

September 2011

Dear Applicant:

This year you will begin the process of applying to your chosen health professional program for the **entering class of 2013 for medical, dental, optometry and podiatry school**. The staff of the Pre-Health Professions Program is eager to help you, and we encourage you to contact us with questions or concerns. Although you may be aware of the Committee process, it is common for us to make changes in our procedures, so please review this packet carefully. It is important that you keep in touch with us to get the most current information on the Committee process rather than rely on the Loyola grapevine.

The deadline for registering for the Pre-Health Professions Advisory Committee process: Friday, November 18, 2011. A number of registration materials must be satisfactorily completed and submitted by this deadline to register for this cycle of the Pre-Health Professions Advisory Committee, to be assigned a Committee Advisor and to maintain good standing through the Committee process. Committee applicants will need to begin working on these registration materials well in advance to meet the November 18, 2011 registration deadline. The health professional school application process consists of paperwork and deadlines. Consider this preparation for your future in the health professions.

Best Wishes,

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Office Manager

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Director of Pre-Health Professions Program

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TABLE OF CONTENTS

Section One: General Information

Important Dates	3
What is the Committee Application Process	5
Registering for the Committee Process	6
How Does the Committee Process Work	7
Letters of Evaluation	8
Releasing Your Letters to Medical and Optometry Schools	10
What Does the Committee Do?	12
Autobiography	13
Personal Essay	15
Health Professions Related Experiences	17
Frequently Asked Questions	18
Committee Process	18
Committee Packet Submission	20
Eligibility for Committee Process	22
Red Light – Green Light, GPA and MCAT	23
Grade Point Average Requirement	25
Professional Behavior	27
MCAT	28
General Timeline	30
Exam Information Dates	36

Section Two: Materials to be Submitted

Form A: Personal Information Sheet	37
Form B: History	39
Form C: How to Calculate Your Science GPA	42
Form D: Color Photo	43
Form E: Academic Notation Sheet	44
Form F: Health Professions Related Experiences	45
Form G: Statement of Veracity	46
Additional Materials:	
Waiver for Letters of Evaluation	47

IMPORTANT DATES FOR CYCLE 2013

October 2011: Attend an Applicant Workshop. Pick up Applicant Packet and complete.

The Pre-Health Professions Office will begin accepting letters of evaluation in October.

Friday, November 18, 2011: Deadline.

Deadline to submit packet to the Pre-Health Professions Office.

January 2012: You are assigned a Committee Advisor and will begin meeting with him/her throughout the spring semester, especially as you work on your personal statement.

January 2012: Mandatory Match Day meeting for committee advisor assignment.

January 31, 2012: Deadline for Health Professions worksheet with 50 hours.

February 2012: Attend a Personal Statement Workshop. All health professional schools require personal statements and these are a critical part of your application.

Friday, February 24, 2012, 5:00 p.m.: Deadline for your first **MEETING** with your Committee Advisor. If you have not met with your advisor by this date, you will be discontinued from the Committee and thus unable to apply through the Committee.

April 2012: Attend a “How to Apply” Workshop.

Friday, March 30, 2012: Individual letters of evaluation are due in the Pre-Health Professions Office.

Friday, April 27, 2012: Last day for meeting with your Committee Advisor, polished personal statements are due in Pre-Health Professions Office.

May 4, 2012: **The Pre-Health Professions Advisory Committee will decline to write a Committee Letter on behalf of any applicant who does not have a letter of evaluation from a clinical experience on file with the Pre-Health Professions Program by this date. The Pre-Health Professions Advisory Committee will decline to write a Committee Letter on behalf of any applicant who does not have at least three (3) letters of evaluation on file with the Pre-Health Professions Program by this date. Any letter arriving after May 4th will not be reviewed by the Committee during the May 2012 Pre-Health Professions Advisory Committee Meeting.**

June or July 2012: Especially Medical or Dental school applicants should submit your primary application to the appropriate application service and to individual schools. See the General Timeline for more detail.

Reminder: Submit a copy of your AMCAS and AACOMAS application to the Pre-Health Professions Office after you have submitted it. For those students applying to medical school, we

cannot send out letters of evaluation without your AMCAS and/or AACOMAS number and your AMCAS letter ID.

June 15, 2012: Deadline for re-applicant to notify the Pre-Health Advising Office of intention to reapply to medical school and receive an update to your committee letter.

If you completed the Pre-Health Professions Advisory Committee process last year and are re-applying to health professional schools, this is the last day to register with the Pre-Health Professions Office as a re-applicant.

July 6, 2012: No new letters will be accepted by the Pre-Health Professions Advising Office in support of your application.

August 17, 2012: Last day to withdraw from the Committee process.

June 1, 2012 – September 1, 2012: Beginning June 1, students may begin submitting requests to the Pre-Health Professions Office to have their Committee Letter packets sent out. Letters will only be written upon receiving a submitted copy of your health professions application. Initially committee letters may take longer than 3-4 weeks to be completed. After September 1st, letters will take at least 4-5 weeks to be completed.

The packet will include all individual letters of evaluation and a Committee Evaluation Cover Letter. Our office cannot commit to sending out letters before Monday, August 20th. If you can provide printed proof that letters have an earlier deadline, we will do our best to accommodate your needs.

September 2012: Attend an Interview Workshop hosted by the Pre-Health Professions Office.

WHAT IS THE COMMITTEE APPLICATION PROCESS?

The Pre-Health Professions Advisory Committee process is a means of guiding, supporting and evaluating Loyola students and alumni/ae who are applying to health professional schools. To work through the Committee, an applicant needs to meet certain eligibility requirements, submit required information, and meet posted deadlines. The information one provides will enable the Committee to learn more about an applicant. It will also help you begin the process of preparing your Personal Statement and in completing the various applications for health professional schools. Committee participants are responsible for all information in this Pre-Health Professions Committee Applicant Registration Packet as well as all information shared in subsequent workshops, emails, and the like over the course of the Pre-Health Professions Advisory Committee process.

The Pre-Health Professions Committee Applicant Registration Packet and related workshops/materials are **not** an exhaustive treatment of how to apply to health professional school. The information in the Committee Packet does not capture all the complexities involved in building a competitive candidacy or all the details of applying to health professional school. Despite its limitations, the Committee Packet should be helpful.

While the Pre-Health Professions Office only accepts and coordinates letters for applicants who have registered with our Committee, all Loyola students and Alumni/ae may attend workshops and seek pre-health professional guidance from our Office.

Those not using the Committee or wanting a potential alternative may also utilize a credential file service such as Interfolio.

REGISTERING FOR THE COMMITTEE PROCESS

If you wish to register with the Committee, you will need to submit **TWO (2) COPIES** of the following by **5:00 p.m., November 18, 2011** (unless otherwise noted, all materials are contained in this packet).

Please put materials in the following order:

- Completed Personal Information Sheet (Form A).
- Completed History form (Form B) *detailing* work/volunteer experience (including health-related), education, extracurricular activities, and other relevant information. Please note that we will need detailed information in case we need to contact references.
- Completed Science GPA Calculation Sheet (Form C).
- A recent color photo (Form D). These photos simply help us identify you. Passport photos are welcome.
- Academic Notation Sheet (Form E) (optional).
- Health Professions Related Experiences (Form F)
- Statement of Veracity (Form G)
- Typed, two (min)-to-three (max) page, **double-spaced**, single-sided Personal Essay explaining “How I know my chosen health career is right for me”? (see page 13).
- Typed, three (min)-to-five (max) page, **double-spaced**, single-sided Autobiography (see page 12).
- MAMS Students: Please submit a final transcript from your undergraduate school with your conferred degree.

If this information is completed in a satisfactory manner and submitted on deadline, and you meet all applicable eligibility criteria, you will be registered with the Committee. A confirmation e-mail will be sent indicating that your packet has been received. It is your responsibility to follow-up with the Pre-Health Professions Office if you do not receive a confirmation e-mail within two weeks after you have dropped off your packet.

The Pre-Health Professions Program reserves the right to make any changes to the Pre-Health Professions Advisory Committee process.

HOW DOES THE COMMITTEE PROCESS WORK?

The Committee process is a means for a Committee Advisor and the entire Pre-Health Professions Advisory Committee to come to know Committee Participants better and to assess their candidacies. Committee Participants will be assigned a Committee Advisor in the spring semester 2012, and will have approximately three months with which to work with his or her Committee Advisor. It is in a Committee Participant's best interest to engage fully in this process (*e.g.*, demonstrate initiative, conduct oneself in a mature and professional manner, meet with one's Advisor multiple times through the process, etc.). Committee Advisors carefully evaluate Committee Participants' candidacies (see examples of common criteria for evaluation detailed on page 14).

Roughly one month into the Committee process, all Committee Participants are expected to have scheduled and completed at least one meeting with their Committee Advisor. The deadline for your first meeting with your Committee Advisor is **5:00 p.m. on February 24, 2012**, and your last meeting can be no later than **5:00 p.m. on April 20, 2012**. Walk-in appointments are not appropriate. These appointments **must** be scheduled. **If you fail to meet with your Committee Advisor by the February 24th deadline, you will not be able to continue to work through this Committee cycle, and will have to complete the application process independently. Students who do not meet the February 24, 2012 deadline are not notified, but are simply dropped from the Committee Process.**

The Pre-Health Professions Office reserves the right to discontinue any applicant from the Committee process.

LETTERS OF EVALUATION

Important Dates concerning Letters of Evaluation:

March 30, 2012: Individual letters of evaluation are due in the Pre-Health Professions Office.

May 4, 2012: The Pre-Health Professions Advisory Committee will decline to write a Committee Letter on behalf of any applicant who does not have at least three (3) letters of evaluation, one (1) of which is a clinical letter, on file in the Pre-Health Professions Program by **5 p.m. on Friday, May 4, 2012**. Applicants who do not have at least three (3) letters of evaluation, one of which is a clinical letter, on file in the Pre-Health Professions Program by 5 p.m. on **Friday, May 4, 2012** will be dropped from Committee process and will not be reviewed at the annual Pre-Health Professions Advisory Committee meeting in May 2012.

Any letter arriving after May 4th will not be reviewed by the Committee during the annual Pre-Health Professions Advisory Committee meeting in May 2012.

July 6, 2012: No new letters will be accepted by the Pre-Health Advising Office in support of your application.

At least one academic letter must be from Loyola faculty

Letters from relatives will be ignored. (If you share a name with a recommender, please clarify)

Letters from close colleagues or subordinates of any relatives will be ignored.

It is your responsibility to make sure that all of your letters of evaluation have been received by our office. If a letter writer says that the letter has been mailed in, please check in our office to make sure that it has been received.

We ask that you have **at least four (4)** but not more than **five (5)** letters of evaluation:

Loyola Undergraduates and Alumni	Loyola Post-Baccalaureate and MAMS Students ¹
Two (2) letters from Science Faculty Members	Two (2) letters from Science Faculty Members
One (1) letter from a Non-Science Faculty Member	One (1) letter from someone else who can attest to your motivation for medicine, <i>e.g.</i> , an employer, a faculty member from your undergraduate experience, a mentor, a director of your graduate program (if applicable)
One (1) letter from someone who has worked with you in a clinical setting (a doctor's office, hospital personnel, etc.)	One (1) letter from someone who has worked with you in a clinical setting (a doctor's office, hospital personnel, etc.)

It is important to have letters as indicated above. Committee materials made available to Health Professional schools explicitly indicate that these are the categories of letters that we request.

¹ Some health professional schools may require a letter of evaluation from one's undergraduate institution that typically, at a minimum, addresses such issues as graduating in good standing, commenting on the existence of any institutional actions, etc.

Please note that if a class is cross-listed, *e.g.*, “Brain and Behavior” or “Biostatistics,” a letter from a professor could be considered a science letter. A letter from a Math professor could also be considered as a science letter for health professional schools that include math in the science GPA.

Students interested in osteopathic medicine (please note that most osteopathic medical schools required a letter from either an MD or DO for the fall 2011 admission cycle), dentistry, optometry or podiatry are expected to obtain a letter from a professional in their field of interest. Please take into consideration that an extended clinical experience will aid in a more comprehensive evaluation.

We will be accepting letters of evaluation as of October 2011. **There is a maximum limit of five (5) letters of evaluation. The only exception to this is when applying to osteopathic schools, you may have a sixth letter from an osteopathic doctor.** The deadline for submission of these letters to the Pre-Health Professions Office is **5:00 p.m. on March 30, 2012**. Letters received after this date run the risk of not being presented to the Committee, but will be sent to health professional schools if they arrive in time to be included in the initial mailing. (Review “final” deadlines on the previous page.)

While having three (3) letters of evaluation (including a clinical letter) by the deadline meets a specific eligibility requirement, having only three (3) letters (including clinical letters) says nothing about the strength of these letters or the potential helpfulness of an additional letter(s) on file available for review by the Committee.

Please note that **these letters are critical**, and will be sent in their entirety to the schools. Remember that writers need considerable time to compose a well-written letter. Some faculty members receive so many requests to write letters, that they are forced to decline later requests. In other words, the early bird gets the worm in requesting letters of evaluation. **Lastly, it is inappropriate to ask a faculty member with whom you’ve only taken one class for the first time in spring 2012 for a letter of evaluation.** Letters of evaluation are due midway through the spring term and thus a faculty member’s letter of evaluation is likely to be more tentative if this is the first time he or she has had a student in class².

Consider carefully whom you will ask to write letters. Ask yourself: How well does this person know me and my work? Do they seem interested in me as a person, or can they only comment on my grade in their class? **You want writers who can speak in some detail about your work and your suitability for the profession.** If they hesitate, thank them and withdraw your request. Once you’ve identified possible recommenders, **make an appointment** to meet with each of them. If they agree, bring a copy of your completed History form, transcript and a draft of your personal statement. You will also need to give each writer an Evaluation Form from our office. This form includes a waiver certification of confidentiality. Remind those writing your letters of evaluation that these letters need to be on letterhead and signed.

² The exception to this is MAMS students who may request letters from their spring term instructors.

RELEASING YOUR LETTERS TO MEDICAL AND OPTOMETRY SCHOOLS

You may request your letters to be released as early as June 1, 2012 and as late as September 1, 2012. We will accept requests to have your letters released after September 1, 2012 but be aware that your letters will take a longer time to process. Applicants need to fill out and submit a specific form to release their letters (the Pre-Health Professions Office will make this form available in April or May 2012). Applicants will also need to provide a copy of their submitted primary application (AMCAS, AACOMAS, AADSAS, etc.) to begin the process of releasing their letters. We recommend that you submit all appropriate materials required to request your letters by August 1, 2012. When the Pre-Health Professions Office receives the appropriate paperwork, payment, etc., the request goes into a queue. We try to compose the Committee letter as soon as possible and it generally takes three (3) to four (4) weeks (although sometimes longer) from the receipt of required materials to the loading of one's Committee materials on VirtualEvals, AADSAS, etc. It will take four to five weeks (although sometimes longer) from the receipt of required materials to the loading of one's Committee materials on Virtual Evals, AADSAS, etc., for requests that arrive in the Pre-Health Professions Office on or after September 1, 2012.

The Pre-Health Professions Program cannot commit to loading letters (or otherwise transmitting letters to health professional schools) before Monday, August 20, 2012, and if this timeline is problematic to an applicant, he or she should consider applying to health professional school by means other than the Committee. You may use Interfolio letter service.

We use a secure web-based system, Virtual Evals, to distribute Committee letters to participating medical and optometry schools. AMCAS now has a letter service which works with Virtual Evals to distribute committee letters to the medical schools that are participating in the service. There is a \$10.00 fee which our office collects to pay for your VirtualEvals entry. We pay for each entry in Virtual Evals so if you have second entry (with a letter from an osteopathic physician) for your osteopathic school application, it will be necessary for pay an additional \$10.00.

Virtual Evals is designed to improve the efficiency with which committee letters are transmitted by undergraduate schools (senders) as well as the efficiency with which they are received and processed in admissions offices at health professional schools (receivers).

When the PDF is uploaded, an email is sent automatically to you, the applicant, to let you know that the letters have been made available to designated schools and AMCAS. Included in that email, is a list of schools and/or AMCAS that have been attached to the applicant record by the Pre-Health Advising office.

We only write one Committee letter. Your Committee letter does include your letters of evaluation. There is an option of adding an osteopathic letter to your osteopathic committee packet. Dr. James Johnson will sign your Committee letter on behalf of the Pre-Health Professions Committee. His contact information which should be used is: Director, Pre-Health

Professions, jjohnso@luc.edu, 773-508-3636, Loyola University Chicago, Sullivan Center 262A, 1032 W. Sheridan Rd., Chicago, IL 60660.

ADSAAS uses their own electronic service to distribute letters to dental schools. There is no fee for this program.

Financial disadvantaged students who are applying to medical school so have been approved for fee assistance in 2012 through the AAMC Fee Assistance Program (FAP) or a fee waiver through AACOMAS, are also eligible for a fee waiver in our office for your Virtual Evals fee. A copy of your AAMC/AACOMAS approval decision must be submitted to Pre-Health prior to your letter release form.

WHAT DOES THE COMMITTEE DO?

The Pre-Health Professions Advisory Committee meets every May to discuss and evaluate Committee applicants. Medical, dental, optometry and podiatric schools typically request a Committee Evaluation because they believe this provides a more balanced view of each student than letters from individual faculty members can do alone.

The Committee Evaluation is based on (but not limited to): individual letters of evaluation; academic transcript(s); health professional school admission test performance; involvement in medically related volunteer/work; extracurricular/community service activities; research opportunities; general work experiences; maturity of your decision to pursue a career in the health professions; and your interactions with the members of Pre-Health Professions Office, your Committee Advisor, and other members of the Loyola community. Committee evaluations are rigorous and Committee appraisals vary in strength. **Generally, the strength of the Committee letter of evaluation reflects the Committee's appraisal of the strength of the applicant's candidacy along these criteria.**

A Pre-Health Professions Advisory Committee Evaluation Letter will be written on behalf of each applicant, unless the Committee declines to write a letter. After reviewing candidacies of applicants during the annual May meeting, the Committee may decide to decline to write a letter for any number of applicants. This decision may be based on a number of reasons, including (but not limited to) failure to meet certain eligibility requirements, submit required information, meet all posted deadlines, and the Committee's evaluation of applicants' candidacies (see examples of common evaluation criteria listed in the previous paragraph). Applicants for whom the Committee declines to write a letter will be withdrawn from the Committee Process. This decision is final.

Applicants for whom the Committee has declined to write a letter are notified by the Pre-Health Advising office before Friday, June 8, 2012. If the committee does decline to write a letter during one cycle, you may go through the committee again, but one must meet all applicable registration deadlines and eligibility requirements.

Please remember that the Pre-Health Professions Program is here to assist you throughout this process. If you have any questions, please contact us. We look forward to working with you!

Directions for the **AUTOBIOGRAPHY**

*(An autobiography is not required by health professional schools, but we ask that you write an autobiography so that we can get to know you better. This document will become part of your file, and be read by members of the Pre-Health Professions Office and the Pre-Health Advisory Committee. **It will not be sent to any health professional schools.** Selected information from your autobiography may be paraphrased in the Committee letter and shared with health professional schools.)*

Please *follow* the outline below, but **DO NOT** write in outline form. If you submit an outline rather than a written statement, your packet will be returned to you. You **MUST** use at least **12-point type**, you must **double-space**, and submit no more than **five (5) pages**.

1. **General Personal Information**
Family (siblings, parents' occupations, etc.)
Residence
Significant life events, changes, etc.

2. **High School** (briefly! Please limit this information to one paragraph)
Awards and honors
Research
Volunteer or community service work

3. **College**
AP Credit (what courses?)
How you chose your major
What happened during "bad" semesters (if any?)
Grade trends
Research (with whom, how long, projects, awards, presentations)
Honors Earned
Exam scores (if you have them) (*e.g.*, MCAT, PCAT, DATA, etc. – not ACT or SAT!)

4. **Exposure to Health-Related Fields**
Volunteer and work experiences (hours, months worked, activities, shadowing, etc.)
Clinical research
Special courses
Familiarity with health issues
Family members employed as health professionals

5. **Other Extracurricular Activities**
Organized activities at school
Hobbies, other interests
How you have spent your summers (employment, travel)?
What you have learned from these activities?
Have you had to work to help put yourself through school? How many hours a week?
What have you done?

6. Adversity or Obstacles Faced
Have you experienced any hardship? (financial, personal or family).
Emigrated to the U.S. from another country.
Learned another language.
Have you worked to support your schooling?
What skills did you develop?
How have you grown in overcoming these obstacles?

Directions for the
PERSONAL ESSAY:
How I know my chosen health career is right for me.

Tell us how you have come to know that your chosen health professional career is right for you. Essays are to be 2-3 pages, double-spaced, single-sided, with reasonable margins, and at least 12-point typeface. Exact character/word counts will be released by health professional schools in May. A “polished” personal statement is due in the Pre-Health Professions office on Thursday, April 27th, 2012. Note: The draft of the personal statement due on April 27th is not the copy one is obligated to send to health professional schools. One can continue to revise his or her statement after this date.

This draft of the personal statement is for Committee purposes only. The Committee may refer to this draft in the Committee evaluations and composition of the Committee letter. However, this version of the personal statement will not be forwarded to Health Professional schools and applicants are encouraged to continue to revise their personal statements after this date until submission via AMCAS, AACOMAS, AADSAS, etc.

The **2012 (Acceptance year) AMCAS** Instruction Manual had the following advice about the content of the AMCAS Personal Comments essay:

Use the Personal Comments essay as an opportunity to distinguish yourself from other applicants. Some questions you may want to consider while writing this essay are:

- Why have you selected the field of medicine?
- What motivates you to learn more about medicine?
- What do you want medical schools to know about you that has not been disclosed in another section of the application?

In addition, you may wish to include information such as:

- Special hardships, challenges or obstacles that have influenced your educational pursuits. (In terms of this recommendation some medical school admissions officers have recommended that applicants "explain" rather than "blame" when communicating this information.)

Personal Statement: The Personal Statement (*i.e.*, Personal Comments essay) was limited to **5,300 characters with spaces** on AMCAS for admission fall 2012. The Personal Statement was limited to **4,500 characters with spaces** on AACOMAS for admission fall 2012. If you plan to “cut & paste” your essay, you should first compose your essay in a text-only format. AMCAS recommended Microsoft Notepad for the 2012 application. Text-only format should be used for all essays, explanations, descriptions on the AMCAS application.

AADSAS Guidelines from 2012 (Acceptance Year):

“Personal Statement: The personal essay provides an opportunity for you to explain why you desire to pursue dental education. It is recommended to compose your essay in a text-only word process (*e.g.*, Notepad), review your essay for errors, cut and paste the final version into the text box.”

OPTOMCAS

The essay for the 2012 entering class was limited to approximately 1 page (4,500 characters), including spaces

Post-Secondary Health Care Related Experience: Fifty Hour Minimum

The Pre-Health Professions Advisory Committee believes that commitment to exploring one's fit through first hand exposure to the health care field is an important element of an applicant's candidacy. Applicants participating in the Pre-Health Professions Advisory Committee for admission fall 2013 must demonstrate that they have achieved at least 50 hours of health care-related experience during or after college by January 31, 2012 to remain in this Committee cycle³.

A form (Health Professions Related Experiences) that will allow you to outline your health care related experiences is included with this Pre-Health Professions Advisory Committee Applicant Packet.

Most Loyola students and alumni/ae seeking to enter this cycle (admission to health professional school 2013) of the Pre-Health Professions Advisory Committee will have achieved more than 50 hours of post-secondary health care-related experience by September 2011. Committee applicants with more than 50 hours of post-secondary health care-related experience at this time should feel free to submit their Health Care Related Experiences forms with the required registration materials on or before November 18, 2011. Such applicants may then also update their post-secondary health care related experiences on or before January 31, 2012.

It is important to remember that achieving this minimum requirement of 50 hours does not mean that the Pre-Health Professions Advisory Committee will not have concerns about an applicant's exposure to health professional school. While far from an exhaustive list, some examples of health care-related experiences that may lead to such concerns are as follows:

One's post-secondary exposure to health care occurring primarily or exclusively during the summer between high school and college

One's post-secondary exposure to health care occurring primarily or exclusively with a relative or close colleague or subordinate of a relative

One's post-secondary exposure to health care occurring almost exclusively outside of the health profession to which one is applying⁴

Experiential Learning section of the Loyola website is a well-organized resource for students looking for service opportunities <http://www.luc.edu/experiential>

³ Committee applicants who do not submit a Health Professions Related Experience form by January 31, 2012 and applicants who have not achieved at least 50 hours of health care-related experience during or after college by January 31, 2012 will be discontinued from this Committee cycle.

⁴ We understand that applicants may have exposure to a range of health professions, and that such exposure can be beneficial. For example, some pre-medical students have worked as pharmacy technicians while also participating in medically-related experiences, pre-dental students have volunteered in hospital settings while also gaining dentistry-related experiences, and so forth. The Pre-Health Professions Advisory Committee tends to have concerns when essentially the only health care-related experiences of a pre-medical applicant are as a pharmacy technician, the only health care-related experiences of a pre-dental applicant are as a volunteer in a hospital, etc.

FREQUENTLY ASKED QUESTIONS (FAQ)

Committee Process

Is this my actual application for medical/dental/optometry/podiatry school?

No, this is only an application to participate in the Loyola Pre-Health Professions Committee process. It provides preparation for the actual application (*i.e.*, AMCAS, AADSAS, AACOMAS) you'll complete next spring and summer.

Who are the Committee Members?

The Committee is composed of the Pre-Health Professions Advising Staff, Loyola staff and Loyola faculty members.

Can I choose my Committee Advisor? How are Committee Advisors assigned?

No, advisors and students are randomly matched. However, it is possible that you will be paired with someone you already know.

What if I miss one of the Committee workshops?

We offer a number of workshops throughout the Committee process. You are responsible for all the information provided at the workshops. It will be important to follow-up with a classmate to find out what information was covered. Typically, there will also be handouts available in the Pre-Health Professions Office.

Can I withdraw from the Committee process?

Yes, You may withdraw from the Pre-Health Professions Advisory Committee process anytime before the Committee meets in May 2012. If you meet this deadline, you will remain eligible to participate in subsequent Committee cycles. Keep in mind that you will have to fill out a new Committee registration packet and meet all applicable deadlines and eligibility requirements for to participate in a subsequent Committee process.

If I withdraw from the Committee, can I still apply to health professional school?

Yes, but you must do so independently. Due to confidentiality issues, we cannot release letters of evaluation to students who have waived their right of access to their letters. We do keep your file for five (5) years. It is your responsibility to ask your requestors to send letters directly to the schools. You may also utilize a credential file service such as Interfolio.

During the application process, some schools require letters from the Pre-Health Advisor at your school. In most cases, a letter from an academic advisor has been acceptable as one who does not participate in the Pre-Health Professions Advisory Committee is not eligible for a letter from a health professions advisor.

What if I don't get into health professional school after applying through the Committee process?

You may apply to a health professional school through the Pre-Health Professions Advisory Committee only once. You may reapply to health professional school with the help of the Pre-Health Professions Office, but you cannot participate in another Pre-Health Professions Advisory Committee process. You will go through an abbreviated process called the Re-applicant process.

To become a Re-applicant, you must make an appointment to meet with a Pre-Health advisor before June 15, 2012. You must have at least one (1) new letter of recommendation, an updated

autobiography, updated personal essay and list of activities. This allows the Pre-Health Advisor to gain a better understanding of what the student has been doing since applying to a health professional school. We will write an addendum to your initial Committee letter, explaining how you have improved your candidacy since your initial application. Although we want to assist all students who are pursuing a career in the health professions, it is important to keep in mind that first time Committee applicants are our top priority. Also, those who contact our office after June 15th are only eligible for coordination of letters of evaluation, but not a Re-applicant addendum to the Committee letter written on their behalf.

- A. If you reapply within two (2) years of your initial application, you are required to provide one (1) to two (2) new letters of evaluation. (Note that some health professional schools will not accept letters of evaluation that are even one (1) year old. It is the applicant's responsibility to find out how the health professional school to which he or she is applying treats old letters and act accordingly.)
- B. If you reapply more than two years after your initial application, you must provide **all new letters of evaluation**.

How do I release my letters to health professional schools?

If the Pre-Health Professions Advisory Committee decides to write a cover letter on your behalf, you need to complete the "Release of Letters to Schools" form. If you are applying through AMCAS, you will complete the "Letter of Recommendation" form, using Dr. James Johnson as the author of your Committee letter.

We use a secure web-based system, Virtual Evals, to distribute Committee letters to participating medical and optometry schools. AMCAS is using a letter service which works with Virtual Evals in the letters distribution.

The first step in the release of your letters is submitting a "Release of Letters to Schools" form. This form is available at the end of the academic year 2011-12. We cannot release letters without this form. You also must provide your health professions submitted application.

Confidential or Non-confidential Committee letter?

You may elect to retain your right of access to the Committee letter or you may elect to keep it confidential and to waive your right of access to it. Please note, however, that you must elect to keep all evaluation letters (including the Committee letter) all confidential or all non-confidential; there can be no combination. For example, you may not designate your individual letters of evaluation as confidential and also retain your right of access to the Committee letter.

Committee Packet Submission

What items do I need to initiate the Committee Process?

TWO (2) COPIES of the following:

- Personal Essay
- Autobiography
- History Form
- Academic Notation Sheet (optional)
- Personal Information Sheet
- Science GPA Calculation Sheet
- Recent photo
- Health Professions Related Experiences Sheet

Why do I need to submit two (2) copies of the packet?

One copy is for your Pre-Health Professions file; the other is for your Committee Advisor.

What happens if I don't submit two (2) copies?

Your packet will be returned because it is incomplete. Once you submit two (2) copies of the appropriate items, you will have completed the packet. In addition to the two (2) copies for Pre-Health, we **strongly** encourage you to keep a copy(ies) of your completed packet for yourself. This will be helpful when you are completing your health professional school applications.

Why do I need to submit a photo?

The photo will simply help us identify you.

I turned in all my materials last year. Why can't you guys just use my old file?

Although you may have attempted past Committee applications, we do not reactivate that material. Until you have actually applied to medical/dental/optometry school through the Committee, you are considered a first-time applicant and therefore need to submit ALL new materials.

Past letters of evaluation will be kept on file. If the letters on file are more than one (1) year old, we strongly recommend submitting all new or updated letters.

What is the deadline for submitting the Committee packet?

Deadline: 5:00 pm, Friday, November 18, 2011

Can I submit the packet earlier than the stated deadline?

Absolutely!

Does the completed packet need to be in a binder or folder?

No.

Can I snail mail the packet to the Pre-Health Office?

Yes, but it must be **received** in our Office by the deadline, Friday, November 18, 2011. Our mailing address is: Loyola University Chicago, Pre-Health Advising, 1032 W. Sheridan Road, Sullivan Center 262, Chicago, IL 60660.

Can I e-mail the completed packet to the Pre-Health Professions Advising Office?

Although this is not recommended, we understand this may be necessary for some students.
Contact Pam Deters at 773-508-3636 to discuss your special circumstance.

Eligibility for Committee Process

Who is eligible to participate in the Committee process?

- A. Most current Loyola undergraduate students, graduate students, and alumni are eligible to participate in the Pre-Health Advisory Committee process. Degree seeking undergraduate students with exceptional amounts of advanced placement or transfer credits and transfer students are **strongly encouraged** to be on course to complete at least 16 credit hours in the sciences at Loyola by the end of the 2012 spring term.
- B. Post-Baccalaureate students who have been officially admitted to the Post-Baccalaureate Pre-Medical/Pre-Health Program are eligible to participate in the Pre-Health Advisory Committee process. However, these students **must** be on course to complete at least 16 credit hours in the sciences at Loyola by the end of the 2012 spring term. ***Post-Baccalaureate students are strongly encouraged to have been at Loyola for at least three (3) terms (e.g., summer, fall, and spring).*** All Post-Baccalaureate students who plan to be at Loyola less than two (2) years must make the effort to ensure that the Pre-Health Advising staff and faculty are acquainted with them.
- C. MAMS students who have been officially admitted to the Master of Arts in Medical Sciences program are eligible to participate in the Pre-Health Advisory Committee process. Because MAMS students are only here for one (1) year, it is important for the MAMS student to know their MAMS advisor, faculty, and Director of the MAMS Program very well.
- D. **Grade Point Average Requirement:** Only applicants with a **Loyola cumulative grade point average** of at least **3.0 and BCPM of 3.0** at the end of the fall semester 2011 are eligible to enter the Committee process. Similarly, Committee applicants who meet this eligibility requirement at the end of fall semester 2011 but fall below a 3.0 Loyola cumulative GPA and 3.0 BCPM at the end of spring term 2012 **will be discontinued** from the Committee process at that time. Loyola alumni who had below a 3.10 GPA at Loyola University Chicago upon graduation, but have completed a formal graduate degree program and achieved at least a 3.10 cumulative GPA, are eligible to enter the Committee process.
- E. Please carefully review the AMCAS, AACOMAS, ADSAS, or other application instructions (for the 2013 application year) when they become available in May 2012 to clarify what classes should be included in the respective, BCPM, BCP, or other science GPA calculations.
- F. The Pre-Health Professions Office reserves the right to discontinue an applicant from the Committee process.

Are there examples of who is not eligible to participate in the Committee process?

- A. Post-Baccalaureate students who have not been officially admitted to the Post-Baccalaureate Pre-Medical/Pre-Health program are **not** eligible to participate in the Pre-Health Professions Advisory Committee process.
- B. Non-Degree seeking students (other than those admitted to the Post-Baccalaureate certificate program and Loyola Alumni).
- C. Individuals applying to more than one health profession simultaneously (e.g., Medicine and Dentistry). Note: The Committee considers individuals who are applying to allopathic and osteopathic medical school simultaneously to be applying to a **single** health profession,

- D. Loyola students (undergraduate, post-baccalaureate or MAMS) with less than a 3.0 Loyola cumulative GPA or less than 3.0 BCPM at the end of the fall 2011 or spring 2012 semester at Loyola University Chicago.

Is my current GPA and BCPM competitive?

See Red Light – Green Light general guidelines on what typically constitutes a competitive GPA and BCPM for a given type of health professional school.

Red Light – Green Light

The following provides general guidance on competitive grade point averages for allopathic medical, osteopathic medical, dental, optometry, and podiatry schools. Falling into one of these categories does not guarantee acceptance to health professional school, nor does it destine one for rejection.

Allopathic Medical and Dental School

Green Light: Cumulative GPA and BCPM greater than or equal to 3.60

Yellow Light: Cumulative GPA and/or BCPM less than 3.60 but equal to or greater than 3.30

Red Light: Cumulative GPA and/or BCPM less than 3.30

Osteopathic Medical School

Green Light: Cumulative GPA and BCPM greater than or equal to 3.40

Yellow Light: Cumulative GPA and/or BCPM less than 3.40 but equal to or greater than 3.20

Red Light: Cumulative GPA and/or BCPM less than 3.2

Optometry School and Podiatry School

Green Light: Cumulative GPA and BCPM greater than or equal to 3.1

Red Light: Cumulative GPA and/or BCPM less than 3.1

Please note that, based on the Red Light - Green Light box above you can be Committee eligible even while it may not be advisable to apply to a health professional school. **Please consult closely an advisor in the Pre-Health Professions Program if your cumulative grade point average is below a 3.3.**

Is my MCAT competitive?

See Red Light – Green Light general guidelines on what typically constitutes a competitive MCAT for a given medical school.

Red Light – Green Light

The following provides general guidance on MCAT scores for allopathic medical and osteopathic medical schools. Falling into one of these categories does not guarantee acceptance to health professional school, nor does it destine one for rejection.

Allopathic Medical School

Green Light: MCAT is 30 or higher

Yellow Light: MCAT is 29, 28 or 27

Red Light: MCAT is 26 or lower

Osteopathic Medical School

Green Light: MCAT is 26 or higher

Yellow Light: MCAT is 25, 24, or 23

Red Light: MCAT is 22 or lower

**Please consult closely with an advisor in the Pre-Health Professions Program
if your MCAT is below a 28.**

Grade Point Average Requirement: Loyola Cumulative GPA and Loyola BCPM GPA

Only applicants with a Loyola Cumulative GPA AND Loyola BCPM GPA of at least 3.00 at the end of the fall semester 2011 are eligible to enter the Committee process. Similarly, Committee applicants who meet this eligibility requirement at the end of fall semester 2011 but fall below a 3.00 Loyola Cumulative GPA and/or Loyola BCPM at the end of spring term 2012 will be discontinued at the Committee process at that time. Loyola alumni who had below a 3.00 Cumulative GPA and/or BCPM GPA upon graduation, but have completed a formal graduate degree or post-baccalaureate program and achieved at least a 3.0 Cumulative GPA and BCPM GPA are eligible to enter the Committee process.

Does the Committee round up when computing Cumulative GPAs and BCPM GPAs? No. Loyola's Term and Cumulative GPAs are listed to the thousandth (third number to the right of the decimal) on transcripts. Thus, a Cumulative GPA or a BCPM GPA equal to or less than 2.999 would not meet the Grade Point Average Requirement necessary for participation in this year's Pre-Health Professions Advisory Committee. Committee Applicants who do not meet the Grade Point Average Requirement will be notified in January 2012 (if they do not satisfy this requirement after fall term 2011) or in May 2012 (if they do not satisfy this requirement after spring term 2012).

Cumulative GPA: Loyola Cumulative GPA's are listed on one's Loyola transcript.

BCPM GPA: The Pre-Health Professions Office will compute Loyola BCPM GPA's for Committee Applicants who register by the deadline and meet all other applicable eligibility requirements. We recommend that Committee Applicants compute their own BCPM GPA as well. Instructions on how to compute the BCPM (for pre-medical students) and the BCP (for pre-dental students) are provided on the "How to Calculate Your Science GPA" form on page 42 of the Committee Packet.

The following courses should be included in the BCPM (Pre-Dental students should compute a BCP and not include math and statistics courses):

All Courses Listed in the Biology Department

http://www.luc.edu/biology/bs_courses.shtml

and

http://www.luc.edu/biology/ma_courses.shtml (MAMS Students Only)

All Courses Listed in the Chemistry Department

http://www.luc.edu/chemistry/courses_undergrad.shtml

All Courses listed Physics Department (except for Physics 101, 103, 104, and 105)

<http://www.luc.edu/physics/courses.shtml>

All Courses listed in the Math and Statistics Department

<http://www.luc.edu/math/catalog.shtml>

In addition Statistics courses such as Psychology 304 and Sociology 301 would be included as math courses in the BCPM.

We understand that there may be other courses that are primarily Biology, Chemistry, Physics or Math in nature which are not included above. For instance, the content of some computer hardware and computer architecture courses are primarily physics in nature. Thus, with verification from the instructor, undergraduate program director, or chair of the department, such classes will be included into a Committee participant's Loyola BCPM.

Professional Behavior

As indicated earlier, a Committee applicant's evaluation is based in part on his or her interactions with the Pre-Health Professions Office, Committee Advisor, and other members of the Loyola community. It is important to realize that your interactions with faculty, staff and fellow students could be a discussion topic for the Committee. Be yourself and put your best foot forward!

In addition, allopathic medical schools ask that an applicant disclose all instances of institutional action on the AMCAS application. This would include for instance even a minor violation in the residence halls if this incident is on record in the Dean of Students Office. However, the influence of an applicant's professional behavior on admission to health professional school is not limited to actions on the college campus. For instance, Allopathic medical schools ask that an applicant disclose if he or she has ever been convicted of a misdemeanor or felony, some medical schools require that applicants submit a copy of their credit report as a condition to admission, etc. More recently, there appear to be risks to applicants who share inappropriate material or demonstrate poor judgment in the eyes of health professional school admission committees over such social networking sites such as Facebook. In a *NY Times* article (June 11, 2006), Alan Finder writes:

Many companies that recruit on college campuses have been using engines like Google and Yahoo to conduct background checks on seniors looking for their first job. But now, college counselors and other experts say, some recruiters are looking up applicants on social networking sites like Facebook, MySpace, Xanga, and Friendster, where college students often post risqué or teasing photographs and provocative comments about drinking, recreational drug use and sexual exploits in what some mistakenly believe is relative privacy.

When viewed by corporate recruiters or admissions officers at graduate and professional schools, such pages can make students look immature and unprofessional, at best.

The general advice on this issue for applicants seeking entrance to health professional school is to:

Review their pages on Facebook and other sites with fresh eyes, removing photographs or text that may be inappropriate to show to their grandmother or potential employers...[and to] apply settings on Facebook that can significantly limit access to their pages.

It is also important to realize that most medical schools will also perform a criminal background check on accepted applicants.

MCAT

At the time of the printing of this document, the procedures for the 2012 MCAT exam have not yet been made available (except for projected 2012 date-schedule).

Some of the essential MCAT links pertaining to the 2012 administrations of the exam are listed below:

The Official Medical College Admission Test (MCAT) Web Site:

<http://www.aamc.org/students/mcat/start.htm>

MCAT Essentials:

<http://www.aamc.org/students/mcat/mcatessentials.pdf>

Projected Schedule of 2012 MCAT Exam Test Dates and Times is not available at the time of printing.

- **Register Early!** Registering the day registration opens is optimal if a realistic option.
- **Basic Rubric for MCAT Schedule (Overgeneralization)**
 - March, April and May test dates are **Optimal for First-time Applicants** (Few if any problems due to application timing)
 - June test date is **OK** (Some problems due to timing; Apply blind more likely)
 - July test dates are Somewhat **Problematic**.
 - August and September test dates are **More Problematic** (Problems ranging from mild to severe depending on the specific medical schools due to timing; Must apply blind)
 - Considerations on timing are qualified under the **Higher Order Principle** that one should not sit for the MCAT until one is well prepared for the MCAT. If taking the MCAT late prevents appropriate timing, then strongly consider delaying your application to the next application year.
- **Loyola Final Exams – Spring 2012:** Monday, May 1, 2012 through Tuesday, May 8, 2012

MCAT Review Materials Available through AAMC

- Practice materials that are an approximate, but not identical, format as the computerized MCAT are available at www.e-mcat.com. Additional MCAT review materials may be purchased through the AAMC website: www.aamc.org → “MCAT” link.

MCAT: A Snapshot of “The Numbers”

- The composite score of **32** was the national median score for applicants admitted to **Allopathic** medical school in **fall 2010**.

- In terms of individual sections:
 10 was the median score for Verbal Reasoning
 11 was the median score for Physical Sciences
 11 was the median score for Biological Sciences
 P was the median score for the writing sample.
- Generally, a score of 30 or higher with scores of 10 or higher in the individual sections is a competitive score for many **Allopathic** medical schools.
- A composite score of 30 was the first score at which 2009 applicants to **Allopathic** medical school were accepted at a higher rate than rejected (slightly better than 50% of applicants were accepted with a score of 30).
- Scores below 30 quickly become more problematic for acceptance to **Allopathic** medical school.
- The national average MCAT score for applicants accepted to **Osteopathic** medical school in 2009 was 26 (rounded down from 26.19 with a standard deviation of 3.27):
 8.59 Verbal Reasoning
 8.38 Physical Sciences
 9.22 Biological Sciences.

The average grade point average for students entering **Osteopathic** medical schools in 2009 was:

3.35 Science GPA
 3.48 Cumulative GPA.

**GENERAL TIMELINE:
SOME CONSIDERATIONS AND ACTIVITIES FOR HEALTH
PROFESSIONAL SCHOOL APPLICANTS
ENTRANCE FOR FALL 2013**

September 2011

_____ Begin/continue to review for the health professional exam you plan to take (*e.g.*, MCAT, DAT, etc).

_____ If you have not begun clinical experiences by September 2011, we recommend you consider delaying your application to a subsequent application cycle to allow for more extended exploration of your health care profession of interest.

_____ **Begin/continue your own research on health professional schools and their requirements. Applicants are responsible for knowing the requirements of the health professional schools to which they apply. The health professional schools themselves are the best source for the most accurate and up to date information.**

Admission requirements vary substantially from school-to-school even within a given health profession. There are resources in the Pre-Health Professions Office that will likely be helpful to you in this endeavor. Please do not hesitate to use them—we have acquired them for you. Also, be sure to carefully review all the health professional schools’ websites to help understand all requirements for which you will be held responsible.

October 2011

_____ Attend a “2013 Applicant Workshop.” The Pre-Health Professions Office will notify you of the dates and times.

_____ Make sure your e-mail address does not filter out our emails. E-mail is our primary means of communication.

_____ If you haven’t already done so, schedule a meeting with one of the Pre-Health Advisors or the MAMS Advisor to discuss the best strategies for preparing for and applying to health professional schools, review the strength of your current candidacy, etc.

_____ Check dates and deadlines for professional school examinations; continue a review strategy to prepare for the exam.

_____ Begin working on the first three (3) items in the “packet” that are due on Friday, November 18, 2011, namely the personal essay, autobiography, and history.

_____ Consider your best prospects to ask for letters of evaluation.

November 2011

_____ **Friday, November 18, 2011** is the deadline for returning **two (2) copies** of the following items to the Pre-Health Professions Office (Sullivan Center 262A):

- 1) Personal Essay explaining “How I know my chosen health career is right for me.” This is a working copy for discussions with your pre-health committee advisor.
- 2) Autobiography
- 3) History form *detailing* work/volunteer experience, education, extracurricular activities, and other relevant information
- 4) Academic Notation Sheet (optional)
- 5) Photo
- 6) Completed Personal Information Sheet
- 7) Science GPA Calculation Sheet
- 8) Health Professions Related Experiences
- 9) Statement of Veracity

_____ Begin requesting letters of evaluation from faculty and a professional who has observed you in a clinical capacity. Letters are due by March 30, 2012.

_____ Begin checking on registration dates for your ideal test dates (MCAT, etc.) It is vital to register as early as possible to insure the MCAT in April or May.

December 2011

_____ If you have not begun clinical experiences by December 2011, we strongly recommend you consider delaying your application to a subsequent application cycle to allow for more extended exploration of your health care profession of interest.

_____ Identify, at a minimum, the top ten (10) health professions schools to which you are interested in applying. Remember to investigate your state schools for your home residence. The Medical School Admission Requirements (MSAR) and osteopathic and dental counterparts are available in the Pre-Health Professions Office and are good resources for beginning to each school’s criteria.

January 2012

_____ We pair you with your Committee advisor in January. We **cannot** assign a Committee advisor if you have not submitted all appropriate paper work. Please make sure that all information (*i.e.*, History, Personal Essay, Autobiography, Personal Information Sheet, Photo, Science GPA Calculation Sheet, Optional Academic Notation Sheet and Health Professions Related Experiences) and actions (*e.g.*, meeting with Pre-Health Advisor or MAMS Advisor) that have been asked of you in October, November, and December have indeed been completed and received by the Pre-Health Professions Office.

_____ Applicants who have not had any substantial clinically related experiences (more than 100 hours) by this time are **advised to withdraw** from this year’s Committee cycle.

_____ **Tuesday, January 31, 2012:** Deadline for two copies of your Health Professions Related

Experiences

February 2012

- _____ Meet individually with your Committee Advisor through April to revise Personal Statement and to continue to make and refine application plans.
- _____ ***Friday, February 24, 2012:*** Deadline for students to have established in-person contact with assigned Committee Advisor. If you fail to meet with your Advisor at least once by the February 24th deadline, you will not be able to work through our Committee, and will have to complete the application process independently.

March 2012

- _____ Continue to meet with your Committee Advisor, refine your Personal Statement and make plans.
- _____ Friday, March 31, 2012 is the deadline for students' letters of evaluation to be turned in to the Pre-Health Professions Office (Sullivan Center 262).

April 2012

- _____ Attend "How to Apply" workshop for information on how to submit applications, Committee letter of evaluation, etc..
- _____ ***Friday, April 27, 2012*** is the deadline to meet with your Committee Advisor to refine Personal Statement, etc.
- _____ Pre-Dental students take the DAT (even though the DAT is computerized and scores are immediately available upon completion of the test, **we strongly recommend** that dental students take the DAT in April, May, or June). If a student wants to re-take the DAT, he or she must wait 90 days before doing so.
- _____ Please make sure that your major(s) and minor(s) are current in your academic record.

May 2012

- _____ May 4 – If you do not have a letter of evaluation from your clinical experience, you will not be presented to the Committee. If you do not have at least one letter from a Loyola faculty member, you will not be presented to the Committee. If you do not have at least three letters of evaluation you will not be presented to the Committee. Any letter arriving after May 4th may not be shared with the Committee.
- _____ May 11 – Withdraw from the Committee if you're unsure of your health professional school candidacy. Save your full Committee evaluation for next year.
- _____ Begin filling out your online applications for AMCAS, AACOMAS, AADSAS, or AACPMAS. Review requirements for all relevant application services, as applicants themselves are held responsible for this information. Send for applications from schools not participating in these services.
- _____ Arrange with Registration and Records Office (LSC: Sullivan, 1st Floor; WTC: Lewis Towers, 5th Floor) to have copies of your transcripts sent to an application service (*e.g.*,

AMCAS) or directly to individual schools not participating in a service.

Students needing to have their transcript sent to AADSAS or AMCAS should ask for the PAPER TRANSCRIPT REQUEST FORM and also ask that the Hub advisor attach the AADSAS or AMCAS transcript form to Loyola's paper transcript request form.

IMPORTANT! If you have taken courses at other colleges or universities, you will need to submit those transcripts to the application services. (Even if you transferred this credit to Loyola, you still need to submit the original transcripts).

_____ If you applying to osteopathic schools and have Advanced Placement credit, you need to contact Pam Deters to get a Transfer Credit Summary which will show how your Advanced Placement credit was allocated at Loyola. Alternatively, you may contact the Office of Registration and Records to show how your Advanced Placement credit was allocated.

June 2012

_____ **If the Committee declines to write a letter for a student**, they will be notified by a letter and/or e-mail from the Pre-Health Professions Office by Friday, June 8th.

_____ We recommend that students submit AMCAS, AACOMAS, or AADSAS applications between June 1st and July 31st. While these application services will accept your applications through the fall semester, most schools employ a rolling admissions system, which means that the available spaces in their schools begin to dwindle as early as October.

General Guideline:

- Submitting AMCAS, AACOMAS, or AADSAS applications in June is **Optimal**.
- Submitting AMCAS, AACOMAS, or AADSAS applications in July is **OK**.
- **Submitting AMCAS, AACOMAS, or AADSAS applications on or after August 1 is Problematic and increasingly so the later it gets.**

We recommend that students wait for their March, April or May test scores (*e.g.*, MCAT) before applying. This strategy allows applicants to give consideration to their scores before submitting their application. Time becomes a much tighter resource for students who will receive their scores later than June. A popular saying in health professional school admission is "let your primary application fly before July."

An applicant who submits his or her AMCAS, AACOMAS, or AADSAS application in July may be at more of a disadvantage than an applicant who applied in June in terms of timing. However, there are also some health professional schools where submitting an AMCAS, AACOMAS, or AADSAS application in July will likely not pose problems due to timing. The degree of disadvantage an applicant faces would ultimately depend on the practices of the specific health professional schools to which the applicant applies.

Submitting AMCAS, AACOMAS, or AADSAS applications after July 31 may cause substantial problems due to timing at many health professional schools.

_____ **If applying to medical school, please submit your AMCAS application to our Office**

as soon as possible. We cannot send out letters of evaluation without an AMCAS number. If you are applying through AMCAS, we also need an AMCAS Letter ID Form.

- _____ As of June 1, 2012 Committee Applicants may begin submitting requests to the Pre-Health Professions Office to have their Committee Letter Packet sent out. The Packet will include individual letters of evaluation and a Committee Evaluation Cover Letter. **We process letters in the order that they are received. Our Office cannot commit to sending out letters before Monday, August 20th.** It typically takes three (3) to four (4) weeks (although sometimes longer) from the receipt the Letter Release Form and the loading of one's Committee materials (or otherwise transmitting letters to health professional schools). If four (4) weeks have elapsed since you have submitted all necessary materials for the release of your letters, please contact the Pre-Health Professions Office and politely inquire about the status of your letters. If you can provide printed proof that letters have an earlier deadline, we will do our best to accommodate your needs.
- _____ Submit all other health professional school applications early as well (*e.g.*, non-AMCAS schools, optometry schools, etc.).
- _____ We encourage students to record all application activity (*e.g.*, date sent, confirmation of receipt, secondary applications returned, and other relevant information) in a notebook, phone calendar, etc.
- _____ Meet with Pre-Health Advisor to discuss MCAT scores.

July 2012

- _____ **July 6 – No new letters will be accepted by the Pre-Health Advising Office in support of your application.**
- _____ Like all schools, health professional schools occasionally lose documents. If you have not received confirmation from a school that your application is complete since you submitted all of the materials, call the school to see if anything is missing from your file.
- _____ It is important to stay organized throughout the entire application process. Keep files on each school to which you apply and any follow-up steps taken with each school (and the Pre-Health Professions Office). Each applicant is responsible for his or her application.

August 2012

- _____ August 3 – Last day to withdraw from the Committee.

September 2012 - May 2013

- _____ September: Attend an interview workshop to improve and develop strategies for health professional school interviews. Call 773-508-3636 for additional information.
- _____ Update the Pre-Health Professions Office, your Committee Advisor, and all individuals who wrote letters on your behalf when you are offered acceptance from a health professional school.

Letter requests received on or after September 1, 2012, whether they be initial requests to release Committee letters to health professional schools or requests to send Committee letters to additional schools subsequent to one's initial release of these materials, will take substantially more time to process.

Note:** In terms of the dates for taking **standardized tests**, we have identified preferred dates (e.g., taking MCAT in April or May allows students' applications to be complete before spaces at some medical schools are reduced due to rolling admissions; taking the DAT in April or May generally affords students the possibility to retake these tests if their scores are lower than expected; etc.) However, please remember that these are suggested guidelines. **The overriding criterion for taking standardized tests is: Take your test when you are well prepared for it.

Please write down any other notes/information that you find relevant to your individual application process.

Exam Information Dates

TEST		TEST DATE	REGULAR REGISTRATION DEADLINE	REGULAR REGISTRATION FEE
DAT	Dental Admission Test Required for most dental schools.	Year-round, computer based.	Year-round, computer based. Need at least 48 hours advanced notice for scheduling exam at a Prometic Test Center. http://www.ada.org/prof/ed/testing/dat/index.asp	\$320 2011 fee
MCAT	Medical College Admission Test Required for most medical (allopathic and osteopathic) schools and podiatric medical schools.		http://www.aamc.org/mcat	\$235.00 2011 fee
OAT	Optometry Admission Test Required for most optometry schools.		The OAT exam is computerized and examinees are allowed to take the OAT an unlimited number of times but must wait at least 90 days between testing dates. However, only scores from the four most recent attempts and the total number of attempts will be reported. https://www.ada.org/oat/index.html for more information.	\$220.00 2011 fee

Dates and fees are subject to change. Please check websites or contact testing services for more up to date information.

Personal Information Sheet—Please Type or Print Neatly (Page 1 of 2)

TODAY’S DATE _____

Last Name

First Name

Name you wish to be called: _____

Student ID Number

--	--	--	--	--	--	--	--	--	--	--	--

AAMC ID Number
(If you already have one)

--	--	--	--	--	--	--	--

Check appropriate box: Undergraduate Post-Baccalaureate Alumnus/a MAMS

Please indicate your current address to help us in assigning an Advisor:

<input type="checkbox"/>	Local Address	_____	_____	_____	_____
		Street	City	State	Zip

<input type="checkbox"/>	Permanent address	_____	_____	_____	_____
		Street (If same as Local Address, write “same”)	City	State	Zip

E-Mail Address (**That you really use!**) Local Telephone Cell Phone Permanent Telephone

Career Intent (check one): _____ Dentistry _____ Podiatry
 _____ Medicine _____ Other (explain) _____
 _____ Optometry

Male _____ Female _____

What year do you expect to enter professional school? _____

Anticipated Loyola graduation date (if applicable) _____

If you speak more than 1 language, please list those in which you are fluent:

Primary Language (First language learned) _____

Secondary (second language learned) _____

Other languages: _____

Personal Information Sheet—Please Type or Print Neatly (Page 2 of 2)

If you have already taken a professional exam, please provide exam date & scores in appropriate section:

DAT	AC Avg	PAT	QRT	RCT	Biol	Gen Chem	Org Chem	Total Sci
GRE	Verbal			Quantitative			Writing Sample	
MCAT	Verbal Reasoning		Physical Sciences		Biological Sciences		Writing Sample	
Date taken:								
MCAT	Verbal Reasoning		Physical Sciences		Biological Sciences		Writing Sample	
Date taken:								
OAT	AC Avg	QRT	RCT	Biol	Gen Chem	Org Chem	Physics	Total Sci

If you have not yet taken a professional exam, what exam do you plan

to take and when? _____

Remember: Please submit 2 copies of this Form.

History (Page 1 of 2)

Please type or print very neatly. Answer on this form, **not** on a separate sheet.

List all colleges you have attended, with dates of attendance, in reverse chronological order—most recent first

Name of Institution City & State	Dates of Attendance (mo/yr)	Major(s)	Minors(s)	Degree Expected/ Earned	Summer Only (Yes/No)
<i>e.g., Spinner University Sunset, SD</i>	<i>8/10-5/11</i>	<i>Biology</i>		<i>BS</i>	
<i>e.g., Bennett College, Milbrook, NY</i>	<i>6/08-8/10</i>	<i>No Major</i>		<i>No Degree</i>	<i>Yes</i>

Please list the Honors/Awards you have received since graduating from high school.

Achievement/Organization	Date
<i>e.g., Deans List for three semesters, Loyola University Chicago</i>	<i>2010-2011</i>
<i>e.g., Top Sales Team Leader, XYZ Marketing Company</i>	<i>4th Quarter (FY 2010)</i>

Form B

History (Page 2 of 2)

List all the extracurricular, community, volunteer, and employment since graduating from high school. Specify length of involvement and briefly outline any leadership roles. Provide as much detail as space will allow.

These fifteen spaces correspond to the AMCAS application.

Activity/Organization including brief description of duties	Period of Participation Dates (mo/year)	Hours/Week	Club, Volunteer or Work
<i>e.g., Pre-Dental Club, Member. Attended meetings & presentations.</i>	<i>9/09-4/11</i>	<i>4 hrs/wk</i>	<i>Club</i>
<i>e.g., Loan Officer, Bank Chicago. Review mortgage applications for first-time homeowners.</i>	<i>Jan. 2009-Present</i>	<i>35 hrs/wk</i>	<i>Full Time Employment</i>

Activity/Organization including brief description of duties	Period of Participation Dates (mo/year)	Hours/Week	Club, Volunteer or Work

How to Calculate Your Science GPA

Most pre-health students know that health professional schools care about an applicant's GPA. Many don't know that these schools care even more about the science GPA. To avoid unwelcome surprises when a Pre-Health Advisor discusses your science GPA with you, it would be a good idea to figure it out for yourself before meeting with an Advisor. ☺

Please carefully review the AMCAS, AACOMAS, ADSAS, or other application instructions (for the 2013 application year) when they become available in May 2012 to clarify what classes should be included in the respective, BCPM, BCP, or other science GPA calculations.

- (1) Write down the course number of each science course you have taken. (For medicine and most other schools, this means: Biology, Chemistry, Math and Physics courses. **For dentistry and osteopathic medicine, do not include Math or Statistics.**)
- (2) Write the grade you received, then translate the grade into the Grade Weight (*e.g.*, A = 4). Grade Weights are listed below.
- (3) Multiply the **Weight** times the **Hours** to get the **Points**. (Notice that Points are also listed on your transcript.)
- (4) To calculate science GPA, divide **Total Points** by **Total Hours**.

Course	Grade/Weight	Hours	Points
*****	*****	Total Hours:	Total Points:

Science GPA: _____

Loyola Grade Weights:

A = 4	A- = 3.67	B+ = 3.33	B = 3	B- = 2.67	C+ = 2.33	C = 2	C- = 1.67	D+ = 1.33	D = 1	F = 0
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For those who have attended other schools, please use the appropriate grade weights from those institutions. You may make additional copies of this form to complete your calculation.

Name: _____

Date Photo Was Taken: _____

ATTACH
PHOTO
HERE!

(Please glue, staple,
or tape your photo.)

Academic Notation Sheet (Optional)

In the space provided below, or on a separate sheet, explain any significant inconsistencies in your academic progress (e.g., complete withdrawal from classes during a semester, an uncharacteristically poor performance during a specific semester, etc.). This information may prove useful for the Pre-Health Professions Advisory Committee.

Health Professions Related Experiences

Minimum of 50 Hours (all experiences totaled) by January 31, 2012

Post-Secondary Experiences Only (e.g., after high school)

Experience Name:		Dates:	
Contact Name and Title:		Hours/Week:	
Organization Name:		Total Hours:	
City/State/County:			
Experience Description (Please use space provided):			

Experience Name:		Dates:	
Contact Name and Title:		Hours/Week:	
Organization Name:		Total Hours:	
City/State/County:			
Experience Description (Please use space provided):			

Experience Name:		Dates:	
Contact Name and Title:		Hours/Week:	
Organization Name:		Total Hours:	
City/State/County:			
Experience Description (Please use space provided):			

Total Hours over All Experiences:	
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Please return two copies with your committee packet.
Before January 31, 2012, turn in two copies of your updated form.

Statement of Veracity

I certify that, to the best of my knowledge, the information contained in this application is complete and true. I understand that submission of false or incomplete information may void my application and/or acceptance to the Pre-Health Professions Advisory Committee. Providing false information at anytime during the Committee process may lead to being discontinued from the Committee process and/or campus judicial procedures.

Signature

Date



**Pre-Health Advising Evaluation Form
for Pre-Health Professions Advisory
Committee Applicants ONLY**

Section 1: To Be Completed by the Student

(Please Print)

Name of Student _____ Student ID _____

Name and Title of Recommender _____

Statement of Applicant: I understand that a copy of the evaluation attached to this statement will be forwarded, at my request, to health-related institutions or agencies that I explicitly designate. I further understand that, if I waive right of access to this letter, I may not read it, and certify that I will not seek to do so, now or in the future. I also understand that I must select all evaluations (including the Committee letter) to be either all confidential or all non-confidential.

This Family Educational Rights and Privacy Act of 1974, as amended (P.L. 93-380), allows a candidate for admission to waive his/her right of access to confidential letters or statements written on his/her behalf if the evaluation is used solely for the purposes of admission and if the candidate, upon request, is notified of the names of all persons making such evaluations on his/her behalf. Under the legislation, candidates have the option of signing a waiver which is effective insofar as the evaluation is used solely for the purpose of admission.

You *must* check one:

_____ This is a confidential evaluation, and I waive my right of access to it.

_____ I retain my right of access.

Signature _____ Date _____

. Please indicate which category you intend this letter to be used for:

Science Non-Science Clinical Research Osteopathic

Section 2: To the Evaluator

If appropriate, please comment on the following:

- how you came to know this candidate;
- his or her academic performance and potential (critical and independent thinking, intellectual curiosity, overall intellectual ability);
- his or her maturity, integrity, motivation, and other qualities important for a career in the health professions.

Some guidelines:

- Please use an appropriate salutation "Dear Admissions Committee:" or "To whom it may concern:"
- Your letter will be forwarded in its entirety to admissions committees of several health-related programs so **please do not indicate a specific school on your letter.**
- Please type your evaluation on letterhead stationery.
- **Please do not include the student's social security number** in the letter.
- Neither this form, nor the accompanying letter, should be returned to the candidate.

Please contact Pre-Health Advising at 773-508-3636 with any questions you might have.

Evaluator: Please return this Form AND your Letter of Recommendation

VIA US Mail to:

Office of Pre-Health and Pre-Law Advising
Sullivan Center 262
Loyola University Chicago
1032 W. Sheridan Rd.
Chicago, Illinois 60660

OR

VIA Campus Mail to:

Office of Pre-Health and Pre-Law Advising
Sullivan Center 262
LSC

Fax Number 773-508-3690

This form is for students utilizing the Loyola University Chicago Pre-Health Advisory Committee as an applicant to enter a Medical, Dental, or Optometry School class commencing fall of 2013.

The Pre-Health Office will begin accepting letters of evaluation in October 2011.

Individual letters of evaluation are due in the Pre-Health Office by **Friday, March 31, 2011.**