
Year 3/4 Guidelines

➤ **Adhere to Cancel/Add Deadlines**

- No changes two weeks prior to the start of a course/clerkship.
- Do not plan to change schedule past the deadline to accommodate interview time — time is built into the schedule specifically for that purpose.

➤ **Research, Elective Away for Credit**

- To receive credit for these courses, the course **MUST** be on your schedule prior to participation and the correct forms must be **COMPLETELY** filled out and filed with the Curriculum Office.

➤ **Direct Patient Care or “Hands On” — University of Minnesota (Twin Cities, Duluth) only**

- Laboratory Medicine, Radiology, Elective Away, Research, Anatomy and Alternative Medicine (didactic – INMD 7578) courses **DO NOT** count as “hands on.”

➤ **Scheduling System — USMLE Step 1 and 2**

- You must register for USMLE Step 1 before you can schedule online.
- Register for Step 1 before the end of August (May-June preferred); you can take no more than 18 credits unless you receive a Pass score on the USMLE Step 1.
- Must take Step 1 and have completed Year 2 courses before starting Year 3 clerkships.
- Take USMLE Step 2 CS and Step 2 CK before February 15 of Year 4.

➤ **Scheduling (Timing)**

- Advisors must approve your schedule before submission.
- Schedule a required course during Period 1 of year 3.
- Of the 52 required credits, 44 need to be scheduled by October of Year 4.
- **NO** required courses during Period 8 of Year 4 unless absolutely necessary.
- Free time and electives should be taken in November-January of Year 4 to allow maximum flexibility during the interview season.

➤ **Time Off**

- Allowed 0.5 day per week for **REQUIRED** courses.
- Always obtain approval from preceptor and/or course director for any absence.