The Educational Scheduling System (ESS) is a computer program that enrolls medical students into their clinical clerkships for the upcoming academic year. ESS is programmed with the class rosters and clerkship information (including starting dates, locations, and the maximum and the minimum number of students for each clerkship). Each student submits their list of clerkship requests (in the order of their personal priority) in the computer and the scheduling system matches the requests of the students with the spaces available.

ESS PASSWORDS
Each student has been assigned an ESS login and password. Your login is your “first name” space “last name.” Please change your password to something easier to remember. If you forget or misplace your password, e-mail Gezelle Miller at gmiller@mednet.ucla.edu.

THROUGHOUT THE YEAR, YOU WILL USE ESS FOR THE FOLLOWING:
1) To enter your scheduling requests
2) To view your schedule
3) To check availability of required clerkships
4) To see which of your Student Performance Evaluations have been submitted to the Student Affairs Office.
5) To view your Student Performance Evaluations from required clerkships and varies elective clerkships.

HOW ESS SCHEDULES YOUR CLERKSHIPS
A. The principle behind the scheduling program is that each student be given the same opportunity to get his or her ideal schedule. The general philosophy of the scheduling process is “flexibility and equity for all students”. Every student in the class will be scheduled into one clerkship, before any student is scheduled into a second clerkship.

B. The computer is programmed with the names of all the students in your class. The list of names will be scrambled into a random sequence to be used during the clerkship scheduling process.

C. The computer will go through the list of names in the random sequence. It will enroll each student into a course or track 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".

D. During a "Scheduler Round" the computer will address your rank list of choices by priority. It will look at the highest priority first. For example, the computer will look at priority number 10 before looking at priority number 15.

E. You will be scheduled into one course or track per "scheduler round". If the computer can't give you your 1st choice, it will look at the next choice on your schedule. It will not move on to the next student until it has enrolled you into a course or track.

F. The computer then proceeds to the next student.

G. When the computer reaches the end of the sequence of names, it will reverse directions and go back up through the same sequence enrolling each student into a second course or track.

H. The computer continues this process until all choices on each student's list have been exhausted.