfer. It is not always possible to accommodate all reasonable requests.

Revised October 25, 2012