Ready to plan the “How”

Drexel Online Curriculum Scheduling System
docss.drexelmed.edu

Use your drexel id and password
Select

“Drexel University User”
Use your Drexel ID and Password to log on.

Example: abc123
You must first Select the Year

“Enter 2015-2016” – when you will be an MS3
Announcements

- The lottery system is active. Add grids to your Course Grid Selections.
- Your track is Undecided Pathway

Evaluations to Complete

View a report of the evaluations you need to complete

Schedule

Lottery Selections

Test AAStudent 1's Course Grid Selections for 2012-2013

Use this list to rank the course grids you prefer and to enter these selections in the course grid lottery. To reorder a selection reassign the numbers and click "Reorder" below. If supported by your browser you may place your cursor over a block within a grid to verify it's name.

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You must add grids to your selections.
MS3 Add Course Grid: 2012-2013

To add a course grid to your selections click each checkbox below, then click the "Add Selected Grids" button. If supported by your browser you may place your cursor over a block within a grid to verify its name.

Each grid is unique and may only be selected once. There are no grids with Medicine and Surgery back to back.
You may reorder your selections by changing the order number and selecting “update”.

Once you are finished, what you see is what will be entered into the lottery. *There is no final submission button.*
• The grid lottery will place each student into a grid (order of rotations).
• Next time you log on to DOCSS, you will have two options “Schedule” or “Lottery Selections”
• Choose “Schedule” to see your order of rotations
Once you receive your grid, in Phase II, you will Add your lottery selections for your site preferences. You will only be able to add disciplines/sites for the block you are scheduled. (i.e., Test Student will only be able to add Pediatrics into 11/05).
Once you have selected the Department,
Click on “Search”.

You will be given a menu of sites for the timeframe you are available.
You will select “Add” for the site you wish to add to your lottery choices.
Click on “Add” and then “Add Selected Courses”

You will only be able to select the date that you were pre-assigned to the discipline.
LOTTERY SELECTIONS:
If you click on “Schedule” at the top of the page and then the “Lottery Selections” tab, you will see what you have entered as your lottery selections.
You may drop (delete) items or “drag” to reorder your items.

Open the “Instructions” for further assistance.

You must “Update order” to save your changes.
Finalizing your entries

- Once you have entered everything you want and they are in the order you want…
- We suggest that you print a copy for your records or save a pdf
- Simply log out or close the browser
- There is no “final submit” …everything is saved
How Do I…

- Know How Many Slots There Are?
How Do I Change Rotations?

This is a paper process for the 3rd year.

Forms may be faxed to the Division of Clinical Education

**Signed & scanned readable** forms may be emailed to: [clinicaleducation@drexelmed.edu](mailto:clinicaleducation@drexelmed.edu) from your drexel.edu account

Forms are reviewed in the order they are received. Forms are reviewed monthly.

Requests in the text of an email are not accepted at any time.

You may check DOCSS for availability. You have access to the same information at the staff in the Division of Clinical Education.
Post-Lottery Policies

- Any schedule change must be requested via a paper add/drop form through the Division of Clinical Education.
- “Even trades” may be requested through the Division of Clinical Education using the paper add/drop process.
- Any change (including even trades) require a minimum of 5 weeks notice prior to start date.
- Students are not permitted to negotiate for slots. If you believe a site wants additional students, please let us know.
- All schedule changes must be approved by the Division of Clinical Education.
- Emergency changes are reserved for true emergencies and must be approved by the Vice Dean for Educational Affairs per the policy.
- The Division of Clinical Education and Clinical Departments reserve the right to change schedules at any time if there are circumstances beyond their control that would result in an inadequate educational experience for participating students.