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 a scheduled Elective. 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](image)

2. Once in the system you are able to view your Official School of Medicine Schedule, including views of previous academic years. One the right is the Schedule Manager for the current academic year. 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. At the bottom of the screen you will find Available Rotations.

   ![Manage Schedule](image)

   Toggle between Academic Years

   Rotations that are not modifiable for reasons listed above

   List of available rotations

   Available Rotations

   Official School of Medicine Schedule

   Schedule Manager

   Rotation | Block | Duration
   --- | --- | ---
   Diagnostic Radiology Ultrasound | Oct-30-2017 - Nov-12-2017 | 2 weeks
   Advanced Medicine | Aug-28-2017 - Sep-24-2017 | 4 weeks

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   Rotations that are not modifiable for reasons listed above

   List of available rotations

   Available Rotations
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3. **Add rotations** to your schedule. Rotations that are available will have a purple add to the right. To add these rotations, select the purple add icon. Those that are not available will have an alert.

<table>
<thead>
<tr>
<th>Rotation</th>
<th>Block</th>
<th>Edit</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Ophthalmology</td>
<td>Feb-12-2018 - Feb-25-2018</td>
<td></td>
<td>!</td>
</tr>
<tr>
<td>Advanced Topics in Bioethics</td>
<td>Feb-12-2018 - Feb-25-2018</td>
<td></td>
<td>!</td>
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<td></td>
<td>!</td>
</tr>
</tbody>
</table>

4. Using the **Schedule Manager**, swap or drop rotations by selecting the corresponding icons.

5. Once selected, a confirmation screen will pop up. Select the icons to complete the swap or drop.
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**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 elective 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 they 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.