SOM Scheduling FAQ

General FAQs  (5/2019)

Q. How can I change my existing schedule?

- MS1 and MS2 pre-clinical courses may not be changed.
- MS3s may change the order of clerkships by obtaining written permission from their designated campus MSS Advisor and then forwarding said approval to the campus scheduler.
- MS4s may change their schedule via online drop/add outside 14-days from a course start-date.
- Clinical courses may be changed within 14 days online by paying the $45 late drop fee online.
- The clinical course deadline to drop or add is the Wednesday at 4:00pm prior to a Monday start date.
- Campus schedulers:
  - Birmingham: scheduler@uab.edu or mmfergus@uab.edu
  - Huntsville: ajaimesgomez@uabmc.edu
  - Montgomery: britneyc@uab.edu
  - Tuscaloosa: bncoulter@ua.edu

Q. Where do I find calendars, curricular scheduling info and graduation requirements?

A. From the UAB SOM home webpage / click students / current students in the black ribbon. Click Calendars. Click M.D. Graduation Requirements

Q. Can I re-schedule my Scholarly Activity block?

A. To move SA to another block, written permission is required from Dr. Kevin Leon (kleon@uabmc.edu), the SA mentor and Dr. Peter Smith (prsmith@uab.edu) in the SA office. Once/if approved, forward said approval to the Birmingham scheduler scheduler@uab.edu.

In some cases, with approval, students may be eligible to split SA into two 4-weeks blocks to meet the 8-week requirement. Email your request, including explanation, to Dr. Kevin Leon, the SA mentor and Dr. Peter Smith. Once/if approved, forward said approval to the Birmingham scheduler scheduler@uab.edu.

Including Scholarly Activity, all 3rd year requirements must be completed by the end of block 2 of senior year.

SA projects are due February of senior year.

Q. Do I have to have all blocks scheduled?

A. MS3s must carry a full schedule. MS4s do not have to carry a full schedule, but cannot have 3 consecutive months empty and be considered a full time student.

Q. Do I have to take an MS3 Elective?

A. MS3 Elective lottery is part of the Clerkship lottery for Birmingham students. MS3 EL is not a required course but may be needed so Birmingham 3rd year students have a full schedule. Students may take an AI instead of an MS3 EL late in 3rd year (blocks 6) if approved by an MSS advisor.

Q. Can I take a 4th year course before completing 3rd year courses?

A. With approval and under certain circumstances 3rd years may take a 4th year course, usually in block 6a or 6b, prior to completing all clerkships; however both medicine and surgery clerkships must be completed. Permission is required from an MSS advisor. MS3s cannot schedule AIs before FYSH lottery is completed in blocks 1 & onward. Huntsville and Montgomery Campus students take the Rural AI as part of 3rd year.
All 3rd year requirements must be completed by the end of block 2 of senior year.

**Q. What courses make up the 22-weeks of required elective credit for the standard track M.D. degree?**

**A.** Courses with the code of E3, EL, EA, VE, TA, and CE count toward the 22-weeks of required elective credit.

**Q. Are the Prep for Residency courses required?**

**A.** All students are required to take one of the 2-week Prep for Residency Courses (28-458 or 28-459) except a.) OMFS students (elective total must be 24-weeks), and b.) MSTP students who complete all course work in Fall term, but who plan to return in order to graduate in June of Spring term.

**Q. Can I take 4th year courses at any branch?**

**A.** Courses coded MI (medicine acting internship) and AI (ambulatory acting internship) must be taken at student’s designated home campus.

**Q. Do I have to take a co-enrolled course?**

**A.** No, neither CE or TA courses are mandatory. Students may not take two CE or TA courses at the same time and may receive not more than a total of 4-week of elective credit for each course type. The maximum allowed is 4-weeks of co-enrolled credit and 4-weeks of teaching associate credit.

**Q. Can I drop a course?**

**A.** MS4 courses and special topics courses may be changed online within 14 days from a start date (up to 4pm the Wednesday before) without a fee. A $45 late drop fee applies for changes between 14 days and the Wednesday at 4pm prior to a Monday start date.

No course may be dropped on or after the start date without incurring either a WP (withdrawal passing) or WF (withdrawal failing) on the student’s official permanent transcript.

**Q. Can I take the same course twice?**

**A.** No. Students may not have the same course number on their transcripts twice for credit except for visiting elective course numbers.

**Q. May I be enrolled in two courses simultaneously?**

**A.** Students cannot have clinical course dates overlapping except for co-enrolled (CE), teaching associate (TA), or learning communities (LC) courses.

**Q. Can the course contacts in the hospitals enroll me in a course?**

**A.** No. To be officially enrolled in a course for credit, and be on the course roster, you must schedule courses online, with the SOM Records Office in Birmingham, or your designed campus scheduling office. These are the courses that will be on your official SOM transcript.

The day-to-day course activities will be arranged by the course directors and course contacts.

**About Lotteries**

**Q. What are scheduling lotteries?**
A. Scheduling Lotteries are the computerized “drawing of lots” used to enrollment students in courses for which there are not enough seats to accommodate all students who may wish to enroll in a particular course, or to mass enroll students in required courses at random. MEIS runs the algorithms for the Lotteries.

Q. How many lotteries are there and for what courses?

A. There are 4 lotteries:

1. Clerkship lottery for the rising MS3s to schedule all required 3rd year clerkships on respective assigned campus.
2. FYSH lottery (fourth year scheduling) for rising MS4s to schedule 4th year courses (acting internships and electives).
3. Special Topics lottery for the rising MS2s to schedule the designated special topics weeks prior to the beginning of the MS2 year and possibly the December week prior to winter break if offered.
4. Special Topics lottery for the MS3 and MS4 to schedule designated special topics weeks in October and April. MS4s may schedule a special topic in the December week (if offered) and if not enrolled in any other course.

Q. Are there any courses not in the lotteries?

A. Yes, research courses, visiting electives, courses at non-UAB facilities (such as Grandview, Princeton, and Baptist), courses that require “written permission”, all co-enrolled (CE), teaching associate (TA), and learning community (LC) courses are not scheduled in the lotteries. These are manually scheduled.

Q. What is meant by “permission required”?

A. If the catalog description states “Written Approval Required” this means approval from the course director is required to enroll. Students should email their request to the course contact/coordinator. Once/if approved, forward email granting permission to scheduler@uab.edu.

- To re-cap, there are various approvals needed:
  - Course Director (via coordinator) for courses requiring written permission;
  - MMS Advisor for Clerkships changes/postponements to add AIs early;
  - Dr. Kevin ZLeon, SA mentor and Dr. Peter Smith for Scholarly Activity changes.

Q. Will the lottery algorithm override a pre-scheduled course?

A. No, the algorithm will not override or simultaneously add a course to any existing scheduled block.

**Visiting/Away Electives**

Q. How do I arrange a visiting elective?

A. For all types of visiting electives – VSLO (a.k.a. VSAS), non-VSLO and military – email scheduler@uab.edu and request the visiting elective be added to your schedule. For non-VSLO electives, send documentation of the host’s offer, your acceptance, department and exact dates.

Visiting electives will be added to your schedule for the exact dates of the host institution which may not align with our block system. You may wish to add a 2-week elective before or after a VE if desired.

VSLO opens in February. Students will receive access and instructions from AAMC/VSAS.

Q. What are the prerequisites for visiting electives?
A. To go on a VE, students must complete all clerkships, have sat for Step 2 CK, and be in good academic standing. These requirements may vary for MD/PHD students; check with your advisors.

Courses at branch campuses, Grandview, Princeton, and Baptist Hospitals are not visiting electives.

Q. Is there a limit to the number of visiting electives I can take?

A. No. However, MS4s should consult with their career advisors regarding the need for, if any, and number of, away rotations, in order to be competitive in their match field of choice.

About career choice scheduling strategies

Q. How do I arrange my schedule in order to be more competitive for my desired specialty?

A. This is a great question and one that is different for each individual. How you arrange your schedule will depend on the specialty you choose, in some cases the need to do away rotations, and timing of Step 2 CK. We recommend speaking with your career advisor, the student affairs director on your campus and/or Dr. Peterson or Dr. Van Wagoner for advice.

In general

Scheduling questions to scheduler@uab.edu; MedMap questions to Mike Belue.

Q. How do I find scheduling info on the web?

A. The best webpage with the most links is the Student Portal found on the SOM Current Student webpage.

On the Student Portal page you can go to the . . .

- Scheduling (view course availability called CAVE, Course Catalog). access scheduling lotteries and drop/add.
  - Course descriptions will include contact information, where to report, prerequisites, max enrollment, offering times and other details.
• **Academic Summary** – You’ll need your BlazerID and password to access. Your entire academic record will show on the summary including quartile rank, raw score, step scores, MCAT, and more.

• **Need a Transcript?** Click the “Records Request” tab on the Student Portal. Also on the “Records Request” tab: military reimbursement form and how to change your name.