ENTERING YOUR CLERKSHIP SCHEDULING REQUESTS

The ESS Request screen consists of an upper and lower frame. The **upper frame** is used to
1. enter new requests, (during clerkship scheduling period only)
2. search for clerkships and start dates of clerkships (also listed in the Handbook of Courses).
3. view availability of **required** clerkships

The **lower frame** is used to
1. verify requests you have submitted (during clerkship scheduling period only)
2. edit requests
3. print a copy of your clerkship requests

**Step 1: Login into ESS and select “Edit Requests”**

**Step 2: Enter your scheduling requests in the upper frame.** ESS allows you to enter up to eight clerkship requests at a time.

**“Prty” column.** (Priority Column). Enter a priority number (there is a three-digit limit)
- Each request **must** have a unique priority number.
- The lowest number is your highest priority. For example, 10 has greater priority than 15.
- ESS will not address a request without a priority number.
- Leaving the “Prty” blank deletes the request from your list.

**“Course” column.** Enter the course number.
- Course numbers for required clerkships are listed in the Required Clerkship Section of the Handbook of Courses.
- Course numbers for electives clerkships are listed at the top of the page of each elective clerkship profile.

**“Week” and Date columns.** Enter the academic year (07) and the starting week of the clerkship. Do not leave a space between the academic year and the week. Example, the entry “0708” refers to week 8 of the 2007-2008 academic year.
• If you leave the “Week” and “Date” column blank, ESS will enroll you in the first available time slot for the clerkship.
• It is not necessary to enter any information in the “Date” column. The date will appear in the lower frame after you submit and reload your requests.

“Ex” (Exclusion) column. The “Exclusion” column is used if you list an elective multiple times with different dates or if you list a group of electives with different start dates, but you only want to be enrolled in the elective once.
  • This column is for electives only
  • Use a single letter code to group the electives and you will only be scheduled into one elective from the group. ESS will address the elective with the highest priority number first.
  • Each elective in the group should have the same letter code.

“In” (Inclusion) column. The “Inclusion” column is used to enroll in a group of electives. Use a single letter code to group courses as an AND group.
  • If ESS is unable to enroll you in all of the courses listed in the “Inclusion” group, it will un-enroll you in any electives that you were successfully enrolled in listed with the same “Inclusion” code
  • I do not recommend using this feature.

Step 3: Submit your request by clicking the button labeled “SUBMIT New Requests.”
  • Your request list should appear in the “lower frame” and disappear from the “Upper Frame.”
  • If there is an error in the upper frame, ESS will indicate the error in the “Upper Frame” by the priority number.
  • Continue this process until all of your request have been entered.

Step 4: Review your request lists
  1) Priority Numbers
     • Every entry should have a priority number
     • Do not use the same priority number twice
     • Priority numbers are limited to three digits
  2) Exclusion Codes
     Make sure you have Exclusion codes for electives that you have listed more than once, but only want to be enrolled in the course once.
  3) “By Arrangement” Electives
     You must use a Clinical Elective Drop/Add Form to add and/or drop these electives. You may not enroll in them though the computer lottery.

Step 5: Print a copy of your request list

EDITING/CORRECTING YOUR REQUEST LIST

Getting an Error. If you try to submit a request and the course number is not valid or the course is not offered on the date that you are requesting, ESS will give you an error by indicating the priority number of the entry that is incorrect.

To return to the data entry screen, use the “Back” button on the browser tool bar.

Submitting an Edit
Edit your choice in the lower frame and click “Submit Edits”. Be sure to submit any new requests you may have before you submit edits.
Deleting an Entry. To delete an entry, before you have submitted the request, simply delete the priority number and it will not appear in the lower frame when you Submit New Request and Reload.

To delete an entry after you have submitted the request, go to the lower frame to delete the priority number of the entry click "Submit Edits" and the "Reload" button in the lower frame. The request will no longer appear in your request list.

Using the “Renumber” button. The “Renumber” located in the lower frame, next to the “Submit Edits,” causes the priority numbers in your request list to be renumbered in increments of 10 (keeping the list in the same order).

**Using the Look-up Functions**

With the Look-up function, you can search for courses that begin on a particular date or you can search for the starting dates of particular course or courses.

1) To search for courses starting on a particular date, type the prefix of the course number in the “Course” column followed by “..” the starting date in the “Date” column and click “Course for Dates.”

Example, if you enter “ME210..” in the “Course” column and “0702” in the “Date” column you should get a listing of all Cardiology courses that start on week 7 (8/20/07).

2) To search for the dates that a course or course(s) is offered, type the course number in the “Course” column and click “Dates for Course”.

Example, if you enter ME215.01 in the “Course” column and click “Dates for Course”, you will get a list of starting dates for ME215.01

**Frequently Asked Questions**

How do I get back to the data entry screen once I receive an error?
Use the Back feature on your Browser.

When I try to use the look-up function to search for course offerings, I get a >100 error.
You need narrow your search. For example, instead of typing “ME..” and a date, try entering “ME2..” for 200 level courses that start on a particular date. This will give you the listing of all 200 level medicine courses starting on that date.

I did not have enough room to enter my all of my requests.
The upper screen only allows you to enter eight requests at a time. Click “Submit New Requests” from the upper frame and click the “Reload” button located in the lower frame. Do not use the “Reload” button on the browser.

Note: You **cannot** make scheduling changes through ESS.

- Scheduling requests must be entered in ESS by **Tuesday, April 3, 2007**
- Preliminary schedules will be available in ESS **Thursday, April 12, 2007**. You will be assigned an appointment time for counseling and/or to make changes to your schedule.
- **Wednesday, April 25th - Tuesday, May 1st**, you may come into the SAO to make changes to your schedule without an appointment time.
- **Tuesday, May 1st**, the Scheduling Period ends and it is the last day to make changes your schedule.