

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# MSTP Re-Entry Checklist

This checklist is intended to be a resource for MSTP students who are returning to the MD program after completing the PhD portion of the program. Please review it carefully and contact your Society Dean and MSTP advisor with any questions or concerns.

## The M3 year starts in early May for all students. Students are expected to:

- Attend M3 orientation in person on the first Monday in May.
- Attend SAMI in person with your assigned group on average one Friday afternoon per month, starting in May.
- Be prepared to start a core clerkship in early May. If your PhD requirements will not be fully met by early May, you will need to request a clinical schedule that starts with elective weeks.

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## Your MSTP Re-Entry Meeting

(held in the fall of the year preceding your proposed M3 start):

- Email this form and an updated CV to your Society Dean, MSTP advisor, and PhD PI prior to the meeting
- Please provide this information about your research progress:
  - PI/Department: \_\_\_\_\_
  - List date of submission or acceptance for your first-author paper(s):  
\_\_\_\_\_
  - Last Committee Meeting Date: \_\_\_\_\_
  - Next Committee Meeting Date: \_\_\_\_\_
  - When will you write your thesis (include target completion date)?  
\_\_\_\_\_
  - Defense Date, tentative (Required to occur at least 2 weeks before start of clinical rotations): \_\_\_\_\_
- What is the probability of starting M3 in:
  1. Early May (ideal start date):  
[ ] 75-100%; [ ] 50-75%; [ ] 25-50%; [ ] 0-25%
  2. Late June / early July (8-week delay, **rarely granted, not guaranteed**):  
[ ] 75-100%; [ ] 50-75%; [ ] 25-50%; [ ] 0-25%
- List your medical specialty interests:  
\_\_\_\_\_
- How many years of MSTP clinical tutorial will you have completed by the start of M3? (1 year of tutorial = 2 weeks clinical credit; we recommend completing 2 years)  
\_\_\_\_\_
- How do you plan to prepare for return to M3? (formative assessments, study plans, etc.):  
\_\_\_\_\_

(Checklist cont'd)

## Timeline to Re-Entry:

- Complete all PhD program requirements for graduation before returning to medical school. Read and review the [MSTP Guidelines](#)
- Meet with Society Dean, MSTP Advisor, and PhD mentor for your Re-Entry Meeting  
[Review class match timeline](#)  
[Review Academic Calendar](#)
- Attend MSTP M3 planning meetings run by MSTP and Student Affairs in Apr/May one year prior to re-entry
- Attend two class meetings on M3 scheduling run by MedEd and Student Affairs, Sept/Oct prior to re-entry
- Obtain a clinical schedule by contacting Carol Chalkley ([cab26@case.edu](mailto:cab26@case.edu)) in mid-October. The Cleveland Clinic Longitudinal Clerkship is available, if by Oct. 15 you are 100% positive you can start a clinical clerkship in early May. (The timeline for this may change, check with MSTP Advisor and SD if interested)
- Switch clinical schedule with peers if needed (Google Doc from Carol Chalkley) in January
- Obtain MSTP office approval before scheduling any clinical core rotations with the SOM Registrar

## Prior to the start of M3, please update your student requirements:

- Update Background Check through on-line Corporate Screening: Available on [SOM Registrar website](#) (scroll down to “Criminal Background Report”)
- Update Immunizations through University Health Services: <https://myhealthconnect.case.edu>
- Complete BLS (Basic Life Support) Training, to be scheduled by SOM Registrar.
- Update OSHA Training (done yearly): Available on [SOM Registrar website](#) (scroll down to “OSHA, HIPAA” and “Immunizations and Flu Shots”)
- Subscribe to appropriate student listserv (you will be automatically subscribed to the administrative listserv)

# M3 Relevant Links

## 1. Elentra: <https://case.elentra.cloud/>

- a. This page shows you your calendar events.
- b. You can add your Elentra calendar to Google Calendar to view events (just not vice versa, meaning you cannot edit Elentra events through Google Calendar)
  - i. **Log into Elentra:** Open your Elentra dashboard in a web browser.
  - ii. **Find the Subscription Link:** Look for the **Subscribe to Calendar** or **Share Calendar** button (often found at the bottom of the calendar view).
  - iii. **Copy the URL:** Select **All Calendars** (or choose specific course calendars) and click to **Copy Subscription URL** or **Copy**.
  - iv. **Open Google Calendar:** Log in to your Google Calendar.
  - v. **Add the Calendar:** On the left side of the screen, find **Other calendars** and click the **+** (**plus sign**) next to it.

- vi. **Paste the URL:** Choose From URL, paste the Elentra calendar link you copied, and select **Add calendar**.
- vii. If this does not work, you will need to contact the school.
- c. SAMI related documents and assignments are found here.

2. **Easel:** <https://med-ed.case.edu/Easel/Default.aspx>

- a. This is for submitting an absence request form and where your clinical grades will be posted.
  - i. Click on **Attendance** (left side of the page) > **Absence Request Form**

The screenshot shows the 'Absence Request Form' interface. On the left is a navigation menu with 'Attendance' selected. The main content area has tabs for 'Absence Request Form', 'Attendance Record', 'Attendance Roster/ Policy', and 'Black out Dates'. The form contains the following text and fields:

**ABSENCE REQUEST**  
 Note: Type of Absence, Missing Activities, and Missing Courses (if applicable) will be displayed after valid absence dates are entered. Available options depend on the selected date range.

\*Date of absence: Start: [ ] End: [ ]

\*Type of Absence:

\* Missing Activities (check all applied):

Participation and Attendance Policy:  
 Before submitting your absence request, please be aware of the CWRU School of Medicine policy on Participation and Attendance for the University Program.

\*  I have read and understand the [Clerkship Policy](#)

You will receive an email letting you know if your request for an absence was approved. If you have any questions or need assistance, please feel free to contact the Office of Curricular Affairs via email at [som-attendance@case.edu](mailto:som-attendance@case.edu).

[Submit Request]

3. **Clinical Assessment System (CAS):** <https://putamen.case.edu/cas/>

- a. This is for logging your cases and sending evaluation requests during clerkships. This will likely be changing in 2027.
- b. You will receive additional information in your M3 orientation.
- c. Each rotation uses CAS evals differently, so ask your clerkship director how many cases they would like logged and how to best send evaluations.

4. **Central Scheduling Request System (cSRS)** for Elective Registration/4th year planning:  
<https://portal.cclcm.ccf.org/mobile> <https://portal.cclcm.ccf.org/cclcm/csrslogin.aspx>

- a. This is where you will put in elective requests for third year.
- b. Additionally, this is where you will plan your 4th year schedules (AIs, electives, dedicated study time, teaching requirements).
- c. Note: this has its own login (and is not your Case ID and password).

5. **Aquifer/Wise MD Modules:** [https://case-md.meduapp.com/users/sign\\_in](https://case-md.meduapp.com/users/sign_in)

- a. Some rotations require online cases for additional education. They will tell you what cases/modules are required.