2018 Entry Cycle of the Pre-Health Professions Advisory Committee
Applicant Information Packet

For Loyola Students and Alumni Seeking Fall 2018 Entry to Medical (Allopathic and Osteopathic) and Dental Schools.

Dear Applicant:

This year you will begin the process of applying to your chosen health professional program for the entering class of 2018 for medical (allopathic and osteopathic) and dental school; the committee will only provide letters for students applying to these disciplines. 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 Pre-Health Professions Advisory Committee process, it is common for us to make changes in our procedures, so please review this packet carefully. It is also important that you keep up to date with us via the pre-health website (www.luc.edu/prehealth), emails (to sign up, follow instructions for the Pre-Health E-Newsletter on www.luc.edu/prehealth), social media outlets, workshops and subsequent published materials pertaining to the committee process to get the most current information on the Pre-Health Professions Advisory Committee process rather than relying on the Loyola grapevine.

We are pleased to use a customized application system for registration for the Pre-Health Professions Advisory Committee (PHPAC) and submission of subsequent materials: the Pre-Health application database (PHad). This system provides a more streamlined registration process, allows applicants to more easily track submission of required materials (e.g., letters of evaluation, etc.), more easily communicate updates (e.g., health care related experiences, etc.), provides an additional means to interface with Committee Advisors, and the like. Please keep in mind that the PHad system is integrated into the Loyola IT infrastructure and will time out if idle (approximately 30 mins) so we suggest you save your information often and frequently when completing your application.

The **deadline** for registering for the Pre-Health Professions Advisory Committee (PHPAC) process is:

**Tuesday, November 22, 2016, 12:00 PM noon (Central Time)**

**Applications must be submitted via the Pre-Health application database (PHad).**

A number of registration materials must be satisfactorily completed and submitted by this deadline to register for this cycle of the PHPAC. A Committee Advisor will be assigned to qualifying participants during the spring 2017 semester and good standing must be maintained through the Committee process.

PHPAC registration via PHad will be closed at 12:00 PM noon on Tuesday, November 22. Thus any who are in the process of registering at 12:00 PM noon on Tuesday, November 22, but who have not yet submitted their complete registration, will have missed this registration.
The Health Professional School application process consists of paperwork and deadlines. Consider this process preparation for your future in the health professions.

Best Wishes!

The Pre-Health Professions Advisory Committee Leadership Team

James M. Johnson, Ph.D.
Associate Director of the Career Development Center
Chair, Pre-Health Professions Advisory Committee

Lizette Ozog, M.Ed.
Pre-Health Professions Advisor

Andrea Beaumont, M.S.
Pre-Health Professions Advisor

Dawn Franks, Ph.D.
Biology Faculty
Director of the MAMS Program

Sally Fell, M.S., LPC, CADC, NCC
Pre-Health Advisor, MAMS Program

What is the Committee Process?

The Pre-Health Professions Advisory Committee (PHPAC) process guides, advises, and gets to know Loyola students and alumni better to evaluate them personally, academically, and on their professional orientation when applying to health professional schools. The Committee process is a means for a Committee Advisor and the entire PHPAC to assess Committee participants for their chosen health profession. The Committee cycle extends from November (fall semester) through the following summer (2017).

This Pre-Health Professions Advisory Committee Application Information Packet and related workshops and materials are not an exhaustive treatment of how to apply to health professional school. This information 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 and related workshops and materials should be helpful.

To work through the Committee, an applicant must meet the following eligibility requirements.

PARTICIPANTS MUST:
1. Be a current Loyola degree-seeking student or alumnus/a, an officially admitted Post-Baccalaureate to the Pre-Med/Pre-Health program on course to complete 16 science credit hours by the end of the Spring semester, or an officially admitted MAMS student eligible to participate.

2. Have a cumulative and science GPA of 3.00 or better at the end of the fall 2016 and have a cumulative and science GPA of 3.20 or better at the end of spring 2017.


4. Meet the requirements for application submission to AMCAS, AACOMAS, or AADSAS at the end of the Committee process.

5. Submit a completed Committee application to the Pre-Health Professions office via the Pre-Health application database by the deadline. Participants must also meet all applicable requirements and deadlines pertaining to the 2018 entry cycle of the Pre-Health Professions Advisory Committee.

Notice: Simultaneous applications to more than one health profession is not permitted in the Committee process. Applications to allopathic and osteopathic medical institutions are considered a single health profession.

Transfer applicants should also have at least 16 credit hours of sciences completed at Loyola by the end of the spring 2017 semester.

Roughly one month into the Committee process, all Committee participants are expected to have scheduled one meeting with their Committee Advisor. The deadline for scheduling and having your first meeting with your Committee Advisor is 5:00 PM on March 3, 2017, and your last meeting can be no later than 5:00PM on April 28, 2017 (the last Friday in April).

These appointments must be scheduled (walk-ins will not be considered acceptable). If you fail to meet with your Committee Advisor by the March 3, 2017 deadline, you will not be able to continue to work through this Committee cycle, and will have to complete the application process independently. Committee participants who do not meet the March 3, 2017 deadline are not notified, but are simply dropped from the Committee Process. Most advisors request at least two or three meetings with an advisee, scheduled throughout the spring semester, but the exact number and length of meetings is at the discretion of your advisor. Applicants are responsible for maintaining records of their appointments with advisors.

The Pre-Health Professions Advisory Committee meets every May to discuss and evaluate Committee applicants. Medical schools and dental 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); involvement in health related volunteer/work; extracurricular/community
service activities; research opportunities; general work experiences; personal life factors; maturity of your decision to pursue a career in the health professions; your interactions with the members of Pre-Health Professions Program, your Committee Advisor, and other members of the Loyola community; and the AAMC Recommended Guidelines for Letters of Evaluation (https://www.aamc.org/initiatives/admissionsinitiative/letters/). Committee appraisals are rigorous, may be positive and/or negative, and vary in strength. **The strength of the Committee letter of evaluation generally 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 (talk with your advisor to find out examples of criteria). Applicants for whom the Committee declines to write a letter will be withdrawn from the Committee process. This decision is final.

This Committee cycle is for the year of admission in fall 2018 and applicants may only work through the Committee process once fully. If a participant withdraws prior to completing the Committee letter request, then he/she must register for a future cycle, meeting all applicable deadlines and requirements in order to participate in a subsequent Committee cycle. If a participant works through the Committee cycle for a given application year and does not apply for that cycle, he/she **MAY NOT** use the Committee evaluation process of that year for a future year of admission, and would need to repeat the full Committee process.

Information about the Pre-Health Professions Advisory Committee process, in addition to that contained in this Committee Information and Registration Packet, is communicated through such means as the Pre-Health website, workshops, emails, and subsequently published materials. Participants will be held responsible for all information shared by these means over the course of the Committee/Application process. Keeping up to date and meeting all applicable requirements is necessary to maintain eligibility in the Pre-Health Professions Advisory Committee process.

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

**GPA and BCPM Eligibility Requirement: Loyola Cumulative GPA and Loyola BCPM GPA**

1. Only applicants with a Loyola Cumulative GPA and Loyola BCPM GPA of at least **3.00** at the end of the **fall semester 2016** are eligible to enter the Committee process.
2. Only applicants with a Loyola Cumulative GPA and Loyola BCPM GPA of at least **3.20** at the end of the **spring semester 2017** are eligible to continue in the Committee process.
3. Applicants who do not meet the 3.00 fall semester 2016 Eligibility Requirement OR the 3.20 spring semester 2017 Eligibility Requirement will be discontinued from the Committee process at that time.

4. Loyola alumni who fall below either of these Eligibility Requirements, but are enrolled in or have completed a formal graduate degree or post-baccalaureate program and have achieved the minimum GPAs of the fall semester 2016 and spring semester 2017 Eligibility Requirements are eligible to participate in the Committee process. These alumni will need to submit transcripts from their graduate program or post-baccalaureate program to verify GPA.

The Committee does not round up when computing cumulative GPAs and BCPM GPAs. Loyola’s term and cumulative GPAs are listed to the thousandth (third number to the right of the decimal) on transcripts. For example, a cumulative GPA or a BCPM GPA equal to or less than 2.999 after fall 2016 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 2017 (if they do not satisfy this requirement after fall term 2016) or in May 2017 (if they do not satisfy this requirement after spring term 2017).

Cumulative GPA: Loyola cumulative GPA is listed on your Loyola transcript.

BCPM GPA: The Pre-Health Professions Program 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 or BCP GPAs.

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://luc.edu/biology/bsinbiology/courseofferings/
and
http://luc.edu/biology/mainmedicalsciences/ (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

All Courses listed as Neuroscience (i.e., specifically listed as NEUR)
http://www.luc.edu/neuroscience/
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. Similarly, many Exercise Science courses are primarily biology 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.

**Eligibility Requirements: Post-Secondary Health Care Related Experience - Fifty Hour Minimum**

The Pre-Health Professions Advisory Committee believes that commitment to exploring one’s fit through firsthand 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 2018 must demonstrate that they have achieved at least 50 hours of health care-related experience during or after college by March 3, 2017 by updating the Pre-Health Professions Related Experience section of their application to remain in this Committee cycle. Experience can include, but is not limited to, volunteering or working in a hospital or other medically related setting, volunteering or working in a dental setting, clinical aspects of EMT training, shadowing, research that involves direct patient contact, etc.

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.

Most Loyola students and alumni/ae seeking to enter this cycle (admission to health professional school 2017) of the Pre-Health Professions Advisory Committee will have achieved much more than 50 hours of post-secondary health care-related experience by September 2016. Such applicants may then also update their post-secondary health care related experiences on or before March 3, 2017.

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 applying.

Eligibility Requirements: Letters of Evaluation

March 31, 2017: Individual letters of evaluation are due and posted on your application via the Pre-Health application database (PHad). Applicants are able to monitor letter requests submitted and received by logging in on the PHad with their Loyola username and password. Any letters received by/sent to the Pre-Health Professions office will be posted to the student's application on the PHad as soon as possible. Applicants are strongly encouraged to have their recommenders submit letters of recommendation directly to their application using the link provided in the electronic request to best monitor letters received/outstanding for use in the Committee process. This earlier deadline provides a buffer for letters to be received, and is designed for the benefit of the applicant.

May 1, 2017: Applicants who do not have at least three (3) letters of evaluation, one of which is a clinical letter and one of which is from a Loyola faculty member, on file in the Pre-Health Professions Program by May 1, 2017, will be dropped from Committee process, will not be reviewed at the annual Pre-Health Professions Advisory Committee meeting in May 2017, and the Committee will decline to write a Committee Letter on their behalf. Any letter arriving after May 1, 2017 will not be reviewed by the Committee during the annual Pre-Health Professions Advisory Committee meeting in May 2017 but may be used for submission with the Committee letter to medical/dental applications.

July 10, 2017: 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 member.
• 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 on the Pre-Health Applications Database 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:

<table>
<thead>
<tr>
<th>Loyola Undergraduates and Alumni</th>
<th>Loyola Post-Baccalaureate and MAMS Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two (2) letters from Science Faculty Members</td>
<td>Two (2) letters from Science Faculty Members</td>
</tr>
<tr>
<td>One (1) letter from a Non-Science Faculty Member</td>
<td>One (1) letter from someone else who can attest to your motivation for medicine, e.g., an employer, a faculty member from your undergraduate experience, a mentor, a director of your graduate program (if applicable)</td>
</tr>
</tbody>
</table>
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 provide letters as indicated above. Committee materials made available to health professional schools explicitly indicate that these are the categories of letters that are requested. 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. In such cases, it is recommended that the other science letter come from faculty from the department of Biology, Chemistry, or Physics.

Applicants interested in osteopathic medicine please note that most osteopathic medical schools required a letter from either an MD or DO for the fall 2018 admission cycle/DO letter preferred. 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 mid-December 2016. There is a maximum limit of five (5) letters of evaluation… A 30 day general notice for letters will be sent on or around March 31, 2017. This notice will remind participants to review their letter request status and to send reminders to those recommenders who have not submitted their letter of recommendation to your application prior to the letter submission deadline for committee consideration. The deadline for submission of these letters to your application on the Pre-Health application database (PHad) is on May 1, 2017. 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 committee letter submission.

Information on and the process by which applicants can submit letters of evaluation is available on the Pre-Health applications database (PHad) accessible on the Pre-Health Website (http://www.luc.edu/prehealth/) or directly via https://forms.luc.edu/prehealth/login.

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 and in the form that they are received. 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 2017 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
Consider carefully who 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, you may want to provide them with a transcript, a draft of your personal statement, and any other materials they request. An Evaluation Request email requesting the letter of recommendation will be sent from your application on the application database to the recommender’s email you provide (be sure the email address is correctly entered to ensure delivery of the request). This email includes a waiver certification of confidentiality as well as additional suggestions to the recommender for the letter content. Remind those writing your letters of evaluation that these letters need to be on letterhead and signed. These letters of evaluation are included with the Committee letter and sent to health professional schools in the form we have received them.

**Releasing your Letters to Medical and Dental Schools**

If you have previously released a Committee Letter and it has been loaded to a letter service or sent to a health professional school, you are not eligible for a new Committee Letter and cannot go through the Committee Process again. Rather, you can request an addendum as a re-applicant. Information about this is available here: http://luc.edu/prehealth/re-applicantprocess/.

You may request your Committee Letter to be released as early as June 1, 2017 (approximately) and as late as September 1, 2017. We will accept initial requests to have your letters released after September 1, 2017, but be aware that initial requests for release of letters on or after September 1 are discouraged and your Committee letter will take a longer time to process at this point. Committee participants are advised to withdraw and register for a subsequent Committee cycle rather than submit an initial request for release of Committee letter on or after September 1, 2017.

Applicants need to fill out and submit specific materials to release their letters (the Pre-Health Professions Office will make these materials available in April or May 2017). Applicants will also need to provide a copy of their submitted primary application (AMCAS, AACOMAS, AADSAS, etc.) and verification of your application submission to begin the process of releasing their letters. We strongly recommend that you submit all appropriate materials required to request your letters by August 1, 2017. (Many health professional schools use rolling admissions; applicants applying later in the cycle may be disadvantaged.) When the Pre-Health Professions Office receives all required materials, payment, etc., students will receive a confirmation receipt as confirmation of their submission and the request goes into a queue. We try to compose the Committee letter as soon as possible and it generally takes four (4) weeks (although sometimes longer) from the receipt of all required materials to the loading of one’s Committee materials online to AMCAS/AACOMAS/AADSAS/etc. letter service websites. For requests that arrive in the Pre-Health Professions Office on or after September 1, 2017, it will
take five to six (5 to 6) weeks (although sometimes longer) from the receipt of required materials to the loading of one’s Committee materials to the intended letter service.

We recommend that Committee participants contact the Pre-Health Professions Program if they have not received confirmation of their letters being loaded after three to four (3-4) weeks of submission of all required materials for the release of their letters to make sure all is proceeding accordingly.

The Pre-Health Professions Program cannot commit to loading letters (or otherwise transmitting letters to health professional schools) before the final Friday in August 2017. 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 wish to use Interfolio letter service or other letter coordination services.

We use a secure web-based system to distribute Committee letters to participating medical schools via the **AMCAS, AACOMAS, and AADSAS letter service** sites. When the committee letter is uploaded to these services, an email is sent automatically to you, the applicant, to let you know.

We also work with VirtualEvals to distribute committee letters to the medical schools that are participating in the service and that do not use the **AMCAS, AACOMAS, and AADSAS letter services**. For students who choose to send letters via VirtualEvals, there is a $10.00 fee which our office collects to pay for your VirtualEvals entry. AMCAS, AACOMAS, and AADSAS do not require a fee to have applicant letters of recommendations submitted via their sites. It is the applicant’s responsibility to inform the Pre-Health Professions Office if a school to which they have applied does not use the AMCAS, AACOMAS, or AADSAS letter service, so that alternative methods of submission can be arranged.

We only write one Committee letter. Your Committee letter does include your letters of evaluation. While he does not write all Committee letters, Dr. James Johnson will sign your Committee letter on behalf of the Pre-Health Professions Advisory Committee. His contact information to be used is:

Dr. James Johnson, Chair, Pre-Health Professions Advisory Committee Loyola University Chicago
1032 W. Sheridan Rd.
Sullivan Center, 255
Chicago, IL 60660
773-508-3636

To send the electronic request, please provide the Pre-Health Professions email PHadvising@luc.edu to ensure proper uploading of your letter packet.

Financially disadvantaged students applying to medical school who have been approved for fee assistance in 2017 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 VirtualEvals fee. A copy of
your AAMC/AACOMAS approval decision must be submitted to Pre-Health prior to your letter release form.

Re-applicants: Only Pre-Health Professions Advisory Committee participants who have applied to health professional school and released their Committee letter for a previous admission cycle are eligible for the re-applicant process. Re-applicants who register by June 16, 2017 must submit all supporting documentation by this date (with the exception of letters of recommendation which are due August 15, 2017).

Health Professional School and 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, health professional ask that an applicant disclose all instances of institutional action on the respective application services (e.g., AMCAS, AACOMAS, AADSAS). This would include for instance even a minor violation in the residence halls if this incident was 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 example, 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 and Twitter: https://students-residents.aamc.org/applying-medical-school/article/how-social-media-can-affect-your-application/.

Application Process for Committee Registration

THESE ELEMENTS OF THE APPLICATION MUST BE COMPLETED FOR CONSIDERATION OF THE COMMITTEE PROCESS

- Personal Information
- Academic Information
- Activities
- Employment History
- A recent color photo (these photos simply help us identify you)
- Health Professions Related Experiences
- Personal Essay explaining “How I know my chosen health career is right for me?” (5,500 character limit)
- Autobiography (20,000 character limit)
Statements: Veracity and Information Responsibility

The elements of the application will all be submitted via the Pre-Health Applications Database. The information from your application will become part of your file and read by members of the Pre-Health Professions Office and the Pre-Health Professions Advisory Committee. These materials will not be sent to health professional schools, but selected information may be shared in your Pre-Health Professions Advisory Committee Letter.

If this information is completed in a satisfactory manner and submitted before the deadline, and all applicable eligibility criteria are met, you will be registered with the Committee. A confirmation email will be sent indicating that your application has been received. **It is your responsibility to follow-up with the Pre-Health Professions Office if you do not receive a confirmation email within two weeks of submitting your application.**

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

**Communication of Additional Information**

After the distribution of the Pre-Health Professions Advisory Committee Registration materials for the fall 2018 application cycle (October 2016), additional information pertaining to this application cycle will be periodically posted on the Pre-Health Website and sent to individuals registered on the Pre-Health Professions E-Newsletter. Furthermore, updates, other forms of additional information, corrections, clarifications, changes, or the like, to the Pre-Health Professions Advisory Committee process will be communicated by email, the pre-health website, social media outlets, workshops, and/or subsequently published materials over the normal course of events throughout the Committee process. It is each Committee participant’s responsibility to keep up to date with this information.

**Important Dates**

Applications must be submitted via the Pre-Health Professions application database by the **12:00 PM deadline on November 22, 2016.**

Contact the Pre-Health Professions Office at PHadvising@luc.edu or by phone at 773.508.3636 to report issues relating to submitting your application.

**IMPORTANT DATES FOR APPLICATION ENTRY CYCLE 2018**

**October 2016:** Pre-Health Professions Advisory Committee (PHPAC) Registration Materials are made available.

**October/November 2016:** Attend a PHPAC Applicant Workshop.

**Tuesday, November 22, 2016 – 12:00 PM Deadline:** Deadline to submit PHPAC Registration Materials.
December 2016: The Pre-Health Professions Program will begin accepting letters of evaluation via the application submitted to the Pre-Health application database (PHad).

January 2017: You are assigned a Committee Advisor and will begin meeting with him/her throughout the spring semester.

January 2017: Mandatory Match Day meeting for committee advisor assignment.

February 2017: Attend a Personal Statement Workshop. All health professional schools require personal statements and these are a critical part of your application.

March 3, 2017 – 5:00 PM: Deadline for updating your application’s Health Professions experience confirming you meet the minimum 50 hours of experience.

March 3, 2017 - 5:00 PM: Have your FIRST meeting with your Committee Advisor by today’s date. If you have not met with your advisor by this date, you will be discontinued from the Committee and thus unable to apply for through the 2018 entry Committee Cycle.

March 31, 2017: PHPAC deadline for Individual letters of evaluation are due to the Pre-Health Professions office. The final deadline for evaluation submissions is May 1, 2017. For candidates with outstanding letters, take this opportunity to follow up with your recommenders to provide a letter on your behalf.

April 2017: Attend a “How to Apply” Workshop.

April 28, 2017: Last day for meeting with your Committee Advisor.

May 1, 2017: The Pre-Health Professions Advisory Committee will decline to write a Committee Letter on behalf of any applicant who does not meet the following Committee requirements:

(1) Have a letter of evaluation from a clinical experience on file with the Pre-Health Professions Program by this date. (2) Have a letter of evaluation from a Loyola faculty member on file with the Pre-Health Professions Program by this date. (3) Have a minimum of at least three (3) letters of evaluation on file with the Pre-Health Professions Program by this date.

Any letter arriving after May 1, 2017 will not be reviewed/considered by the Committee for the 2018 entry Cycle during the May 2017 Pre-Health Professions Advisory Committee Meeting. Please speak with your advisor if you foresee any issues with obtaining your necessary letters to support your application.

June and/or July 2017: Medical or Dental school applicants should submit your primary application to the appropriate application service and to individual schools. See the General Timeline in Section 10 for more detail.
Reminder: A release of letters request form must be submitted (with supplemental documentation) to the Pre-Health Professions office to have your Committee and letters of recommendation submitted. Verification of your AMCAS and/or AACOMAS or AADSAS application to the Pre-Health Professions Office after it has been submitted is also required when submitting your release of letters form. 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. You will upload all of these items to the Pre-Health Applications Database and then send an email to phadvising@luc.edu to confirm receipt. Contact the Pre-Health Professions office to confirm requirements for submitting release form and to confirm that all of your letters of recommendation are turned in prior to releasing your letters.

Friday, June 16, 2017: Deadline for re-applicant to notify the Pre-Health Advising Office of intention to re-apply to medical school and receive an update to your Committee letter (supporting documentation must be received by this date).

*If you completed the Pre-Health Professions Advisory Committee process last year (including the release of your Committee letter) and are reapplying to health professional schools, this is the last day to register with the Pre-Health Professions Office as a re-applicant.

Friday, July 14, 2017: No new letters will be accepted by the Pre-Health Professions Advising Office in support of your application.

The last Friday in August 2017: Last day to withdraw from the Committee process.

RELEASE OF COMMITTEE LETTER PACKETS

June 1, 2017 – September 1, 2017: Beginning June 1 (approximately), students may begin submitting requests to the Pre-Health Professions Office to have their Committee Letters sent out. Letters will only be written upon receiving a submitted copy of your health professions release of letters request form with all supplemental documents. Committee letters will take 4 weeks (sometimes longer) to be completed after receipt of all required materials.

After September 1, 2017: Completed requests for initial release of letters submitted after this date will take at least 5-6 weeks to be completed.

The Committee Letter will include all individual letters of evaluation received by the Pre-Health Professions Office and a Committee Evaluation Cover Letter. Our office cannot commit to sending out letters before the final Friday in August.

September 2017: Attend an Interview Workshop hosted by Pre-Health Professions Advising.

General Timeline (Fall 2016-Spring 2017): Some Considerations and Activities for Health Professional School Applicants (Fall 2018 Entry)

September 2016
_____ 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 2016, 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 Pre-Health Professions Advising 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.

While the requirements for the 2018 entry application cycle for allopathic medical school, osteopathic medical school, and dental school are not expected to be available until April/May 2017, you may want to review the requirements for the 2017 entry application cycle as a foundation.

To Purchase the Allopathic Medical School Admission Requirements (MSAR – MSAR Online is recommended over other versions), go to https://www.aamc.org/students/applying/requirements/msar/.

To purchase the Osteopathic Medical College Information Book (CIB), go to http://www.aacom.org and follow the links for the “Osteopathic Medical College Information Book”.

To purchase the ADEA Official Guide to Dental Schools 2016, for Students Entering in Fall 2017, go to http://www.adea.org/publications/Pages/OfficialGuide.aspx.

October 2016

_____ Attend a “2018 PHPAC Applicant Workshop.” Pre-Health Professions Advising will advertise 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 items in the application that are due on November 22, 2016, namely the personal essay and autobiography.

Consider your best prospects to ask for letters of evaluation.

**November 2016**

**Tuesday, November 22, 2016 @ 12:00 PM** is the deadline to apply for the Pre-Health Professions Advisory Committee process for 2018 entry to apply to the Pre-Health Advisory Committee Process.

Begin requesting letters of evaluation from faculty and a professional who has observed you in a clinical capacity. Letters are due through PHad by March 31, 2017.

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

**December 2016**

If you have not begun clinical experiences by December 2016, 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 online and are good resources for beginning to research each school’s requirements and criteria.

**January 2017**

The Pre-Health Office will pair you with your Committee advisor in January. We cannot assign a Committee advisor if you have not submitted all appropriate paper work by the November 22 deadline.

Applicants who have not had substantial clinically related experiences (50-100 hours minimum) by this time are **advised to withdraw** from this year’s Committee cycle.

**March 2017**

**March 3, 2017:** Deadline for updating your Health Professions Related Experience on the Pre-Health Applications Database to meet the minimum 50 hours of experience.