ONLINE AVAILABILITY & REQUEST SYSTEM INSTRUCTION MANUAL FOR STUDENTS

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ABOUT OARS

The Online Availability & Request System (OARS) is a tool you can use to edit your fourth year clinical schedule. OARS will allow you to view elective availability, as well as submit a request to add and drop electives.

Please note that any requested schedule changes you submit through OARS is not complete until the School has approved the change. You will receive an email informing you whether your schedule change was approved or denied.

The system features:

- Current elective availability, even as visiting students take elective slots;
- Function for sorting and filtering elective availability by department, by tier, by duration (2- or 4-weeks), by start date, and by open or closed status;
- Summary view of all requests before they are submitted.

Instructions for using OARS are detailed below.

LOGGING INTO OARS

Go to https://apps.medschool.ucsf.edu/schedule. Please take a moment to bookmark this site.

At the URL, you will see the following landing page:

Please log in using your same MyAccess log in.

If you have trouble logging in because you do not remember your username or password, please contact IT using the link under the login fields.
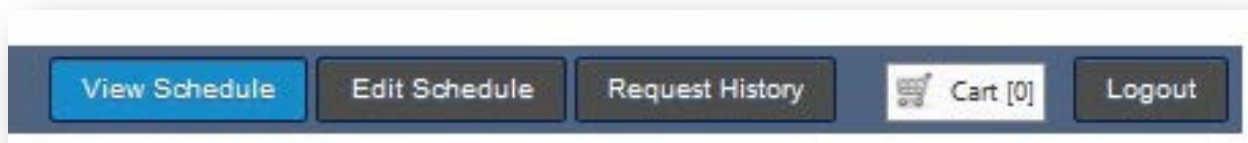
If you are able to log in, but do not have the appropriate permissions to view or edit your schedule, please contact MSE using the link under the login fields.

VIEWING YOUR SCHEDULE

Your schedule is the first thing you will see once you log in. It will be in chronological order, with the earliest clerkships at the top and your more recent clerkships towards the bottom. The columns contain the quarter and block name, clerkship dates, course name and number, site, tier, number of weeks, and evaluation date.

Navigation Bar

The navigation bar above your schedule allows you toggle between different modes or features of the system:

- View Schedule mode allows you to see your schedule as-is, without extra buttons or the notes of schedule changes you are attempting to make;
- Edit Schedule mode allows you to see your schedule with extra buttons allowing you to edit your schedule; when you submit change requests, there will be *italicized notes* on the changes that are in your cart and pending review;
- Request History mode allows you to see the history of your requests, including requests that have been submitted and are still pending;
- Cart button is where you will need to go to confirm and submit your requests;
- Logout button allows you to log out of the system.

SUBMITTING A REQUEST TO EDIT YOUR SCHEDULE

There are a number of ways to add or drop courses. Please note that any edits you make to your schedule are not finalized until you have submitted the request and have received approval from the School.

Adding a course to unscheduled time

To add a course to a time where you do not have anything scheduled, click on the ADD button to the right of the time marked as *Unscheduled Time*.

ANES 110 CORE CLERKSHIP		CORE	2
RAD 140.03 DIAGNOSTIC RADIOLOGY, PARN	Parn	Tier 2	4
Unscheduled Time		1	Add Vacation

When you click ADD, a pop-up window of elective courses will appear, which you can sort and filter as you wish.

Add Course   Clear Filter ✕

Quarter	Start Date	Dept	Course Number	Description	Site	Tier	Dur.	Seats	Request to Add
All ▼	All ▼	All ▼	All ▼	▼	All ▼	All ▼	All ▼		
Spring 2016	04/11/2016	ANES	110	CORE CLERKSHIP	Multiple	CORE	2	6	☐
Spring 2016	04/11/2016	ANES	110	CORE CLERKSHIP	Unspecified	CORE	2	0	
Spring 2016	04/11/2016	ANES	140.09	PERIOPERATIVE CARE	MZ	Tier 1B	2	0	
Spring 2016	04/11/2016	ANES	140.10	PEDIATRIC ANESTHESIA	MB	Tier 1B	2	0	
Spring 2016	04/11/2016	DERM	140.01	CLINICAL CLERKSHIP	Multiple	Tier 1B	2	3	☐
Spring 2016	04/11/2016	DERM	140.01	CLINICAL CLERKSHIP	Unspecified	Tier 1B	2	1	☑
Spring 2016	04/11/2016	FCM	140.45	INTEGRATIVE APPROACHES TO END-OF-LIFE CARE	MZ	Tier 2	2	7	☐
Spring 2016	04/11/2016	LMED	140.01	PRINCIPLES OF LAB MED	SFGH	Tier 2	2	0	
Spring 2016	04/11/2016	MED	140.05	PALLIATIVE CARE	Parn	Tier 1B	2	0	
Spring 2016	04/11/2016	MED	140.21A	GASTROENTEROLOGY/LIVER AT HIGHLAND (2 weeks)	Highland	Tier 1B	2	1	☐
Spring 2016	04/11/2016	MED	140.28	INFECTIOUS DISEASE	SFGH	Tier 1B	2	0	
Spring 2016	04/11/2016	MED	140.30	ENDOCRINOLOGY METABOLISM - SFGH	SFGH	Tier 1B	2	0	
Spring 2016	04/11/2016	MED	140.34	NEPHROLOGY	Parn	Tier 1B	2	0	
Spring 2016	04/11/2016	MED	140.41	GASTROENTEROLOGY	SFGH	Tier 1B	2	1	☐
Spring 2016	04/11/2016	ORALMAX	140.30	DENTISTRY FOR MEDICAL STUDENTS	Parn	Tier 1B	2	0	

Add to Cart

Once you see a course you would like to add, click the box to the right of the course, under the "Request to Add" column. (Please note that you will not be able to select a course that has no open slots.) Then, click "Add to Cart." When you have completed all the schedule change requests in the Edit Schedule mode, you will need to go to your cart to finalize and submit your change requests.

"Change" function: Dropping a course and adding a new course in its place

To drop a course and add a new course in its place, click on the CHANGE button to the right of that particular course.

Once you click the CHANGE button, the current course will be dropped and a pop-up window will appear of elective courses, which you can sort and filter as you wish.

When you see a course you would like to add in place of a course you are willing to drop, click the radio button to the right of the course and under the "Request to Add" column. (Please note you will not be able to select a course that has no open slots.) Then, click "Add to Cart." After you are done making changes to your schedule in the Edit Schedule mode, you will need to go to your cart to finalize and submit your change requests.

Dropping a course

If you would like to drop a course and not add a course in its place, click the DROP button to the right of the course you are trying to drop.

It will be added to your cart, after which you will need to go to your cart to finalize and submit your change requests.

Adding or dropping vacation time

To add vacation on your schedule, click VACATION to the right of a time marked *Unscheduled Time*.

A pop-up window will appear, where you will need to select the start date of the vacation and the duration of the vacation (either 1- or 2-weeks).

Click on "Add Vacation" and the vacation will be automatically added to your schedule. No review or approval is required to add vacation.

If you need to add vacation to a time where you have a course scheduled, you will first need to go through the drop request process.

To drop vacation, simply click DROP to the right of a time marked as Vacation. No review or approval is required to drop vacation, so dropping vacation will automatically revert to *Unscheduled Time*.

Adding courses via the "Add from Course Directory" button

Another way to add courses is through the "Add from Course Directory" button located above your schedule in the Edit Schedule mode.
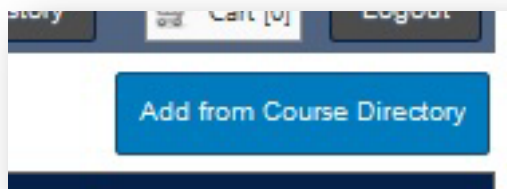
This method allows you to view course availability regardless of start date (whereas clicking the ADD or CHANGE button on your schedule restricts course availability in the pop-up window to that timeframe). When you click that button, a pop-up window of elective courses will appear, which you can sort and filter as you wish.

NOTE: If you add courses this way, and you attempt to add a course where you have conflict, it will appear on your schedule like this:

Please be sure to drop the conflicting course, or else your add request may not be approved.

SUBMITTING YOUR CART

When you have finished selecting your add and drop preferences, you must go to the cart to submit your requests. **Your requests will not be received by advising staff until you have completed this final step.** A change request in your cart will look like this:

Please review your cart items carefully to make sure that the requests (both courses and dates) are correct. If you want to delete any requests, you may click on the trash can icon to the right of the request. If you are satisfied with the requests in your cart, click the box next to *"I confirm the selection(s) above to be submitted for approval,"* then click the "Submit Request" button.

NOTE: **Remember to submit your cart before you end your session otherwise the cart items will be deleted.**

IMPORTANT THINGS TO REMEMBER

- Non-clinical courses (like away rotations, teaching credit, research, etc.) will be added to your schedule manually by Cha Viloria after you have submitted the appropriate form(s)
- Please remember that closing your browser window or tab before you submit your cart will result in your cart items being lost!
- **Schedule change requests are not guaranteed** and will need to be reviewed
- You will be notified by email when your requests have been processed

NEED HELP?

For academic and scheduling advising, please contact Cha Viloria at Cha.Viloria@ucsf.edu, 415-476-8084, or stop by S-245.

If you experience any technical issues, please contact IT at 415-514-4100 or http://it.ucsf.edu/.