PROCEDURES

VIEWING YOUR CLINICAL SCHEDULE

You may view your schedule in the Student Affairs Office and/or on the Medical Student website (http://www.medstudent.ucla.edu/). In the Student Affairs Office, the schedules are located by Dayna Moore’s desk, in a binder labeled “Class of 2003”. To view your schedule from the web, you will need the password given to you in your scheduling packet. If you forget or misplace your password, e-mail Gezelle Miller (zgmiller@mednet.ucla.edu).

RESCHEDULING REQUIRED CLERKSHIPS

❖ How do I change my schedule after the scheduling process is complete?

At least one month before the start of the rotation, contact Dayna Moore at (310) 206-0958 (12-159 CHS) or dmoore@mednet.ucla.edu to change the date or location of your required clerkship.

❖ No paperwork is required.

ALL SCHEDULE CHANGES MUST BE MADE AT LEAST ONE MONTH BEFORE THE START OF THE ROTATION.

RESCHEDULING or Changing Elective Clerkships

The following forms for dropping and adding electives are on the Medical Student web site and in the Student Affairs Office: UCLA Elective Drop/Add Form, Special Elective Form, Research Forms, and the Away Elective Check-Off List (each school has their own application).

❖ How do I add an elective to my schedule?

1. Contact the student coordinator of the corresponding elective for course availability (student coordinator names and phone number can be found in the Handbook of Courses for Fourth-Year Medical Students). If the course is available, ask the student coordinator to pencil your name in on the roster until he/she receives your Drop/Add Form.

2. Follow-up by completing a Drop/Add Form (found in the Student Affairs Office or on the Medical Student website under Student Affairs) and submitting it to the student coordinator for the course chair’s signature at least one month before the rotation is scheduled to begin. You may hand deliver, FAX, or mail the form to the student coordinator.

3. Return the signed Drop/Add Form to Dayna Moore, in the Student Affairs Office. You may ask the student coordinator to send it or you may hand deliver the form yourself. It is your responsibility to ensure that the paperwork is completed and returned to the Student Affairs Office at least one month before the rotation is scheduled to begin.

4. The course will be added to your schedule when the Drop/Add Form has been returned to Dayna Moore with the course chair’s signature.

Note: To potentially add a course after the one-month deadline, you must receive an approval signature from the course chair and the Senior Associate Dean of Student Affairs, Dr. Neil Parker.

❖ How do I drop an elective?

1. Notify the student coordinator of the corresponding elective at least one month before the rotation is scheduled to begin.

2. Follow-up by completing a Drop/Add Form (found in the Student Affairs Office and on the Medical Student website, under Student Affairs) and submitting the form to the student coordinator for the course chair’s signature at least one month before the rotation is scheduled to begin.
3. Return the signed *Drop/Add Form* to Dayna Moore, in the Student Affairs Office. You may ask the student coordinator to send it or you may deliver the form yourself. It is your responsibility to ensure that the paperwork is completed and returned to the Student Affairs Office.

4. The course will be dropped from your schedule when the *Drop/Add Form* has been returned to Dayna Moore with the course chair’s signature.

**Note:** To potentially drop a course after the one-month deadline, you must receive an approval signature from the course chair and the Senior Associate Dean of Student Affairs, Dr. Neil Parker. Failure to drop a course will be recorded on your transcript as a “Fail.”

**Talking to the student coordinator of an elective is not a substitution for completing a *Drop/Add Form* in a timely manner.** Also, if you fail to appear for a clerkship and/or have not submitted a drop form at least one month in advance, you may receive a ‘FAIL’ on your transcript.

- **Research Elective:** Complete a *Research Form (mentor's approval signature included)* and place it in Linda Cuesta’s mailbox in the Student Affairs Office at least one month prior to the start date of the elective for the Assistant Dean of Research’s approval signature. If you have any questions, you may contact Linda Cuesta in the SAO on Tuesdays, Wednesday s, and Thursdays. Six weeks of research (600 level) and/or In-depth (100 level) electives may count towards the 30 weeks of your elective requirement.

- **Special Elective:** Complete a *Special Elective Form (preceptor's approval signature included)* and place it in Linda Cuesta’s mailbox in the Student Affairs Office at least one month prior to the start date of the elective for the Senior Associate Dean of Student Affairs, Dr. Neil Parker’s approval signature. If you have any questions, you may contact Linda Cuesta in the SAO on Tuesdays, Wednesday s, and Thursdays.

- **Away Elective:**
  1. Find the requirements of school where you would like to participate in an elective. The America Association for Medical Colleges (AAMC) has developed a Extramural Elective Compendium web site, ([http://www.aamc.org/students/medstudents/electives/start.htm](http://www.aamc.org/students/medstudents/electives/start.htm)), that contains the following information on each medical school in the US and Canada: contact person, URLs, earliest date assign/accept visitor to electives, maximum number of weeks allowed, fees and malpractice coverage information.
  2. Complete an *Away Elective Check-Off List*, found either in the Student Affairs Office or on the Medical Student web site ([http://www.medstudent.ucla.edu](http://www.medstudent.ucla.edu)), under Student Affairs.
  3. Place the completed Check-Off List, application form from the away school, and a course description for each clerkship you are applying for in Linda Cuesta's mailbox in the Student Affairs Office at least one month prior to the start date of the elective for Dr. Parker’s approval signature.
  4. Once you receive a letter of acceptance, from the away school, give Linda a copy of the letter. Once she receives the copy, the away rotation will be added to your schedule. If you have any questions, you may contact Linda Cuesta in the SAO on Tuesdays, Wednesdays, and Thursdays.

**NOTIFICATION OF CANCELLED COURSES**

Required or elective clerkships may have to be cancelled if minimum enrollment is not met. If this happens to a clerkship that you are enrolled in, you will be notified at least two months before the rotation.

**STUDENT CLINICAL PERFORMANCE EVALUATIONS**

- **Where do I find my clinical evaluations?**

  Student Clinical Performance Evaluations are collected in individual folders in the SAO. You are encouraged to review your evaluation folder periodically to become aware of personal strengths and weaknesses. Please allow six to eight weeks for your evaluations to be received by the Student Affairs Office.
How do I know if my clinical evaluation has been submitted to the SAO?

There are two ways to check to see what evaluations have been submitted for you.

1) Find your schedule in the binder, located by Dayna’s desk. The binder should be labeled “Class of 2003”.

   If there is a red check or an asterisk next to a rotation on your schedule, an evaluation for that course has been submitted to the SAO and the evaluation is in your clinical file, available for you to view.

   or

2) Access your schedule on the web at http://www.medstudent.ucla.edu through ESS.

   You must have your password to access your schedule through the web. You may contact Gezelle Miller (310-835-3848 or zgmiller@mednet.ucla.edu) for your password.

   If there an asterisk next to a rotation on your schedule, an evaluation for that course has been submitted to the SAO and the evaluation is in your clinical file, available for you to view.

Ask any staff member in the SAO to pull your clinical evaluation file. To preserve the confidentiality of these records, students are not allowed to pull files.

Return your evaluation file to area labeled “Refile Pile.”

Note: Evaluations may not be removed from the Student Affairs Office and copies cannot be made.

COLLECTING EVALUATIONS

- Linda Cuesta in the Student Affairs Office is responsible for collecting evaluations for required clerkships. Do not call the student coordinator or the course chair for the evaluation.

- Even though Linda Cuesta will collect evaluations for elective clerkships, we strongly encourage you to assist in following up on the submission of electives, (UCLA, research, special clinical, and away) clerkship evaluations.

VACATION

- Winter Break is from December 23, 2002 to January 5, 2003 (weeks 25 & 26).

- End of the 4th year (weeks 45 & 46). All graduation requirements must be met by the end of week 44, even though the year officially ends week 45. Unless approved by Dr. Parker, any courses scheduled during week 45 and 46, must be extra weeks not required for graduation.

APPROVED/EXCUSED ABSENCES AND LEAVES

Excused time-off for a day or two is to be discussed with your residents and attending as soon as possible. Notification to the clerkship site director is advisable. Please note the policy on absences under Clinical Responsibilities (page 10).

- You must notify the Student Affairs Office of absences or leaves greater than two days.

- US Medical Licensing Examinations (USMLE) is an excused leave. However, you may need to make arrangements with your resident and attending. You should request the time off from the appropriate course chair and attending. Time off should begin by at least midnight before the examination and end by 6:00 p.m. of the second day.

- Interview for Internship/Residency is not an excused leave. Course chairs are not obligated to grant time off for internship/residency interviews and may believe significant time off interferes with the care of patients and functions of the team. It is advised not to schedule interviews on required clerkships (you may have to repeat).

- Match Day is an excused leave from 8:00 a.m. until noon. It is your responsibility to remind your team of your absence.

- One day between June 10 – 24, 2002 for the CPX Examination.
APPROVED/EXCUSED ABSENCES AND LEAVES

Excused time-off for a day or two is to be discussed with your residents and attending as soon as possible. Notification to the clerkship site director is advisable. Please note the policy on absences under Clinical Responsibilities. You must notify Charlotte Myers, Director of Student Affairs (310-825-3970) of absences or leaves greater than two days.

LEAVE OF ABSENCE

TYPES:

I. ACADEMIC (Student initiated)
   A. Combined Programs, e.g. MSTP, MD/MBA
   B. Pursuit of another degree, e.g. MPH
   C. Research, e.g. HHMI

II. MEDICAL (Initiated by student, student's physician, or Dean/Permission to return must also be approved by a physician)
   A. Illness
   B. Maternity
   C. Psychiatric/Cognitive Issues

III. PERSONAL (Student initiated)
   A. Family Problems, e.g. care-giving or death
   B. Travel
   C. Re-evaluation of Career Goals
   D. Financial Difficulty

IV. ADMINISTRATIVE (Initiated by the Promotions Committee, Faculty Executive Committee, or Senior Associate Dean for Student Affairs, or designee)
   A. Honor Code Infractions
   B. Noncompliance with Health Clearance Requirements
   C. Nonpayment of Tuition/Fees
   D. Remediation, e.g. USMLE failure
   E. Required year off for remediation/counseling, etc.

PROTOCOLS:

1. All leaves of absence and return dates must be approved by the Senior Associate Dean for Student Affairs, or a designee.
2. Students on leave of absence are notified of requirements for reinstatement.
3. Students returning from leave of absence must request permission to return to the curriculum, as indicated in the letter approving leave.
4. Approval to return to the curriculum is granted by the Senior Associate Dean for Student Affairs, or designee.
5. Students on leaves of absence imposed by the Senior Associate Dean for Student Affairs are required to meet with the Dean personally prior to reinstatement.
PROCEDURE FOR PLACING STUDENTS ON ADMINISTRATIVE LEAVE FOR NONPAYMENT OF TUITION/FEES

1. At payment deadline each semester (which is established by the general campus), the medical school registrar requests a list of registered students.

2. List of students with unpaid balances is reviewed with medical school financial aid office.

3. Students who have not met their financial obligations to the medical school are contacted by the medical school registrar and given written notification they have five business days to resolve their accounts.

[This also applies to students whose applications for financial aid applications are pending.]

4. If ten business days pass and account is not resolved, the Senior Associate Dean for Student Affairs is notified and a meeting is scheduled with the student.

5. Students whose tuition/fees remain unpaid three business days after this meeting are removed from courses and placed on Administrative Leave.

6. A letter is mailed via overnight service to the student outlining the details and reasons behind placing them on Administrative Leave and how they may re-matriculate.

7. Concerned parties are also notified.
   A. Financial Aid Office
   B. General campus registrar
   C. Other Dean if applicable (MSTP, combined program)
   D. Course instructors
   E. Affected staff members

LEAVE OF ABSENCE/REINSTatement PROCEdURES*

1. Letter Requesting Leave
   If you wish to request a Leave of Absence from the medical curriculum, you must write a letter to Dr. Neil Parker, Sr. Associate Dean for Student Affairs. Submit the letter addressed to Charlotte Myers (310-825-3970), Director of Student Affairs. You are required to discuss your reason/plans with Dr. Parker. Your written request will be considered immediately and you will receive a written reply from Charlotte Myers. Please include the following with your letter:
   ✓ date leave of absence is to become effective
   ✓ address and phone number (where you can be reached during your leave)
   ✓ your social security number
   ✓ reason for your request for a leave of absence

2. Mailbox Key
   Turn in your mailbox key to Carol Collins (310-825-0973) by "effective" leave date. Your mailbox assigned will be cancelled.

3. Registration
   The School of Medicine does not offer a part-time status. Leaving or returning mid-semester will require payment of registration fees for an entire semester. Since enrollment is contingent upon payment of registration fees, courses may not be attended without the payment of registration fees. Please be reminded that registration fees may carry financial aid implications. A 50% course load per academic year is required in order to be eligible for financial aid. If you have questions about registration, please contact Alisa Rivera (310-825-6282).
4. **Third or Fourth Year Schedule**

If you are taking a leave during the third and fourth years, you must speak to Dayna Moore (310-206-0958) regarding course scheduling (dropping/adding) required clerkships. You are responsible for the dropping and adding of your elective clinical clerkships.

5. **Financial Aid**

Students receiving financial aid are required to schedule an appointment with the Financial Aid Office Staff (310-825-4181) upon taking a leave and upon returning to the curriculum. Decisions made with regard to a student's academic status are not made with consideration of financial aid policy. Deviations from the normal medical course sequence and course load may have an effect on a student's eligibility for financial aid. If a student is receiving aid, it is the student's responsibility to be familiar with the Satisfactory Academic Progress Policy (SAPP), and to speak with the Financial Aid Office regarding his/her financial aid status.

6. **Reinstatement**

In order to be reinstated into the curriculum, a dated, written request must be submitted to Dr. Neil Parker, Sr. Associate Dean for Student Affairs, in care of Charlotte Myers, indicating a requested return date. Please include your current address and telephone number with your request! The letter approving the leave of absence (which the student received at the beginning of the leave) will indicate the date by which reinstatement must be requested. A student returning to the clinical years, which begins in June, will be expected to participate in the computer scheduling process, which begins the previous January/February. It will be the student's responsibility to connect with Gezelle Miller (310-825-3848) in early January regarding the scheduling timetable.

Leaves longer than one semester require completion of a statement of legal residence (SLR). The Resident Deputy in Murphy Hall then determines if California residency has been maintained during the leave. Please speak with Alisa Rivera (310-825-6282) if you matriculated to the UCLA School of Medicine as an out-of-state resident and if your leave will take you away from the state of California.

*PLEASE NOTE: Your Bruin-On-Line account will be suspended for the duration of your leave. Bruin Cards will also be inactive during this time. (The University does not provide services when not paying University fees). Also, students on leave will be removed from specific "class" lists and as a result will not be receiving class inclusive (group) e-mails.

1/22/02