

Advanced Integration Student User's Guide to Fourth-Year Scheduling 2024-2025

Instructions at a Glance

Scheduling at the Advanced Integration Level is accomplished through a lottery comprising two top choice stages, campus-specific IM/EM requirement stages, and an electives stage. The lottery is followed by ongoing add/drop.

Before the lotteries

1. [Log-in](#) (Test this early)
2. Select Year (2024-2025 Advanced Integration)
3. [Browse Course Catalog](#)
4. Ensure [Subspecialty Advisor](#) has been selected and approved (Deadline 12/1/2023) **BE SURE TO ENTER VIA 2024-2025 -- NOT your clerkship year.**

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 stage are posted

7. Choose **SCHEDULE** to view your placements

Once the final lottery stage closes

8. Make any necessary changes to your schedule during add/drop by:
 - a. Choosing **ADD COURSE** to add a course, or
 - b. Choosing **SCHEDULE** to drop a course

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Resources for Assistance

[Emma Faustner](#)

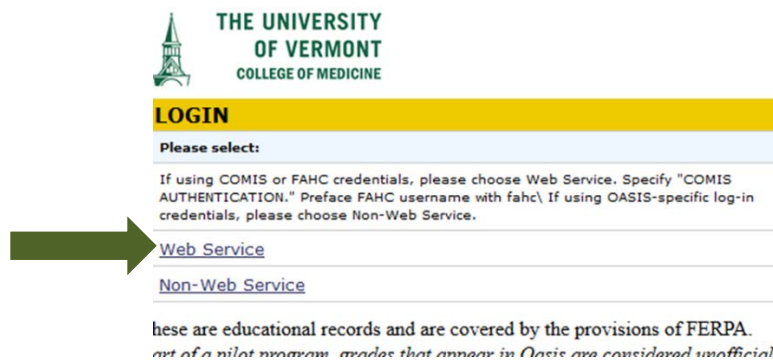
Advanced Integration Level Curriculum Coordinator

[Melissa Long](#)

LCOM Registrar

Log-In Instructions

<https://uvm.oasisscheduling.com/>



THE UNIVERSITY
OF VERMONT
COLLEGE OF MEDICINE

LOGIN

Please select:

If using COMIS or FAHC credentials, please choose Web Service. Specify "COMIS AUTHENTICATION." Preface FAHC username with fahc\ If using OASIS-specific log-in credentials, please choose Non-Web Service.

[Web Service](#)

[Non-Web Service](#)

These are educational records and are covered by the provisions of FERPA.
not of a pilot program; grades that appear in Oasie are considered unofficial

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. If still not able to log-in, test that your credentials are active by using them to access another LCOM application. If you also cannot access that application with the credentials, [submit a footprint to COMIS](#) to re-activate.

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

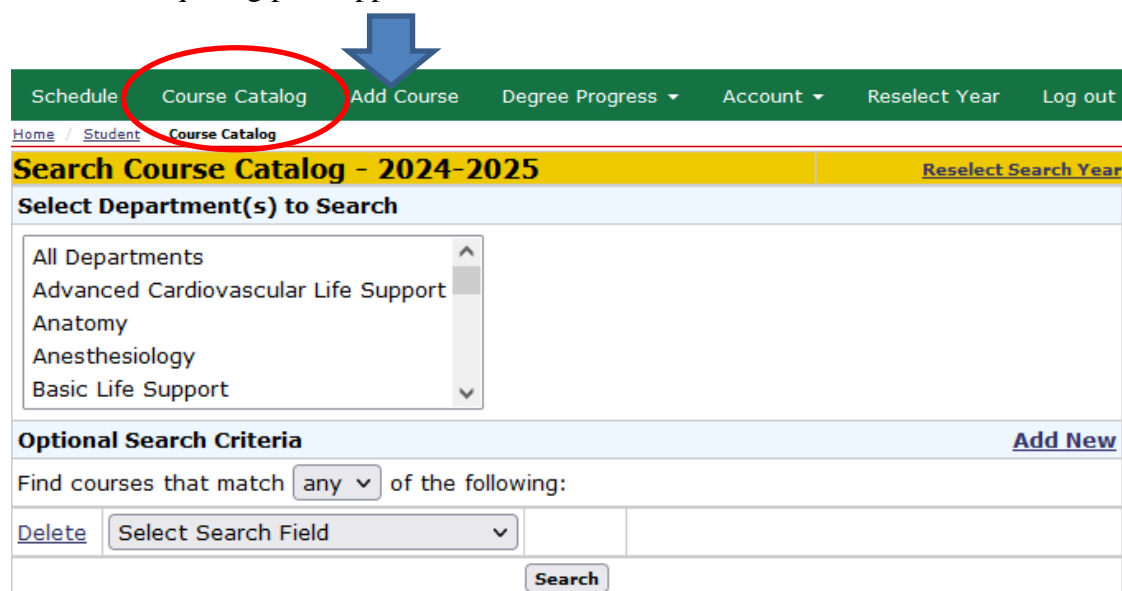
A reminder from the IT Department: Be sure to change your COMIS password before the lotteries open if it is due to expire soon. If your log-in does expire, there is a link to reset the password on the COMET log-in page.

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 (October – December)

To see what rotations are available, **enter the Advanced Integration 2024-2025 year**. Then choose the COURSE CATALOG tab. Here you can browse the catalog. 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 add/drop. Enrollment in some activities is restricted, requiring prior approval from the course coordinator.



Selecting Required Subspecialty Advisor and Indicating Specialty Interests (by December)

All rising M4 students are required to have a subspecialty advisor relationship 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 12/1/2023. It is very important that you enter OASIS via the Advanced Integration 2024-2025 year when requesting an advisor; otherwise, your request will not appear in the correct year and will not satisfy the requirement.** (In other words, be careful not to enter OASIS via the current clerkship year when selecting your advisor.)

To view the advisor relationships that the Office of Medical Education 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 a Subspecialty Advisor identified in their OASIS year labeled Advanced Integration Level prior to the M4 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 at all times during the fourth year. 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 2024-2025 year** when requesting an advisor; otherwise, your request will not appear in the correct year and not satisfy the lottery eligibility 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 decides.

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 they are willing to serve as your advisor. Then email the information necessary to configure a user account for that advisor to the [Advanced Integration Level Curriculum Coordinator](#). [Necessary Information: first name, last name, email address, username (M#), primary department.]

To change an advisor who has accepted your original request, click on “Request Release” next the advisor’s name. This will generate an email to your advisor requesting approval to be released from their 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 their 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 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 on 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.

Acting Internship Requirements

Every student must complete one of the Internal Medicine Acting Internships (AI) listed below. Enrollment is limited to one Internal Medicine AI per student and students are expected to select only Internal Medicine AIs (and required EM course) from those offered at their assigned campus.

MED 2516 AI Medicine (VT)
MED 2518 AI Cardiology/CCU Service (VT)
MED 2522 AI Hematology/Oncology (VT)
MED 2585 AI Medicine, Danbury Hospital (CT)
MED 2586 AI Medicine, Norwalk Hospital (CT)

Every student must complete a second Acting Internship in the field of their choice. Surgery majors must complete one Surgery AI. Please visit [the related degree requirements webpage](#). Students may decide in which lottery stage to select these requirements. They should be chosen in the first two stages if they are your highest priorities.

NOTE: MED-2517 AI MICU does **not** fulfill the Internal Medicine Acting Internship Requirement; it is considered a choice/subspecialty AI.

Lottery 1 Top Choice

Lottery 2 Second Choice

The first two lotteries will contain all Medicine Acting Internships, all Specialty Acting Internships and the required Emergency Medicine course, as well as all electives that departments have chosen to include. Students who participate may receive no more than one placement per "choice" stage, so up to two total placements by the end of the second stage. Many electives are not available until add/drop opens.

Lottery 3 CT Campus: Internal Medicine Acting Internship/Emergency Medicine

Lottery 4 VT Campus: Internal Medicine Acting Internship/Emergency Medicine

These site-specific stages will include remaining Medicine AI and required Emergency Medicine course spots available by site. In the CT Campus round only MED-2585, MED-2586, and EMED-9503 will be offered. In the VT Campus round only MED-2516, MED-2518, MED-2522, and EMED-9502 will be offered. Any student who emerges from these site-specific stages without a Medicine AI and/or Emergency Medicine course will be randomly assigned these rotations by the software prior to opening of the final Electives lottery.

Lottery 5 Electives

During this lottery students will choose from the bulk of the remaining catalog courses to build out more of 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 away rotations, 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 add/drop opens, then you may add yourself to a waitlist. Reading, research and scholarly project months as well as other offerings such as the surgery subspecialty course that require students to submit individualized details to enroll are not available during the lotteries. These will be available after the lotteries, when add/drop opens.

2024-2025 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 I: Top Choice

Selection Period Opens: Monday, 1/8, noon
Selection Period Closes: Tuesday, 1/9, noon
Results Posted: Wednesday, 1/10

Lottery II: Second Choice

Selection Period Opens: Thursday, 1/11, noon
Selection Period Closes: Friday, 1/12, noon
Results Posted: Tuesday, 1/16

Lottery III: CT Campus IM Acting Internship/Emergency Medicine

Selection Period Opens: Wednesday, 1/17, noon
Selection Period Closes: Thursday, 1/18, noon
Results Posted: Wednesday, 1/24 (with the VT Campus results)

Lottery IV: VT Campus IM Acting Internship/Emergency Medicine

Selection Period Opens: Monday, 1/22, noon
Selection Period Closes: Tuesday, 1/23, noon
Results Posted: Wednesday, 1/24

Lottery V: Electives

Selection Period Opens: Friday, 1/26, noon
Selection Period Closes: Tuesday, 1/30, noon
Results Posted: Monday, 2/5

Add/Drop Period

Opens: Monday, 2/5, 4:00 p.m.

Note: Staff members in the Office of Medical Education are not authorized to change your scheduled courses, 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 2024-2025 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, location, etc. 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.]

Step 1

[Schedule](#) [Advising](#) [Course Catalog](#) [Add Course](#) [Account](#) [Reselect Year](#) [Log out](#)

[Home](#) > [Student](#) > [Add Course](#)

lent

Search Course Catalog - 2024-2025

Select Department(s) to Search

All Departments
Family Medicine
Medicine
Neurology
Obstetrics and Gynecology

Optional Search Criteria

[Add New](#)

Find courses that match of the following:

[Delete](#)

Step 2

Course No.	Department	Course Name	Locations	Actions
MED-2516	Medicine	AI: Medicine	UVMC	Add
MED-2517	Medicine	AI: MICU Service UVM Medical Center	UVMC	Add
MED-2518	Medicine	AI: Cardiology/CCU	UVMC	Add
MED-2522	Medicine	AI: Hematology/Oncology	UVMC	Add
MED-2585	Medicine	AI: Medicine (Danbury)	Danbury, Danbury C	
MED-2586	Medicine	AI: Medicine (Norwalk)	Norwalk Hospital, CT	

Step 3

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.

Announcements

- The lottery system is active. Add courses to your Lottery Selections.

[Schedule](#)

[Lottery Selections](#)

Advanced Integration Lottery Selections

<input type="button" value="Drop selected"/> <input type="button" value="Update order"/> <input type="button" value="Expand/Contract Lottery Selections"/>							
Order	Drop	Date	Course #	Department	Course	Location	Modified
1	<input type="checkbox"/>	05/01/2014 - 05/31/2014	MED-2518	Medicine	AI: Cardiology/CCU	FAHC, Burlington VT	11/14/2013 0
2	<input type="checkbox"/>	05/01/2014 - 05/31/2014	MED-2516	Medicine	AI: Medicine	FAHC, Burlington VT	11/14/2013 0
3	<input type="checkbox"/>	04/01/2014 - 04/30/2014	MED-2518	Medicine	AI: Cardiology/CCU	FAHC, Burlington VT	11/14/2013 0
4	<input type="checkbox"/>	06/01/2014 - 06/30/2014	MED-2518	Medicine	AI: Cardiology/CCU	FAHC, Burlington VT	11/14/2013 0

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

Note: This lottery will assign as many of your elective selections as it possibly can. However, no students will emerge from the lotteries with a fully complete schedule. Some required courses, such as scholarly project/TA and surgery subspecialties, will not be available until Add/Drop opens after the lotteries.

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 slower during the first hours of any stage because so many users are attempting to access the system at once. During add/drop, however, enrollment decisions are usually made on a first come-first served basis.

Note Tablet Users: The system was designed to be used with a desktop/laptop, not a tablet. You will be able to do most things using a tablet; 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 enrollment 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 add/drop opens.

Note: You may not schedule any departmental offering until after the **prerequisite clerkship(s)**. SURG-615 is a prerequisite for Anesthesiology and Orthopedics offerings. Both Medicine clerkships (MED-618 and MED-619) are prerequisites for Medicine, Pathology, Radiology and Anesthesiology. All surgery and internal medicine clerkships are prerequisites for Emergency Medicine courses (SURG-615, MED-618 and MED-619). Please see Special Situations on page 11 for more information.

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 add/drop.)

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)

Availability for OBGY-4504: Obstetrics and Gynecology: AI: Gynecologic Oncology

1 of 1 courses failed to be added.

Failed to add Location: FAHC, Burlington VT Start date: 05/01/2013 End date: 05/31/2013 Weeks: 4. This course conflicts with a course on your schedule.

[Add Selected Courses](#)

Dates	Weeks	Location	Auth. Required	Advanced Integration				Add <input type="checkbox"/>
				Max.	Open	Waiting		
04/01/2013 - 04/30/2013	4	FAHC, Burlington VT	No	1	0	0		
05/01/2013 - 05/31/2013	4	FAHC, Burlington VT	No	1	1	0		<input type="checkbox"/>
06/01/2013 - 06/30/2013	4	FAHC, Burlington VT	No	1	1	0		<input type="checkbox"/>
07/01/2013 - 07/31/2013	4	FAHC, Burlington VT	No	1	0	0		
08/01/2013 - 08/31/2013	4	FAHC, Burlington VT	No	1	1	0		<input type="checkbox"/>
09/01/2013 - 09/30/2013	4	FAHC, Burlington VT	No	1	1	0		<input type="checkbox"/>
10/01/2013 - 10/31/2013	4	FAHC, Burlington VT	No	1	1	0		<input type="checkbox"/>
11/01/2013 - 11/30/2013	4	FAHC, Burlington VT	No	1	1	0		<input type="checkbox"/>
12/01/2013 - 12/31/2013	4	FAHC, Burlington VT	No	1	1	0		<input type="checkbox"/>
01/01/2014 - 01/31/2014	4	FAHC, Burlington VT	No	1	1	0		<input type="checkbox"/>
02/01/2014 - 02/28/2014	4	FAHC, Burlington VT	No	1	1	0		<input type="checkbox"/>
03/01/2014 - 03/31/2014	4	FAHC, Burlington VT	No	1	1	0		<input type="checkbox"/>

[Add Selected Courses](#)

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)

Availability for PATH-1007: Pathology: Pathology Research

This course can not be added.

[Add Selected Courses](#)

Dates	Weeks	Location	Auth. Required	Advanced Integration				Add <input type="checkbox"/>
				Max.	Open	Waiting		
04/01/2013 - 04/26/2013	4	FAHC, Burlington VT	No	-1	0	0		
05/06/2013 - 05/31/2013	4	FAHC, Burlington VT	No	-1	0	0		
06/03/2013 - 06/28/2013	4	FAHC, Burlington VT	No	-1	0	0		
07/01/2013 - 07/26/2013	4	FAHC, Burlington VT	No	-1	0	0		
08/05/2013 - 08/30/2013	4	FAHC, Burlington VT	No	-1	0	0		
09/02/2013 - 09/27/2013	4	FAHC, Burlington VT	No	-1	0	0		
10/07/2013 - 11/01/2013	4	FAHC, Burlington VT	No	-1	0	0		
11/04/2013 - 11/29/2013	4	FAHC, Burlington VT	No	-1	0	0		
12/02/2013 - 12/27/2013	4	FAHC, Burlington VT	No	-1	0	0		
01/06/2014 - 01/31/2014	4	FAHC, Burlington VT	No	-1	0	0		
02/03/2014 - 02/28/2014	4	FAHC, Burlington VT	No	-1	0	0		
03/03/2014 - 03/28/2014	4	FAHC, Burlington VT	No	-1	0	0		
04/07/2014 - 05/02/2014	4	FAHC, Burlington VT	No	-1	0	0		

[Add Selected Courses](#)

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.

Availability for FM-1129: Family Medicine: FM Underserved Rotation

This course conflicts with a course on your schedule. You may not add this course until you drop the course below:

Select	Date	Course	Location	Weeks
<input type="checkbox"/>	05/06/2013 - 05/31/2013	MED-2514: Medicine Clinical Infectious Diseases	FAHC, Burlington VT	4

Drop Course

You will receive this message if you try to add a course during add/drop that conflicts with a course already confirmed on your schedule

Add/Drop

Add/Drop will open on February 5 at 4:00 p.m. and remain open throughout the Advanced Integration Level year. During this period students will be able to add and drop themselves from most courses in order to adjust 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 then 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.

Note: The USMLE Step 2CK Exam and ACLS requirements are administratively added to all M4 student schedules with on December 31. This is strictly for degree requirement tracking purposes and does not reflect actual exam dates that students secure with the NBME (Step 2 CK) or with the Clinical Simulation Lab (ACLS).

Special Situations

Campus Assignment Exception(s): IM/EM Enrollment

Connecticut Campus students who wish to enroll in an internal medicine acting internship and/or a required emergency medicine course at the Vermont Campus, or vice-versa, Vermont Campus students who wish to do the same at the Connecticut Campus, must request this exemption via OASIS **no later than December 1** for Associate/Assistant Dean for Students consideration.

Clerkship(s) with a Grade of Incomplete

During the lotteries students may select courses for which they have an incomplete in the prerequisite clerkship(s). The incomplete **MUST** be resolved (converted to a passing grade) before the student begins an Advanced Integration Level course for which the clerkship is a prerequisite.

When the lottery concludes, students will be unable to add courses for which they have an incomplete in the prerequisite clerkship(s). The student must inform the course coordinator about the incomplete and work with the coordinator to add the course for them. Again, the incomplete **MUST** be resolved (converted to a passing grade) before the student begins an Advanced Integration Level course for which the clerkship is a prerequisite.

Delayed USMLE Step 1 Exam

The USMLE Step 1 Exam is a prerequisite for all Advanced Integration Level clinical rotations. If a student has not taken the exam, they should **secure an exam date through the NBME prior to the lotteries**. This exam date will be reflected on their M4 schedule as a locked enrollment. The student will be permitted to participate in the lotteries; however, their ability to schedule clinical rotations will be limited to dates after their Step Exam date. If an exam date is not scheduled, please refer to the chart on the next page regarding exam placeholders. If at any time the student later changes their exam date, they are required to inform the Director of Academic Achievement and LCOM Registrar so that the exam date in OASIS can be adjusted, and they must drop all clinical rotations scheduled to begin before the exam is taken. In most instances the student will need to work with the course coordinator to drop the course(s).

If a student has not taken the USMLE Step 1 Exam, or if a student failed their first attempt and has not retaken the exam, by June 30 of their fourth year, all clinical rotations will be administratively dropped from their schedule. Once the student has taken the exam, they should work with course coordinators to populate their schedules with clinical rotations.

Fellowship Beginning in July

Most programs begin in July, so the student will likely want to participate in the lotteries to schedule a few fourth-year rotations prior to starting their fellowship year. In the upcoming lotteries, they should only make selections for the first months of Advanced Integration (April, May, June) to get a few rotations out of the way. Since they know they will not be doing rotations beginning with July, they will not want to select anything for times while they will be enrolled in the fellowship and on leave from the LCOM MD curriculum. If the student emerges from the lottery without an internal medicine acting internship and/or an emergency medicine placement, their schedule will not be force-filled with the rotations. Instead, they will choose these in the next year's lottery. If the student chooses not to participate in the lottery this year, they will still need to fill these early months with electives when add/drop opens.

Make-Up Clerkship(s)

Students who took off one or more clerkships will have the make-up clerkship(s) administrative assigned with enrollment locked on your Advanced Integration Level schedule. The clerkship team will attempt to schedule the make-up rotation(s) as early in the fourth year as possible based on capacity. Students will be unable to drop the locked clerkship(s) and will schedule their M4 rotations around the make-up(s), using vacation weeks or two-week courses as necessary to account for any gaps in their schedule before/after fourth year enrollment blocks. If the make-up clerkship(s) serve as a prerequisite to an Advanced Integration Level course, enrollment in such a course will only be possible to schedule after the necessary make-up.

Lottery Eligibility and Scheduling Restrictions

Unmet Requirement(s)	Scheduling Restriction	Related Guidance
USMLE Step 1 Exam	A placeholder exam date of 4/26 will be locked on your OASIS schedule. This will prevent scheduling of clinical coursework for 6 weeks until the May enrollment block.	<p>After the lottery, you must fill these weeks with non-clinical enrollment and/or vacation.</p> <p>If you've secured an earlier (or later) exam date, communicate this to Dr. Tim Moynihan and/or the LCOM Registrar so that your OASIS schedule may be updated to accurately reflects your plans.</p>
Incompletes in two clinical clerkships	A temporary schedule restriction until 4/26 will be locked on your OASIS schedule. This will prevent scheduling until the May enrollment block through the lottery. You must fill these weeks with non-clinical enrollment and/or vacation.	After the lottery, the schedule restriction will be removed to allow you to add clinical courses for which the applicable clerkships are not prerequisites. You are strongly encouraged to schedule non-clinical rotations and/or vacation for these weeks. You are expected to have converted the incompletes to passing grades by 4/26.
USMLE Step 1 and incompletes in two clinical clerkships	A placeholder exam date of 5/31 will be locked on your OASIS schedule. This will prevent scheduling of clinical coursework for 6 weeks until the June enrollment block. You must fill these weeks with non-clinical enrollment and/or vacation.	After the lottery, you must fill these weeks with non-clinical enrollment and/or vacation. You are expected to have taken the USMLE Step 1 Exam and to have converted the incompletes to passing grades by 5/31.
Incompletes in three clinical clerkships	A temporary schedule restriction until 5/31 will be locked on your OASIS schedule. This will prevent scheduling until the June enrollment block through the lottery. You must fill these weeks with non-clinical enrollment and/or vacation.	After the lottery, the schedule restriction will be removed to allow you to add clinical courses for which the applicable clerkships are not prerequisites. You are strongly encouraged to schedule non-clinical rotations and/or vacation for these weeks. You are expected to have converted the incompletes to passing grades by 5/31.
USMLE Step 1 and incompletes in three clinical clerkships <u>or</u> Incompletes in more than three clinical clerkships	You are ineligible to participate in the lottery.	The lottery is not an appropriate vehicle for scheduling your Advanced Integration Level. Please schedule a meeting with an Associate or Assistant Dean for Students to discuss strategies for completing your degree requirements.

Advanced Integration Level Preferences Worksheet

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

1.	_____	Month: _____
2.	_____	Month: _____
3.	_____	Month: _____
4.	_____	Month: _____
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23.	_____	Month: _____
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27.	_____	Month: _____
28.	_____	Month: _____
29.	_____	Month: _____
30.	_____	Month: _____
31.	_____	Month: _____
32.	_____	Month: _____
33.	_____	Month: _____
34.	_____	Month: _____
35.	_____	Month: _____
36.	_____	Month: _____
37.	_____	Month: _____
38.	_____	Month: _____
39.	_____	Month: _____
40.	_____	Month: _____
41.	_____	Month: _____
42.	_____	Month: _____
43.	_____	Month: _____
44.	_____	Month: _____
45.	_____	Month: _____

46.	_____	Month: _____
47.	_____	Month: _____
48.	_____	Month: _____
49.	_____	Month: _____
50.	_____	Month: _____
51.	_____	Month: _____
52.	_____	Month: _____
53.	_____	Month: _____
54.	_____	Month: _____
55.	_____	Month: _____
56.	_____	Month: _____
57.	_____	Month: _____
58.	_____	Month: _____
59.	_____	Month: _____
60.	_____	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

Emergency Medicine EMED-9502 (VT) EMED-9503 (CT)

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
 SURG-9525 AI Transplant Immunology & Hepatobiliary