



MICHIGAN STATE UNIVERSITY

College of Osteopathic Medicine

# Apply For a Rotation Using the Kobiljak Schedule

A step by step guide for applying  
to your 4<sup>th</sup> year rotations.

## Office of the MSUCOM Registrar

Our Service. Your Success.

The Office of the Registrar is an academic service unit, reporting to the Associate Dean for Student Services. In collaboration with the Office of Admissions, the Office of Financial Aid, and the Office of Academic Programs, in order to provide seamless transition from matriculation to the alumni years, the Office of the Registrar provides services and information to students, alumni, faculty, staff, and other constituencies. Our core functions include: enrollment and registration; grade collection and recording; academic history record keeping; clinical scheduling; enrollment and degree certification; academic policy interpretation and compliance; and military reimbursement verification. In addition, we lead internal, cross-unit, and institution-wide initiatives.

From the MSUCOM Registrar page, <http://com.msu.edu/Students/Registrar/Home.htm>, select the Kobiljak Schedule link.

### QUICK LINKS

[Student Portal](#)

[UPHYS - Check your Compliances](#)

[StuInfo](#)

[Financial Aid](#)

[Kobiljak Schedule](#)

[Boards & Prep](#)

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MICHIGAN STATE UNIVERSITY

College of Osteopathic Medicine

### Clerkship Student Schedule / Evaluation System

All registered COM Clerkship students may use this portal to access their schedules and submit evaluations

You will need to enter your first name, last name and APID in the appropriate fields to log into the system.

### Clerkship Student Login

▶ Enter Here ◀



For data entry to work correctly you must verify that your browser accepts **Cookies** and that **Javascript** is enabled.

It is recommended that you use the most current version of your preferred browser.

Report any access problems to: [Mark Hodgins](#)

This site was last updated on 2/25/2015

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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.

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**Clerkship Rotation Schedule / Evaluation Login**

You must enter your First Name, Last name and PID number in the fields below to log into your Clerkship Rotation Schedule.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
PID:	<input type="text"/>
<hr/>	
<input type="button" value="Verify Student"/>	
<hr/>	
<input type="button" value="Exit Login"/>	

From there it will take you to the login in screen where you will enter your first name, last name and APID.



**Clerkship Rotation Schedule / Evaluation Login**

You must enter your First Name, Last name and PID number in the fields below to log into your Clerkship Rotation Schedule.

First Name:	<input type="text" value="Sparty"/>
Last Name:	<input type="text" value="Mascot"/>
PID:	<input type="text" value="●●●●●●●●"/>
<input type="text"/>	
<input type="text"/>	
<input type="button" value="Verify Student"/>	
<input type="text"/>	
<input type="text"/>	
<input type="button" value="Exit Login"/>	

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.

Clerkship Rotation Schedule - Semester 1 - Summer 2014																									
<table border="1"> <tr> <td><b>Student:</b></td> <td>Sparty The Mascot</td> <td><b>Class</b></td> <td>2016</td> <td><b>Base Hospital</b></td> <td>McLaren Greater Lansing</td> <td colspan="7"></td> </tr> </table>													<b>Student:</b>	Sparty The Mascot	<b>Class</b>	2016	<b>Base Hospital</b>	McLaren Greater Lansing							
<b>Student:</b>	Sparty The Mascot	<b>Class</b>	2016	<b>Base Hospital</b>	McLaren Greater Lansing																				
Change Rotation	Sem Week	Week Start Date	Week End Date	Category	Service	Location	Course	Section	Credits	Evaluations															
										Attending	UR	Student													
Expired	US 1	06/30/2014	07/06/2014		BLOCKED	Not Assigned																			
	US 2	07/07/2014	07/13/2014	Core	FAMILY MEDICINE	Botsford Gen Hosp	FCM 620	303	6	08/06/2014		07/20/2015													
	US 3	07/14/2014	07/20/2014	Core	FAMILY MEDICINE	Botsford Gen Hosp																			
	US 4	07/21/2014	07/27/2014	Core	FAMILY MEDICINE	Botsford Gen Hosp																			
	US 5	07/28/2014	08/03/2014	Core	FAMILY MEDICINE	Botsford Gen Hosp																			
	US 6	08/04/2014	08/10/2014	Core	INTERNAL MEDICINE OUT-PATIENT	Botsford Gen Hosp	IM 658	304	6	09/05/2014		07/20/2015													
	US 7	08/11/2014	08/17/2014	Core	INTERNAL MEDICINE OUT-PATIENT	Botsford Gen Hosp																			
	US 8	08/18/2014	08/24/2014	Core	INTERNAL MEDICINE OUT-PATIENT	Botsford Gen Hosp																			

Clerkship Rotation Schedule - Semester 1 - Summer 2014																	
<table border="1"> <tr> <td>Semester 1</td> <td>Semester 2</td> <td>Semester 3</td> <td>Semester 4</td> <td>Semester 5</td> <td></td> </tr> <tr> <td colspan="5"></td> <td>Semester 6</td> </tr> </table>						Semester 1	Semester 2	Semester 3	Semester 4	Semester 5							Semester 6
Semester 1	Semester 2	Semester 3	Semester 4	Semester 5													
					Semester 6												
View C3 Modules Schedule																	
View My Course Requirements																	
View My Clerkship Requirements																	
CLOSE SCHEDULE																	

From this screen, select the semester you would like to complete your rotation.

Clerkship Rotation Schedule - Semester 6 - Spring 2016												
Student:		Sparty The Mascot		Class:		2016		Base Hospital:		McLaren Greater Lansing		
Change Rotation	Sem Week	Week Start Date	Week End Date	Category	Service	Location	Course	Section	Credits	Evaluations		
										Attending	UR	Student
Expired	SS 79	12/28/2015	01/03/2016		VACATION	Not Assigned						
Expired	SS 80	01/04/2016	01/10/2016	Sel	CLINICAL TROPICAL MEDICINE	McLaren Greater Lansing	IM 621	313	6	Off-Line		Off-Line
	SS 81	01/11/2016	01/17/2016	Sel	CLINICAL TROPICAL MEDICINE	McLaren Greater Lansing						
	SS 82	01/18/2016	01/24/2016	Sel	CLINICAL TROPICAL MEDICINE	McLaren Greater Lansing						
	SS 83	01/25/2016	01/31/2016	Sel	CLINICAL TROPICAL MEDICINE	McLaren Greater Lansing						
<a href="#">Apply</a>	SS 84	02/01/2016	02/07/2016		OUT TIME	Not Assigned						
<a href="#">Apply</a>	SS 85	02/08/2016	02/14/2016		OUT TIME	Not Assigned						
<a href="#">Apply</a>	SS 86	02/15/2016	02/21/2016		OUT TIME	Not Assigned						
<a href="#">Apply</a>	SS 87	02/22/2016	02/28/2016		OUT TIME	Not Assigned						
<a href="#">Apply</a>	SS 88	02/29/2016	03/06/2016		OUT TIME	Not Assigned						
<a href="#">Apply</a>	SS 89	03/07/2016	03/13/2016		OUT TIME	Not Assigned						
<a href="#">Apply</a>	SS 90	03/14/2016	03/20/2016		OUT TIME	Not Assigned						
<a href="#">Apply</a>	SS 91	03/21/2016	03/27/2016		OUT TIME	Not Assigned						
<a href="#">Apply</a>	SS 92	03/28/2016	04/03/2016		OUT TIME	Not Assigned						
<a href="#">Apply</a>	SS 93	04/04/2016	04/10/2016		OUT TIME	Not Assigned						
<a href="#">Apply</a>	SS 94	04/11/2016	04/17/2016		OUT TIME	Not Assigned						
<a href="#">Apply</a>	SS 95	04/18/2016	04/24/2016		OUT TIME	Not Assigned						
<a href="#">Apply</a>	SS 96	04/25/2016	05/01/2016		OUT TIME	Not Assigned						
<a href="#">Apply</a>	SS 97	05/02/2016	05/08/2016		OUT TIME	Not Assigned						




<a href="#">Semester 1</a> <a href="#">Semester 2</a> <a href="#">Semester 3</a> <a href="#">Semester 4</a> <a href="#">Semester 5</a>
<a href="#">Semester 6</a>
<a href="#">View C3 Modules Schedule</a>
<a href="#">View My Course Requirements</a>
<a href="#">View My Clerkship Requirements</a>
<a href="#">CLOSE SCHEDULE</a>

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 3<sup>rd</sup> year, until May of your 4<sup>th</sup> year

 <b>MICHIGAN STATE UNIVERSITY   College of Osteopathic Medicine</b>			
<b>MSUCOM Clerkship Program</b> <b>Clerkship Rotation Service Change Request</b>			
Please complete the form below to change a service at a single hospital. This request will be sent as an E-mail message to the selected hospital for consideration. <b>All fields marked with an * are required.</b>			
Student's Name	Sparty The Mascot	Submit Date	10/11/2016
E-Mail Address	sparty@msu.edu	*Phone No	<input type="text"/>
Base Hospital	McLaren Greater Lansing		
Current service you would like to change from:			
Current Service	OUT TIME		
Selective or Elective			
Being conducted at	Not Assigned		
*Weeks of rotation	4 <small>(# of weeks) Note: Rotations begin on Monday and end on Sunday</small>		
*Beginning	01/02/2017	*Ending	01/29/2017 <small>(MM/DD/YYYY)</small>
New service you would like to change to:			
*New Service	Pediatrics		
*To be conducted at	McLaren Greater Lansing		
*Weeks of rotation	4 <small>(# of weeks) Note: Rotations begin on Monday and end on Sunday</small>		
*Beginning	01/02/2017 <small>(MM/DD/YYYY)</small>	*Ending	01/29/2017 <small>(MM/DD/YYYY)</small>
*My class status at the time of this rotation will be:		<input checked="" type="radio"/> 3rd year <input type="radio"/> 4th year	
Note: Remember class status changes in May of each 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 via email.

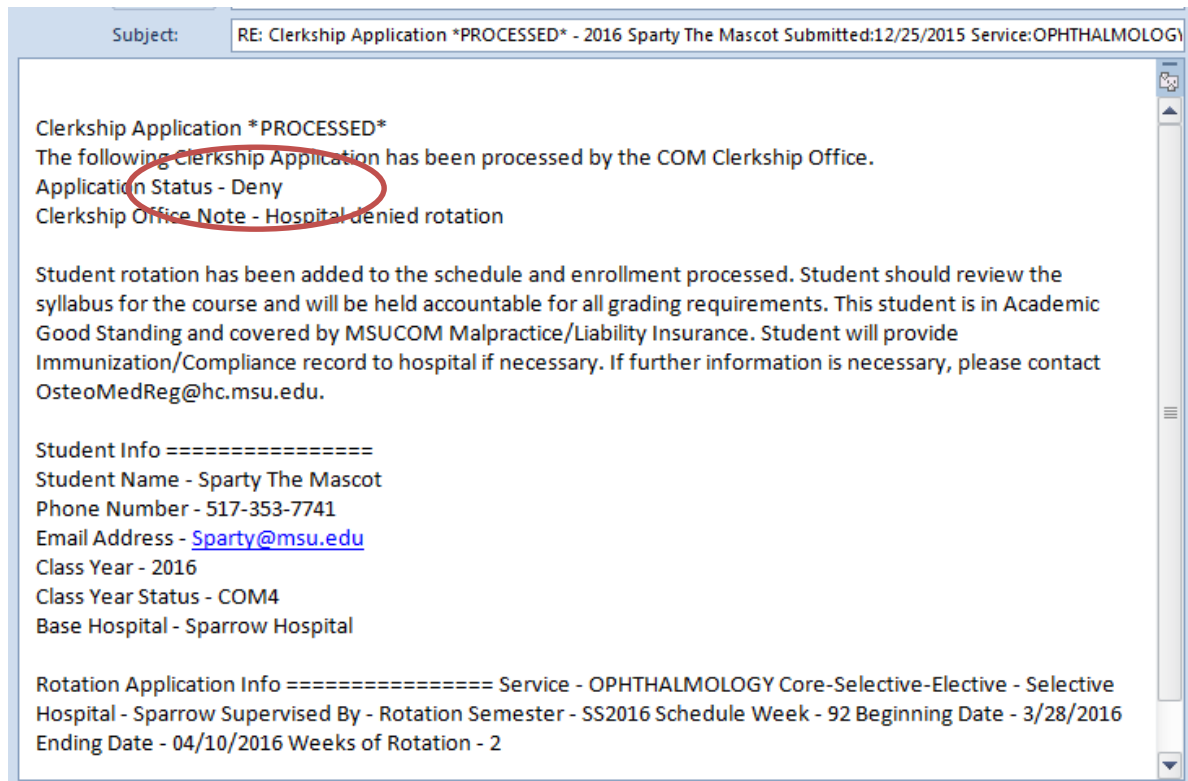
\*List below all rotations scheduled for completion prior to this rotation:

\*Please select from the hospitals below where you wish your change request to be sent.

Allegiance Health - Jackson	<input type="radio"/>	McLaren Greater Lansing	<input type="radio"/>
Botsford Gen Hosp	<input type="radio"/>	McLaren Macomb	<input type="radio"/>
Community HC of Branch County	<input type="radio"/>	McLaren Oakland	<input type="radio"/>
DMC Huron Valley - Sinai Hosp	<input type="radio"/>	Mercy Health Muskegon	<input type="radio"/>
DMC Sinai-Grace Hospital	<input type="radio"/>	Metro Health Hospital	<input type="radio"/>
Garden City Hosp	<input type="radio"/>	Munson Med Center	<input type="radio"/>
GENESYS Regional MC	<input type="radio"/>	Oakwood Southshore	<input type="radio"/>
HF Macomb	<input type="radio"/>	SJMO-Macomb Center	<input type="radio"/>
HF Wyandotte	<input type="radio"/>	SJMO-Oakland Center	<input type="radio"/>
Lakeland Healthcare	<input type="radio"/>	Sparrow Hospital	<input type="radio"/>
Lansing Area	<input type="radio"/>	St John Providence Hospital	<input type="radio"/>
McLaren Bay Region	<input type="radio"/>	St Joseph Mercy - Ann Arbor	<input type="radio"/>
		Western Michigan University School of Medicine	<input type="radio"/>

Once you fill out all of the information above, click on **Send Application** below and your request will be sent via EMail to the selected hospital. You will receive an email confirming your application submission. You will be notified by the COM Office of Student Services when final approval has been granted.

If approved by both 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.

Please contact the hospital to inquire about other opportunities or the College (Office of the Registrar) for assistance in applying for a new rotation.



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College of Osteopathic Medicine

Please contact your Student Support Advocate if you have any questions.

### Students A-D

### Students E-K

### Students L-Q

### Students R-Z



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