Apply For a Rotation Using the Kobiljak Schedule

A step by step guide for applying to your 4th year rotations.
From the MSUCOM Registrar page, http://com.msu.edu/Students/Registrar/Home.htm, select the Kobiljak Schedule link.
Now that you’ve clicked Kobiljak schedule, it will take you to a new screen. Click Enter Here. Please make sure that your pop up blockers are disabled for this site.
From there it will take you to the login screen where you will enter your first name, last name and APID.
For this example we will use Sparty The Mascot. You will want to enter your first name, Sparty, and your last name, Mascot. You will then enter your APID. Please make sure to use the A as well.
From this screen, select the semester you would like to complete your rotation.
From here, select the APPLY button on the left hand side for the week you will be starting the rotation.
Complete all of the sections that have a (*) red asterisk.

* Phone number
* Weeks of Rotation can only be 2 or 4 weeks.
* Make sure to enter the first day of your rotation (Beginning) and the last days (Ending).
* New Service – What rotation
* To be conducted at is a drop down menu, please select which hospital you will be rotating at.
* Weeks of Rotation should match what you’ve enter above.
* Class year – the radio button should be on 3rd year, until July 2016 when you will select 4th year
Continue to fill out the sections with the red asterisks (*).

* List below all rotations scheduled for completion to this rotation – this is where you will list all of your completed CORE rotations

* You will want to select the hospital that you had previously selected in the drop down menu

Lastly, select the yellow Send Application button. This will send an email to the coordinator. Once the coordinator has approved or denied this rotation, they will notify the Office of the Registrar.

If approved by the hospital AND the College, the rotation will be added to your student Kobiljak schedule.
If your application is denied by either the hospital or College, you will receive an email similar to this. The application status will state “Deny” and in the notes it will tell you who is denying the rotation. This rotation will not be added to your schedule.

Please contact the hospital to inquire about other opportunities or the College (Office of the Registrar) for assistance in applying for a new rotation.
Please contact your Student Support Associate if you have any questions.

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