

2022 Entry Cycle of the Pre-Health Professions Advisory Committee **Applicant Information Packet**

For Loyola Students and Alumni Seeking Fall 2022 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 2022 for medical (allopathic and osteopathic) or 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 and maintain it as a reference through the entirety of your application process. It is also important that you keep up to date with us via the [Pre-Health website](#), emails (to sign up, follow instructions for the [Pre-Health E-Newsletter](#)), [information sessions/workshops](#), and [subsequent published materials pertaining to the committee process](#) to get the most current information on the Pre-Health Professions Advisory Committee (PHPAC) process rather than relying on the Loyola grapevine.

We are pleased to use a customized application system for registration for the 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.), allows for more easily communicated 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 which can cause you to lose entered information (approximately 30 minutes), so we suggest you save your information often and frequently when completing your application.

The **deadline** for registering for the PHPAC process is:

Monday, November 23, 2020, 5:00 PM (Central Time)

Applications must be submitted via the 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 2021 semester, and good standing must be maintained through the Committee process.

PHPAC registration via PHAD will be closed at 5:00 PM (Central Time) on Monday, November 23. Thus, any applicants who are in the process of registering at 5:00 PM on Monday, November 23, but who have not yet submitted their complete registration, will have missed this registration deadline. Committee applicants will need to begin working on these registration materials well in

advance to meet the November 23, 2020 registration deadline. Applicants are able and welcome to change, edit, and update most of their application on the PHAD following submission. As you continue to gain experiences (whether clinical or otherwise) in the Spring 2021 semester, we encourage you to update the relevant portion of your committee application.

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

Megan Kelly Tisdale, MAEd, MALS
Director of Pre-Health Professions Program
PHPAC Chair

Andrea Beaumont, MS
Pre-Health Professions Advisor

Anani Moy, M.Ed.
Pre-Health Professions Advisor

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

Annie Lux Goebel, M.Ed.
MAMS Advisor

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 2020) through the following summer (2021).

This Pre-Health Professions Advisory Committee Application Policies and Procedures Packet and related information sessions, 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, this packet and related information sessions, workshops, and materials should be helpful.

A note to students and alumni/alumnae who are applying to health professional schools other than medicine and dentistry:

Health professional schools in the disciplines of medicine and dentistry uniformly accept a Committee letter, and to the best of our knowledge, the majority of health professional schools in these disciplines state a preference for a Committee Letter if a Committee process exists at an applicant's college or university. Applicants who are applying to other health professions (e.g., occupational therapy, optometry, pharmacy, physical therapy, physician assistant, podiatry, veterinary medicine, etc.) are encouraged to use the Pre-Health Professions Program for advice on the competitive nature of their current candidacies, advice on the respective application processes, and the like. Further, such applicants may request to work with a Pre-Health Advisor in preparation for a letter of evaluation from that Pre-Health Advisor, which are typically accepted but not required for these health professions. To request to work with a Pre-Health Advisor in preparation for a letter of evaluation from that Pre-Health Advisor for the 2022 cycle of admission, it is strongly advised that students/alumni have met with and gained approval for such a letter by Friday, January 29, 2021. Approval of such requests is not guaranteed, but we will do our best to assist you.

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 upcoming Spring semester, or an officially degree-seeking MAMS student or alumnus/a. Transfer applicants should also have at least 16 credit hours of sciences completed at Loyola by the end of the spring 2021 semester.
2. **Have a cumulative and science GPA of 3.00 or better at the end of Fall 2020 and have a cumulative and science GPA of 3.20 or better at the end of Spring 2021.**
3. Have accrued a minimum of 50 hours of health care related experience by April 30, 2021.
4. Meet the requirements for application submission to AMCAS, AACOMAS, AADSAS, or TMDSAS at the end of the Committee process.
5. Submit a completed Committee application to the Pre-Health Professions Program via the PHAD by the deadline. Participants must also meet all applicable requirements and deadlines pertaining to the 2022 entry cycle of the Pre-Health Professions Advisory Committee.

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

Meeting with your Committee Advisor

Roughly one month into the Committee process, all Committee participants are expected to have scheduled and held one meeting with their Committee Advisor. The deadline for scheduling and having your first meeting with your Committee Advisor is **5:00 PM on February 26, 2021**, and your last meeting can be no later than **5:00PM on April 30, 2021**.

These appointments **must** be scheduled (walk-ins will not be considered acceptable). **If you fail to initially meet with your Committee Advisor by the February 26, 2021 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 February 26, 2021 deadline are not notified but are simply dropped from the Committee Process.** Most advisors request 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.

Committee Evaluation and Letter

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 and clinical or work supervisors 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/download/349990/data/lettersguidelinesbrochure.pdf>). 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 (Committee 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.

Committee Cycle

This Committee cycle is exclusively for the year of admission in Fall 2022 and applicants may only work through the Committee process (fulfill all requirements, meet multiple times with their

advisor, and request their committee letter be sent as part of a medical/dental school application) once fully. If a participant withdraws prior to completing the Committee Letter request, then he/she/they 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 request their Committee Letter for that cycle, he/she/they **MAY NOT** use the Committee evaluation process of that year for a future year of admission; this participant would need to register for a subsequent Committee cycle, meet all deadlines and eligibility requirements for that subsequent Committee cycle, and repeat the full Committee process.

Information about the Pre-Health Professions Advisory Committee process, in addition to that contained in this document, is communicated through such means as the Pre-Health website, information sessions, 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 Program 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 2020 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 2021 are eligible to continue in the Committee process.
3. Applicants who do not meet the 3.00 Fall semester 2020 eligibility requirement OR the 3.20 Spring semester 2021 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 graduate degree or post-baccalaureate program and have achieved the minimum GPAs of the Fall semester 2020 and Spring semester 2021 eligibility requirements are eligible to participate in the Committee process. These alumni will need to upload transcripts to PHAD from their graduate program or post-baccalaureate program to verify GPA. All additional transcripts should be uploaded to PHAD no later

than 5:00 pm on Friday, May 7, 2021 *or* the applicant should send an e-mail PHAdvising@luc.edu by this time to indicate that transcripts will soon be made available.

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 2020 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 2021 (if they do not satisfy this requirement after Fall term 2020) or in May 2021 (if they do not satisfy this requirement after Spring term 2021).

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

BCPM GPA: The Pre-Health Professions Program will compute Loyola BCPM GPAs 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
<https://www.luc.edu/biology/mams/degreerequirements/> (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, 102, and 106)
<http://www.luc.edu/physics/courses.shtml>
- All Courses listed in the Math and Statistics Department
<https://www.luc.edu/math/course-catalog.shtml>
- All Courses listed as Neuroscience (i.e., specifically listed as NEUR)
<https://www.luc.edu/neuroscience/bsinneuroscience/>

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, some Exercise Science courses are primarily biology in nature. Thus, with verification from the instructor, undergraduate program director, or chair of the department, such classes would 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 a 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 2022 must demonstrate that they have achieved at least 50 hours of health care-related experience during or after college by April 30, 2021 by updating the Pre-Health Professions Related Experience section of their application to remain in this Committee cycle. Experiences can include, but are 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. During applications impacted by COVID limitations on health care volunteering, medical and dental schools are also often accepting informational interviews with practitioners in your respective field and tele-health shadowing experiences.

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, for example, 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 2022) of the Pre-Health Professions Advisory Committee will have achieved much more than 50 hours of post-secondary health care-related experience by November 2020. Applicants who continue accruing health care-related experiences should then also update their post-secondary health care related experiences on PHAD on or before April 30, 2021.

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

May 7, 2021: All individual letters of evaluation are due and posted on your application via the 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 Program 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. Applicants are also encouraged to kindly remind those writing letters of recommendation to include both letterhead and a signature. 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 PHAD by May 7, 2021 will be dropped from Committee process, may not be reviewed at the annual Pre-Health Professions Advisory Committee meeting in May 2021, and the Committee will decline to write a Committee Letter on their behalf. Any letter arriving after May 7, 2021 may not be reviewed by the Committee during the annual Pre-Health Professions Advisory Committee meeting in May 2021 but may be used for submission with the Committee Letter to medical/dental applications. Please keep the following guidelines in mind:

- At least one academic letter must be from a Loyola faculty member.
- At least one letter must be from a clinical setting.
- 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. Please advise letter writers that due to the current remote working requirement in response to COVID-19, the Pre-Health Professions Program is unable to receive mailed or faxed letters.

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

Loyola Undergraduates and Alumni	Loyola Post-Baccalaureate and MAMS Students
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, e.g., 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 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., “Introduction to Neuroscience” 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 departments of Biology, Chemistry, or Physics.

Applicants interested in osteopathic medicine, please note that most osteopathic medical schools require a letter from either an MD or DO (DO letter preferred); many osteopathic medical schools have removed or changed this preference during application cycles impacted by COVID. It is your responsibility to pay attention to the letter requirements for the specific medical schools to which you apply. Please take into consideration that an extended clinical experience will aid in a more comprehensive evaluation.

We will be accepting letters of evaluation via PHAD as of January 2021 (note: we recommend that you speak to those who you wish write letters of evaluation on your behalf during Fall term 2020 or early Spring 2021 to provide ample notice). **There is a maximum limit of five (5) letters of evaluation.** The deadline for submission of these letters to your application on the PHAD is on **May 7, 2021**. Letters received after this date run the risk of not being presented to the Committee, but *may* be sent to health professional schools if they arrive prior to an applicant's completed request for release of letters.

Information regarding the process by which applicants can submit letters of evaluation is available on the PHAD accessible on the Pre-Health Website.

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 2021 for a letter of evaluation.** A faculty member's letter of evaluation is likely to be more tentative if this is the first time he/she/they has had a student in class. The only exception to this is MAMS students who may request letters from their spring term instructors who they've had for the first time.

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 automatically be sent from your application on the PHAD 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, as this is required by many medical and dental schools. 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 LUC 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](#).

If this is your first time completing the full PHPAC process, **you may request your Committee Letter to be released as early as June 1, 2021 (approximately; subject to change) and as late as 5:00 pm Central Time on September 1, 2021.** After September 1, 2021 at 5:00 pm Central Time, no new requests for a Committee Letter or Re-Applicant Addendum for Fall 2022 entry to medical/dental school will be accepted.

Applicants need to fill out and submit [specific materials](#) to release their committee letter (the Pre-Health Professions Program will make these materials available in April or May 2021). Applicants will also need to provide a copy of their **submitted** primary application (AMCAS, AACOMAS, AADSAS, TMDSAS) 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, ideally in June 2021, and no later than July 31, 2021 (many health professional schools use rolling admissions; applicants applying later in the cycle may be disadvantaged). When the Pre-Health Professions Program receives an e-mail at PHAdvising@luc.edu from the applicant to notify the Committee that all required materials have been made available on the applicant's PHAD application, students will receive a response within 5 business days as either confirmation of their submission and the request goes into a queue OR with a request for additional documentation. We try to compose the Committee Letter as soon as possible and it generally takes approximately 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/TMDSAS letter service websites.

We recommend that Committee participants contact the Pre-Health Professions Program if they have not received confirmation of their letters being loaded after four 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 2021. If this timeline is problematic to an applicant, he/she/they 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, AADSAS, and TMDSAS letter service sites**. When the Committee Letter is uploaded to these services, an e-mail is sent automatically to you, the applicant, to let you know.

AMCAS, AACOMAS, AADSAS, and TMDSAS 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 Program if a school to which they have applied does not use the AMCAS, AACOMAS, AADSAS, or TMDSAS letter service, so that alternative methods of submission can be arranged.

We only write one Committee Letter. Your Committee Packet does include your Committee Letter and individual letters of evaluation made available to the Committee on the PHAD. While she does not write all Committee Letters, Ms. Megan Kelly Tisdale will sign your Committee Letter on behalf of the Pre-Health Professions Advisory Committee. Her contact information to be used is:

Ms. Megan Kelly Tisdale, MAEd, MALS
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 Program e-mail PHadvising@luc.edu to each letter service to ensure proper uploading of your letter packet.

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 on PHAD by 5:00 pm Central Time on June 11, 2021 must submit all supporting documentation by this date (with the exception of letters of recommendation which are due no later than August 13, 2021).

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 Program, 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 schools ask that an applicant disclose all instances of institutional action on the respective application services (e.g., AMCAS, AACOMAS, AADSAS, TMDSAS). 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 or submit to a background check 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)
- Essay after reviewing the Holistic Admissions Process medical/dental schools use
- Statements: Veracity and Information Responsibility

The elements of the application will all be submitted via the Pre-Health Applications Database (PHAD). 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. Selected information from your application materials (PHAD) may be shared in your Pre-Health Professions Advisory Committee Letter.

Please remember that Loyola faculty/staff are mandated reporters, so depending upon your own life experiences, you may want to consider what you share in your essays. If you are not familiar with Loyola’s mandated reporter policies, please refer to: <https://www.luc.edu/equity/> and <https://www.luc.edu/hr/legal-notices/mandatedreportingofchildabuseandneglect/>.

If this information is completed in a detailed manner, submitted before the deadline, and all applicable eligibility criteria are met, you will be registered with the Committee. A confirmation email will automatically be sent indicating that your registration application has been received. **It is your responsibility to follow-up with the Pre-Health Professions Program if you do not receive a confirmation email within the first two weeks of January 2021.**

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 2022 application cycle (October 2020), 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 e-mail, the Pre-Health Website, information sessions, 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 and General Timeline (Fall 2020-Spring 2021): Some Considerations and Activities for Health Professional School Applicants (Fall 2022 Entry)

October 2020

___ 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 2020, 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 Program 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 Fall 2022 entry application cycle for allopathic medical school, osteopathic medical school, and dental school are not expected to be available until April/May 2021, you may want to review the requirements for the Fall 2021 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 learn about the Osteopathic Medical Colleges, go to <http://www.aacom.org> and/or <https://choosedo.org/explorer/>.

To purchase the ADEA Official Guide to Dental Schools 2020, for students entering in Fall 2022, go to <http://www.adea.org/publications/Pages/OfficialGuide.aspx>.

_____ Attend a “2022 PHPAC Applicant Workshop.” Pre-Health Professions Program 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. For instance, Registration for MCAT test dates in January and March will open on Tuesday, November 10 at noon ET. Pre-registration will begin on November 2 at noon ET. The 2021 testing calendars are available at: <https://students-residents.aamc.org/applying-medical-school/taking-mcat-exam/covid-19-and-mcat-exam/>.

_____ Begin working on the items in the application that are due by **November 23, 2020**, namely the essays.

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

November 2020

_____ **Monday, November 23, 2020 @ 5:00 PM Central Time** is the deadline to apply for the Pre-Health Professions Advisory Committee process for Fall 2022 entry to medical or dental schools. Contact the Pre-Health Professions Program at PHAdvising@luc.edu to report issues relating to submitting your application in advance of this deadline. Applicants can continue to change and edit most of their application on the PHAD after submission.

_____ Continue/begin requesting letters of evaluation from faculty and a professional who has observed you in a clinical capacity. When you have confirmed letter writers, you will be able to enter their names and contact information in the PHAD in January. Letters are due through PHAD by May 7, 2021.

_____ Begin checking on registration dates for your ideal test dates (MCAT, DAT). It is vital to register as early as possible to insure you complete your exam by the end of May. When you schedule your test date, consider the following: when will you receive your score results; when over the summer do you hope to apply to medical/dental school; and when do you have final test/projects, if you are currently a student. For example, MCAT results typically take four weeks.

December 2020

_____ If you have not begun clinical experiences by December 2020, 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 through Pre-Health Advising appointments and online and are good resources for beginning to research each school's requirements and criteria.

January 2021

____ 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 registration items by the November 23, 2020 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.

____ Attend the mandatory Match Day meeting for committee advisor assignment and review of the Pre-Health Professions Advisory Committee rules and deadlines.

____ Submit completed waiver (will receive at or around a Match Day meeting) as a PDF to PHAD prior to your first meeting with your Committee Advisor with handwritten signatures in all appropriate fields.

February 2021

____ Attend a Personal Statement workshop. All health professional schools require personal statements and these are a critical part of your application.

____ **February 26, 2020 - 5:00 PM:** Deadline for having 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 to medical/dental schools using the Fall 2022 entry Committee Cycle.

March 2021

____ Continue meeting with your Committee Advisor, discussing items such as feedback on your personal statement.

April 2021

____ Continue meeting with your Committee Advisor, discussing items such as feedback on your personal statement.

____ Attend a "How to Apply" workshop.

____ **April 30, 2021:** Last day for meeting with your Committee Advisor.

____ **April 30, 2021 – 5:00 PM:** Deadline for updating your Health Professions Related Experience on the Pre-Health Applications Database to meet the minimum 50 hours of experience. Make sure to check the respective item on the “Milestone Checklist” on the PHAD application upon completion.

May 2021

____ **May 7, 2021:** Deadline for having at least 3 letters on file (one must be from a Loyola faculty member and one must be from a clinical experience). Any letter arriving after this date will not be reviewed/considered by the Committee for the Fall 2022 entry cycle during the May 2021 Pre-Health Professions Advisory Committee Meeting. 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.

Please speak with your advisor if you foresee any issues with obtaining your necessary letters to support your application.

June and/or July 2021

____ Medical or Dental school applicants should submit your primary application to the appropriate application service and to individual schools.

____ A **Release of Letters Request Form** must be submitted (with supplemental documentation) to the Pre-Health Professions Program to have your Committee Packet (Committee Letter and individual letters of evaluation) submitted. Verification of your AMCAS and/or AACOMAS, AADSAS, or TMDSAS application to the Pre-Health Professions Program 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 Committee Packets without your AMCAS and/or AACOMAS number and your AMCAS letter ID. You will upload all of these items to the PHAD and then send an e-mail to PHAdvising@luc.edu to confirm receipt. Contact the Pre-Health Professions Program to confirm requirements for submitting release form and to confirm that all of your letters of evaluation are turned in prior to releasing your letters. All documents submitted to PHAD must be in PDF format and include handwritten signatures where prompted.

____ **Friday, June 14, 2021:** (RE-APPLICANTS ONLY) Deadline for registering for the Re-applicant process on PHAD for the Fall 2022 year of admission cycle. If you completed the Pre-

Health Professions Advisory Committee process in a previous year (including the release of your Committee Letter) and are re-applying to health professional schools, you are a re-applicant.

RELEASE OF COMMITTEE LETTER PACKETS

June 1, 2021 – September 1, 2021: Beginning June 1 (approximately; subject to change), students may begin submitting requests to the Pre-Health Professions Program 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 required supplemental documents. Committee Letters will take four (4) weeks from the Friday of the week requested and verified (sometimes longer) to be completed after receipt of all required materials.

September 1, 2021: Deadline for submitting initial committee letter request(s) (no initial requests for a Committee Letter or Re-Applicant Addendum for Fall 2022 entry to medical/dental school will be accepted after this date).

September 2021: Attend an Interview Workshop hosted by Pre-Health Professions Program.