

Registering for Flexible Clinical Experiences (FCEs) | Student Self-Service

Modified April 10 2019 | *cjb*



PeopleSoft

LOG IN TO PEOPLESOFT AND NAVIGATE TO YOUR STUDENT CENTER AND CLICK ON 'ENROLL'

Menu

- My Favorites
- Self Service
 - Student Center**
- Reporting Tools
- PeopleTools
 - Change My Password
 - My System Profile
 - My Dictionary

Caitlin's Student Center

Academics

SEARCH FOR CLASSES

Search
Plan
Enroll
My Academics

Link to PEP Form

other academic... [v] [x]

This Week's Schedule

Class	Schedule
MDP 740C-1 TUT (2069)	Room: TBA
MDP 800-1 SEM (3449)	Room: TBA
MDP 990-1 THE (3395)	Room: TBA
XX 4000-1 DIS (3575)	UMMS Elective - Not Scheduled
XX 4009-1 TUT (8741)	UMMS Elective - Not Scheduled

weekly schedule ▶
enrollment shopping cart ▶

Holds
No Holds.

To Do List
Dissertation Publication
more ▶

Advisor
Program Advisor
Gyongyi Szabo
Cynthia Ennis
508/842-7612
David Lambright

Click the term you in which you want to enroll
[2019 Med Fall Term or 2020 Med Spring Term]

Click *Continue*

<input type="radio"/>	2015 GSBS Fall Term	Biomedical Sciences	University of Massachusetts
<input type="radio"/>	2016 GSBS Spring Term	Biomedical Sciences	University of Massachusetts
<input type="radio"/>	2016 GSBS Summer Term	Biomedical Sciences	University of Massachusetts
<input type="radio"/>	2017 Med Spring Term	Medical School	University of Massachusetts
<input type="radio"/>	2016 GSBS Fall Term	Biomedical Sciences	University of Massachusetts
<input type="radio"/>	2017 GSBS Spring Term	Biomedical Sciences	University of Massachusetts
<input type="radio"/>	2017 GSBS Summer Term	Biomedical Sciences	University of Massachusetts
<input type="radio"/>	2017 Med Fall Term	Medical School	University of Massachusetts
<input type="radio"/>	2018 Med Spring Term	Medical School	University of Massachusetts
<input type="radio"/>	2018 Med Fall Term	Medical School	University of Massachusetts
<input checked="" type="radio"/>	2019 Med Spring Term	Medical School	University of Massachusetts
<input type="radio"/>	2018 GSBS Fall Term	Biomedical Sciences	University of Massachusetts
<input type="radio"/>	2019 GSBS Spring Term	Biomedical Sciences	University of Massachusetts

CONTINUE

Search Plan **Enroll** My Academics

Click Link for FCE courses

Open Closed Wait List

2019 Med Fall Term Shopping Cart

Your enrollment shopping cart is empty.

Link for FCE Courses

Find Electives:
Link for Fourth Year Electives

Academic Technology

Registering for Flexible Clinical Experiences (FCEs) | Student Self-Service

Modified April 10 2019 | *cjb*



CHOOSE THE CLASS OR CLASSES THAT YOU WISH TO ENROLL | CLICK **ADD TO CART** WHEN DONE

1. Select Course Type (Clinical or Non-Clinical) *or* leave unselected to view all
2. Select Course Name *or* leave unselected to view all
3. Select Sessions *or* leave unselected to view all

Note: selecting any one course more than once **does not** increase the chances of enrollment

Note: student designed FCEs require permission to enroll

2019 Med Fall Term

Course Type:
Course Name: FCE Clinical
 FCE Non-Clinical
Session:

- Must Select atleast two Clinical Courses
- Must Select atleast two Clinical Departments
- No more than one Duplication
- No more than 4 FCE Selections

	Requirement Designation	Course ID	Subject Area	Catalog Nbr	Description	Location Description	Start Date	End Date
<input type="checkbox"/>	FCE Clinical	002306	FCEFC	300	Creative Arts in Medicine	Trailside Hlth, Shelburne, MA	07/15/2019	07/19/2019
<input checked="" type="checkbox"/>	FCE Clinical	002306	FCEFC	300	Creative Arts in Medicine	Trailside Hlth, Shelburne, MA	09/30/2019	10/04/2019
<input type="checkbox"/>	FCE Clinical	002306	FCEFC	300	Creative Arts in Medicine	Trailside Hlth, Shelburne, MA	06/10/2019	06/14/2019
<input type="checkbox"/>	FCE Clinical	002309	FCEME	303	Care Pt. End Stage Kidney Dis.	UMMHC-University Campus	07/15/2019	07/19/2019
<input type="checkbox"/>	FCE Clinical	002309	FCEME	303	Care Pt. End Stage Kidney Dis.	UMMHC-University Campus	09/30/2019	10/04/2019

This next window shows you what you selected

Open Closed Wait List

2019 Med Fall Term Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	FCEFC 300 TSH CLN (4994)		UMMS Elective - Scheduled	S. Malkani, S. Topolski	1.00	<input checked="" type="radio"/>
	FCEME 304-1 CLN (5058)		UMMS Elective - Scheduled	S. Malkani, A. Miller	1.00	<input checked="" type="radio"/>

[Link for FCE Courses](#)
[Find Electives:](#)
[Link for Fourth Year Electives](#)

- click the “trash barrel” next to an FCE to remove it from your shopping cart (if you change your mind)
- click *Proceed to Step 2 of 3* if you’re satisfied with your choices

Note: if you obtained a permission number in advance, you may enter it via this window. [See further instructions below.](#)

FCE STATUS | FINISH ENROLLMENT

Note: Filled FCEs (no availability) show the status as *closed*. Click the *Enroll* tab to return to the *Link for FCE Courses* screen to select another FCE.

Click *Finish Enrollment* to View the Results of your selections.

2019 Med Fall Term | Medical School | University of Massachusetts

● Open
 ■ Closed
 ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
FCEFC 300-TSH (4994)	Creative Arts in Medicine (Clinical)		UMMS Elective - Scheduled	S. Malkani, S. Topolski	1.00	●
FCEME 304-1 (5058)	Fun with Outpatient Prim Care (Clinical)		UMMS Elective - Scheduled	S. Malkani, A. Miller	1.00	●

CANCEL
 PREVIOUS
 FINISH ENROLLING

FCE RULES THAT ARE NOT MET WILL RETURN THE APPROPRIATE ERROR MESSAGE

Note: unenrolled selections will remain in your shopping cart until you delete them.

- Must have a minimum of 2 Clinical

3. View results

View the following status report for enrollment confirmations and errors:

2019 Med Fall Term | Medical School | University of Massachusetts

✓ Success: enrolled
 ✗ Error: unable to add class

Class	Message	Status
FCEFC 3025	Message: Success - This class has been added to your schedule.	✓
FCEOB 345	Message: Success - This class has been added to your schedule.	✓
FCEOB 348	Error: Please select at least 2 Clinical FCE Courses	✗

- No more than 1 duplicate FCE

✓ Success: enrolled
 ✗ Error: unable to add class

Class	Message	Status
FCEFC 300	Message: Success - This class has been added to your schedule.	✓
FCEFC 300	Message: Success - This class has been added to your schedule.	✓
FCEFC 300	Error: Only one Duplication is allowed	✗

- No more than 4 FCEs across the academic year

✓ Success: enrolled
 ✗ Error: unable to add class

Class	Message	Status
FCEFC 300	Message: Success - This class has been added to your schedule.	✓
FCEOR 314	Message: Success - This class has been added to your schedule.	✓
FCEPE 316	Message: Success - This class has been added to your schedule.	✓
FCEME 322	Message: Success - This class has been added to your schedule.	✓
FCEOB 348	Error: Only 4 FCE selections are allowed	✗

RULES CONTINUED

4. Must enroll in at least 2 clinical departments

✔ Success: enrolled ✘ Error: unable to add class		
Class	Message	Status
FCEME 303	Message: Success - This class has been added to your schedule.	✔
FCEME 304	Message: Success - This class has been added to your schedule.	✔
FCEME 307	Message: Success - This class has been added to your schedule.	✔
FCEME 309	Error: Please select at least 2 departments	✘

5. Permission is required to enroll in Student/Self-Designed FCEs

FCEXX 3005	Error: You must submit a proposal to obtain permission to enroll in this class Submit Proposal	✘
------------	--	---

TO ENTER A PERMISSION TO ENROLL NUMBER | RECEIVED FROM THE FCE COURSE LEADERSHIP TEAM

Navigate to your shopping cart | Log in to PeopleSoft \ Self Service \ Student Center \ Enroll \ Select Term

Click on the linked FCE class number

● Open ■ Closed ▲ Wait List

2019 Med Fall Term Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	FCEXX 3005-2 (5866)		TBA	A. Schanzer	1.00	●

[Link for FCE Courses](#)
Find Electives:
[Link for Fourth Year Electives](#)

Type in the permission number you received from the FCE Course

Click the *Enroll* tab to return to course list to complete registration.

Search Plan **Enroll** My Academics

my class schedule add drop **enroll** term information

Add Classes

1. Select classes to add - Enrollment Preferences

2019 Med Fall Term | Medical School | University of Massachusetts

FCEXX 3005 - Student Designed Research

Class Preferences

FCEXX 3005-2	Clinical	● Open	Wait List	<input type="checkbox"/> Wait list if class is full
Session	Flexible Clinical Experience 2		Permission Nbr	<input type="text" value="25544"/>
Career	Medical School		Grading	Clinical Science Grades
Enrollment Information			Units	1.00
	<ul style="list-style-type: none">Department Consent Required to enroll in this classFlexible Clinical Experiences Non-Clinical		Instructor	<input type="text" value="Schoen, Maria"/>
			Requirement Designation	

DROP AN FCE

Navigate to your Class Schedule

Log in to PeopleSoft \ Self Service \ Student Center \ Enroll \ Select Term \ My Schedule

- Click the 'Drop' tab at the top of the screen
- Choose the FCE(s) you would like removed from your schedule
- Click *Drop Selected Classes*

Search Plan Enroll My Academics
 my class schedule add drop edit term information

Drop Classes

1. Select classes to drop

Select the classes to drop and select Drop Selected Classes.

2019 Med Fall Term | Medical School | University of Massachusetts

[change term](#)

Enrolled Dropped Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	FC 300-2 (6762)	Clerkship in Family Medicine (Clinical)		TBA	M. Lindholm	5.00	Enrolled
<input checked="" type="checkbox"/>	FCEAN 321-UMM (4852)	Anesthesiology: Acute Pain (Clinical)		TBA	G. Angaramo, S. Malkani	1.00	Enrolled
<input checked="" type="checkbox"/>	FCEAN 327-MEM (4856)	Obstetric Anesthesia (Clinical)		TBA	B. Cooper, S. Malkani	1.00	Enrolled
<input type="checkbox"/>	OB 300-2 (6814)	Clerkship in Ob/Gyn (Clinical)		TBA	A. Garrison	5.00	Enrolled
<input type="checkbox"/>	PE 300-2 (6752)	Clerkship in Pediatrics (Clinical)		TBA	E. McMaster	5.00	Enrolled

[DROP SELECTED CLASSES](#)

2. Confirm your selection

Select Finish Dropping to process your drop request. To exit without dropping these classes, select Cancel.

2019 Med Fall Term | Medical School | University of Massachusetts

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
FCEAN 321-UMM (4852)	Anesthesiology: Acute Pain (Clinical)		TBA	G. Angaramo, S. Malkani	1.00	Enrolled
FCEAN 327-MEM (4856)	Obstetric Anesthesia (Clinical)		TBA	B. Cooper, S. Malkani	1.00	Enrolled

CANCEL PREVIOUS [FINISH DROPPING](#)

Confirm your drop selection

- Click *Finish Dropping* to drop FCEs
- Click *Cancel* to change which FCEs should be dropped

Success: dropped Error: unable to drop class

Class	Message	Status
FCEAN 321	Success: This class has been removed from your schedule.	Success
FCEAN 327	Success: This class has been removed from your schedule.	Success

[MAKE A PAYMENT](#) [MY CLASS SCHEDULE](#)

Click *My Class Schedule* to "check your work"

NOTE: You may add and drop only FCE classes. You will receive an error message if you attempt to drop a non-FCE class.

Drop Classes



3. View results

View the results of your enrollment request. Select Fix Errors to make changes to your request.

2019 Med Fall Term | Medical School | University of Massachusetts

Class	Message	Status
FCEAN 321	Success: This class has been removed from your schedule.	✓
ME 300	Error: Unable to complete your request. You do not have access to perform this transaction at this time	✗

MAKE A PAYMENT

MY CLASS SCHEDULE

GENERAL NOTES

For all FCE questions (experiences, availability, etc) | contact UMMSFCEProgram@umassmed.edu

For all PSCS questions (mechanics) | contact UMWhelpdesk@umassmed.edu

For general FCE Course information | navigate to <https://umassmed.edu/oume/fce>

The Flexible Clinical Experiences Team

Worcester Campus

Samir Malkani MD | Program Director
Colleen Burnham MBA | Program Manager
Susan Graceffa | Program Support

Baystate Campus

Kevin Hinchey MD
Samantha Hoar | Baystate Program Support