

# MANAGING ELECTIVES IN SOLARIS

As you become eligible for Electives you will be able to make changes to your schedule using the “**Manage Schedule**” functionality in SOLARIS (Student Online Lottery and Registrar Information System). It will not be necessary to go to the Registrar's Office to enroll in an NYU scheduled elective nor will you be able to sign up for an elective by going to the departmental elective coordinators. If you want to enroll in a research elective, or preceptorship, please download the necessary form from the Registrar's website and submit the form to the Registrar.

**PLEASE NOTE:** You can only manage Electives in SOLARIS. You cannot manage Selectives, required or advanced rotations using SOLARIS. You must contact the Registrar's Office to inquire about their add/drop.

## Managing Your Elective Schedule

1. Once lottery results have been released, log on to **SOLARIS** and select **Manage Schedule**:

**Manage Schedule**

Please Note: The following Courses are NOT modifiable

- Required Core Clerkships.
- Advanced Required Sub-I (Medicine, Surgery and Pediatrics) and Critical Care Medicine.
- Electives past the add/drop deadline.
- Selectives.
- Concentration block dates.
- Research, Individual Preceptorship and Away Elective rotations.
- Most Electives have pre-requisites. Make sure to check before scheduling an Elective.

2. **Pending Schedule** displays your schedule for both the current and forthcoming academic years. Here you will find the option to edit your schedule, or a notice that a course in your list cannot be edited because it is either a required course, an elective that begins less than **60 days** from today's date, or is a course that is not modifiable in SOLARIS.

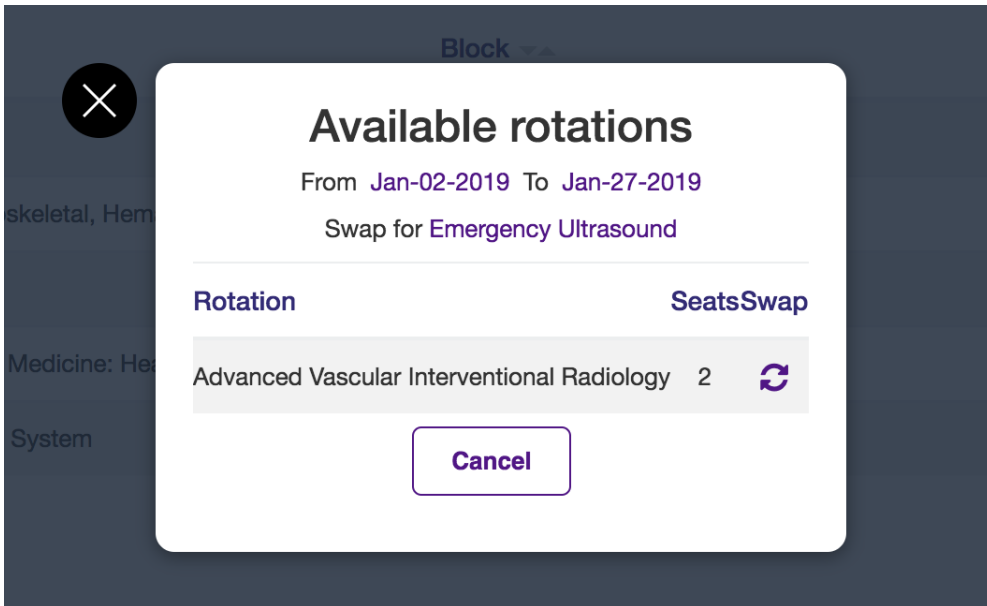
## Pending Schedule

Rotation ▼▲	Block ▼▲	Edit	Status
Emergency Ultrasound	Jan-02-2019 - Jan-27-2019		207 days to edit
Core Principles In Medicine: The Musculoskeletal, Hematological & Derm Sys	Aug-21-2017 - Dec-22-2017		Swap rotation for another during the same block.
Practice Of Medicine II	Aug-21-2017 - Dec-22-2017		
Morphological & Developmental Basis Of Medicine: Head & Neck/Extremities	Aug-21-2017 - Dec-22-2017		
Core Principles In Medicine: The Nervous System	Aug-21-2017 - Dec-22-2017		Cannot be modified

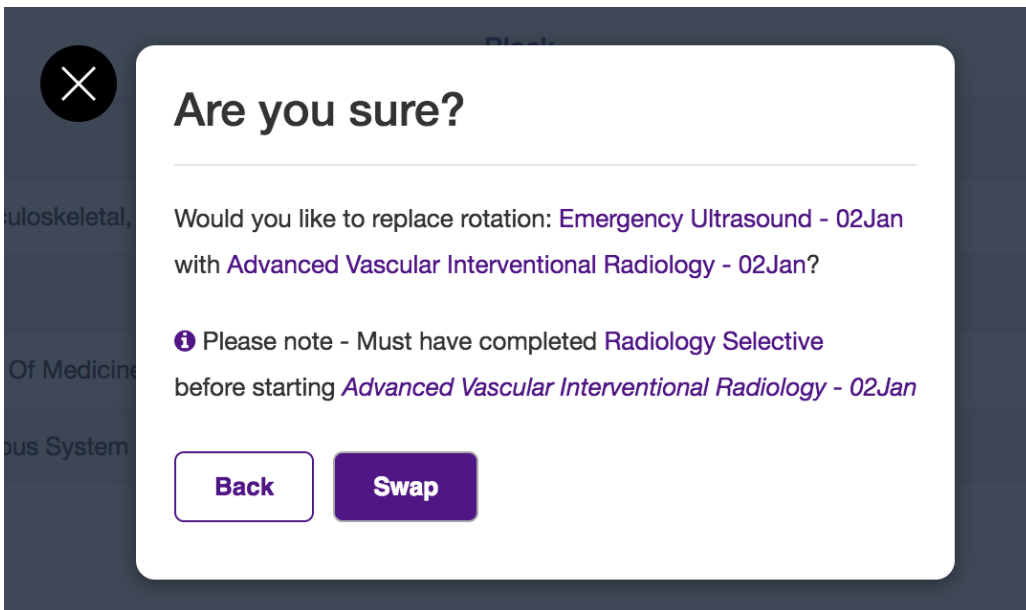
**Note:** In SOLARIS you are able to view your official School of Medicine schedule, including views of previous academic years, by navigating to **Albert View** on the left sidebar.

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3. **Swap rotations.** Using the corresponding icons in **Pending Schedule** you can swap or drop Elective rotations.



A confirmation window will appear:



**Note:** Many Electives have prerequisites that must be completed before you can take the Elective.

4. Confirm **Swap**.

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5. **Add Rotations.** At the bottom of the Manage Schedule screen under **Available Rotations**, use the **Add (+)** icon to add available Electives to your schedule.

If an alert symbol is listed next to a rotation, it is not available to you due to a conflict with your schedule. A pop-up box informs you of the conflict.

The screenshot shows the 'Manage Schedule' interface with a sidebar for 'Albert View' and a main area for 'Available Rotations'. A table lists various rotations with columns for 'Rotation', 'Block', 'Seats', and 'Add'. Red annotations include: 'Add rotation to schedule.' pointing to the 'Add' button for Breast Imaging Radiology; 'Rotation conflicts with schedule.' pointing to the warning icon for Advanced Ophthalmology; and 'Conflicts with current schedule: Advanced Ophthalmology' pointing to the warning icon for Anesthesiology-Bh.

Rotation	Block	Seats	Add
Breast Imaging Radiology	Jun-11-2018 - Jun-24-2018	1	+
Musculoskeletal Radiology	Jun-11-2018 - Jun-24-2018	1	+
Advanced Ophthalmology	Conflicts with current schedule: Advanced Ophthalmology		!
Anesthesiology-Bh	Jun-11-2018 - Jun-24-2018	6	!
Addiction Psychiatry	May-28-2018 - Jun-24-2018	1	!

## Frequently Asked Questions

### What is SOLARIS?

SOLARIS (Student Online Lottery and Registrar Information System) is a tool designed by the Institute for Innovations in Medical Education (IIME), which provides eligible students the ability to participate in lotteries and manage their official schedules for elective rotation enrollment.

### If I don't participate in a lottery, can I still use SOLARIS?

Students that do not participate in a lottery may be enrolled in SOLARIS by an admin once the lottery is closed. Once enrolled they can add, drop and replace Electives during the manage schedule period, but only those Electives that were included in the SOLARIS lottery.

### What rotations are available to manage in SOLARIS?

SOLARIS can only be used for Electives that were included in a SOLARIS Elective Lottery. Only rotations that have a start date of more than **60 days** from the Elective start date are modifiable. Electives that conflict with required rotations already on your schedule cannot be modified.