PHASE 4 SCHEDULING INSTRUCTIONS
2014-2015

On Monday February 24 you will receive an e-mail from Vicki Crites. Do not delete this e-mail. Your user name (your ucdenver email address) and password to log into the Phase 4 Scheduling site are in this e-mail.

Link to web site:  http://somapps.ucdenver.edu/studentaffairs/Login.aspx

Course Scheduling:
• At this time you will only register for 4 week courses.

• Courses requiring course director approval AND 2 week courses cannot be scheduled during the initial registration period. They will be available during the drop/add phase of scheduling.

• To select a course, choose the department from the departmental drop down menu and then the specific course you are interested in from the course drop down menu (i.e. Anesthesiology then ANES 8000 Clinical Anesthesiology)

• Click on the Find Courses tab – this will show you the weeks when the specific course is offered (i.e. May 12 –June 6, 2014).

• Click on Add Course to select the weeks you wish to take the course.

• Your selected course will appear on the top of the screen under the header “Requested Courses”.

• Continue to add courses to build your schedule, and assign each course a rank.

Scheduling Information
• When scheduling keep the following in mind: 4 week blocks must begin at the start of official sections (1, 5, 9, 13, 17, 21, 25, 29, 33, 37, 45). Please refer to the Class of 2015 Phase IV Academic Calendar.

• Rotations may not cross over semesters.

• You must be registered in your course before you begin. This is critical for EXTERNSHIPS. If you are not registered in the appropriate University of Colorado SOM course you are not covered by University of Colorado malpractice insurance.

Priority Ranking:
• Ranking your courses is very important if you want/need to take a course in a particular section. Your priority ranking will influence how the program assigns courses to individual students i.e. The program starts with the maximum number of students
allowed in a block. For example ANES 8001 (SICU) takes 2 students each block. If 2 students rank this as choice #1, both will be assigned to the course. If more than 2 students rank it choice #1, the program randomly selects 2 students from the group. If 1 student ranks it choice #1 and 4 students rank it choice #2, the student the #1 is assigned and the program randomly picks one more students from among the 4 who had choice #2, etc.

- If you feel you need to rank a specific course in more than one time period to insure your chances of getting that course, you may do so (i.e. #1 ANES 8000 May 12 – June 6; #2 ANES 8000 June 9-July 4; #3 ANES 8000 July 7-August 1). If you do this you could be assigned duplicates, either two courses in the same time period or the same course in two different periods. This will be resolved as described below.

- To save your schedule simply log out of the scheduling program.

**Time Line:**

- *February 24 through midnight March 6* you can go into the program and make course selections and rank them. You can change your choices anytime until the program closes at midnight March 6.

- An algorithm will make assignments of courses.

- On *March 10* your schedule will now show as “Enrolled Courses”.

- March 10 through midnight March 12 you will have the opportunity to drop any duplicate courses in your schedule. Once you drop a course it will appear in the “Drop Course List”. You may not add courses at this time.

- March 13 a second algorithm will run and will remove all duplicate courses remaining in your schedule, based on the priority you had them assigned.

- If you do not get the 4th year elective(s) that you need, notify Student Affairs.

**Drop/Add Information**

- On March 14 through the remainder of the year you will be able to view available courses in the “Search Courses” section. You will see the number of students enrolled in each course and the maximum allowed.

- Courses may not be added or dropped within a 30 day window prior to the start of the course.
Approval Required Courses (i.e. Electives Away & Research)

- Courses which require Course Director approval will have an AR after the course number (i.e. ANES 8100AR). AR courses cannot be scheduled during the initial registration period. They will be available during the drop/add phase of scheduling.

- To register for an Approval Required course, click on the course name in the scheduling program. A box containing instructions will appear on the screen. Select the correct course form (as detailed in the dialogue box) and complete the form according to the instructions.

- Approval Required courses need to begin at the start of official sections (please refer to the Class of 2014 Phase IV Academic Calendar in the Red Book).

- If you are not registered in the appropriate University of Colorado SOM course you are not covered by University of Colorado malpractice insurance. Please remember, you must be registered before you begin.

Vicki Crites
University of Colorado SOM
Student Affairs Office, Mail Stop C292
ED 2 North, Room 5327
13120 E. 19th Avenue
Aurora, CO 80045
Phone: 303-724-6404
Fax: 303-724-6409