Please take notes
Announcements

- New office assistant Sabrina Bruno (brunoa@union.edu)
- To schedule an appointment, please do so through: https://professor-carol-weisse.youcanbook.me/
- Nexus - resources relevant to your application (i.e. webinars, virtual fairs, etc..)
- Grand Rounds Ellis Hospital 8-9:00 am Fridays
- Joan Nicole Prince Home Training Tuesday, June 19th & Thursday, June 21st (10 AM - 3 PM) at the home. Interested volunteers, must call (518-346-5471) or e-mail Anna Fraher at volcoorjnp@nycap.rr.com in advance of session.
Goals of Today’s Meeting

At the end of this meeting, you should be able...

• To understand the steps involved in the application process including those required to have a committee letter submitted on your behalf
• To distinguish between your responsibilities and what the Health Professions Office will do in support of your application
• To obtain information from former applicants

KEEP IN MIND: neither Prof. Beaton, Prof. Weisse, nor Sabrina have been through the application process, so outside of the information we provide today, you will really need to read directions that come with each application very carefully.
Our Job vs. Your Job

HEALTH PROFESSIONS OFFICE:

Send committee packet (including individual letters) to all schools designated by you in your application.
Your Job

1. Complete application carefully (we do not proof read)
2. Request registrar(s) office send your official transcript to schools/application services (AMCAS, ACOMAS, AADSAS)
3. Wait to see test scores (MCAT/DAT/OAT/PCAT etc..) before applying
4. Maintain tracking system for managing primary and secondary applications, payments, application status
5. Provide our office (health_pro@union.edu) with:
   1. Pdf of your final, submitted application
   2. Letter request form
   3. Update letter if reviewed prior to this year
Update Letter Format

- Formal
- Typed
- 1 page limit
- Dated
- Addressed “Dear Health Professions Advisory Committee”
- Signed
- Send electronically as pdf to:
  - Health_pro@union.edu

Note: your update letter will be sent directly to schools along with committee letter

May 16, 2016

Dear Health Professions Advisory Committee,

I am writing to update you on my progress with my medical school application since I was processed by the committee back in March of 2015...

...

...

...

Sincerely,

[Signature]

Jane Smith '14
Timing matters!

• 20,000+ applicants (nearly half of the applicant pool) apply June/July

• We will work on committee letters in the order with which we receive your completed applications (Sabrina is out for most of August)

• Early is good - error free is better

• You should complete secondary applications within 2 weeks of receiving access (everything for your submission should be completed over the summer)

Note: our timeline for submitting your letter is different!
Most common reasons for delays:

1. Courses listed on application don’t match official transcript
2. Missing coursework/incomplete transcript
3. Transcript missing (from every school attended even if course transferred)
4. Unofficial transcript
Keep in mind when submitting application...

• Turn off spam-or check spam folder regularly
• Use professionally sounding e-mail
• Check e-mail regularly
Applying to Medical School with AMCAS®

The American Medical College Application Service® (AMCAS®) is the AAMC's centralized medical school application processing service. Most U.S. medical schools use AMCAS as the primary application method for their first-year entering classes.

For the 2018 AMCAS application -
Sign in to monitor your current application processing and transcript status.

Contact AMCAS®

Monday-Friday, 9 a.m.-7 p.m. ET
Closed Wednesday, 3-5 p.m. ET

amcas@aamc.org
202-828-0600

Connect with AMCAS®

AMCASinfo
@amcasinfo
How does AMCAS work?

Application Submitted
- Applicant completes & submits AMCAS application online
- Applicant pays submission fees (or uses valid Fee Assistance Program benefits)

Application Processed
- Applicant arranges for all required official transcripts to be sent to AMCAS
- AMCAS performs verification of coursework and calculates AMCAS GPAs

Application Delivered
- AMCAS distributes verified application to designated med schools
- AMCAS delivers letters to designated med schools as they are received

aamc.org/advisors
AMCAS Verification Process

Transcripts
- All required official transcripts are required before an application can join the verification queue
- AMCAS accepts PDF eTranscripts from approved senders

Processing
- From date of “Ready to Review” application status, about 6 weeks
- Find processing updates on Twitter (@AMCASinfo) and on the AMCAS application sign in page
The AMCAS Application

• Identifying Information
• Schools Attended
• Biographic Information
• Course Work
• Work/Activities
• Letters of Evaluation
• Medical Schools
• Essay(s)
• Standardized Tests
2. Schools Attended

Edit College

Country *
United States

State *
North Carolina

School *
North Carolina Agricultural and Technical State ... 

If this name is wrong, please correct it here:
North Carolina Agricultural and Technical State University

City *
Greensboro

Program Type *
Undergraduate

Start Date *
08/2013

End Date *
12/2013

Other Options
- Summer School Only
- Study Abroad Program

Advisor Release

The school-designated advisor(s) have met AMCAS-established requirements and are bound by confidentiality. Information transferred includes your personal/demographic information, work/activity information, credit hours, MCAT scores, GPAs, the names and types of your recommenders, the names of any other schools you have attended, the medical schools to which you have applied and what action those schools have taken, and the status of your application with AMCAS. Additionally, if you applied for fee assistance through the AAMC Fee Assistance Program, and your fee assistance application agreed to release award information to your health professions advisor this information will be made available along with your application information.

Do you authorize AMCAS to release your application information to the school-designated advisor(s) at this institution? *
- Yes
Institutional Action

"Were you ever the recipient of any institutional action by any college or medical school for unacceptable academic performance or conduct violation even though such action may not have interrupted your enrollment or required you to withdraw?"

“You must answer ‘Yes’ even if the action does not appear on or has been deleted from your official transcripts due to institutional policy or personal petition.”
Institutional Action

Any and all points ever received must be reported (not limited to those currently on file in the Dean of Students office)

Any honor code violations

Any conduct issues

If you have an institutional action AFTER submitting your AMCAS, it must be reported to AMCAS within 10 days.
Document carefully

Doctors need to be careful, accurate, and clear when documenting their work

"I assume you have documentation to back up these 27 light-years of business travel."
4. Course Work

Course Work

You must enter all of the courses you took at each school. Prior to entering your coursework, you are encouraged to watch some brief tutorials that will guide you through the process of entering your coursework. Click on the links below to learn about the process of entering coursework:

- Watch Basic Coursework Tutorial
- Watch AP Coursework/Credit Tutorial
- Watch Current and Future Coursework Tutorial (where you have not yet earned a grade)
- Watch Study Abroad Coursework Tutorial
- How to Enter Military Coursework

Please review additional information about coursework in the AMCAS Applicant Guide.

Although an asterisk does not appear next to Transcript Grade and Credit Hours indicating these fields are required, you must complete these fields if the information appears on your official transcript.

In certain cases, it may be appropriate to leave these fields blank. Please review the coursework section of the AMCAS user manual for more information. Failure to include required grades and credit hours may result in application processing delays, missed deadlines, and lost application fees. This message will not display after each course. Clicking Save & Continue acknowledges that you understand the grade and credit hour requirements. Please contact AMCAS Applicant Relations if you have any questions. (202) 829-0080, amcas@aamc.org
5. Work/Activities

Add Work/Activities

- Experience Type *
  - Select Experience Type

- Experience Name *

- Indicate the total number of hours that you spent completing (or expect to complete) this work experience or activity during the date range that you indicate. If this is a repeated experience, enter the total number of hours for each date range you provide.

- Start Date *
  - Select Month
  - Select Years

- End Date *
  - Select Month
  - Select Years

- Total Hours *

- Repeated *
  - Yes
  - No

- Organization Name

- Country
  - Select Country

- City

- Contact Title *

- Maximum of 15 entries
- Applicants can enter 3 additional date ranges for repeated activities
- Maximum of 3 “Most Meaningful”

Most Meaningful Experience Summary *

This is your opportunity to summarize why you have selected this experience as one of your most meaningful. In your remarks, you might consider the transformative nature of the experience: the impact you made while engaging in the experience and the personal growth you experienced as a result of your participation.

Be Concise!

1525 characters left / 1525
6. Letters of Evaluation

Applicants can submit their application before AMCAS receives their letters.
AMCAS: Instructions entering information regarding committee letter submission:

Click “Add a letter of evaluation/recommendation”

Click “committee letter” and continue

What school is providing this letter (pull down menu will list all schools you’ve entered where you have taken classes, so click on Union College)

Primary Contact/Author’s first name: Carol
Primary Contact/Author’s middle name: Weisse
Primary Contact/Author’s last name: 
Primary Contact/Author’s suffix: 
Primary Contact/Author’s title: Director of Health Professions
Primary Contact/Author’s e-mail: Health_pro@union.edu
Primary Contact/Author’s phone: 518-388-6300
Organization name: Union College
Address: Health Professions Olin 110
Address2: 807 Union Street
Country: United States
State: New York
City: Schenectady
Postal Code: 12308
AADSAS 2019 Application Evaluators Section Instructions for Union College Applicants

Reference Type: Electronic

Letter Type: Committee Letter

Title/Contact Info: Carol S. Weisse, Ph.D.
Director of Health Professions Program Olin 110-
Union College Schenectady, NY 12308
518-388-6300

Email: Health_pro@union.edu

Notes:
Do not provide AADSAS with the individual names of your letter writers. Only enter the above information. Our committee letter will include all individual letters written on your behalf. It is very important that you follow these instructions to ensure that your packet is received in their system.
M.D. AND D.O. USE SEPARATE APPLICATION SERVICES

HOW TO REQUEST LETTERS OF RECOMMENDATION THROUGH AACOMAS APPLICATION SYSTEM.
Steps for requesting our committee letter through AACOM

On the home screen of your AACOMAS application, select Supporting Information.
From the home screen “My Application” you will select the box labeled, “Supporting Information”, then select “Evaluations”
Select “Create Evaluation Request”

Once you have saved an electronic evaluation, an email request will automatically be sent to the evaluator on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

You are requested to insert a suggested evaluation submission date to each of your chosen evaluators. This date should correspond to the evaluation guidelines that are set by your designated Pre-Health advisor, Career Center, or other source of your evaluations. You should consult with your evaluator before submitting the suggested submission date to ensure that they will have ample time to respond to your request.

It is important to note that your application will be processed and sent to your designated colleges of osteopathic medicine when all transcripts are received and you have paid the application fee. Your application will not be held up for the receipt of evaluation letters.

Your evaluation letters will be forwarded to all designated colleges of osteopathic medicine. An automatic notification will be sent to you when your evaluations are received by AACOMAS. Please ensure your email address is current and accurate.

Create Evaluation Request

You will select Create Evaluation Request
Waiver of Evaluation

1. Select the answer that matches your Waiver Form on file with Health Professions Office.
2. Check both boxes.
3. Click the Blue "Save This Evaluation Request" box.

Complete the following steps to have your committee letter sent to AACOMAS through the Health Professions Office.

Evaluator's Information

1. Select "Yes" you are requesting a committee evaluation.
2. First Name - Carol
3. Last Name – Weisse
4. Email address - health_pro@union.edu
5. Due Date - 08/31/2018
6. Personal Message/Notes: “Please submit the Committee Letter written on my behalf.”

Waiver of Evaluation

1. Use my right of access to the evaluation.
2. Permission to Contact Reference
   - I hereby give permission to contact the reference to request the completion of the reference form and let the reference know if my request does not result in the completion of the reference form in response to the email request. It is my sole responsibility to contact the reference directly in person. All references required by my designated schools are received by the deadline.
3. Permission for Schools to Contact Reference
   - I understand that the schools to which I am applying may contact the reference provided in order to verify the information provided and/or for further clarification of the information provided, and hereby give permission for the schools to do so.
Evaluations

Once you have saved an electronic evaluation, an email request will automatically be sent to the evaluator on your behalf. Please advise your evaluator to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

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Weisse, Carol

Evaluation Request: Committee Status Requested Submitted: 06/29/2016

Create Evaluation Request
Committee letter includes all reference letters

Do not request individual letters from faculty
You should indicate any future MCAT testing dates so medical schools are aware.
# Application Updates – MCAT Scores

## Most Recent Exam

**Name**: TOM JONES  
**Exam Date**: 04/13/2015  
**AAMC ID**: 20926474  
**Date of Birth**: 01/07/1970

<table>
<thead>
<tr>
<th>Section</th>
<th>Score</th>
<th>Confidence Band</th>
<th>Percentile Rank of Score</th>
<th>Score Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical and Physical Foundations of Biological Systems</td>
<td>124</td>
<td>123–125</td>
<td>45%</td>
<td></td>
</tr>
<tr>
<td>Critical Analysis and Reasoning Skills</td>
<td>123</td>
<td>122–124</td>
<td>33%</td>
<td></td>
</tr>
<tr>
<td>Biological and Biochemical Foundations of Living Systems</td>
<td>127</td>
<td>126–128</td>
<td>77%</td>
<td></td>
</tr>
<tr>
<td>Psychological, Social, and Biological Foundations of Behavior</td>
<td>127</td>
<td>126–128</td>
<td>75%</td>
<td></td>
</tr>
<tr>
<td><strong>MCAT Total</strong></td>
<td><strong>501</strong></td>
<td><strong>499–503</strong></td>
<td><strong>51%</strong></td>
<td><strong>118–125–132</strong></td>
</tr>
</tbody>
</table>

**Notes**

1. Test scores, like other measurements, are not perfectly precise. The confidence bands around test scores mark the ranges in which the test taker’s true scores probably lie. The diamond shapes and shading show that the test taker’s true scores are more likely to be their reported scores (in the second column) than the other scores in the confidence bands.

2. The percentile ranks of scores are the percentages of test takers who received the same scores or lower scores.

3. For the four sections, non-overlapping confidence bands show a test taker’s likely strengths and weaknesses. Overlapping confidence bands suggest that there are not meaningful differences in performance between sections.
Application Tips

• Before submitting your application, print it out and review it very carefully for missing courses or grades as well as for typos and errors.

• Monitor the status of transcripts & remember that transcripts must be official

• Look for emails from AMCAS@aamc.org regarding problems or delays

• Review verified coursework immediately after AMCAS processing is complete
AMCAS Tools

- AMCAS Applicant Guide
- Application and Acceptance Protocols
- Video Tutorials
  - youtube.com/AMCASinfo
- Twitter
  - @AMCASinfo

aamc.org/amcas

Please do not e-mail Sabrina with questions on how to answer questions on an application.
Timeline

June - submit application once spring term grades are received; provide our office with copy of application

July/August - complete secondary applications

September - monitor application status at schools on-line

Oct-January (or later) - interviews/notifications-acceptances, rejections, waitlists

May - update our office/reapplication necessary? (note: most waitlist movement occurs during this month)
If you are not applying this cycle:

• Contact our office in January the year before you hope to begin school.

• Provide us with a 1-page formal update letter when you are ready to apply.
Please Ask Any Questions Now