**SENIOR SCHEDULING DEADLINE DATES AND DIRECTIVES**

**PLEASE ENTER THESE IMPORTANT DATES IN YOUR I-PAD!**

- **February 11, 2014:** The Main Event - Senior Scheduling (Class Meeting) – 2:30 to 5:00 PM in the HRC Auditorium

- **February 12, 2014:** If you haven’t already started, you should go into OASIS and peruse course descriptions in the Fourth-Year Course Catalog in detail. By now, you should have contacted your clinical advisor and begun a conversation regarding your career plans.

  At 10:00 AM on Wednesday, February 12, you may begin creating your “Lottery Selections List” by entering OASIS. Once you have completed the selection of all and any courses you think you may be interested in, you will request electronic approval from your clinical advisor. After he/she has approved your list, you may not add or delete selections but you can continue to reorder them until 11:59 AM on Friday, March 7th.

- **March 3, 2014:** VSAS (Visiting Student Application Service) Authorizations will be issued to the Class of 2015.

- **March 7, 2014:** You must have your final “Lottery Selections List” approved and ranked by 11:59 a.m. (just before NOON) on Friday, March 7. OASIS will move to the scheduling mode at Noon and you will no longer have access to the system.

  **PLEASE NOTE:** **FAILURE TO MEET THE MARCH 7th DEADLINE WILL RESULT IN BEING ASSIGNED TO COURSES THAT ARE AVAILABLE AFTER THE LOTTERY HAS BEEN RUN.**

- **March 17 - 21, 2014:** Match activities for the graduating class will be our priority this week. Please defer your needs to the graduating class.

- **April 4, 2014:** Target date for release of 2014-15 senior schedules. The schedules should be viewable on-line in OASIS beginning at 5:00 p.m.

- **April 21, 2014:** Beginning today, at your specified login time, you may make on-line schedule changes to any of the courses you have been assigned by the lottery. Most courses require at least a 30-day add/drop notice effective the 1st of each month. **Changes to courses scheduled in the month of JULY cannot be made after May 31!**

  Please note that there are six courses (308-M4110, 308-M4116, 308-M4502, 308-M4512, 311-M4218 and 350-M4220) that require a 60-day notice when adding or dropping. If you have one of these courses scheduled in August, changes cannot be made after May 31.

  Course number 320-M4414 cannot be dropped or added after August 31.

(OVER)
May 15, 2014: Senior Awards Dinner for Class of 2014. (They will be our priority.)

May 16, 2014: Commencement Ceremony for Class of 2014 (They will be our priority.)

May 20 - 22, 2014: Registration will take place for those students who, in June, are on scheduled vacation or starting their senior year on June 1. Please come to the Office of the Registrar between the hours of 8:00 a.m. and 5:00 p.m. to take care of this. You must register in order to have malpractice coverage. A $250.00 late fee will apply after May 22nd. Please have evaluations completed and library fines and any other financial obligation to the College paid prior to this time or you will not be able to register.

May 26, 2014: MCW closed for Memorial Day observance.

Friday, May 30, 2014: Deadline date for acceptance letters for July away/unlisted electives. Letters should be e-mailed (psindberg@mcw.edu), faxed (414-955-0117) or mailed to the Office of the Registrar, Medical College of Wisconsin, 8701 Watertown Plank Road, Milwaukee, WI 53226. You will be provided with a “grade packet” at Senior Registration that you will take with you to your elective. All acceptance letters are due at least 30 days prior to the commencement of any away/unlisted elective.

Saturday, May 31, 2014: Last day (until 11:59 PM) to make on-line changes in OASIS to your July coursework (courses with a 30-day drop/add policy). Any requested schedule changes to your July coursework after this date must be approved by Dr. Holloway, Associate Dean for Student Affairs. It will be necessary for you to make an appointment to meet with him to discuss the educational rationale/emergent reason for this change.

June 18, 2014: Senior Registration - HRC Auditorium at 3:00 p.m. A $250.00 late fee will be charged if you are more than 15 minutes late. Please have evaluations completed and library fines and any other financial obligation to the College paid prior to this time or you will not be able to register.

July 31, 2014: Must have a course and/or vacation posted to your schedule for every month of the 2014-2015 academic year through May 2015. This does not mean you can’t change your schedule as courses open up or if your career plans change, providing the change meets the 30-day advance deadline (longer for some courses).

January 23, 2015: Last day to make on-line schedule changes for March - May, 2015. After 5:00 p.m. on Friday, January 23, 2015, any requested schedule changes (March-May) must be approved by Dr. Holloway, Associate Dean for Student Affairs. It will be necessary for you to make an appointment to meet with him to discuss the educational rationale/emergent reason for this change.