

Required Clerkship Rosters

When to Expect Rosters

Rosters will be available online through ESS (<http://ess.medstudent.ucla.edu/>) the first week of June and availability will be announced by e-mail to all coordinators who are members of the Required Coordinator Listserv (ReqCrCoord).

Please print a copy of the roster within a week of the announcement. You will need an ESS login and password to view your rosters

Please call Gezelle Miller (310-825-3848) if there are any questions regarding your rosters (e.g., too many or too few students, unlisted starting date, etc.).

Sample Roster

See "Viewing Rosters on the Web," in the *Rosters & Course Profile Section* or the *Information on the Web Section* for Instructions for on printing your clerkship roster(s).

Course	Week	Date	Course Description	Location	Dur	Min	Max	Left
AM011	1	7/7/2003	Ambulatory Internal Medicine	CHS	4	0	2	0
			Hastings, Joseph 2005					
AM011	2		Zaia, Brita 2005					
AM011	5	8/4/2003	Ambulatory Internal Medicine	CHS	4	0	2	0
			Kim, James 2005					
AM011			Stauff, Amy 2005					
AM011	9	9/1/2003	Ambulatory Internal Medicine	CHS	4	0	2	0
			Movassaghi, Mehran 2005					
AM011			Phan, Jack 2005					
AM011	13	9/29/2003	Ambulatory Internal Medicine	CHS	4	0	2	0
			Miao, Harrison 2005					
AM011			Ramirez, Adriana 2005					

Updating Required Clerkship Rosters

Dropping and/or adding clerkships must be done at least thirty days prior to the start of the rotation. Students are aware that changes of enrollment in required clerkships must be made directly through Gezelle Miller (310-825-3848, gmler@mednet.ucla.edu) in the SAO.

Gezelle is responsible for dropping and adding students from/to all required clerkships. She will send you an e-mail notifying you of any changes to your roster. When you receive the e-mail, please record the changes by hand on your roster (the "hardcopy") so that you will know which students to expect. The online roster should reflect the hardcopy of your rosters.

Gezelle also maintains a waitlist of students wishing to change a rotation. Students wishing to make changes **should not** go to the coordinator, clerkship chair, or site director. **Students should go directly to Gezelle to make any change in a rotation.**