STEVENSON UNIVERSITY

2012 TIMETABLE CHECKLIST

(For students participating in the HPAC Application Process)

The following is the timetable and checklist for the student who wishes to apply to medical or dental school in time to begin medical or dental studies the fall immediately following his/her graduation from Stevenson University (typically completed in the junior year.)

- ☐ JANUARY 2012: Obtain the Health Professions Student Applicant Forms from the Health Professions Webpage.

- ☐ FEBRUARY 2012: Ask faculty members and others for letters of recommendation. Obtain the necessary request forms (pink) outside of SC 113.

- ☐ FEBRUARY 2012: Complete and submit **online** the *Intent Form* by February 13, 2012

- ☐ FEBRUARY 2012: Register for the April or May MCAT. The regular registration deadline is approximately two weeks before the date the MCAT is given. The late registration deadline about one week before the date the MCAT is given (additional fee required). NOTE: Please register as early as possible as there are a limited number of seats per testing date/location.

- ☐ FEBUARY/MARCH 2012: Complete the Health Professions Student Application Forms D, E, F and G and submit **online** by MARCH 23, 2012
    - Autobiographical sketch (guidelines Form D)
    - Composite of Collegiate Achievements and Activities (Form E)
    - *Committee Letter Request, Waiver, and Inspection Form* (Form F)
    - *Information and Authorization Form* (Form G)

- ☐ APRIL 2012: All letters of recommendation should be on file in the Office of the Health Professions Advisor by April 20, 2012. You will be notified if any are missing after this date.

- ☐ APRIL-JUNE 2012: A spring or early summer MCAT test is strongly recommended. Scores will be mailed approximately 4 weeks after the test date.

- ☐ LATE SPRING 2012: Interview with the Health Professions Advisory Committee. In order to be eligible to interview with HPAC, students must have taken the standardized admissions test or show proof of registration for a summer exam. Students must also have obtained a minimum of 100 hours of direct patient care experience or show proof of summer work that meets this obligation.

- ☐ JUNE 2012: Submit your application to AMCAS, AACOMAS, VMCAS, ADSAS or other centralized service.

- ☐ JUNE 2012: Send a copy of your application (including transmittal notification) to the Health Professions Advisory Committee within 7 business days after you submit it. Note: The transmittal notification is **required** for the committee letter to be written and sent to the schools that a student is applying for admission.

- ☐ JUNE 2012: Complete and submit **online** the composite list of medical or dental schools. For MD programs submit Form H. For DO programs, submit Form I. For DDS/DMD programs, submit Form J.

- ☐ SUMMER 2012: If you have not taken the MCAT, or if you plan to retake the MCAT, the MCAT will be given in June, July, August, and September.

- ☐ SUMMER 2012: If you are applying to dental school, you are advised to take the DAT during the summer prior to your senior year.

- ☐ SUMMER/FALL 2012: Schedule a mock interview with Career HQ if you have already interviewed with the Health Professions Advisory Committee.

- ☐ SEPTEMBER 2012: Interview with the Health Professions Advisory Committee. In order to be eligible to interview with HPAC, students must have taken the standardized admissions test or show proof of registration at a summer exam. Students must also have obtained a minimum of 100 hours of direct patient care experience.

- ☐ FALL 2012: Schedule a mock interview with Career HQ if you interviewed with the Health Professions Advisory Committee.

IMPORTANT DATES 2012
At-A-Glance

Intent Form (Form A)	February 13
Autobiographical Sketch	March 23
Composite of Collegiate Accomplishments and Experience (Form E)	March 23
Committee Letter Request, Waiver, and Inspection Form (Form F)	March 23
Information and Authorization Form (Form G)	March 23
Letters of evaluation due to the HPAC	April 20
April MCAT dates	April 5, 13, and 29
Register for DAT	April
May MCAT dates	May 12, 19, 24, and 31
June MCAT dates	June 21
Interview with Health Professions Advisory Committee	Spring or Fall
Take DAT	Spring or Summer
Approximate date that completed application materials can be Submitted to AACOMAS, AADSAS, AMCAS and VMCAS	June 1
July MCAT dates	July 6, 14, 26, and 27

Please note:

- **In order to be eligible to interview with HPAC, students must have taken the standardized admissions test or show the HP Advisor proof of registration for a summer exam. Students must also have obtained a minimum of 100 hours of direct patient care experience or show the HP Advisor proof of summer work that meets this obligation.**
- **Committee letters will not be written for students whose files are incomplete.**
- **Committee letters will not be written unless a student has taken the standardized test and has obtained direct patient care experience.**
- **Committee letters will not be written until a completed a copy of the application, including the transmittal notification, is in the student's file.**

(Please see the Health Professions Webpage for elaboration of details.)