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:

Lotteries

Manage Schedule

Albert View

Navigate to Manage Schedule on the left sidebar.

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.

<table>
<thead>
<tr>
<th>Rotation</th>
<th>Block</th>
<th>Edit</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Ultrasound</td>
<td>Jan-02-2019 - Jan-27-2019</td>
<td>🔄</td>
<td>207 days to edit</td>
</tr>
<tr>
<td>Practice Of Medicine II</td>
<td>Aug-21-2017 - Dec-22-2017</td>
<td>🔄</td>
<td></td>
</tr>
</tbody>
</table>

Swap rotation for another during the same block.

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

A confirmation window will appear:

**Available rotations**

- **From Jan-02-2019 To Jan-27-2019**
- Swap for **Emergency Ultrasound**

<table>
<thead>
<tr>
<th>Rotation</th>
<th>Seats</th>
<th>Swap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Vascular Interventional Radiology</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Are you sure?**

Would you like to replace rotation: **Emergency Ultrasound - 02Jan** with **Advanced Vascular Interventional Radiology - 02Jan**?

ℹ️ Please note - Must have completed **Radiology Selective** before starting **Advanced Vascular Interventional Radiology - 02Jan**

4. Confirm **Swap**.

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

**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.