Dear colleagues,

Building on last year’s improved annual scheduling process, we listened to your feedback and have made a few key improvements, including:

1) we moved the submission forms from Excel to a web-based system in order to eliminate the Excel version issues
2) you will now have access to edit your course and ILC requests up until the submission deadline date, without having to submit revised forms

We will again offer to provide copies of last year's ILC requests as well as training sessions on how to use the request forms.

Our goal is to continue to decrease the confirmation turnaround time for your reservations.

Please review the important information below for specifics on how to submit your requests this year. If you have any questions about the scheduling process, please don’t hesitate to contact us.

Kind regards,

Medscheduler

email: medscheduler@stanford.edu
phone: (650) 723-6952
url: http://medscheduler.stanford.edu
Required MD/MSPA Courses and Clerkships & Immersive Learning Center (ILC) Activities

Required MD/MSPA Courses & ILC Form

- Required MD courses, MSPA courses, and ILC requests will be submitted on the same form. Each requester will receive one Smartsheet form to complete for all of their activities that fall into these categories.

- If your ILC activity also requires non-ILC rooms, you should include those room requests on the ILC request form.

- For ILC activities that are relatively unchanged, requesters can ask for the data from their 2017-18 activities by emailing Medscheduler.

- IMPORTANT: all required MD and MSPA course requests should be submitted by June 18, 2018!

All Other Academic Courses (PhD courses, elective courses, etc.)

All Other Academic Courses Form

To qualify for this category, the course MUST appear in the Stanford Bulletin and have a course number. If not, please use the "All Other Activities Form".

All Other Activities (meetings, grand rounds, etc.)

All Other Activities Form

- These requests are submitted via the usual Medscheduler request form. Requests received prior to the deadline will be scheduled during our annual priority scheduling period in order of priority.

- Requests submitted after the priority deadline will be scheduled on a first-come, first-served basis, once all of the pre-deadline requests have been scheduled.

Questions?
Contact Medscheduler: medscheduler@stanford.edu