

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.



Happy New Year - The Clerkship Scheduler is ON

* Please use Internet Explorer.
This application currently does not support Netscape or other browsers.

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

CLERKSHIP SCHEDULER

SELECT TYPE: ANA SELECT BLOCK: 2004-03 SELECT LOCATION: MEMPHIS

Exit Scheduler Search Help

PLEASE ENTER SEARCH CRITERIA

- Use the first 3 letters in the name of a course to determine the department (ie ANE1-4030 is offered by the Department of Anesthesiology)
- Core M3 Clerkships are found under the 'COR' designation

STATUS FOR: PATRICK ARCHIE Only Odd Block Clerkships May Be Registered

OBG0-3001/D	DEFER CLERKSHIP	0000-00	0	Wk(S)	Delete
PSY1-3001/F	PSYCHIATRY	2003-07	1	8 Wk(S)	
MED4-3001/F	MEDICINE	2003-09	1	8 Wk(S)	
SUR1-3001/F	SURGERY	2003-11	1	8 Wk(S)	
FME1-3001/F	FAMILY MEDICINE	2004-01	1	8 Wk(S)	
PED3-3001/F	PEDIATRICS	2004-03	1	8 Wk(S)	Delete

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

CLERKSHIP SCHEDULER

SELECT TYPE: ANA SELECT BLOCK: 2004-03 SELECT LOCATION: MEMPHIS

Exit Scheduler Search Help

PLEASE ENTER SEARCH CRITERIA

- 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

STATUS FOR: PATRICK ARCHIE Only Odd Block Clerkships May Be Registered

OBG0-3001/D	DEFER CLERKSHIP	0000-00	0	Wk(S)	Delete
PSY1-3001/F	PSYCHIATRY	2003-07	1	8 Wk(S)	
MED4-3001/F	MEDICINE	2003-09	1	8 Wk(S)	
SUR1-3001/F	SURGERY	2003-11	1	8 Wk(S)	
FME1-3001/F	FAMILY MEDICINE	2004-01	1	8 Wk(S)	
PED3-3001/F	PEDIATRICS	2004-03	1	8 Wk(S)	Delete

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)

CLERKSHIP SCHEDULER

SELECT TYPE: **MED** SELECT BLOCK: **2003-07** SELECT LOCATION: **MEMPHIS**

Exit Scheduler Search Help

SEARCH RESULTS 55 Records Found

CLERKSHIP	DESCRIPTION	BLOCK	WK	DURATION	SLOTS	SELECT
MED1-3001/F	MEDICINE	2003-07	1	8 WK(S)	26	<input type="radio"/>
MED1-3002/F	MEDICINE REQUIRED SENIOR CLERKSHIP	2003-07	1	4 WK(S)	15	<input type="radio"/>
MED1-3003/F	REQUIRED AMBULATORY MEDICINE	2003-07	1	4 WK(S)	14	<input type="radio"/>
MED1-3030/F	EMERGENCY MEDICINE (METHODIST) METHODIST	2003-07	1	4 WK(S)	2	<input type="radio"/>
MED1-3035/F	CRITICAL CARE MEDICINE (ICU) MED	2003-07	1	4 WK(S)	2	<input type="radio"/>
MED1-3036/F	CRITICAL CARE MEDICINE (ICU)	2003-07	1	4 WK(S)	2	<input type="radio"/>
MED1-3062/F	CARDIAC INTENSIVE CARE UNIT	2003-07	1	4 WK(S)	1	<input type="radio"/>
MED1-3063/F	CARDIOLOGY	2003-07	1	4 WK(S)	1	<input type="radio"/>
MED1-3100/F	HEMATOLOGY/ONCOLOGY	2003-07	1	4 WK(S)	1	<input type="radio"/>
MED1-4010/F	PRECEPTORSHIP IN INTERNAL MEDICINE	2003-07	1	4 WK(S)	2	<input type="radio"/>

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• Click on the course name to see which students are currently enrolled

• Denotes the week within the block that the course begins

• Course duration

• Number of available slots

• Click to see more search results

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:

STATUS FOR: John Doe		All Qualified Clerkships May Be Registered			
MED1-3001/F	MEDICINE	2003-07	1	8 WK(S)	Delete
➔ Submit Above Selections ➔					

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.

STATUS FOR: Jon Doe		All Qualified Clerkships May Be Registered			
MEO0-3001/D	DEFER CLERKSHIP	0000-00	0	WK(S)	Delete
FME1-3001/F	FAMILY MEDICINE	2003-09	1	8 WK(S)	Delete
OBG1-3001/F	OBGYN	2003-11	1	8 WK(S)	Delete
PED1-3001/F	PEDIATRICS	2004-01	1	8 WK(S)	Delete
PSY1-3001/F	PSYCHIATRY	2004-03	1	8 WK(S)	Delete
SUR1-3001/F	SURGERY	2004-05	1	8 WK(S)	Delete

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.