

# PARTICIPATING IN AN ELECTIVE LOTTERY

Registration & Student Records will inform students of their eligibility to participate in the lottery at the appropriate time.

1. Log on to **SOLARIS** (Student Online Lottery and Registrar Information System)
2. Click the active lottery associated with your account under **Lotteries**:

Lottery Name	Lottery #	Lottery Start Date	Lottery End Date	Lottery Status
Third Quarter Selective Lottery July-Sept 2018	#	04/12/2018 9:00 AM	04/16/2018 1:00 PM	Open
Elective Lottery July 2018-February 2019	#	04/19/2018 9:00 AM	04/24/2018 1:00 PM	Upcoming

3. Once the lottery begins you should see the following screen:

**EXAMPLE**

Instructions

Current Schedule Toggle to see rotations already on your schedule → +

Your lottery number: # of 250

Please ensure to save changes after modifying your selections.

Rotations available Filter Electives by name or date.

Change how many rotations to view on a page.

Your selections Change your order of preference by dragging

Save changes Make sure to save changes

Rotations not available to you due to conflicts with your schedule (e.g., you have a required rotation during that time). Hovering over the warning symbol allows you to see the schedule conflict in a pop-up box.

Add selections in your order of preference

4. Rank Elective choices in your order of preference by selecting **Add (+)**. The selected rotations will appear in **Your selections** column on the right. **Important considerations:**

- Lottery numbers are assigned randomly. All lottery participants, regardless of which roster they're assigned, follow the same process.
- Toggle **Current Schedule** to see rotations currently on your schedule.
- You can change the order of your preferred selections by dragging and dropping.
- You can filter Electives by name and date.
- You can change how many rotations appear on a page.
- You will not be able to select certain rotations due to conflicts with your schedule (e.g. you have a required rotation during a particular block.) Hovering over the warning symbol allows you to see the schedule conflict in a pop-up box.
- The lottery may be unavailable between 2AM – 4AM during the nightly database refresh.

5. Make sure to **"Save changes"** to save your selections. You may make changes to your selections up until the deadline at which point your selections will be finalized.

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## Manage Schedule

Once the lottery closes and the results are run and released to the students, the Manage Schedule period will begin. Students will be able to drop, add and replace applicable Electives that were included in the lottery, depending on availability, and up to **60 days in advance** of the Elective start. Students can modify their schedule for any Elective that is included in an Elective lottery which satisfies the following criteria:

1. The elective start date is more than 60 days away.
2. The elective block does not conflict with any required courses.
3. The student has not previously taken the elective.

### Important Considerations:

- The only way to sign up for an NYU sponsored Elective is through SOLARIS. Since you can now manage your own elective schedule (24/7) through SOLARIS, it will no longer be necessary to visit the Registrar's Office to "sign-up" for an NYU Elective nor will you will able to sign up for an elective by going to the departmental Elective coordinators.
- Students must be enrolled in an Elective lottery in order to participate or manage Electives.
- The Manage Schedule period is only available once the lottery results are run and released.
- Any student who has a Bursar hold on their account might not be eligible for the Manage Schedule period.
- SOLARIS is cross-browser compatible, however, the user experience is currently optimized for Chrome, Safari and Firefox.

## Frequently Asked Questions

### How do I know which electives are included in SOLARIS?

The Registrar will email you the updated list of Electives at the appropriate time.

### How will I receive my lottery number?

Once eligible and enrolled in an Elective lottery, your lottery number is available to you once you log onto SOLARIS.

### Where can I find the descriptions of the Electives?

Elective descriptions may be found in the Elective Catalogue on the Registrar's section of the website. Fourth year students may have already met the pre-requisites for many of the Electives, however, some departments like Radiology or Emergency Medicine require you to complete the departmental Selective prior to scheduling some of their Electives. In addition, the Department of Ophthalmology now requires students to take the two-week Ophthalmology Elective prior to taking the advanced Surgical Ophthalmology elective designed for students who wish to pursue a career in Ophthalmology.

### Do I need to schedule an Elective for each month I have available in my schedule?

No. You can leave any, or all, of the block dates open by not choosing an Elective at this time. Students may continue to add Electives through SOLARIS up to 60 days of the first day of the Elective. Remember to allot time in your academic schedule to complete your required 12-week concentration.

(continued)

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## **How does the lottery work?**

An Elective Lottery can include multiple rosters, which are ranked in order of priority. For each individual roster, the lottery runs in a loop sequence from ascending to descending order and then descending to ascending (i.e. lottery # 1-N, N-#1). Rotations are assigned based on selection rank and seats available in each loop. When the lottery opens, students login to the interface and rank the offerings per their order of preference.

## **Which kind of Electives are not included in SOLARIS?**

Preceptorships, Research Electives and Away Electives are not part of SOLARIS. If you are interested in a Preceptorship or Research Elective, application forms are available on the Registrar's website. The forms must be completed and returned to Registration & Student Records for review and approval by the Senior Associate Dean for Medical Education.

## **If I select the same rotation for different blocks, could I potentially be assigned the same rotation twice?**

No. You can (and should) make as many selections as possible, which might include the same Rotation for different Blocks or the same Block with different Rotations (or any combination thereof). The system will only assign available Rotations per seats available and your lottery number. The system will not assign duplicate rotations to your account. For example, if you selected Ophthalmology for March and Ophthalmology for April, and they're both available, only your top preference will be assigned to your account.

## **How many lottery selections should I make?**

Students should submit as many selections as possible based on their lottery number and their best judgment regarding preferences.

## **Can I access SOLARIS on my smartphone or iPad?**

SOLARIS is accessible via smartphone and iPad, though the user experience is not optimized for these platforms. If you do access SOLARIS using your smartphone, be sure to turn your phone sideways to see the entire Lottery Selections screen.

## **Will all of my lottery selections be assigned to my official schedule in SIS?**

No. For example, you can have 20 rotations as lottery selections, and let's say only 3 of them were applicable as lottery results. The 3 rotations will then be synced with SIS. All things being equal, your account will reflect all 3 assignments. If you have a Bursar hold, or if for whatever reason you've made a selection which conflicts with something already on your schedule, the sync with SIS will fail and the rotation will not be added to your schedule.

## **My official SIS schedule has a preexisting course that I'd like to drop in order to take an elective, can I assume that if I'm assigned the elective for that block my SIS schedule will be updated?**

No. You'll need to address any administration questions with Registration & Student Records.

## **When will the lottery results become available?**

Usually 48hrs after the lottery closes.