

SHUFFLE DATA ENTRY INSTRUCTIONS

The Clerkship Shuffle for non-core clerkships will take place every Monday. The Shuffle is a randomized program that includes the generation of waiting lists. If your status is “notified”, this means that either the clerkship for which you requested during the shuffle or the clerkship for which you are waitlisted is available. You will have up to one week to accept a “notified” clerkship. All “notified” clerkships that are not responded to within the week will automatically be **DROPPED** during the next shuffle.

1. Click on the **SHUFFLE LOGIN** button.
2. Enter your **Student ID** and **Password**.
3. Click on **Shuffle Requests/Drops** button to view your current schedule.

You may change the status of your non-core clerkships in your current schedule using the drop-down menus to **drop** or **keep** your “drawn” or “waitlist” clerkships, and to **accept** or **drop** your “notified” clerkships.

4. Click on **Add/Replace** button to put in your shuffle requests.
 - a) Click on **EDIT REQUESTS** button.
 - b) Select **CORRECT ACADEMIC YEAR, DEPT, COURSE, PERIOD** and **SECTION** from the drop-down menus.
 - c) Check number of openings and number already waitlisted for the clerkship requested. If “0” is listed under “OPEN”, you will likely be waitlisted during the shuffle.
 - d) Click on **ADD Request to Work Table** button.
 - e) Use the drop-down menu to change **STATUS** to **ADD** or **REPLACE**.
 - f) If you have more than one row, change **SEQUENCE** number (Seq) to prioritize your requests. Note: The first row is your 1st priority and so forth.
 - g) To delete one of your requests, click the **DELETE** box.
 - h) Click on **UPDATE REQUESTS** button – this shows entire shuffle requests.

NOTE: The program runs Shuffle requests in this order:

DROP – DROP the scheduled clerkship in the current Shuffle.

ADD - The ADD function can only be used if you are requesting a clerkship for a period where you have no clerkship currently scheduled. Your ADD request will be ignored if you already have a clerkship for that period.

REPLACE - You would like to replace something that appears on your schedule with another clerkship. The computer will let you keep what you have until you are offered an opening in the desired clerkship, at which time it will drop what you have and add the new clerkship.

For detailed explanations: Please refer to “How Shuffle Works” on the Fishbowl website.

5. Use the **Only 1** column to request one course from several choices. Only 1 grouping should have a **unique number** assigned for each group.
6. Click on **SAVE REQUEST** button to save your shuffle requests
7. Click the **LOGOUT** button (upper left-hand side).

WAITLISTS – students who request a clerkship that is full will automatically be put on a waitlist. A number follows the notation “**WAITLIST**” on the schedule (e.g. **Waitlist-3**) that means you are the 3rd person on the waitlist. Also, students are only allowed to be on 5 waitlists during one period.

NOTIFIED – when a student sees “**NOTIFIED**” on the clerkship schedule the clerkship is available immediately. Students will have up to one week to accept a “notified” clerkship. All “notified” clerkships that are not responded to within the week will automatically be dropped during the next shuffle. This gives another student the opportunity to take the clerkship.

DRAWN – If a student accepts a “notified” clerkship, the student will become enrolled and “**DRAWN**” will be noted on the clerkship schedule. You do not need to do anything when you have a “Drawn” clerkship unless you want to drop it.