

Scheduling Your Fourth Year Using ESS

What is ESS?

The Educational Scheduling System (ESS) is a computer program that assigns students to their courses and clinical clerkships for the coming academic year. The scheduling system is programmed with all of the course information needed for fourth year students, including course names, subject codes, course numbers, beginning dates for courses, and the maximum number of students that may enroll in each course. The scheduler is also programmed with a roster of the students who are eligible to enroll in fourth year courses. Each student is given the option to submit a list of course choices via the Internet; the software program then matches the student requests with the available spaces in a "lottery" process.

All students will enter their schedule requests into the program, then on a specific day after online entries have ended, OCA/OAR staff will "run" the lottery, assigning students to courses. The principle behind the scheduling program and the lottery is that every student be given the same opportunity to get the schedule they most desire.

This is the second year that we have used ESS at Saint Louis University School of Medicine. This program is used by many other medical schools, including Washington University and UCLA. We think you will be pleased with the process and the independence that it allows you in selecting your schedule.

AY 2006-2007 Scheduling Timetable

Monday	March 6	Meet with OCA to discuss Yr 4 Scheduling Process, LRC A 3PM
Friday	March 10	ESS Instructional Meeting, MS Lec D 4PM
Monday	March 13	Registration begins
Wednesday	March 15	Registration Help Session, Room C204, 3-5 PM
Thursday	March 16	Registration Help Session, Room C204, 3-5 PM
Monday	March 20	Registration ends, 4:00 PM. OCA/OAR runs the lottery
Monday	March 27	Student schedules are available on ESS; changes/additions to schedules can be made
Friday	April 7	Schedules must be finalized in ESS by 4:00 PM. No additional changes can be made by students online after April 7

How does the lottery work?

Each student will complete a Scheduling Worksheet (page 7), containing their choices of coursework for the fourth year and will enter their choices online in the ESS system. The following description explains the logic behind the program and provides a basic outline of how the software handles your scheduling requests.

Every student in a class will be scheduled in one course before any student is scheduled in a second. The computer is programmed with a list of names of all the students participating in the scheduling process. This list of names will be scrambled into a random sequence to be used during the scheduling process. The computer will go through the list of names in this random sequence. It will enroll each student in one course before it goes on to the next student. One pass from the beginning to the end of the sequence of names is called a "Scheduler Round." During a "Scheduler Round" the computer will look at your highest priority that you will enter via the Internet (your highest priority would be given a priority number of 10 (units of 10 are recommended and will be explained further below). You will be scheduled in one course per "Scheduler Round." If the computer can't give you your first choice it will try to assign you to the next choice on your list. In other words when it is your turn in a round, your lowest remaining priority number will be examined by the computer. It will not move on to the next student until it has enrolled you in a course. Once scheduled in a course, this marks the end of your turn for that round and it proceeds to the next student. When the end of the sequence of names is reached, it will assign a new random sequence to be used to order the enrollment of each student

in a second course during the second round. This process is repeated until all choices on each student's list have been exhausted. If you are not scheduled in a choice, it would be for one of the following two reasons:

1. The maximum number of students has already been assigned to the course or time slot (Offering Full).
2. You have already been scheduled for a course during that slot (Student Busy).

Strategies and Hints for Completing the Worksheet

1. Make several copies of the worksheet or work in pencil on the sheets provided here, so you have “working” copies to use as you prepare the final worksheet to use when entering your schedule in the computer.
2. Check the OCA website at <http://oca.slu.edu/year42006> for course information, including course code (e.g. A-402), beginning dates, and period codes. You will also find the breakdown of periods and weeks, on the OCA website.
3. Determine, in general, the time sequence for your fourth year coursework. For example, “I want to take the Neurology clerkship first in period 401, then take...”
4. Identify what the most important part of your schedule is, for example, getting into the Family Medicine Clerkship in Period 402, or getting into one of your electives, say, OP-404 at any time of the year. The course and/or time slot that is most important to you will be your top priority (10).
5. Follow the instructions for using Exclusion and Inclusion groups to help you refine your schedule if so desired. Remember, the more restricted your scheduling requests are, the less likely you are to get what you want.
6. Create a “dream” schedule—what would your ideal schedule of courses in the fourth year look like?
7. Assign priority numbers to your course selections. Use increments of 10 so that when you create new variations, you can assign them the interval numbers (see example). The lower the number, the higher the priority.
8. Use your “dream” schedule to develop a series of backup scheduling options- variations of your dream schedule. If the scheduler can't place you into each of your first choices (e.g., first choice of subinternship, first choice of surgical subspecialty, etc.), it will look at your second choice and try to place you in that course.
9. If you want the lottery to place you in a particular course at any time that it is available leave start date and week fields blank. So, if you leave the start date and week fields blank by accident you will automatically be assigned to the course at any time that is available.
10. If you anticipate enrolling in an externship or extramural elective, keep that time slot open when entering your schedule requests for the lottery.

Where and when can I get help?

In addition to the help sessions listed in the timetable above, the Informatics Lab (C204) is reserved for third year students to work on their schedules March 15-16, from 3-5 PM. Dr. Mootz and Dr. Slavin will be available to help with your scheduling decisions during these periods. OCA staff will be available to help you in LRC 101 (Curricular Affairs) and OAR staff (Academic Records) during business hours.

How do I enter my schedule in ESS?

You will receive specific instructions for logging on and using ESS at the March 10th meeting with OCA/OAR staff. Watch your email- we will send you a set of instructions. The instructions will also be posted on the OCA website.

When and Where Will I Get the Lottery Results?

If all goes as scheduled, students should be able to log in to ESS and see their schedules on Monday, March 27th. You can view and print your schedule from the web. Go to the ESS site and log in with your user name (First Name (space) Last Name) and password (last four digits of your Banner ID (not your SS#)). Click on the View Schedule button.

Can I Make Changes in My Schedule?

Students can log in to ESS and make changes in their schedules beginning on March 27th and ending Friday, April 7th. NO changes can be made between April 7th and May 5th because the Year 3 scheduling process will be occurring during this time.

Dropping and Adding Courses, Changing Periods for Courses After May 5th

After May 5th, changes in your schedule that involve dropping or adding courses or changing the periods for courses, must have the approval of the departments involved. You may only make this type of schedule change **4 or more weeks before the start date of the course you are dropping, adding, or otherwise changing.**

The Phase 3 Schedule Change form can be obtained in the Academic Records Office (LRC 101). You must complete the form, obtain the necessary departmental signatures, and return the form to the Academic Records Office at least 4 weeks before the course you are dropping or adding begins. This may seem like a long time, but it is very important for departments to have accurate knowledge of the students in their courses so that faculty and resources are ready.

Registering for Extramural Electives and Other Coursework

To register for extramural electives and coursework not selected from the Phase 3 Program offering listed on the OCA website, you must complete the Phase 3 Schedule Change form. A request to complete extramural coursework that is not a formalized program through another medical school, must be accompanied by a typed description of the elective attached to the Phase 3 Schedule Change Request form. All questions regarding Extramural coursework should be directed to the Office of Curricular Affairs. This form is available on the OCA website or in the Office of Curricular Affairs.

Failure to follow these guidelines may result in the loss of course credit. The Curriculum Management Committee (CMC) has determined that any student who makes changes to their schedule without following the guidelines provided here will not receive credit for the coursework they completed.

Year 4 Schedules must be completed in ESS and you must also turn in (to OCA in LRC 101) your Scheduling Worksheet, with your advisor's signature by 4:00 PM on Monday, March 20th.

Do not wait until the last minute to schedule your fourth year courses!

Year 4 Requirements

This page contains a summary of the Year 4 curriculum requirements for the MD Degree Program. Information about each of the clerkships, subinternships, and surgical subspecialties, including their period codes and beginning and end dates can be found on the web, at <http://oca.slu.edu/year42006>.

Family Medicine Clerkship

If you have not completed the Family Medicine Clerkship in your third year, you must schedule this clerkship for your fourth year now. Please be advised, the only 4-week rotations of Family Medicine available to you as a fourth year student are: 401, 402, 403, 404, 409, and 410 as periods 411 and 412 are not recommended for year 4 students.

For AY 2006-2007, Family Medicine will offer a 6-week clerkship experience in addition to its 4-week clerkship. Only two rotations in Family Medicine will be 6 weeks in length. Students scheduling their third year will have priority in selecting these 6-week rotations. If spaces are available after the 3rd year lottery, they will be made available to 4th year students. OCA will let you know if spaces become available. For more information on the 6-week Family Medicine Clerkship, visit the OCA website.

Neurology Clerkship

If you have not completed the Neurology Clerkship in your third year, you must schedule this clerkship now. All Neurology rotations are 4 weeks in length. Please be advised, periods 411 and 412 are not recommended for year 4 students.

Additional Clerkship Requirements

If you have additional clerkship requirements (repeats, etc.) that must be completed in the fourth year, these clerkships will be scheduled for you in ESS by the OCA/OAR staff before the lottery begins to help make sure that you meet these requirements.

Required Subinternships

You must complete one (1) 4-week subinternship during your fourth year. All of the subinternships are 4 weeks in length except for the Psychiatry subinternship, which you can take for 4 or 6 weeks.

Surgical Subspecialties

You must complete 4 weeks of surgical subspecialties during your fourth year. Some subspecialties are 2 weeks in length, and others are 4 weeks in length.

Electives

You are required to take 28 weeks (28 credit hours) of electives during phase 3. Eight (8) of these weeks must be taken at Saint Louis University Hospital or a Saint Louis University School of Medicine affiliate and chosen from the Phase 3 Program offerings listed on the OCA website.

Students will not be allowed to complete more than 8 total weeks of non-direct patient care electives, if a student wishes to do more then they must have their advisor petition the Associate Dean for Curriculum in writing at least 4 weeks prior to the start of the elective. Excluded from the designation of “non-patient care electives” are research, teaching, and the cap stone courses. Each elective will be clearly marked so that students can easily see which electives are considered reading electives.

Other Coursework

Extramural electives (those taken at other institutions) and any coursework not selected from the Phase 3 Program offerings listed on the OCA website will not be available through ESS. Registration instructions for these courses can be found on the OCA website at <http://oca.slu.edu/year42006>.

Basic Science Clinical Correlations (BSCC 400)

All students are required to take this course and are automatically registered in BSCC 400. You do not need to include this in your schedule selections in ESS. More information on this course can be found on the OCA website.

Scheduling Vacation/Time Off

If you know you will be taking time off or need to leave a block on your schedule blank you should schedule VAC-001, this is the placeholder for unscheduled time and will prevent ESS from scheduling you during a time when you will not be completing coursework.

Filling in the Worksheet:

Priority #: Use units of 10 to allow for later changes, which require inserting a new priority between two previous choices. For example if you list your priorities for the lottery as 10, 20, 30, etc. and then need to add a new second priority during the change period, you would use a number between 10 and 20 for that new priority.

Course: This is the letter + number combination that accompanies the course title, for example: CFM111 or SUB405.

Week: This column asks you to identify the week that the course begins. Weeks are identified as 0501 0502, 0503, etc., where "05" designates the academic year and "01" "02" etc. designates the first week of the year, second week of the year, etc. Use the table on the next page to help you identify the proper week number.

Date: Instead of entering the Week, as in the previous column, you may enter the calendar date for the beginning of the course. The date must be entered in the form: MM/DD/YY. For example, July 10, 2006 would be 07/10/06.

Period Code: This column may be used to enter the period codes that you are used to seeing in year 3. You will **not** be using period codes in ESS: we've included it here just as an aid in completing your schedule.

Exclusion (Ex) and Inclusion (In) Groups

Students may use exclusion and inclusion groups to implement various "OR" or "AND" choices in their list of scheduling requests. The elements of a group are formed by putting the same letter in the exclusion/inclusion column. That is, all choices with the same letter are in the same group. Elements of a group do not need to be in consecutive priorities. A choice can be in both an exclusion and inclusion group but care must be taken that the groupings make sense.

Exclusion

is the "OR" choice meaning that the student wants only one of the choices in the group. The highest priority choice in the group which can be scheduled causes all of the other choices in the same group to be ignored.

Exclusion function is used when the same course is requested in different time periods.

Priority	Course	Week	Date	Exc	Inc
10	SUB412	0503	07/10/06	A	
20	SUB412	0507		A	
30	SUB412	0511		A	

In this example, if choice 10 is scheduled, choices 20 and 30 are ignored. Or, if 10 cannot be scheduled (lets say the course is full) and 20 can be scheduled, then 30 is ignored.

Inclusion

is the "AND" choice meaning that the student wants all or none of the choices in the group.

If any one of the choices cannot be scheduled you will not get any of the choices in the group regardless of the priority assigned.

Use inclusion groups when courses are offered as 2-week or 4-week options. If you want the 4 week option you *must* list two 2-week blocks that are linked as inclusion groups.

Inclusions also may be used when two different 2-week courses are desired sequentially, for example two different 2-week surgical subspecialties.

For example:

Priority	Course	Week	Date	Exc	Inc
10	CFM403	0507			B
20	CFM403	0509			B
30	SUR407	0511			C
40	SUR409	0513			C

Scheduling Worksheet Sample 1

Priority #	Course	Week	Date	Period Code	Ex	In
10	SUB412	0507		402	A	
20	SUB412	0511		403	A	
30	SUB412	0515		404	A	
50	CFM403	0527		407		B
60	CFM403	0529		407		B

Scheduling Worksheet Sample 2

Priority #	Course	Week	Date	Period Code	Ex	In
10	PED414	0503	07/10/06	401	A	10
20	PED410	0503		401	A	20
30	PED411	0503		401	A	30
40	PED415	0503		401	A	40
50	SUR407	0507		203		D
60	SUR409	0509		204		D

2006-2007 Instructional Periods

Week #	Begin Dates	End Dates	Period Codes							
0601	06/26/06	07/02/06	Period Code 100							
0602	07/03/06	07/09/06	Period Code 101	Period Code 200						
0603	07/10/06	07/16/06	Period Code 102							
0604	07/17/06	07/23/06	Period Code 103	Period Code 201						
0605	07/24/06	07/30/06	Period Code 104		Period Code 301					
0606	07/31/06	08/06/06	Period Code 105	Period Code 202		Period Code 401				
0607	08/07/06	08/13/06	Period Code 106							
0608	08/14/06	08/20/06	Period Code 107	Period Code 203	Period Code 302			Period Code 601		
0609	08/21/06	08/27/06	Period Code 108							
0610	08/28/06	09/03/06	Period Code 109	Period Code 204		Period Code 402			Period Code 801	
0611	09/04/06	09/10/06	Period Code 110		Period Code 303					
0612	09/11/06	09/17/06	Period Code 111	Period Code 205						
0613	09/18/06	09/24/06	Period Code 112							
0614	09/25/06	10/01/06	Period Code 113	Period Code 206	Period Code 304	Period Code 403		Period Code 602		Period Code 121
0615	10/02/06	10/08/06	Period Code 114							
0616	10/09/06	10/15/06	Period Code 115	Period Code 207						
0617	10/16/06	10/22/06	Period Code 116		Period Code 305					
0618	10/23/06	10/29/06	Period Code 117	Period Code 208		Period Code 404			Period Code 802	
0619	10/30/06	11/05/06	Period Code 118							
0620	11/06/06	11/12/06	Period Code 119	Period Code 209	Period Code 306			Period Code 603		
0621	11/13/06	11/19/06	Period Code 120							
0622	11/20/06	11/26/06	Period Code 121	Period Code 210		Period Code 405				
0623	11/27/06	12/03/06	Period Code 122		Period Code 307					
0624	12/04/06	12/10/06	Period Code 123	Period Code 211						
0625	12/11/06	12/17/06	Period Code 124							
0626	12/18/06	12/24/06	Period Code 125	Period Code 212	Period Code 308	Period Code 406	Period Code 604	Period Code 803	Period Code 122	
Winter Break										

(Week #s 0527 and 0528 run over break and are not scheduled for classes.)									
0629	01/08/07	01/14/07	Period Code 126	Period Code 213	Period Code 309	Period Code 407	Period Code 605	Period Code 804	Period Code 123
0630	01/15/07	01/21/07	Period Code 127						
0631	01/22/07	01/28/07	Period Code 128	Period Code 214	Period Code 310	Period Code 408	Period Code 606	Period Code 805	Period Code 124
0632	01/29/07	02/04/07	Period Code 129						
0633	02/05/07	02/11/07	Period Code 130	Period Code 215	Period Code 311	Period Code 409	Period Code 607	Period Code 806	Period Code 125
0634	02/12/07	02/18/07	Period Code 131						
0635	02/19/07	02/25/07	Period Code 132	Period Code 216	Period Code 312	Period Code 410	Period Code 608	Period Code 807	Period Code 126
0636	02/26/07	03/04/07	Period Code 133						
0637	03/05/07	03/11/07	Period Code 134	Period Code 217	Period Code 313	Period Code 411	Period Code 609	Period Code 808	Period Code 127
0638	03/12/07	03/18/07	Period Code 135						
0639	03/19/07	03/25/07	Period Code 136	Period Code 218	Period Code 314	Period Code 412	Period Code 610	Period Code 809	Period Code 128
0640	03/26/07	04/01/07	Period Code 137						
0641	04/02/07	04/08/07	Period Code 138	Period Code 219	Period Code 315	Period Code 413	Period Code 611	Period Code 810	Period Code 129
0642	04/09/07	04/15/07	Period Code 139						
0643	04/16/07	04/22/07	Period Code 140	Period Code 220	Period Code 316	Period Code 414	Period Code 612	Period Code 811	Period Code 130
0644	04/23/07	04/29/07	Period Code 141						
0645	04/30/07	05/06/07	Period Code 142	Period Code 221	Period Code 317	Period Code 415	Period Code 613	Period Code 812	Period Code 131
0646	05/07/07	05/13/07	Period Code 143						
0647	05/14/07	05/20/07	Period Code 144	Period Code 222	Period Code 318	Period Code 416	Period Code 614	Period Code 813	Period Code 132
0648	05/21/07	05/27/07	Period Code 145						
0649	05/28/07	06/03/07	Period Code 146	Period Code 223	Period Code 319	Period Code 417	Period Code 615	Period Code 814	Period Code 133
0650	06/04/07	06/10/07	Period Code 147						
0651	06/11/07	06/17/07	Period Code 148	Period Code 224	Period Code 320	Period Code 418	Period Code 616	Period Code 815	Period Code 134
0652	06/18/07	06/24/07	Period Code 149						

Shaded Areas Not Recommended for Year 4 Students

