

## ***Section III- Scheduling and Registration Procedures***

### **3.1 CLERKSHIP SCHEDULING**

Clerkship schedules are determined by a lottery system. No changes can be made without the approval of the Office of Clinical Education and without submission of the necessary documents. Failure on the part of the student to complete the required number of rotations due to incomplete submission of necessary documents may result in loss of vacation time or delay in graduation. Core rotations will be served at one of several clinical affiliates that are located in Fort Worth or other sites around the State of Texas.

#### **3.1.1 Assignments to Remote Sites/Satellite Campuses**

TCOM is proud to partner with affiliated sites to administer quality education for our core rotations. Students will be given the opportunity to volunteer to do their core rotations at one of our satellite campuses. The following locations are considered satellite campuses:

- Bay Area Medical Center and Christus Spohn Health System, Corpus Christi, TX
- San Jacinto Methodist Hospital, Baytown, TX
- Conroe Regional Medical Center, Conroe, TX
- Methodist Dallas Medical Center, Dallas, TX
- Good Shepherd Medical Center, Longview, TX

**In the event that the number of students needed at each site is not filled with volunteers, students may be randomly assigned to any one of these remote sites.** In the event that more volunteers come forward than there are spots available, a random selection process will be used to select the students who will be assigned.

#### **3.1.2 Procedures to Drop/Add Clinical Clerkships**

- Students must complete the appropriate forms for this purpose. Forms may be obtained from the Office of Clinical Education or on-line. **A formal rotation request must be completed before any documentation is collected/processed by the Office of Clinical Education.**
- Students must submit all documents by the deadlines published in the *Rotation Dates and Scheduling Deadlines* found in Section I of this handbook.
- Only four applications per period may be in process at any one time.
- Some sites have unique scheduling requirements. Students are responsible for submission of documents in a timely manner that will allow coordination with those sites. It is important to check with the individual sites.

- Completed forms that are not received with ample time to effect the requested change will not be processed.
- Students will be held accountable for the accuracy and validity of all submitted documents.
- **No schedule changes will be allowed 30 days prior to the start date of the rotation without the express written consent of the Office of Clinical Education.**

### **3.1.3 Disapproved Rotation Requests**

A rotation request may not be approved if the:

- requested site cannot/will not accommodate the request
- rotation does not meet minimum duration requirements of the curriculum
- dates conflict with previously scheduled rotation(s)
- preceptor or clinical training site does not have appropriate forms on file
- requirements of the clinical training site and/or preceptor have not been met (examples include completion of forms and submission of immunization documentation)
- request was received after the registration deadline
- student is not in good standing
- Disapproval of a rotation request is not limited to the aforementioned reasons. Once a rotation request has been denied, you must submit a new rotation request.