

Scheduling

Frequently Asked Questions

Where do I submit my Change of Schedule Request (Add/Drop)?

- ❖ Fill out a Change of Schedule form and submit to Ms. Ashley Johnson at medicalstudentaffairs@med.miami.edu

What if I want to go into a specialty, but it is not on my schedule?

- ❖ Check e*Value for availability.
- ❖ Submit your request using the Change of Schedule Request form.

I submitted my request even though I know there is no availability, will my schedule change be processed?

- ❖ All hope is not lost - If by the time your request gets processed a spot has opened up, then your request will go through.
- ❖ However, we highly recommend that you provide alternatives. Use the comments section to include a brief description of your preferred outcomes.
- ❖ The course scheduler will e-mail you once she processes your request and will work with you and other students throughout the academic year if your request is not immediately resolved.

When does the course availability update on e*Value?

- ❖ Immediately after the course scheduler makes the update.
- ❖ It may take up to two weeks for the course scheduler to process requests, so please be mindful that availability is constantly changing, so it's imperative to continue checking e*Value.

Do I need to obtain signatures? And how do I find out if I do?

- ❖ Signatures are required for requests submitted after **May 15th**
- ❖ To find out if a course requires a signature after May 15th go on the Clinical Course Catalog
- ❖ Underneath the course description you will find in **big, bold, red letters** if the program coordinator has to sign-off (some examples are Surgery, Ophthalmology, Pediatrics, & Orthopedic electives).

What if there is a major issue with my schedule? For example, you are an MD program student who was assigned an MD/MPH RMC core or required course.

- ❖ E-mail the Associate Dean for Clinical Curriculum and cc: the course scheduler explaining your issue. Preferably, send screenshots or attachments that may help clarify your situation.

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What else should I do in preparation for upcoming rotations? I don't know where to show up?

- ❖ Check the Clinical Course Catalog - Course descriptions provide important instructions and pertinent information.

Brief guidelines:

- Check for courses that require approving signatures
- Check for pre-requisites
- There are several courses that requires lengthy paperwork to be completed prior to the start of the rotation which may take up to a month for processing (especially for RMC electives)
- Contact your program coordinator/director two weeks from the start of your rotation – they will tell you where to show up

I checked Canelink and I have a hold, what do I do now?!

❖ Past Due Holds

Please contact Office of Student Account Services at (305) 284-6430, option 5 for additional information.

❖ Immunization Holds

Please contact the Health Center at (305) 284 – 9100 about an immunization issue. If you need additional assistance you may also contact the Office of Student Services at (305) 243-7978

❖ Academic Advisement Required Holds

Dual Degree Programs (MD/MS, MD/MPH, MD/JD, and MD/MBA) will have “Academic Advisement Required” The graduate programs automatically place an advising hold on your account. This hold is not placed, nor managed, by the medical school; however, it will not impede you from being enrolled in your courses. For more information, please contact your advisors from the graduate programs.

Am I doomed?

- ❖ No. Really. You aren't doomed. Our staff works tirelessly to ensure that we assist you with your career choices to the best of our ability and this an all-year round thing, so it might take some time, but we will work with you. Breathe. We are here for you :)

