Advanced Integration Student
User’s Guide to Fourth-Year Scheduling
2019-2020

Instructions at a Glance

Scheduling at the Advanced Integration Level is accomplished through four lotteries followed by an ongoing add/drop period.

Before the lotteries

1. Log-in (Test this early)
2. Select Year (2019-2020 Advanced Integration)
3. Browse Course Catalog
4. Ensure Subspecialty Advisor has been selected and approved (Deadline 11/15/18)

Once each lottery opens (Lottery Schedule)

5. Choose ADD COURSE to make your selections
   Note that only the courses available during a specific stage of the scheduling process are viewable when searching offerings from ADD COURSE.)

6. Choose LOTTERY SELECTIONS tab to review and re-order your selections. Once your selections appear on this tab, you may log out at any time. (Detailed instructions on Page 7.)

When results of each lottery are posted

7. Choose SCHEDULE to view your placements

Once the final lottery closes

8. Make any necessary changes to your schedule during the add/drop period by:
   a. Choosing ADD COURSE to add a course, or
   b. Choosing SCHEDULE to drop a course
Oasis does not store any passwords. If you experience difficulty logging-in: 1) confirm that you are using the “Web Services” link with your LCOM credentials, 2) try clearing any cached websites or passwords, and 3) try an alternate internet browser (other than Internet Explorer). If still not able to log-in, test that your credentials are active by using them to access COMET. If you cannot access COMET with the credentials, submit a footprint to COMTS to re-activate them.

**Tip:** Students are strongly encouraged to test their log-in prior to the opening of the first lottery.

**A reminder from the IT Department:** Be sure to change your COMIS password before the lotteries open if it’s due to expire soon. If your log-in does expire, there is a link to reset the password on the COMET log-in page.
Once in OASIS you may...

- View your schedule
- Browse the course catalog
- Select and confirm approval of your subspecialty advisor
- Select courses (once the lotteries and/or add/drop period open)

**Browsing the Course Catalog**

To see what rotations are available, **enter the Advanced Integration 2019-2020 year**. Then choose the COURSE CATALOG tab. Here you can browse the catalog; but to select a course to add to your schedule, you will need to choose the ADD COURSE tab. During the lotteries not all of the courses that appear in the course catalog are available for selection. However, all courses in the catalog will be available during the add/drop period. Enrollment in some activities is restricted, requiring prior approval from the course coordinator.

**Selecting Subspecialty Advisor (Required) and Indicating Specialty Interests**

All rising fourth year students are required to have an approved subspecialty advisor established in Oasis in order to be eligible to participate in the lotteries. Don’t worry if you haven’t decided on your specialty yet; you are welcome to ask your PCR Mentor to continue as your Subspecialty Advisor. **The deadline for identifying your subspecialty advisor is 11/15/18.** It is very important that you **enter Oasis via the Advanced Integration 2019-2020 year** when requesting an advisor; otherwise your request will not appear in the correct year and will not satisfy the fourth year requirement.

To view the advisor relationships that the OMSE currently has on file for you: Choose “Advising” from the green buttons at the top of the screen. Here you will see three possible advisor types, as well as space to record your specialty interests.

- **PCR Mentor**
  
  All students are assigned a PCR Mentor upon matriculation. This mandatory mentor serves as a primary advisor throughout the student’s enrollment at the Larner College of Medicine, especially in the Foundations portion of the curriculum.
• **Subspecialty Advisor**
  Students may identify this advisor type at any curriculum level; though, all students are required to have an approved Subspecialty Advisor identified in their Oasis year labeled Advanced Integration Level prior to the fourth year lotteries. Students may ask their PCR Mentor to serve as their Subspecialty Advisor. Students may change advisors at any time; however, this type of advisor is required. Instructions for requesting an advisor change follow.

• **Supplemental/Secondary Advisor (optional)**
  Students may identify this type of optional, additional advisor at any curriculum level.

• **Specialty Interests**
  Students are encouraged to enter their specialty interests in Oasis at any curriculum level. Students may edit these interests to reflect changes over time.

To enter/update any of the above:

• **PCR Mentor**
  If incorrect, please email the PCR Course Coordinator to update this advisor relationship.

• **Subspecialty Advisor**
  It is very important that you enter Oasis via the Advanced Integration 2019-2020 year when requesting an advisor; otherwise your request will not appear in the correct year and not satisfy the fourth year requirement.

  To indicate, click on “Request Advisor” next to “My Subspecialty advisor.” This will initiate an email to the advisor you would like to add. If you change your mind before the advisor approves/denies your request, choose the new link called “Remove approval request” that replaces “Request Advisor.” The advisor you select must approve adding you to their advisee list. You will receive an email notification about the approval status of your request once the advisor you nominated makes a decision.

  If the person you would like to add as a Subspecialty Advisor is not listed on the drop-down menus, please contact that person directly to confirm that s/he is willing to serve as your advisor. Then email the information necessary to configure a user account for that advisor to the LCOM Registrar, Melissa Long. [Necessary Information: First Name, Last Name, Email Address, Username, Primary Department.]

  To change this advisor, click on “Request Release” next the advisor’s name. This will generate an email to your advisor requesting approval to be released from his/her advisee list. Upon receiving an email notifying you of the advisor’s decision to approve your request, you will see that the name is no longer listed and the link “Request Advisor” has reappeared.

• **Supplemental/Secondary Advisor (optional)**
  To indicate, click on “Request Advisor” next to “My Supplemental/Secondary advisor.”

  To change this advisor, click on “Request Release” next the advisor’s name. This will generate an email to your advisor requesting approval to be released from his/her advisee list. Upon receiving an email notifying you of the advisor’s decision to approve your request, you will see that the name is no longer listed and the link “Request Advisor” has reappeared.

• **Specialty Interests**
  Click on “Add/Edit” next to “My specialty interests.”
Lotteries

Lotteries are run to match students to their preferred fourth year rotations. When a lottery is run, it randomizes all of the participating students, then takes the first student on the list, looks at their selections and tries to place them in the highest prioritized selection. If the selection is already filled it moves to that person’s second selection, until they are placed in something or until no open selections remain. Once the whole list of students has received the highest prioritized selection available when each name was chosen, the process repeats itself: all of the students are re-randomized and the software takes the first student off the list and looks at the first selection that has not been tried yet. Oasis continues this process round after round until all of the students have had all of their selections either placed or attempted to be placed.

Lottery 1  
Student Choice: Acting Internship/Emergency Medicine

Lottery 2  
Student Choice: Acting Internship/Emergency Medicine

Lottery 3  
Student Choice: Acting Internship/Emergency Medicine

The first three lotteries will include all Medicine Acting Internships, all Specialty Acting Internships and the required Emergency Medicine course (EMED-9502). Students may decide in which lottery to select their Medicine AI. However, any student who emerges from the third lottery stage without a Medicine AI and/or Emergency Medicine course will be randomly assigned these rotations by the software, without regard to location or month, prior to opening of the fourth (electives) lottery.

Acting Internship Requirements

Every student must complete one of the following Acting Internships in Internal Medicine:

- MED 2516 AI Medicine
- MED 2518 AI Cardiology/CCU Service
- MED 2522 AI Hematology/Oncology
- MED 2585 AI Medicine, Danbury Hospital
- MED 2586 AI Medicine, Norwalk Hospital

Students may take ONLY ONE of the required Medicine AIs.

Every student must complete a second Acting Internship in the field of their choice. Surgery Majors must take one Surgery Acting Internship. A maximum of one course will be scheduled through each of the first three lotteries, but other specialty AIs may be added later if desired.

NOTE: MED-2517 AI MICU does not fulfill the Internal Medicine Acting Internship Requirement.

Lottery 4  
Electives

During this lottery students will choose from the bulk of the remaining catalog courses to fill out their schedules, including any open Emergency Medicine and Acting Internship rotations. Certain courses that require special permission will not be available in any of the lottery stages, but will be available when the add/drop opens.

EXCEPTIONS: Some offerings are excluded from this lottery stage. These include extramurals, intramurals, clerkships, vacation, and teaching requirements, as well as others requested for exclusion by the departmental course coordinators. Courses whose enrollment is managed by waitlists are view-only until the add/drop period opens, then you may add yourself to a waitlist. Reading, research and scholarly project months as well as other courses that require students to submit individualized details to enroll are not available during the lotteries. These will be available after the lotteries, when the add/drop period opens.
2019-2020 Lottery Schedule

Each lottery stage is only open for students to submit their preferences for a limited time. In order to participate in the lotteries, your subspecialty advisor’s name must be specified in Oasis (see pp. 3-4).

Lottery 1  Student Choice: Acting Internship/Emergency Medicine

<table>
<thead>
<tr>
<th>Opens</th>
<th>Wednesday, December 5, noon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closes</td>
<td>Friday, December 7, noon</td>
</tr>
<tr>
<td>Results Posted</td>
<td>Monday, December 10</td>
</tr>
</tbody>
</table>

Lottery 2  Student Choice: Acting Internship/Emergency Medicine

<table>
<thead>
<tr>
<th>Opens</th>
<th>Tuesday, December 11, noon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closes</td>
<td>Thursday, December 13, noon</td>
</tr>
<tr>
<td>Results Posted</td>
<td>Friday, December 14</td>
</tr>
</tbody>
</table>

Lottery 3  Student Choice: Acting Internship/Emergency Medicine

<table>
<thead>
<tr>
<th>Opens</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Closes</td>
<td>Wednesday, December 19, noon</td>
</tr>
<tr>
<td>Results Posted</td>
<td>Thursday, December 20</td>
</tr>
</tbody>
</table>

Lottery 4  Electives

<table>
<thead>
<tr>
<th>Opens</th>
<th>Monday, January 7, noon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closes</td>
<td>Wednesday, January 9, noon</td>
</tr>
<tr>
<td>Results Posted</td>
<td>Thursday, January 10</td>
</tr>
</tbody>
</table>

Add/Drop Period Opens
Thursday, January 10, 2:00 p.m.

Note: Staff members in the OMSE are not authorized to change your scheduled AIs, you must go through the course coordinator(s).
Lottery Instructions: Step-by-Step

Log into the scheduling tool with your COMIS credentials. Enter the Advanced Integration 2019-2020 year.

For each lottery, you will see the list of selections to choose from under the ADD COURSE tab. Hit the SEARCH button to see the drop down list of everything available for enrollment during a specific stage in the scheduling process. You may filter by department. Click on the course title to view the catalog description, or the name of the department to view departmental information. In the action column, click on ADD and check the checkbox(es) to make your selections. [Note that checking the checkbox at the top of the page will allow you to select all start dates for the rotation.]

Once you’ve made your selection, a pop-up window will confirm that your choice(s) were added. It will give the option of adding another course or returning to your existing selections. Choose RETURN TO YOUR SELECTIONS to see your selections. This is where you will rank them to your liking by dragging and dropping selections according to your preferred order. [Note that the default ranking is set according to the order that you originally selected the courses.] If you want to add another selection, simply choose the ADD COURSE tab again. If you’d like to delete an existing selection, check the checkbox in the drop column next to the rotation, then hit the DROP SELECTED button.

You may log out anytime, once your selections appear on the Lottery Selections tab. Following the close of each lottery stage you may view your current schedule under the SCHEDULE tab. Note that during later lotteries, you will not be able to select rotations that have a time conflicts with placements finalized in earlier lotteries.
Notes and Tips

Tip: There is no limit to how many selections you can make. It is a good idea to make more than one selection for the best chances of a lottery matching to your preferences. Limiting your selections will not improve your odds of being placed.

Do not overly limit your selections in the first lottery. If not placed in your top choice, your back-up choices may not be available in the next lottery if other students included them in their selections.

Tip: There is no advantage to logging-in first. Lottery participants are chosen at random by the software and then placed according to ranked preferences, not log-in time. In fact, server speed will be exceptionally slow during the first hours of any stage because so many users are attempting to access the system at once. During the add/drop period, however, enrollment decisions are usually made on a first come-first served basis.

Note: iPad Users, the system was designed to be used with a desktop/laptop, not a tablet. You will be able to do most things using an iPad; however, when re-ordering your lottery selections you can use a mouse to double click the order number and type in a new value, then save. Otherwise you might want to use your iPad to get your initial selection list, and then use a school computer to update the order using drag and drop.

Note: Selections in subsequent lotteries may not have a time conflict with offerings confirmed to your schedule through a previous lottery.

- You may NOT drop administratively assigned clerkships.
- You may drop placements from previous lotteries to make new selections. However once dropped, the spot is immediately available to others to add to their selections. You may re-add it to your selections, but there is no guarantee that the current lottery stage will place you in the spot again.
- Regarding the ability to drop: The lotteries override many add/drop course restrictions. Once the lotteries close and the add/drop period opens, you will not be able to drop restricted courses without contacting the course coordinator for departmental approval.

Note: At the discretion of the course director, some courses restricted by waitlists (often indicated with a 0 or negative enrollment limit) may be viewable during lotteries; however, you cannot add yourself to the waitlist until the add/drop period opens.

Note: You may not schedule any departmental offering until after the prerequisite clerkship. SURG-615 is a prerequisite for Emergency Medicine, Anesthesiology and Orthopedics offerings. Both Medicine clerkships (MED-618 and MED-619) are prerequisites for Medicine, Pathology, Radiology and Anesthesiology.

Note: You are limited to a maximum of one PEDS Acting Internship placement during the lotteries. (The departmental course coordinator has the discretion to add you to a second if space is available during the add/drop period.)

Tip: Requests for extra days off may not be accommodated during acting internship months. Please plan your residency interview schedule accordingly in November, December, and January. There are an ample number of acting internship slots available.
Troubleshooting Error Messages

Course Can Not Be Added (During Lottery)

This message is received if you already have a confirmed rotation on your schedule from a previous lottery that has a time conflict with a selection in a subsequent lottery.

Course Can Not Be Added (During Lottery)

This activity may not be added during a lottery because there are no open seats. Some coordinators have used a negative one enrollment limit in order to manage course enrollment with a waitlist. You may add yourself to the waitlist during the add/drop period, once the lottery closes.
Add/Drop Period

The Add/Drop Period will open on January 10 at 2:00 p.m. and remain open throughout the Advanced Integration year. During this period students will be able to add and drop themselves from most courses in order to make adjustments to their schedules. This ability is based on the add/drop parameters set by the departments for individual courses. For courses that are restricted, students must contact the appropriate departmental coordinator in order to be enrolled in the course. Some courses will require students to add themselves to a wait list to be approved for enrollment.

To add a course, click the ADD COURSE tab at the top of your screen. Choose the department and any optional search criteria, and click SEARCH. Find the course you would like to add. Department contact information and the course catalog description are available by clicking the appropriate link on this screen. Click the ADD link for the course you would like to add. This will bring you to the add screen for that particular course. You will be able to see the enrollment information including how many spaces are offered and how many are currently available. Choose the time period you would like to add by clicking the button in the Add column, then click ADD SELECTED COURSE. If the course section is full and there is no wait list then you will not be able to choose that section. In such a case, you may want to contact the course coordinator to express interest.

If a waitlist has been enabled for a course you may add yourself to the waitlist once the lotteries have closed. Please note that being on the waitlist does not mean that you will be enrolled in the course. Each student may be on a maximum of ten waitlists at one time.

Note: A course coordinator cannot approve your enrollment from a waitlist if there is a time conflict with an existing course on your schedule. If there is a conflict, you will need to drop the original course before the coordinator can officially add you into the new rotation. For some waitlisted offerings, students must submit individualized details when adding themselves to the waitlist for the course.

If a course has been restricted by the department you will receive a restriction message and you must contact the appropriate coordinator in order to be enrolled.

To drop a course you will go to SCHEDULE. Courses that are available to be dropped will have a “drop” link in the Actions column. If you are within a restriction period and do not have a “drop” link then you will need to contact the coordinator in order to be dropped.
**Advanced Integration Preferences Worksheet**

Feel free to copy and use this worksheet to help prepare for the lotteries offline. #1 = highest ranked.

| Number | Month:__ | #1 Preference | Month:__ | #2 Preference | Month:__ | #3 Preference | Month:__ | #4 Preference | Month:__ | #5 Preference | Month:__ | #6 Preference | Month:__ | #7 Preference | Month:__ | #8 Preference | Month:__ | #9 Preference | Month:__ | #10 Preference | Month:__ | #11 Preference | Month:__ | #12 Preference | Month:__ | #13 Preference | Month:__ | #14 Preference | Month:__ | #15 Preference | Month:__ | #16 Preference | Month:__ | #17 Preference | Month:__ | #18 Preference | Month:__ | #19 Preference | Month:__ | #20 Preference | Month:__ | #21 Preference | Month:__ | #22 Preference | Month:__ | #23 Preference | Month:__ | #24 Preference | Month:__ | #25 Preference | Month:__ | #26 Preference | Month:__ | #27 Preference | Month:__ | #28 Preference | Month:__ | #29 Preference | Month:__ | #30 Preference | Month:__ | #31 Preference | Month:__ | #32 Preference | Month:__ | #33 Preference | Month:__ | #34 Preference | Month:__ | #35 Preference | Month:__ | #36 Preference | Month:__ | #37 Preference | Month:__ | #38 Preference | Month:__ | #39 Preference | Month:__ | #40 Preference | Month:__ | #41 Preference | Month:__ | #42 Preference | Month:__ | #43 Preference | Month:__ | #44 Preference | Month:__ | #45 Preference | Month:__ | #46 Preference | Month:__ | #47 Preference | Month:__ | #48 Preference | Month:__ | #49 Preference | Month:__ | #50 Preference | Month:__ | #51 Preference | Month:__ | #52 Preference | Month:__ | #53 Preference | Month:__ | #54 Preference | Month:__ | #55 Preference | Month:__ | #56 Preference | Month:__ | #57 Preference | Month:__ | #58 Preference | Month:__ | #59 Preference | Month:__ | #60 Preference | Month:__ |

**Acting Internship in Internal Medicine:**
- MED-2516 AI Medicine
- MED-2518 AI Cardiology/CCU
- MED-2522 AI Hematology/Oncology
- MED-2585 AI Medicine at Danbury Hospital
- MED-2586 AI Medicine at Norwalk Hospital

**Specialty Acting Internships:**
- FM-1120 AI Family Medicine
- MDPS-3550 AI Psychiatry
- MED-2517 AI MICU Service
- NEUR-3501 AI Neurology
- OBGY-4503 AI General Obstetrics
- OBGY-4504 AI Gynecologic Oncology
- OBGY-4506 AI Maternal-Fetal Medicine
- ORTH-8506 AI Orthopedic Surgery
- PED-5500 AI Pediatrics Intensive Care
- PED-5501 AI General Pediatrics
- PED-5502 AI NICU Pediatrics
- SURG-9501 AI Surgical Critical Care
- SURG-9506 AI Thoracic & Cardiac Surgery
- SURG-9508 AI Neurosurgery
- SURG-9515 AI Pediatric Surgery
- SURG-9516 AI Vascular Surgery
- SURG-9518 AI Otolaryngology
- SURG-9519 AI Urology
- SURG-9520 AI Plastic Surgery
- SURG-9521 AI General Surgery
- SURG-9522 AI Surgical Oncology
- SURG-9524 AI Acute Care Service