THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER.

COLLEGE OF MEDICINE
**HOW TO SCHEDULE IN EMEDLEY - RISING 4TH YEAR MEDICAL STUDENTS**

1. Check OLSEN for your lottery day/time and login to eMedley at your designated round 1 scheduling time: https://he.emedley.com/uthsccom.

2. In the upper right-hand side of the screen click the arrow icon and select "Switch Terms" from the dropdown.
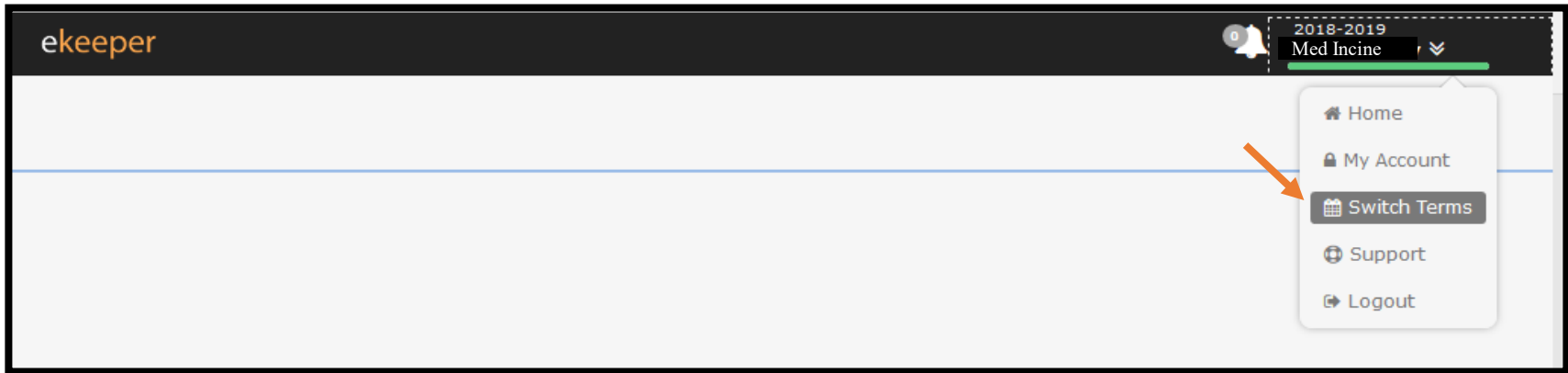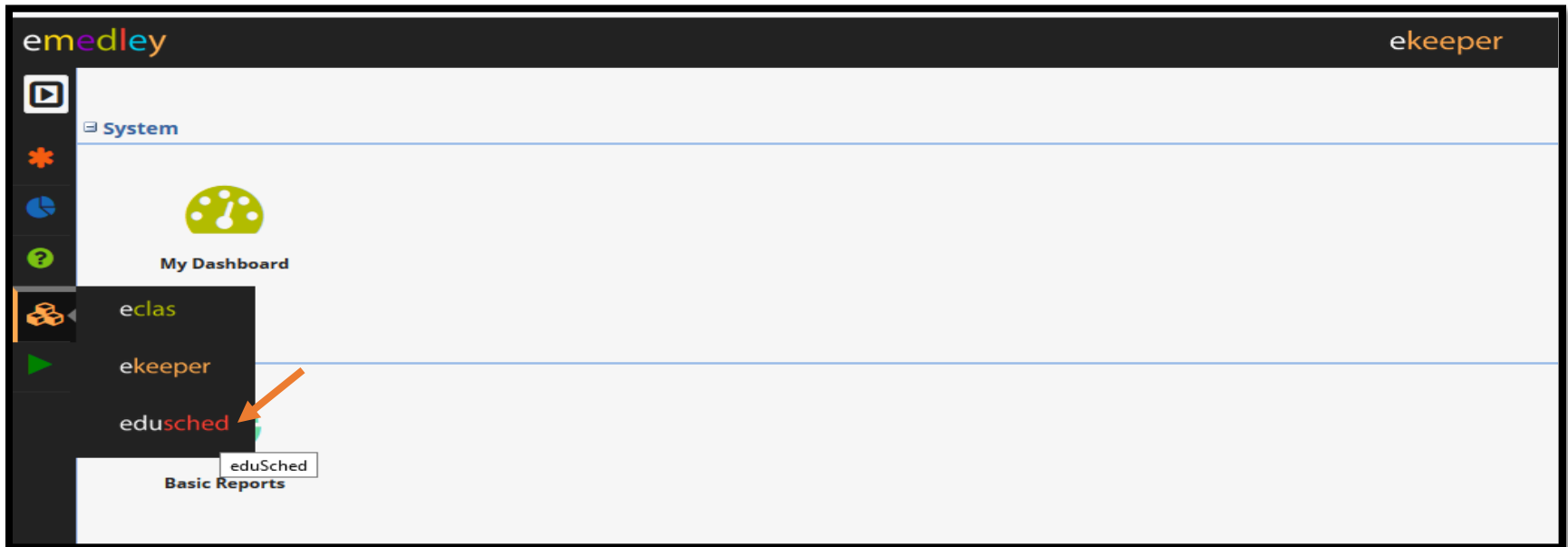

3. Select the upcoming academic year.
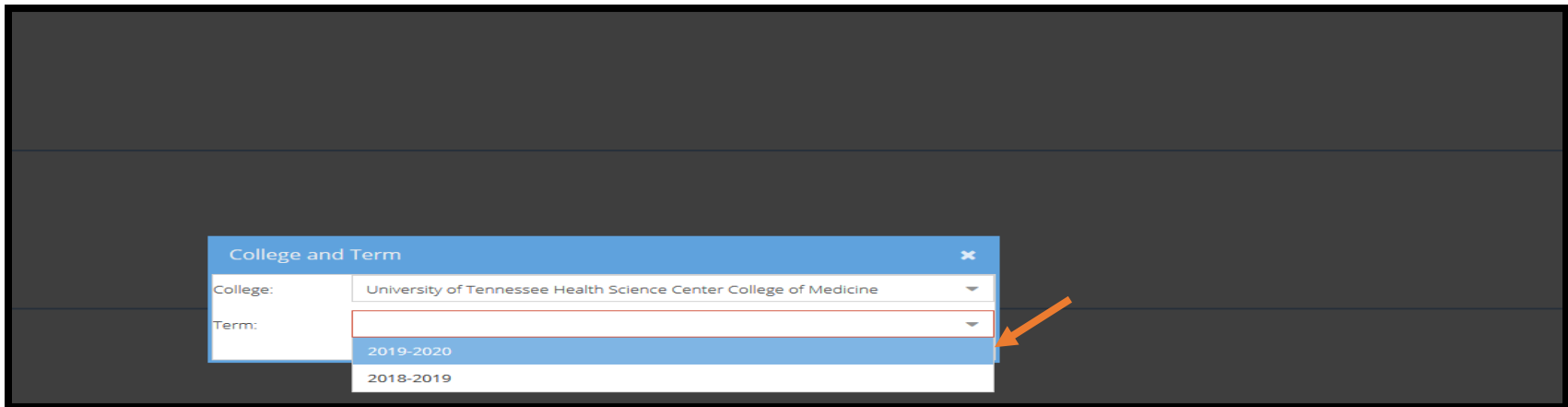
4. Once the term is selected, check that the upcoming academic term is displayed above your name in the upper right-hand side of the screen
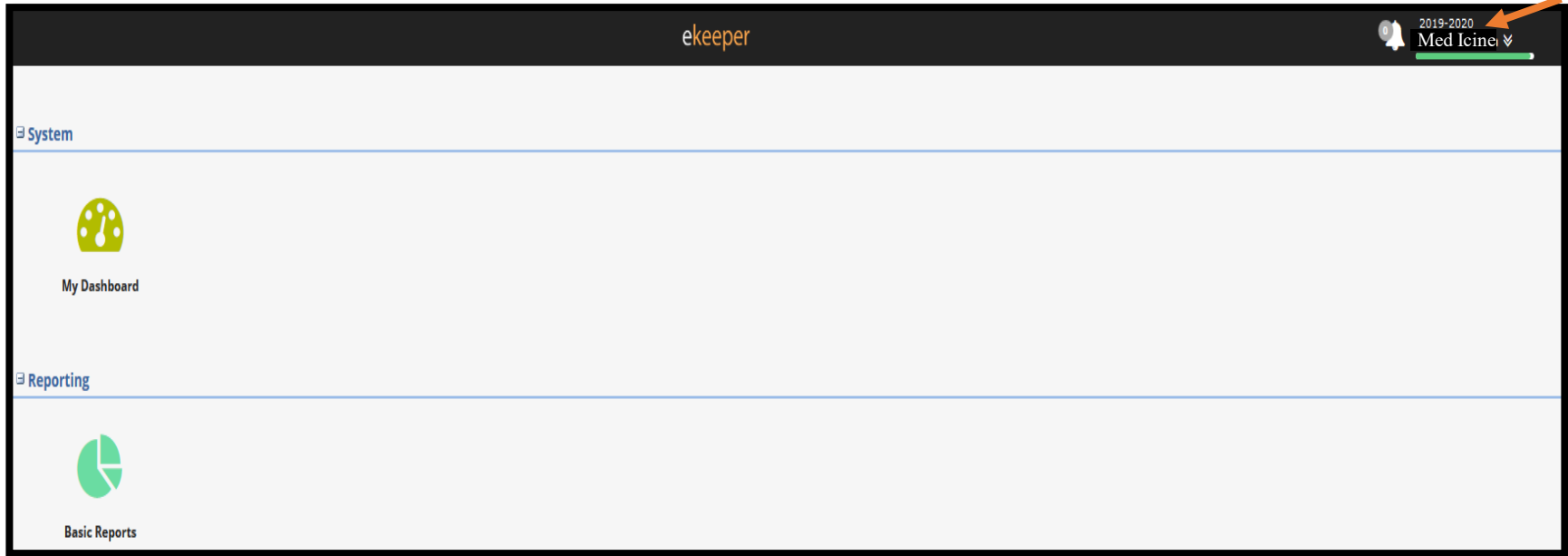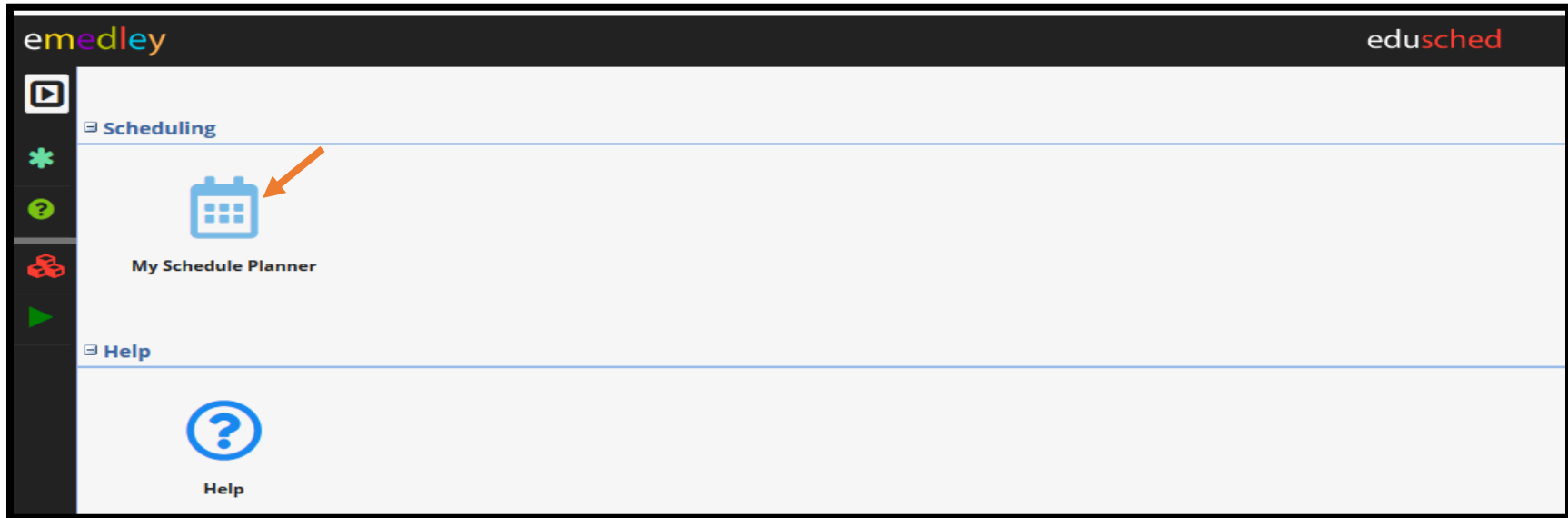

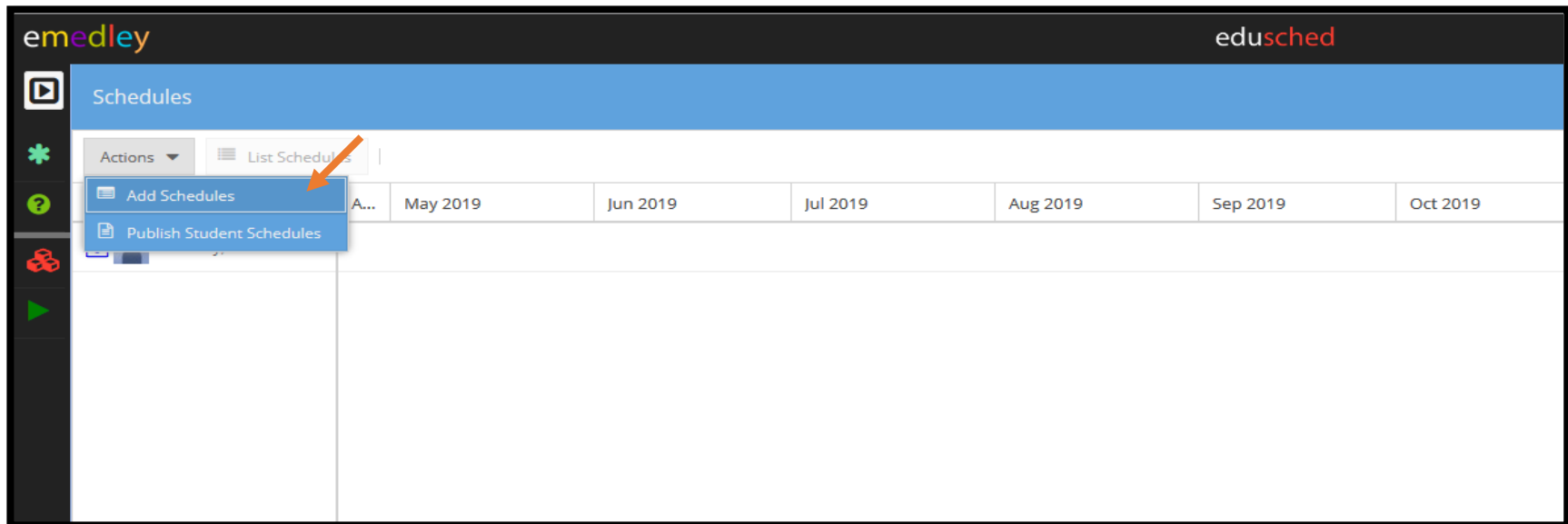5. Go to the cube icon on the left side of the screen and select "EduSched."

6. Click on "My Schedule Planner"

7. Click on "Actions" and select "Add Schedules"

8. Use the search dropdowns to select by Period, Region, and/or Rotation and click "Add."
   ➢ Tip: for a broad search without additional filters, use the drop-down titled "Period/Rotation/Region/Dates" only.

Note: Rotation blocks or "periods" are indicated with the following codes:
- 8 weeks = 5/6, 7/8, 9/10, 11/12, 1/2, 3/4
- 4 weeks = 5, 6, 7, 8, 9, 10, 11, 12, 1, 2, 3, 4, 5 (2020)
- 6 weeks = C, D, E, F, G, A, B
- 2 weeks = 5H.1, 5H.2, 5H.1 (2020), 5H.2 (2020), 6H.1, 6H.2, 7H.1, 7H.2, 8H.1, 8H.2, 9H.1, 9H.2 etc.
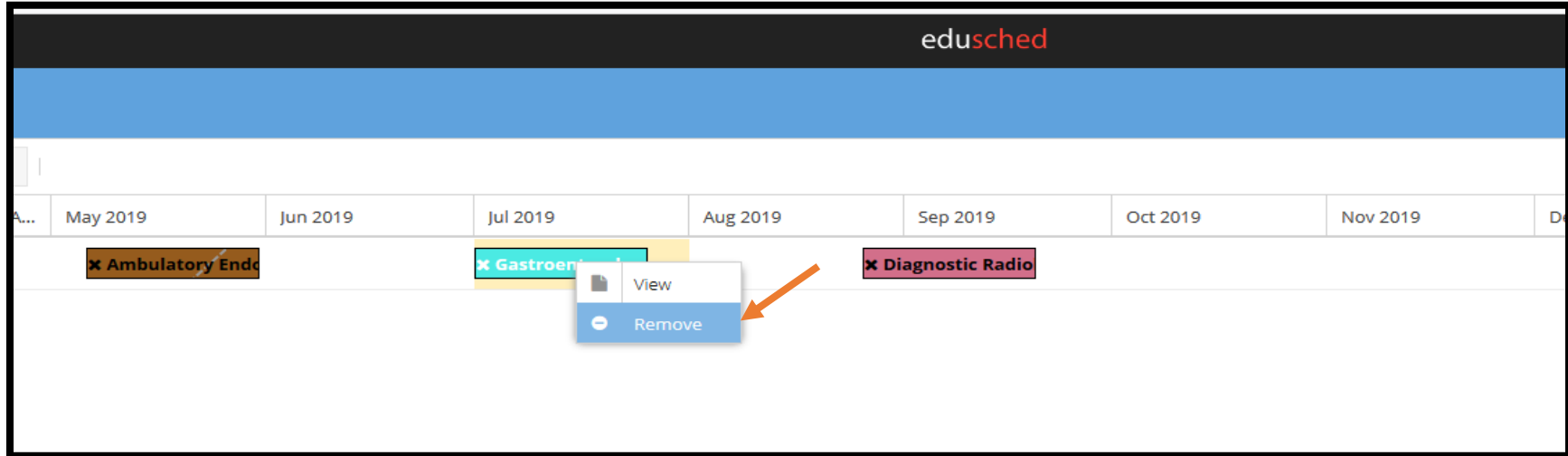
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9. Repeat step 8 until all <u>odd</u> periods are scheduled for the upcoming academic year.

10. To remove scheduled rotations left click on the specific rotation and select "Remove."

11. At your designated Round 2 scheduling day and time, repeat step 8 to add <u>even</u> period rotations to complete your schedule for the academic year. Odd blocks can be edited as needed in Round 2.

12. Once all desired rotations are added to your schedule, students can attempt to publish in order to finalize scheduling by clicking on "Actions" and then "Publish Student Schedules." Note Publications rules and errors on page 6.
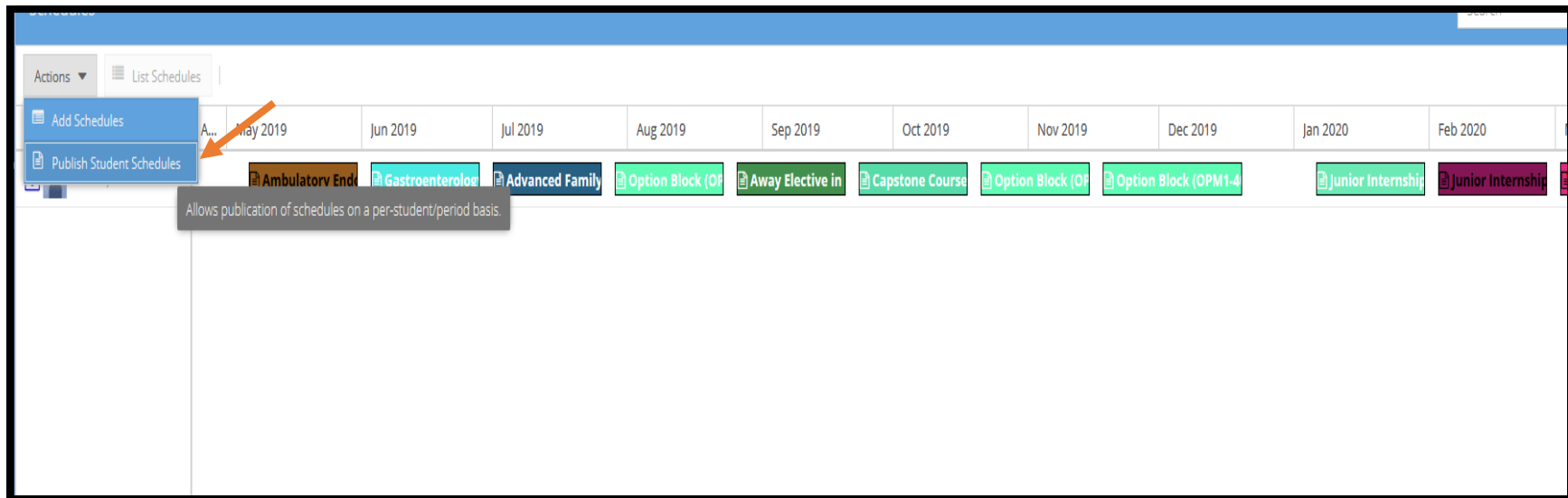
PUBLICATION RULES

> **Note: Unpublished schedules are *not* considered final and can be subject to change if not finalized prior to the start of the upcoming term. Students can make changes to their schedules up to 30 days prior to the start of a rotation provided that all publication rules are met.**

<u>**An error will occur if any of the 7 publication rules listed below are not met:**</u>

1. Any 2 Junior Internships are scheduled.
2. 16 weeks of electives are scheduled.
3. 8 weeks of option blocks scheduled in blocks 11, 12, or 1.
4. Capstone is scheduled.
5. Geriatrics/Palliative Medicine is scheduled.
6. All prerequisites have been met.
7. All courses requiring prior authorization must be approved by the Instructor of Record/Schedule Administrator.*
   *An email to sent to the schedule administrator from the rotation instructor or coordinator confirming approval is required before enrollment in a rotation requiring prior approval is considered final.

<u>**Publication rule overrides can be requested by contacting the Schedule Administrator based on the following criteria:**</u>

1. A student is on track to enter a career field or enlisted in a military branch with early match and is requesting an exemption to the option block rules.
2. A student is expected to graduate in the fall of the upcoming academic year.
3. A situation arises that requires an extended leave of absence.

Schedule Administrator Contact Information:
Miranda Kennedy, Clinical Curriculum Coordinator
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