

## Class of 2024 – Rising 3<sup>rd</sup> Year Scheduling

### Scheduling Timeline:

**Monday, January 24** – M3 Orientation Part 1 (afternoon)

**Friday, January 28** – Hardship/East Only requests due.

**Monday, January 31** – M3 Orientation Part 2 (afternoon)

**Tuesday, February 1 – Sunday, February 6** – East Only scheduling

**Tuesday, February 1 – Sunday, February 6** – Students enter core clerkship preferences in eMedley (excludes East Only students).

**Monday, February 7 – Friday, February 11** – eMedley's software will run a process to populate core clerkship schedules taking students preferences into account. \*

\*Although preferences are considered when schedules are populated by eMedley, core clerkship block(s) and location(s) are not guaranteed, and at least 1 east rotation will be scheduled for each student. Students with approved hardships on file are excluded from the east rule.

**Monday, February 14 – Friday, February 18** – Administrative verification and revision of schedules.

**Friday, February 18** – Tentative post-date for M3 schedules. A notification will be sent via listserv when released.

**Friday, February 18** – CE lottery results will be posted to OLSEN (students notified via listserv).

**Monday, February 21 & Tuesday, February 22** – CE scheduling Round 1 (scheduling occurs based on lottery - 1 CE can be added during round 1). \*

**Wednesday, February 23 & Thursday, February 24** – CE scheduling Round 2 (scheduling occurs based on lottery - 1 or 2 additional CE's can be added during round 2). \*

\*Time of day is dependent on lottery results, but assigned lottery times will fall within 8:00am-5:00pm (CST)

**Friday, February 25 – Friday, March 4** – After reviewing core clerkship schedules, students can arrange schedule swaps with other students. Both students must agree, email Jenn Wilson with swaps, and she will make the swap in eMedley.

**Monday, March 7 – Friday, March 11** – Scheduler will reopen to make add/drops for CEs.

**Friday, March 11 (midnight)** – Scheduler will lock, and no other changes will be made.

**Friday, March 18** – Prior authorizations should be submitted.

**Friday, March 25** – Schedules should be published.

**Friday, April 1 (midnight)** – Hard date for all prior authorizations to be submitted and schedules to be published.

### CE Selection Information:

Rotation options and up-to-date availability can be found in eMedley within eduSched, Schedule Planner application. Details such as course descriptions, prerequisites, course director, coordinator etc. for each rotation, can be found in the [UTHSC Bulletin](#).

## Scheduling FAQ's:

**Q1.** Which version of the bulletin should I use?

**A1.** Use the 2021-2022 version for rotation information. When the 2022-2023 Bulletin is published in July 2022, students will be notified via the listserv.

**Q2.** How do I schedule my 3rd year in eMedley?

**A2.** Use the document [How to Schedule Your 3rd Year](#) (also posted on OLSEN).

**Q3.** Where do I find a full listing of 3rd year requirements?

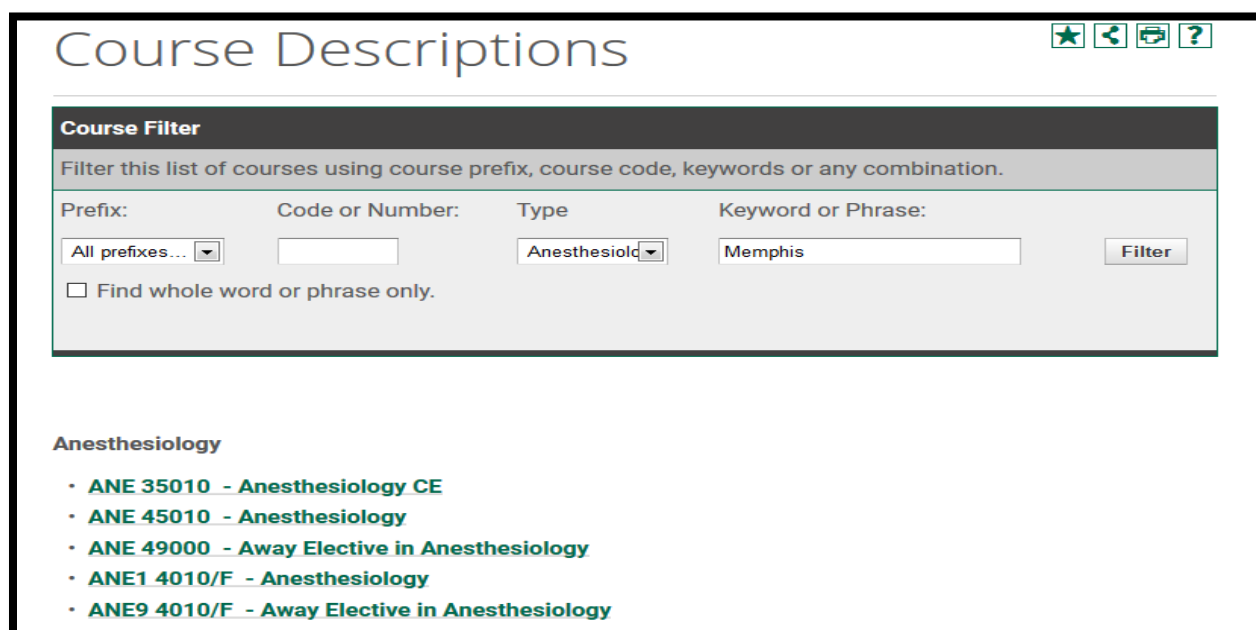
**A3.** Go to the [UTHSC Bulletin](#) >Select 2021-2022 (until 2022-2023 is available to select)>College of Medicine> Under "Programs" select Medicine, MD>scroll down to see all degree requires for the 3<sup>rd</sup> year.

**Q4.** How do I find a listing of Career Exploration elective (CE) offerings and/or a list of CE's in a specific location and/or specialty?

**A4.** Go to the [UTHSC Bulletin](#) >Select 2021-2022 (until 2022-2023 is available to select)>Course Descriptions.

Once on the course description page, use the available filters and the "Key Word or Phrase" option to narrow your search, and then click "Filter." **Please also see pg. 5 for a listing of all specialty departments and the campus or campus' where available.** Please see examples below:

Search by specialty department and Campus:



The screenshot shows the "Course Descriptions" page with a "Course Filter" section. The filter allows searching by Prefix, Code or Number, Type, and Keyword or Phrase. The search results are filtered to show Anesthesiology courses in Memphis.

**Course Filter**

Filter this list of courses using course prefix, course code, keywords or any combination.

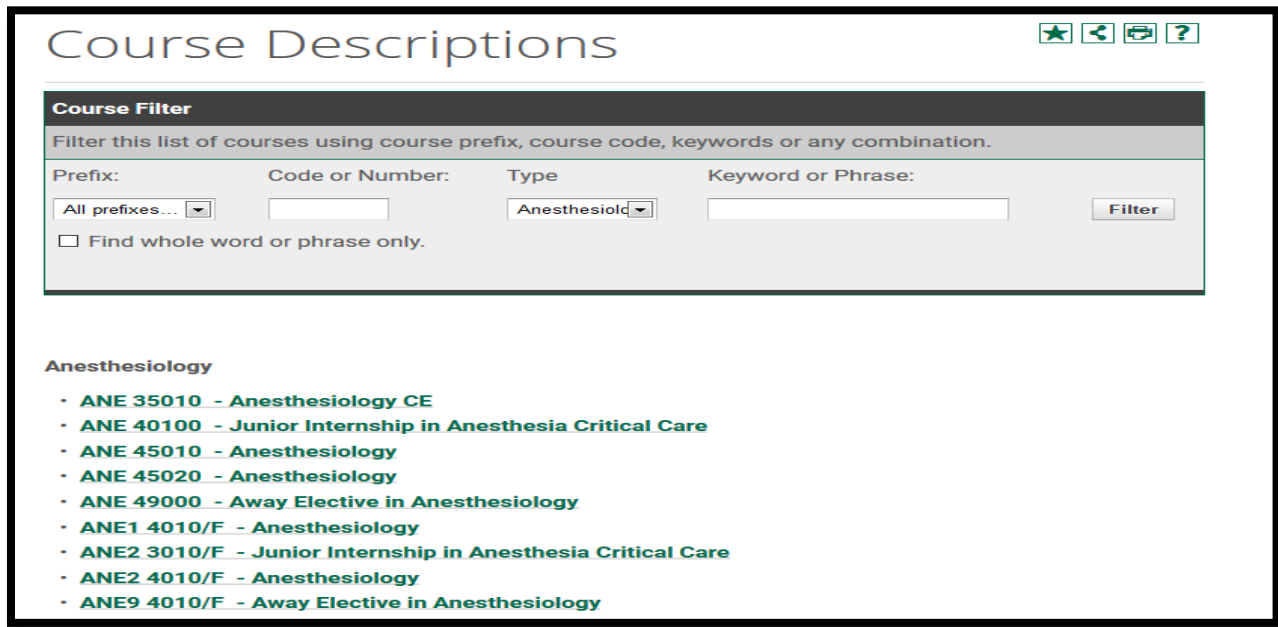
Prefix:	Code or Number:	Type	Keyword or Phrase:
All prefixes... ▾	<input type="text"/>	Anesthesiold ▾	Memphis <input type="text"/>

Find whole word or phrase only.

**Anesthesiology**

- [ANE 35010 - Anesthesiology CE](#)
- [ANE 45010 - Anesthesiology](#)
- [ANE 49000 - Away Elective in Anesthesiology](#)
- [ANE1 4010/F - Anesthesiology](#)
- [ANE9 4010/F - Away Elective in Anesthesiology](#)

Search by specialty department only:



The screenshot shows the 'Course Descriptions' page with a 'Course Filter' section. The filter is set to search for courses in the 'Anesthesiology' department. The 'Keyword or Phrase' field is empty. Below the filter, a list of courses is displayed under the heading 'Anesthesiology'.

**Course Filter**  
Filter this list of courses using course prefix, course code, keywords or any combination.

Prefix: All prefixes... Code or Number: Type: Anesthesio... Keyword or Phrase: Filter

Find whole word or phrase only.

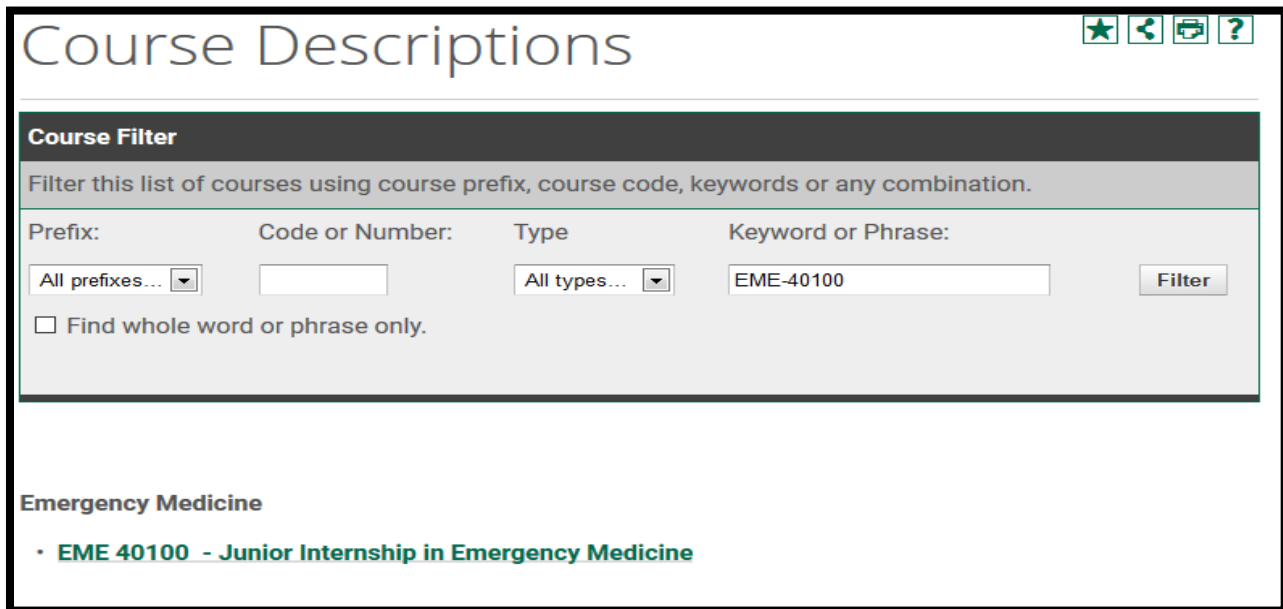
**Anesthesiology**

- [ANE 35010 - Anesthesiology CE](#)
- [ANE 40100 - Junior Internship in Anesthesia Critical Care](#)
- [ANE 45010 - Anesthesiology](#)
- [ANE 45020 - Anesthesiology](#)
- [ANE 49000 - Away Elective in Anesthesiology](#)
- [ANE1 4010/F - Anesthesiology](#)
- [ANE2 3010/F - Junior Internship in Anesthesia Critical Care](#)
- [ANE2 4010/F - Anesthesiology](#)
- [ANE9 4010/F - Away Elective in Anesthesiology](#)

**Q5.** How do I find out who to contact about prior approval or contact about questions I have about a rotation that I have scheduled?

**A5.** Go to the [UTHSC Bulletin](#) > Select 2021-2022 (until 2022-2023 is available to select) > Course Descriptions. Once on the course description page, use the "Key Word or Phrase" box to type the course code and click "Filter" "as in the below example. Then click the course link to view details. \*

\*The rotation title can also be used to narrow the search, or you can select the pre-fix and code using the filter options.



The screenshot shows the 'Course Descriptions' page with a 'Course Filter' section. The filter is set to search for courses in the 'Emergency Medicine' department. The 'Keyword or Phrase' field contains 'EME-40100'. Below the filter, a list of courses is displayed under the heading 'Emergency Medicine'.

**Course Filter**  
Filter this list of courses using course prefix, course code, keywords or any combination.

Prefix: All prefixes... Code or Number: Type: All types... Keyword or Phrase: EME-40100 Filter

Find whole word or phrase only.

**Emergency Medicine**

- [EME 40100 - Junior Internship in Emergency Medicine](#)

**Q6.** Who to contact about housing for my rotations outside of Memphis?

**A6.** Think link titled "Clerkship Director's" within OLSEN allows you to select a campus and view housing contact information. <https://www.uthsc.edu/medicine/medical-education/clerkships/directors.php>

**Q7.** Why does UT have a 30 day add/drop deadline for clinical rotations?

**A7.** UT offers quite a bit of scheduling flexibility; however, our departments need time to prepare for the arrival of students in advance, and many times instructors even adjust their own schedules to accommodate students. Exceptions are made only for personal emergencies or for academic reasons.

**Q8.** Why do I have to publish our schedule?

**A8.** Publication ensures that you have all your core clerkships scheduled, and that any CE's that require prior authorization are approved. Publication also allows for evaluations to be assigned to you.

### CE Offerings by Specialty and Campus

<u>Department</u>	<u>Pre-Fix</u>	<u>Memphis</u>	<u>Knoxville</u>	<u>Chattanooga</u>	<u>Nashville</u>
Anesthesiology	ANE	Yes	No	No	No
Genetics	BIO	No	Yes	No	No
Emergency Medicine	EME	Yes	No	Yes	No
Family Medicine	FME	Yes*	Yes	No	No
Interdepartmental	IDE	Yes	Yes	Yes	Yes
Internal Medicine	MED	Yes	No	Yes	No
Neurology	NEU	Yes	Yes	No	No
Neurosurgery	NSY	No	No	No	No
Obstetrics and Gynecology	OBG	No	No	No	No
Oral and Maxillofacial Surgery	OMF	No	No	No	No
Ophthalmology	OPH	Yes	No	No	No
Orthopaedics	ORS	Yes	No	No	No
Otolaryngology-Head and Neck Surgery	OTO	Yes	No	No	No
Pathology	PAT	Yes	Yes	No	No
Pediatrics	PED	Yes	No	Yes	No
Psychiatry	PSY	Yes	No	No	No
Radiology	RAD	Yes	Yes	No	No
Radiation Oncology	RON	Yes	No	No	No
Surgery	SUR	Yes	Yes	Yes	No
Urology	URO	Yes	Yes	No	No
*Family Medicine also offered in Jackson, TN location					