Welcome to the Clerkship Scheduler

Introduction
The clerkship scheduler allows M3 and M4 students to review clerkship availability for multiple locations, complete their initial registration, and revise their clerkship schedule as needed. Each student has been assigned a random date/time in which they will be able to begin the registration process. Students may visit the site before their assigned date/time to check on clerkship availability, but they will not be allowed to register.

The following are instructions on how to access and use the M3/M4 scheduler.

Logging In:
When you click on the Clerkship Scheduler link found on the College of Medicine’s links page, first you will be advised that you are connecting to a secure site and then the following page will appear.

1. Type in your Net ID and Password.
   If you don’t know your NET ID or Password, visit the Student Information System (see the student link off of www.uthsc.edu) and use the links found on their login page to determine your ID/Password

2. Click on the Login button.
   If you receive an error please contact the UT help desk at 448-2222 or 1-800-413-7830

3. Search for a course to add to your schedule:
   i) Select the department offering the course
   ii) Select the time that you would like to take the course
   iii) Select the location of the course
   iv) Hit the Search button
- Use the first 3 letters in the name of a course to determine the department (e.g., ANE1-4030 is offered by the Department of Anesthesiology)
- Core M3 Clerkships are found under the 'COR' designation

For courses that span more than 4 weeks, select the block in which the course begins

- Students wishing to take the core Family Medicine Clerkship in Jackson should select the Memphis location and contact Frank Williams in the Department of Family Medicine
- Students wishing to take the core Medicine Clerkship in Nashville should select the Memphis location and contact Ruby Bland
- Choose the Visiting location if you are taking a course outside of the UT system
4. Select the course to add to your schedule
   i) First click on the open circle next to the course
   ii) Then hit the Select button
      (note that these control items do not appear until your designated signup time)

5. Verify that the course has been added to your tentative schedule
   Your tentative schedule appears on the bottom of the screen in red. Depending upon the monitor settings you may need to scroll down to see it.

Example of a tentative schedule:

<table>
<thead>
<tr>
<th>STATUS FOR:</th>
<th>MEDICINE</th>
<th>BLOCK</th>
<th>WK</th>
<th>DURATION</th>
<th>SLOTS</th>
<th>SELECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>MED1-3001/F</td>
<td>2003-07</td>
<td>1</td>
<td>8 Wk(S)</td>
<td>26</td>
<td></td>
</tr>
</tbody>
</table>

6. Repeat steps 3-5 until you have completed your signup

7. Click on the “Submit Above Selections“ button to save your schedule
   The tentative schedule must be saved before your name is added to the course roster and a slot reserved.
8. Confirm that your schedule has been saved
Once submitted your final saved schedule appears at the bottom of the screen in green. Depending upon the monitor settings you may need to scroll down to see it.

GREEN MEANS GO! You have saved your schedule and you can exit the scheduler.
IF YOU DO NOT SEE GREEN, YOU HAVE NOT SAVED (SUBMITTED) YOUR SELECTIONS AND THEY WILL NOT BE ENTERED INTO THE SYSTEM. This means that someone scheduling after you will possibly take “your” slots.

9. Making changes to your schedule at a later date
Students may change their course selection for a particular block until 30 days before the start of a block. Rising M4’s may not change their schedule during the week that rising M3’s are scheduling clerkships.
   i) Use the Delete button to remove a selection
   ii) Add new selections using steps 3-5 as outlined above
   iii) Click on the “Submit Above Selections” button to save your new schedule
M3 students must still account for all 6 core clerkships before being able to save their schedule. The schedule will be outlined in yellow until changes have been saved.

List of warning messages and their meaning:

1. “CLERKSHIP ALREADY SCHEDULED” – The clerkship you are trying to select has already been selected. View your selections in the current status table.

2. “CAN’T SCHEDULE OVERLAPPING CLERKSHIPS” – Your selection overlaps a clerkship you have previously chosen. Review your selections in the current status table for scheduling conflicts.

3. “YOU NEED TO HAVE 5 CORE CLERKSHIPS SELECTED BEFORE SELECTING FME1-3010/F” – Refers to the selection of a course without fulfilling the correct number of core clerkships prerequisites.

4. “THE PREREQ FME1-3001/F OF FME1-3010/F MUST BE SCHEDULED IN AN EARLIER BLOCK” – All prerequisites must be scheduled in blocks occurring before the clerkship that requires them.

5. “FME0-3001/F IS A PREREQUISITE FOR FME1-3010/F” - Refers to the selecting of a clerkship with a prerequisite that has not been selected.

***The clerkship scheduler is for use by authorized M3/M4 Medical students and staff. Unauthorized access and use is prohibited. Usage is monitored.***