

Please use this information as  
a reference when you  
start your lottery entries on DOCSS

-----

note: this is not the full  
meeting presentation



DREXEL UNIVERSITY  
College of  
**Medicine**

The 4<sup>th</sup> Year: Scheduling

Dana C. Farabaugh, MD

Robin C. Smith

What is  
different  
from  
the 3<sup>rd</sup> year  
lottery?

- Everyone must complete:
  - Required Emergency Medicine Subinternship
  - Required Subinternship
    - Determined by Pathway
      - Medicine; OB/GYN; Pediatrics; or Surgery
  - Transition to Clinician (will be forced onto your schedule)

Remaining elective rotations will be more distributed, therefore, you are not competing for the same rotations



30 weeks of credit

---

Max weeks per discipline (24 Med, all others 16)

Max 16 weeks away

Away rotations – view info on 4<sup>th</sup> year webcampus site

# Required Subinternships

No substitutions –

list of courses provided on web:

<https://webcampus.med.drexel.edu/ClinicalEducation/#Year4/SitesNTimes4.htm>

Provide ALL options for Emergency or this may need to OVERRIDE another rotation

Again, Required Emergency Medicine Sub-I is the only course that can delete another course off your schedule in order to be scheduled (*other course will not be moved, it will be deleted*)



## The Pathway Required Course

---

- Some Pathways have a required course in addition to the Required SUB I (Med/Surg/OB/Peds)
- You must prioritize your pathway required course appropriately to ensure that you get this course – you are not competing with the entire class, only those who are interested in this specialty (usually in the pathway)
- You may also choose or need to schedule this outside the lottery



# Reminder

---

- There are many Sub Internships available....
- NOT all Sub Internships meet the goals and objectives of the Required SUB-Internship
- See list of courses that meets requirements:  
<https://webcampus.med.drexel.edu/ClinicalEducation/#Year4/SitesNTimes4.htm>

# Course Catalogue

- Use the Senior Elective Catalogue on webcampus
- Under the dates not available, click the link and you will get a full calendar of the 2- & 4-week start dates for the year
- Under Notes, it is clearly identified if the course is “by arrangement only” and what the next steps are
- Once you know what you want to look at, then use the course number to look in DOCSS and add the course





# What you need to do in DOCSS

---

Drexel Online Curriculum Scheduling System

**[docss.drexelmed.edu](https://docss.drexelmed.edu)**

When you log on, be sure to select the 2023-2024  
the year you will be MS-Phase 3



### Announcements

- **The lottery system is active.** Add courses to your Lottery Selections.

Schedule

Lottery Selections

Select  
“Add Course”

**Drexel MEDICINE** **DOCSS** *Drexel Online Curriculum Scheduling System*

Schedule Course Catalog Add Course Degree Progress Account Reselect Year Log out

Home > Student > Schedule

**Announcements**

- The lottery system is active. Add courses to your Lottery Selections.
- You may update your track.

Schedule Lottery Selections

**Test Student 1's MS4 Lottery Selections for 2011-2012** [Instruct](#)

Drop selected Update order Print

Order	Drop	Date	Course #	Department	Course	Location	Modified	Weeks	Cre
-------	------	------	----------	------------	--------	----------	----------	-------	-----

- You must first select your Pathway (track) – without a Pathway selection, you will not be entered into the final lottery run per COM policy.

**MS4 Add Course: 2011-2012**

Select Department(s) to Search

All Departments  
 Anesthesiology  
 Cardiothoracic Surgery  
 Dermatology  
**Emergency Medicine**

Optional Search Criteria

[Add New](#)

Find courses that match  of the following:

[Delete](#)

Search

**Search Results - 6 courses found**

Course No.	Department	Course Title	Locations	Actions
EMMD8124S260	<a href="#">Medicine</a>	<a href="#">Subinternship</a>		
EMMD-EMMD8134S550	<a href="#">Emergency Medicine</a>	<a href="#">Emergency Medicine</a>	<input type="text" value="Mercy Philadelphia Hospital"/>	<a href="#">Add</a>
EMMD-EMMD8504S420	<a href="#">Emergency Medicine</a>	<a href="#">Emergency Med Subinternship</a>	York Hospital	<a href="#">Add</a>
EMMD-EMMD8504S300	<a href="#">Emergency Medicine</a>	<a href="#">Emergency Med Subinternship</a>	<input type="text" value="Mercy Philadelphia Hospital"/>	<a href="#">Add</a>

Select the Department in the drop down and then "Search"  
 ---

This will yield a list of available courses within the Department

You may click on "Course Title" to get detailed information OR "Add" to enter a course into your lottery selections

**Availability for EMD-EMMD8114S300: Emergency Medicine: Adv Elect in Emerg Med Svcs**

Add Selected Courses

Dates	Weeks	Credits	Location	Auth. Required	MS4			Add <input type="checkbox"/>
					Min.	Max.	Open	
07/04/2011 - 07/29/2011	4	4	Allegheny General Hospital	Yes	1	1	1	<input type="checkbox"/>
08/01/2011 - 08/26/2011	4	4	Allegheny General Hospital	Yes	1	1	1	<input type="checkbox"/>
08/29/2011 - 09/23/2011	4	4	Allegheny General Hospital	Yes	1	1	1	<input checked="" type="checkbox"/>
09/26/2011 - 10/21/2011	4	4	Allegheny General Hospital	Yes	1	1	1	<input type="checkbox"/>
10/24/2011 - 11/18/2011	4	4	Allegheny General Hospital	Yes	1	1	1	<input type="checkbox"/>
11/21/2011 - 12/16/2011	4	4	Allegheny General Hospital	Yes	1	1	1	<input type="checkbox"/>
01/02/2012 - 01/27/2012	4	4	Allegheny General Hospital	Yes	1	1	1	<input type="checkbox"/>
01/30/2012 - 02/24/2012	4	4	Allegheny General Hospital	Yes	1	1	1	<input type="checkbox"/>
04/23/2012 - 05/18/2012	4	4	Allegheny General Hospital	Yes	1	1	1	<input type="checkbox"/>

Add Selected Courses

Simply check which dates you wish you have added to your lottery entries and click "Add Selected Courses"

Once you have done this for what you want, you can easily view and modify

## Announcements

- **The lottery system is active.** Add courses to your Lottery Selections.

Schedule

Lottery Selections

Select  
“Lottery Selections”  
to view what you  
have entered

You can easily modify from this screen by dragging and dropping and then click "Update Order" (instructions are found on this screen)

**Announcements**

- The lottery system is active. Add courses to your Lottery Selections.

Schedule

Lottery Selections

**2012's MS4 Lottery Selections for 2011-2012**

[Instructions](#)

Drop selected

Update order

Order	Drop	Date	Course #	Department	Course	Location	Modified	Weeks
1	<input type="checkbox"/>	08/29/2011 - 09/23/2011	EMMD-EMMD8114S3X	Emergency Medicine	Adv Elect in Emerg Med Svcs	Allegheny General Hospital	02/10/2011 01:34:05 PM	4
2	<input type="checkbox"/>	01/02/2012 - 01/27/2012	EMMD-EMMD8114S3X	Emergency Medicine	Adv Elect in Emerg Med Svcs	Allegheny General Hospital	02/10/2011 01:34:06 PM	4
3	<input type="checkbox"/>	07/04/2011 - 07/29/2011	MEDI-MEDI8504S250	Medicine	Medicine Subinternship	Mercy Fitzgerald Hospital	02/10/2011 01:34:35 PM	4
4	<input type="checkbox"/>	08/01/2011 - 08/26/2011	MEDI-MEDI8504S250	Medicine	Medicine Subinternship	Mercy Fitzgerald Hospital	02/10/2011 01:34:35 PM	4
5	<input type="checkbox"/>	08/29/2011 - 09/23/2011	MEDI-MEDI8504S250	Medicine	Medicine Subinternship	Mercy Fitzgerald Hospital	02/10/2011 01:34:35 PM	4
6	<input type="checkbox"/>	09/26/2011 - 10/21/2011	MEDI-MEDI8504S250	Medicine	Medicine Subinternship	Mercy Fitzgerald Hospital	02/10/2011 01:34:35 PM	4
7	<input type="checkbox"/>	10/24/2011 - 11/18/2011	MEDI-MEDI8504S250	Medicine	Medicine Subinternship	Mercy Fitzgerald Hospital	02/10/2011 01:34:36 PM	4
8	<input type="checkbox"/>	11/21/2011 - 12/16/2011	MEDI-MEDI8504S250	Medicine	Medicine Subinternship	Mercy Fitzgerald Hospital	02/10/2011 01:34:36 PM	4
9	<input type="checkbox"/>	01/02/2012 - 01/27/2012	MEDI-MEDI8504S250	Medicine	Medicine Subinternship	Mercy Fitzgerald Hospital	02/10/2011 01:34:36 PM	4
10	<input type="checkbox"/>	01/30/2012 - 02/24/2012	MEDI-MEDI8504S250	Medicine	Medicine Subinternship	Mercy Fitzgerald Hospital	02/10/2011 01:34:36 PM	4
11	<input type="checkbox"/>	03/26/2012 - 04/20/2012	MEDI-MEDI8504S250	Medicine	Medicine Subinternship	Mercy Fitzgerald Hospital	02/10/2011 01:34:36 PM	4



## Finalizing your entries

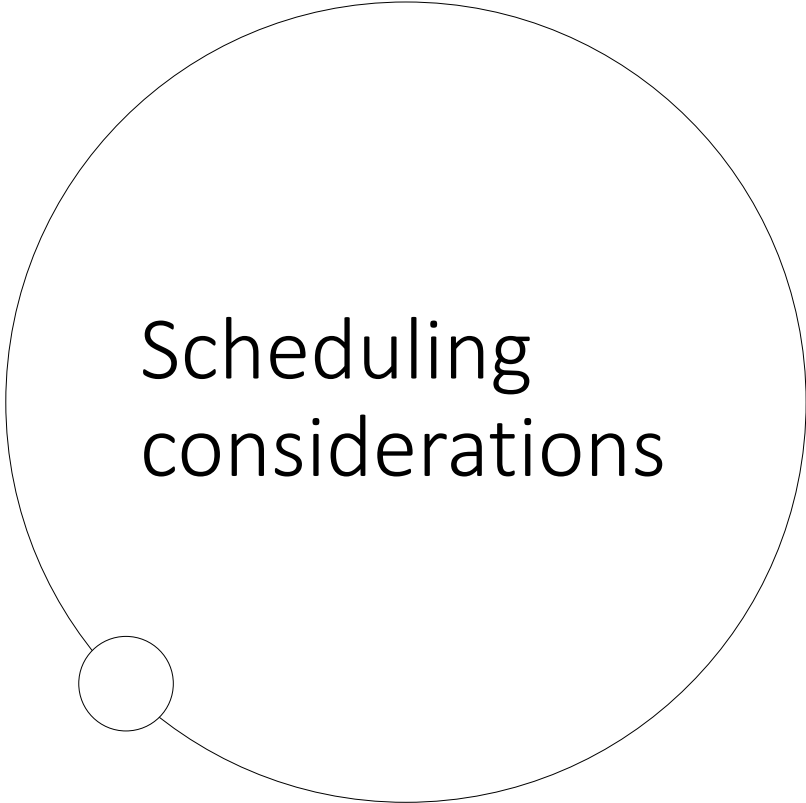
---

- Once you have entered everything you would like to have run in the lottery, and the courses are in the order you want...
- Make sure you have clicked Update Order and have no pending changes made
- Simply log out or close the browser
- There is no “final submit” ...everything is saved




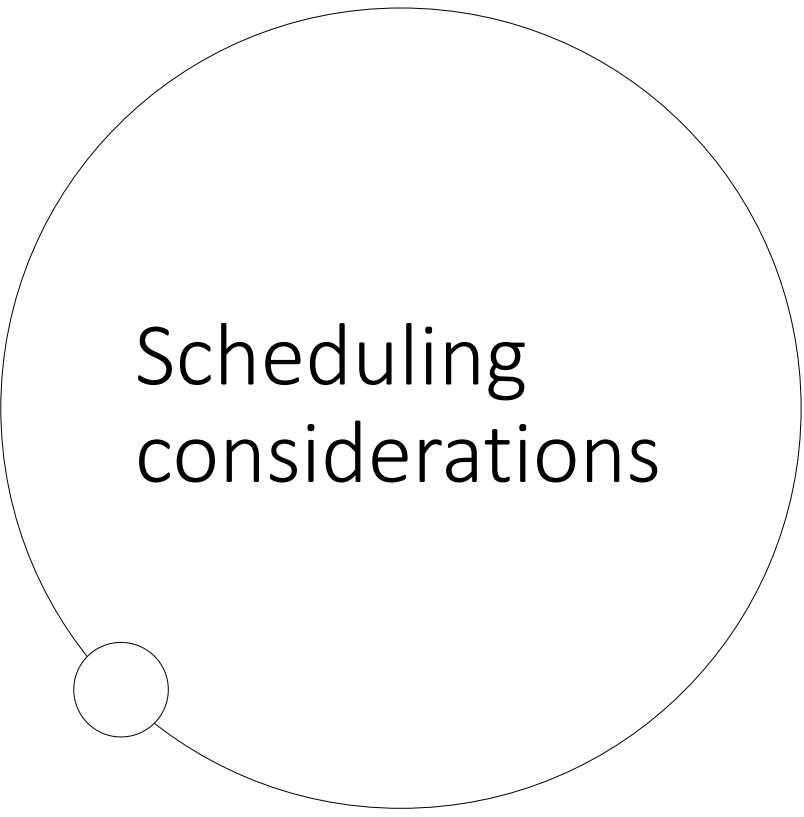
Things you  
need to  
know -  
Scheduling

You can schedule  
one EM Subl and  
then one Required  
Subl based on your  
Pathway  
Requirement

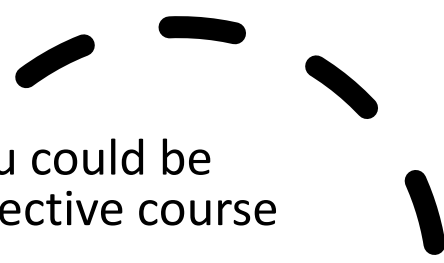


## Scheduling considerations

- 
- The *Pathway required courses* have been programmed to be permitted for a maximum of 4 weeks so that you may only be scheduled for 4-weeks during the lottery.
  - This only works for *your selected Pathway*.
  - Post lottery, this will be changed for selected Pathways. For other Pathways, students will have to submit an add/drop form to have an additional course be manually overridden.



## Scheduling considerations

- 
- Please keep in mind that you could be scheduled for the “same” elective course at multiple sites
  - Example: Anesthesiology at more than one site  
*if you have not selected the Anesthesiology Pathway as your Pathway, DOCSS will permit you to be scheduled for Anesthesiology rotations at different sites should they be available (same with Radiology, Derm, etc).*

## Sample Lottery Entries

PRIORITY	COURSE		START DATE (Date)
##	Course Code		mm/dd/yy
10	MEDI8504S570	Med Sub-I @ HAR	2/1/2016
20	MEDI8504S200	Med Sub-I @ AGH	2/1/2016
30	MEDI8504S500	Med Sub-I @ RH	2/1/2016
40	EMMD8504S300	EMMD Sub I @ HUH	2/1/2016
50	EMMD8504S200	EMMD Sub I @ AGH	2/1/2016
60	MEDI8504S300	Med Sub-I @ HUH	3/28/2016
70	MEDI8504S200	Med Sub-I @ AGH	3/28/2016
80	MEDI8504S500	Med Sub-I @ RH	3/28/2016
90	EMMD8504S250	EMMD Sub I @ MFH	3/28/2016
100	EMMD8504S200	EMMD Sub I @ AGH	3/28/2016
110	PEDS8504S650	Ped Sub-I SCHS	7/6/2015
120	PEDS9914S650	Neon Sub-I SCHC	7/6/2015
130	PEDS9914S630	Neon Sub-I@ CCMC	7/6/2015
140	PEDS8504S650	Ped Sub-I SCHS	8/3/2015
150	PEDS9914S650	Neon Sub-I SCHC	8/3/2015
160	PEDS9914S630	Neon Sub-I@ CCMC	8/3/2015
170	PEDS8504S650	Ped Sub-I SCHS	8/31/2015
180	PEDS9914S650	Neon Sub-I SCHC	8/31/2015
190	PEDS9914S630	Neon Sub-I@ CCMC	8/31/2015

In this example, the student is indicating that time is the priority (i.e., they want their Pediatric requirement in Block 2, if not available Block 2, Block 3, then Block 4 (location is not the priority))

**This is an EXAMPLE; not nearly expansive enough and the student may not be scheduled.**

# Sample Lottery Entries

PRIORITY			START DATE
##	Course Code		mm/dd/yy
10	MEDI8504S250	Med Sub-I @ Mercy	3/28/2016
20	EMMD8504S250	EMMD Sub I @ Mercy	3/28/2016
30	MEDI8504S200	Med Sub-I @ AGH	3/28/2016
40	EMMD8504S200	EMMD Sub I @ AGH	3/28/2016
50	MEDI8504S630	Med Sub-I @ CCMC	3/28/2016
60	MEDI8504S570	Med Sub-I @ HAR	2/1/2016
70	EMMD8504S570	EMMD Sub I @ HAR	2/1/2016
80	MEDI8504S200	Med Sub-I @ AGH	2/1/2016
90	EMMD8504S200	EMMD Sub I @ AGH	2/1/2016
100	MEDI8504S630	Med Sub-I @ CCMC	2/1/2016
110	PEDS8504S650	Ped Sub-I SCHS	7/6/2015
120	PEDS8504S650	Ped Sub-I SCHS	8/3/2015
130	PEDS8504S650	Ped Sub-I SCHS	8/31/2015
140	PEDS9914S650	Neon Sub-I SCHC	7/6/2015
150	PEDS9914S650	Neon Sub-I SCHC	8/3/2015
160	PEDS9914S650	Neon Sub-I SCHC	8/31/2015
170	PEDS9914S630	Neon Sub-I@ CCMC	7/6/2015
180	PEDS9914S630	Neon Sub-I@ CCMC	8/3/2015
190	PEDS9914S630	Neon Sub-I@ CCMC	8/31/2015

In this example, the student is indicating that Site is the priority (i.e., they want their Pediatric requirement in Block 2 at SCHC, if not available then at SCHC Block 3, if not available then SCHC Block 4 before looking at CCMC in Block 2

**This is an EXAMPLE, not nearly expansive enough and the student may not be scheduled.**



## How to search courses in DOCSS

---

Course Catalog

Secure | https://docss.drexelmed.edu/student/catalog/

Drexel MEDICINE **DOCSS** Drexel Online Curriculum Scheduling System

Schedule Course Catalog Add Course Degree Progress Account Reselect Year

2017-2018

Select Department(s) to Search

- All Departments
- Anesthesiology
- Cardiothoracic Surgery
- Dermatology
- Emergency Medicine

Optional Search Criteria

Find courses that match **all** of the following:

Delete Start Date = 01/01/2018

Delete **Only open courses** is exactly **MS4**

Search

**Add New**

Course No.	Department	Course Name	Locations	Actions
MEDI-MEDI8824S130	Medicine	Pulmonary Med./Intensive Care	Abington Memorial	Availability
MEDI-MEDI9514S220	Medicine	Clinical Nephrology	Easton Hospital	Availability
NEUL-NEUL8234S300	Neurology	Neurology Subinternship	Hahnemann Univer:	Availability
NEUL-NEUL8914S650	Neurology	Child Neurology	St. Christopher's Hc	Availability
OBGY-OBGY8214S550	Obstetrics and Gynecology	OB/GYN Subinternship	Monmouth Medical	Availability
ORTH-ORTH8214S220	Orthopaedics	Orthopaedic Surgerv	Easton Hospital	Availability

How to search for slots in a particular block:

- 1) Enter the start date
- 2) Click "ADD NEW" – you can select criteria (we suggest "Only open courses" and the year "MS-Phase3")
- 3) Click "Search"

You will receive a list of courses with availability.

You could do the same thing for a particular site.

Several links on left hand side will prove useful as you work your way through the lottery and 4<sup>th</sup> year!

Timeline  
Required Rotation list  
Start Dates  
Pathway information  
Under Electives Tab:  
By Arrangement Only cheat sheet  
Special Electives process

- Clinical Education Years 3 and 4
- Year 3 - Applications
- Year 4 - Transitions
  - Senior Course Catalog - Class of 2023
  - Senior Course Catalog - Class of 2022
  - 4th Year Scheduling
    - Guide to Scheduling the Fourth Year (refer to Student Handbook for 4th Year Requirements)
    - Timeline for Scheduling Year 4
    - Required Rotation List**
    - 2023-2024 4th Year Start Dates
    - Archived Videos / PowerPoints
  - Required Course Websites
  - Pathways
  - Electives
  - Student Maintained "Trade Board"
  - Housing Link (not endorsed by DUCOM)
  - Visiting Students
  - Forms
  - New Senior Elective Application Form (for faculty)
  - ADD New User to DOCSS

REVISED 1/26/2022

### A GUIDE TO SCHEDULING THE FOURTH YEAR for the Class of 2023

In addition to the written guide/instructions below, there are two video presentations that you will find most helpful. The Lottery presentation may help you navigate DOCSS.

- Part 1: 4th Year General Information
- Part 2: Away Rotations and DOCSS/Lottery Process - Robin Smith
  - Class of 2021 instructions; basic instructions are the same, dates have not been updated for 2023; Pathway forms for lottery are no longer required; PowerPoint for Class of 2023 will be posted on WebCampus

This guide provides an overview of required fourth year rotations, a guide to submitting schedule preferences for the Drexel Online Curriculum Educational Scheduling System (DOCSS), and an outline of policies for changing established schedules.

- I. Overview of the Fourth Year
  - a. Further Explanation
  - b. General Information About the Pathways
- II. Required Courses
- III. Senior Elective Catalogue
- IV. Senior Block Start Dates
- V. The Drexel Online Curriculum Scheduling System (DOCSS)
  - a. General Information
  - b. Student Randomization and Scheduling Runs
  - c. Preparation of Your Worksheet
  - d. Entering Your DOCSS Scheduling Priorities On-Line



Please address  
questions to the  
Office of Clinical  
Education prior  
to the posted  
deadline!

**Clinical Education**

**215-991-8360**

**[clinicaleducation@drexel.edu](mailto:clinicaleducation@drexel.edu)**

