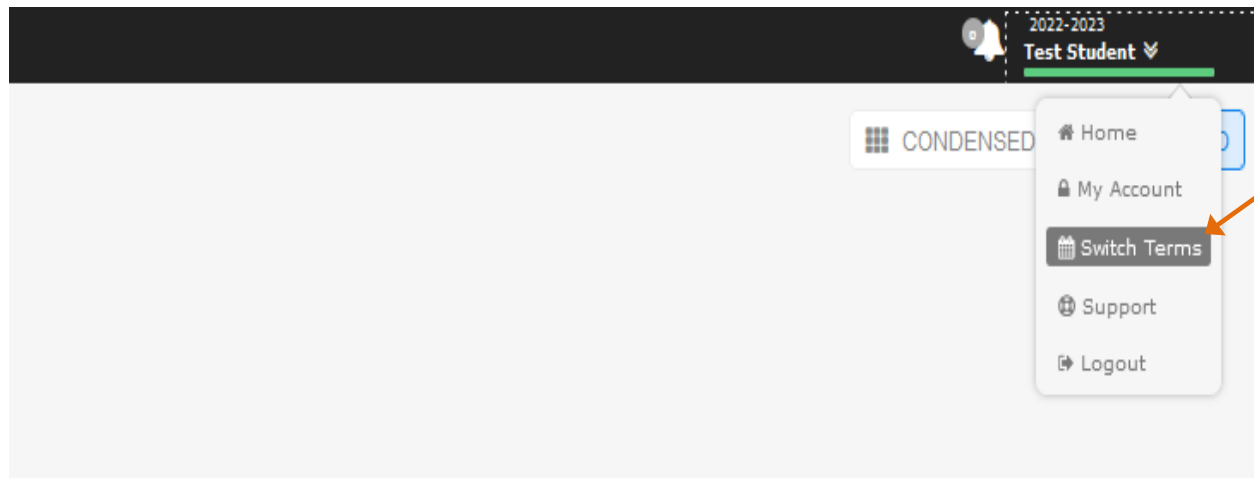
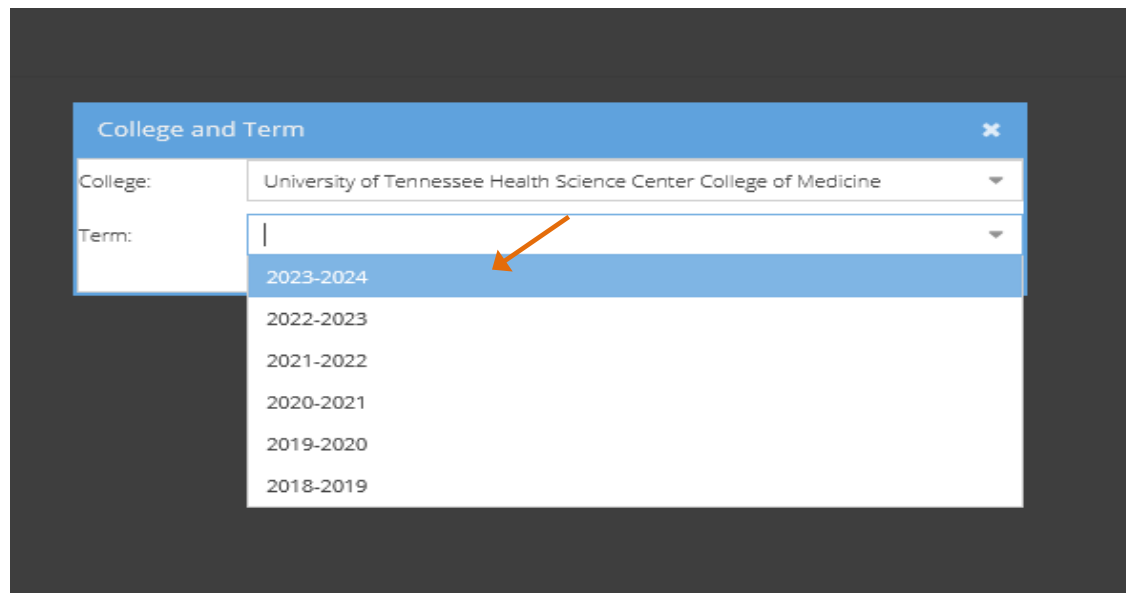


COLLEGE OF MEDICINE HOW TO SCHEDULE IN EMEDLEY - RISING 4TH YEAR MEDICAL STUDENTS

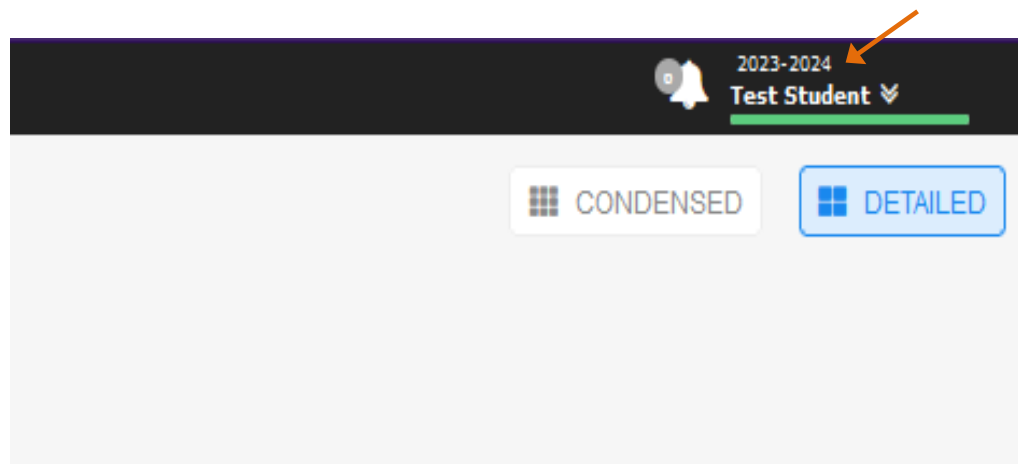
1. Check [OLSEN](#) for your lottery day/time and login to eMedley at your designated Round 1 scheduling time:
<https://he.emedley.com/uthsccom>.
2. In the upper right-hand side of the screen click the arrow icon and select “Switch Terms” from the dropdown.



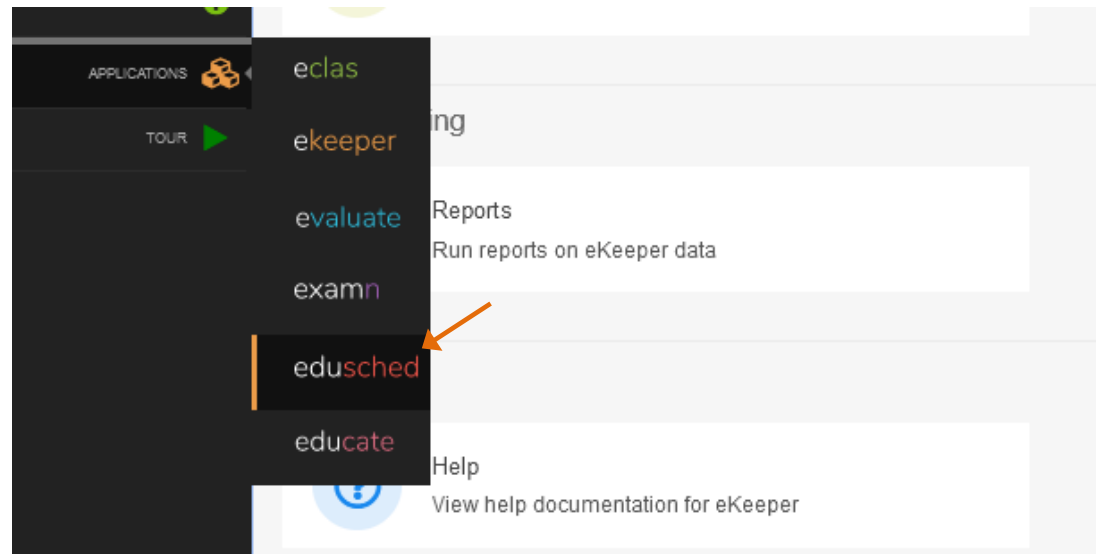
3. Select the upcoming academic year.



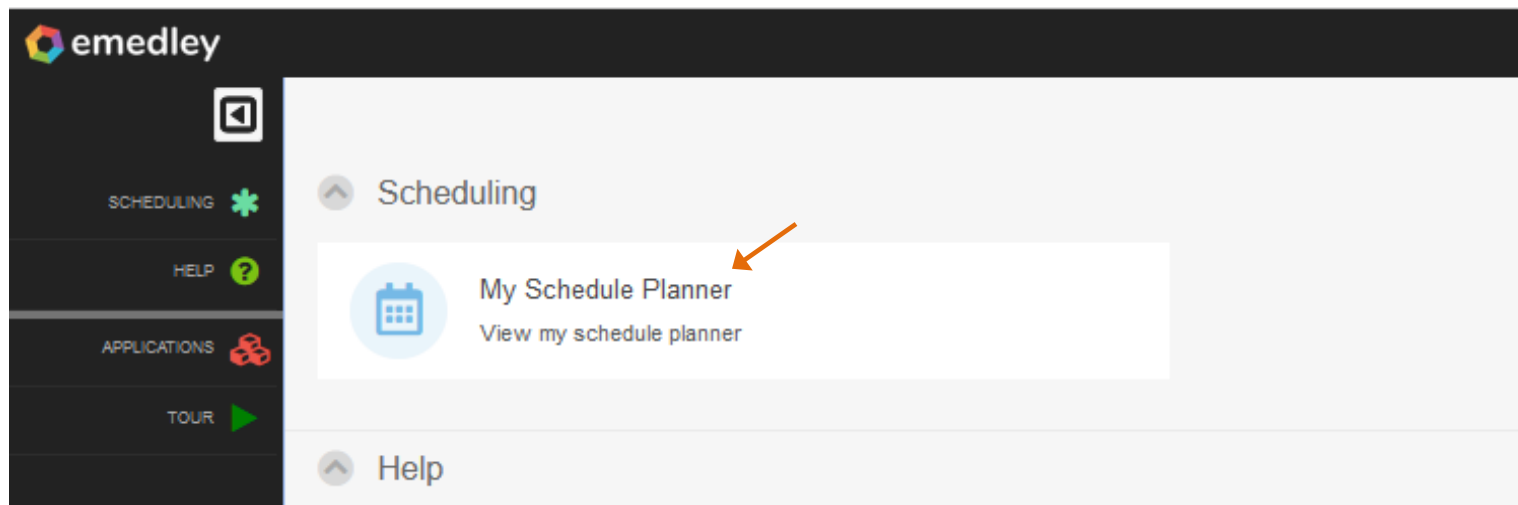
4. Once the term is selected, check that the upcoming academic term is displayed above your name in the upper right-hand side of the screen.



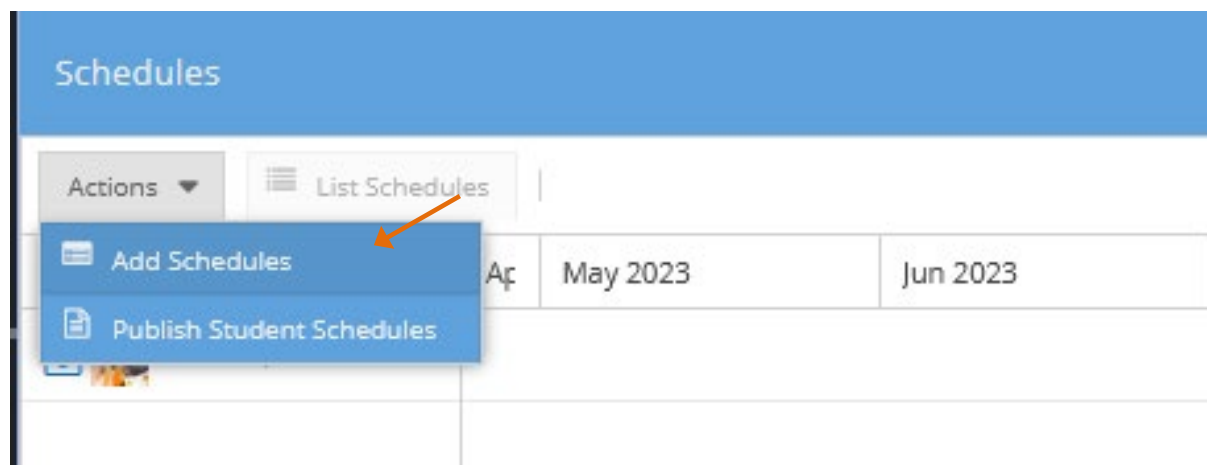
5. Go to the Applications on the left side of the screen and select “edusched.”



6. Click on “My Schedule Planner”



7. Click on “Actions” and select “Add Schedules”



8. Use the Period/Rotation/Region/Dates field for best results and click “Add.”

- a. Tip: You can search by course subject for a broad search (ex. RAD, PED, SUR, ANE, EME, etc.) or you can search by course number. This information can be found in the academic bulletin on OLSEN.

Note: Rotation blocks or “periods” are indicated with the following codes:

- 8 weeks = 5/6, 7/8, 9/10, 11/12, 1/2, 3/4
- 4 weeks = 5, 6, 7, 8, 9, 10, 11, 12, 1, 2, 3, 4, 5 (2023)
- 6 weeks = C, D, E, F, G, A, B
- 2 weeks = 5H.1, 5H.2, 5H.1 (2023), 5H.2 (2023), 6H.1, 6H.2, 7H.1, 7H.2, 8H.1, 8H.2, 9H.1, 9H.2 etc.

Schedule for Student, Test

Details

Period: All Region: All Rotation: All

Period / Rotation / Region / Dates:

ped

- 5 / Away Elective in Pediatrics (PED-49000) / Memphis / May 1, 2023 - May 26, 2023 0 / 999 spots filled.
- 5H.1 / Away Elective in Pediatrics (PED-49000) / Memphis / May 1, 2023 - May 12, 2023 0 / 999 spots filled.
- 5H.2 / Away Elective in Pediatrics (PED-49000) / Memphis / May 15, 2023 - May 26, 2023 0 / 999 spots filled.
- 6 / Away Elective in Pediatrics (PED-49000) / Memphis / May 30, 2023 - Jun 23, 2023 0 / 999 spots filled.
- 6H.1 / Away Elective in Pediatrics (PED-49000) / Memphis / May 30, 2023 - Jun 9, 2023 0 / 999 spots filled.
- 6H.2 / Away Elective in Pediatrics (PED-49000) / Memphis / Jun 12, 2023 - Jun 23, 2023 0 / 999 spots filled.
- 7 / Away Elective in Pediatrics (PED-49000) / Memphis / Jun 26, 2023 - Jul 21, 2023 0 / 999 spots filled.
- 7H.1 / Away Elective in Pediatrics (PED-49000) / Memphis / Jun 26, 2023 - Jul 7, 2023 0 / 999 spots filled.

« < | Page 1 of 2 | > »

Add Cancel

Schedule Preferences

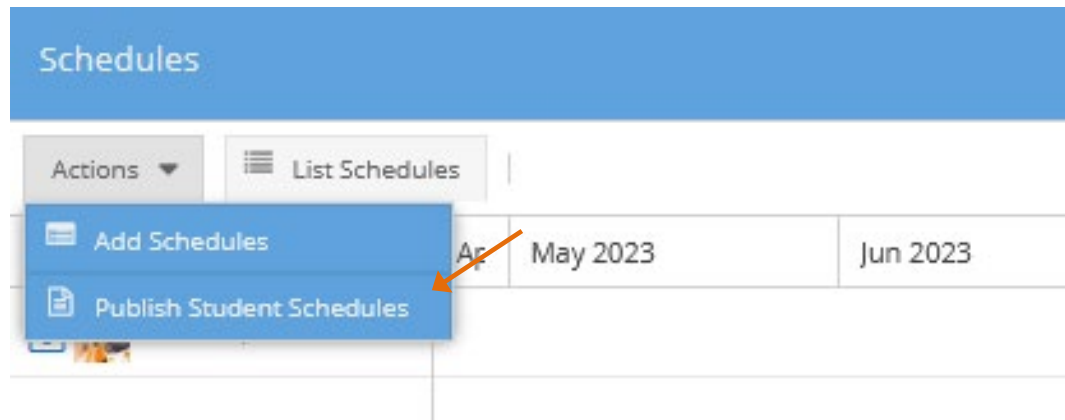
9. Repeat step 8 until all odd periods are scheduled for the upcoming academic year.

10. To remove scheduled rotations left click on the specific rotation and select “Remove.”

Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023
<div style="background-color: purple; color: white; padding: 2px;">x EME-40100-7-Me</div>		<div style="background-color: green; color: white; padding: 2px;">x PED-4</div> <div style="border: 1px solid gray; padding: 2px; display: inline-block;"> View </div> <div style="border: 1px solid gray; padding: 2px; display: inline-block; margin-left: 5px;"> Remove </div>		<div style="background-color: brown; color: white; padding: 2px;">x MED-40000-11-M</div>

11. At your designated Round 2 scheduling day and time, repeat step 8 to add even period rotations to complete your schedule for the academic year. Odd blocks can be edited as needed in Round 2.

12. Once all desired rotations are added to your schedule, students can attempt to publish in order to finalize scheduling by clicking on “Actions” and then “Publish Student Schedules.” Note Publication rules on page 7.



PUBLICATION RULES

Note: Unpublished schedules are *not* considered final and can be subject to change if not finalized prior to the start of the upcoming term. Students can make changes to their schedules up to 30 days prior to the start of a rotation provided that all publication rules are met.

An error will occur if any of the 7 publication rules listed below are not met:

1. Any 2 Junior Internships are scheduled.
2. 16 weeks of electives are scheduled.
3. 8 weeks of option blocks scheduled in blocks 11, 12, or 1.
4. Capstone is scheduled.
5. Geriatrics/Palliative Medicine is scheduled.
6. All prerequisites have been met.
7. All courses requiring prior authorization must be approved by the course coordinator or Instructor of Record and Schedule Administrator.*

*An email must be sent to the Schedule Administrator from the rotation coordinator or instructor confirming approval before enrollment in a rotation requiring prior approval is considered final.

Publication rule overrides can be requested by contacting the Schedule Administrator based on the following criteria:

1. A student is on track to enter a career field or enlisted in a military branch with early match and is requesting an exemption to the option block rules.
2. A student is expected to graduate in the fall of the upcoming academic year.
3. A situation arises that requires an extended leave of absence.

Schedule Administrator Contact Information:

Jenn Wilson - jmcdoo3@uthsc.edu