HCEC ORIENTATION
CORNELL UNDERGRADUATES

2013-2014 HCEC CYCLE
FOR MATRICULATION IN 2015
This Orientation is for Juniors and Seniors applying for medical school matriculation in fall 2015.
Overview

Tonight we will discuss:

• The HCEC - Who we are and what we do
• What you will need to do and when
• Timeline and Deadlines
• Approximately 1 hour followed by a Q&A (MD/PhD, Study Abroad, Advising)
What exactly is the HCEC?
Health Careers Evaluation Committee
We are a committee consisting of ~100 faculty and administrative staff who have volunteered to serve as interviewers for one or more student registrants.
Primary goal of the HCEC:

To prepare a **Letter of Evaluation** for Cornell juniors, seniors, and alumni who are applying to post-graduate, doctoral-level, degree granting programs in the human health professions.
Planning to apply to a school of... The HCEC is here for you.

*Allopathic Medicine, Osteopathic Medicine, Optometry, Dentistry, Podiatry
Why have a Health Careers Evaluation Committee?
To help medical school admissions offices more efficiently review the large number of applications they receive.
The Letter of Evaluation (the HCEC Letter) is often the most heavily weighted qualitative element in the decision to offer a personal interview.
Do I have to use the HCEC?
No. But…
...admissions officers prefer students to use their school’s committee if the school has one.
When schools note that a Cornell applicant does not have a committee letter, they may call us to inquire.

They may call you for an explanation.

This can delay the review process.
Services For Non-registrants

- Participation in HCEC is optional.
- You may request, a “non-registrant letter” which we will provide to you explaining that you simply chose not to use the HCEC.
Cornell’s HCEC

Other undergraduate school evaluation committees reporting higher acceptance rates than Cornell’s, in almost all cases, have selective criteria for providing their service.

Cornell’s HCEC, however, will write a letter for any eligible applicant. Use of our service is optional.
Eligibility

All Cornell students and alumni who have at least 30 graded, undergraduate credit hours at Cornell are eligible to register.
What is the HCEC Letter?
The HCEC Letter Includes:

- Letter of Evaluation (Prepared by the HCEC)
- 2 – 3 Letters of Recommendation
- Cornell Profile Sheet
The Letter of Evaluation (LoE) is a concise, individualized presentation of a candidate’s attributes.

LoE ≠ LoR

The LoE is NOT a letter of recommendation.
The HCEC Letter is positive in tone. We provide an overall evaluation of each individual so all letters are not equally positive.

It is holistic, and honest.
Evaluation, Not Recommendation

The LoE interprets your undergraduate experiences in terms of:

- Academic record
- Service, clinical, and other activities (including research)
- Personal background and experiences
Academic achievement is the **BASE**!

High achievement in other endeavors complements but does not trade off or replace the academic record.
The Impact of GPA on Acceptance

HCEC Accepted/Applied 2009-2011/Three Years

Undergraduate MD applicants.

<table>
<thead>
<tr>
<th>Overall GPA</th>
<th>&lt;2.79</th>
<th>2.8 - 2.99</th>
<th>3.0 - 3.19</th>
<th>3.2 - 3.39</th>
<th>3.4 - 3.59</th>
<th>3.6 - 3.79</th>
<th>3.8 - 4.0</th>
</tr>
</thead>
<tbody>
<tr>
<td># Accepted/ # Applied</td>
<td>0/19</td>
<td>2/15</td>
<td>10/42</td>
<td>45/120</td>
<td>112/198</td>
<td>174/226</td>
<td>172/194</td>
</tr>
<tr>
<td>% Accepted</td>
<td>0%</td>
<td>13%</td>
<td>24%</td>
<td>38%</td>
<td>57%</td>
<td>77%</td>
<td>89%</td>
</tr>
</tbody>
</table>

* This chart does not include students who did not release their information to the Health Careers Program. Does not include Dental applicants or Osteopathic school or Texas school applicants. Does not display MCAT score data, which is a significant factor. Does not include alumni applicants.
For more information and statistics, speak with your Health Careers Advisor.
We are NOT Advisors

But we do advise you to consult advisors liberally!

Anything shared with an advisor is private, confidential, and not shared with the HCEC.
If you are unsure about your readiness for success, speak to an advisor.
Health Careers Advising
Health Careers Advisor

Speak with an advisor about when is the best time to apply.
Please direct advising questions to a Health Careers Advisor:

A&S  Ana Adinolfi, anaadinolfi@cornell.edu

CALS  Cate Thompson, ct30@cornell.edu

ENG  Beth Howland, bah18@cornell.edu

HE  Paula Jacobs, pj24@cornell.edu
    Cha-Sook You, cy12@cornell.edu

http://www.career.cornell.edu/paths/health/advisors.cfm
Please direct advising questions to a Health Careers Advisor:

Cornell Career Services, Barnes Hall
TBA, (607) 255-5296

Office of Undergraduate Biology
Bonnie Comella, ct30@cornell.edu
Wendy Aquadro, ct30@cornell.edu
Jeff McCaffrey, ct30@cornell.edu
Colleen Kearns, ct30@cornell.edu

http://www.career.cornell.edu/paths/health/advisors.cfm
Health Careers Advising
Upcoming Sessions

- Applying to Medical School: Are you Ready?
- HCEC Letters of Recommendation: Whom to Ask and How?
- Increasing your Chances of Admission to Medical School with a Gap Year
- How to Select Schools to which to Apply
- Writing Personal Statements and Themes for HCEC and for Application

• Wed. Nov. 20
  4:45pm, 251 Malott

• Thurs. Nov. 21
  4:45pm, 251 Malott

• Tues. Dec. 3, 11:45am
  Barnes Auditorium

• TBD

• TBD

Watch for announcements of additional programs.

http://www.career.cornell.edu/career/events/calendar.cfm
Health Careers Advising

Recorded Sessions

- Interviewing at Health Career Schools
- Interviewing with the HCEC and the Interviewer’s Perspective
- How to Choose Medical/Dental Schools – Student Panel
- Summer Opportunities for Health Career Students
- Career Paths for Health and Medicine Alumni Panel

http://www.career.cornell.edu/resources/media/health.cfm
How does the HCEC Evaluation Process Work?
Blind Interview

- Conducted by an HCEC member who has read your file but does not know you personally.

- Simulates the experience of a medical school admissions interview.
Your HCEC interviewer then drafts a letter evaluating your readiness for training towards a medical profession, based on your:

- academic record
- service activities
- clinical exposure
- research experience
- extracurricular activities
- responses during the interview
The draft letter is sent to the HCEC office, where it is edited and formatted.

It then undergoes a final review, to be sure that it is in the most comprehensive form and that it represents you accurately.
How does the HCEC Evaluate Candidates?
The strength of the HCEC Letter correlates with the extent of your Cornell experience.

We evaluate through the fall term. The spring semester and summer of the year in which you apply are not included in the HCEC Letter.
Qualitative, non-academic factors are an important part of the HCEC evaluation.
We interpret your qualities as a candidate based on the information about your experiences provided in your:

- Online registration documents,
  - Background Information Form
  - Personal Statement
- Letters of Recommendation
- HCEC interview, and interactions.
Through your registration documents and interview, explain how your involvement in activities enhances your candidacy.
The HCEC Does **NOT** Evaluate:

- Grades or experiences in spring 2014.
- Activities planned for the summer or beyond.
The HCEC Does **NOT** Evaluate:

- Performance on standardized tests
- Activities or coursework that took place on another campus* (although we may refer to these in the HCEC Letter).

  *With the exception of off-campus, Cornell-sponsored programs, such as the Urban Semester*
*Note:

In rare situations, the HCEC may estimate that a registrant is not sufficiently prepared to apply during the current cycle.

If so, the HCEC will contact the registrant to discuss this view and present possible options.
At the applicant’s request, the HCEC will still submit the HCEC Letter.

Alternatively, the applicant may choose to put their file “on hold” and register in a subsequent year.
What do Medical Schools want the HCEC to address?
Integrity and Ethics

The applicant behaves in an honest and ethical manner; adheres to ethical principles and follows rules and procedures; resists peer pressure to engage in unethical behavior and encourages others to behave in honest and ethical ways.

https://www.aamc.org/initiatives/mr5/committee/143512/committee_meeting_update.html
Reliability and Dependability

The applicant consistently fulfills obligations in a timely and satisfactory manner; takes responsibility for personal actions and performance.
Resilience and Adaptability

The applicant demonstrates tolerance of stressful or changing environments or situations and adapts effectively to them; is persistent, even under difficult situations, recovers from setbacks.
Service Orientation

The applicant demonstrates a desire to help others and a sensitivity to others’ needs and feelings; demonstrates a desire to alleviate others’ distress.
Teams are two or more individuals who make decisions, whose members have specific roles, perform specific tasks, and interact or coordinate to achieve a common goal or outcome.
Oral Communication

The ability to present information and to explain processes effectively. The skill to sense and understand the perspective of the listener so that one’s message will be optimally received.
Cultural Competence

Understanding of how one’s own and one’s patient’s demographic (e.g. gender, income, race and ethnicity, etc.) and cultural (e.g. language, religion, etc.) factors influence health, health care delivery and health behaviors.
The applicant demonstrates an awareness of others’ needs, goals, feelings, and the ways that social and behavioral cues affect people’s interactions and behaviors; adjusts behaviors appropriately in response to these cues and treats others with respect.
Desire to Learn

The applicant sets goals for continuous self-improvement and for learning new concepts and skills; assesses own strengths and weaknesses; solicits and responds appropriately to feedback.
Capacity for Improvement

Paths taken and methods the applicant used to grow and develop as a scholar, colleague, friend, leader and collaborator. These could include seeking help, acquiring and depending on mentors, independent work, and engaging peers in projects.
What Does the HCEC Need from Me?
The HCEC File

- Registration Parts 1-3 (questionnaires, forms, and fees)
- Transcripts
- Letters of Recommendation
- HCEC Checklist (including sending a PDF of your submitted primary medical school application)
Use your Checklist to complete your HCEC File.

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Date</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ Click the red checkbox after you have performed the required task. You will not be allowed to &quot;uncheck&quot; a box after marking a task complete. □ Black checkboxes will be marked automatically by the system.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▶ Expand/minimize all</td>
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<tr>
<td></td>
<td></td>
<td>▶ Readiness Assessment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ I have carefully considered the opportunities available to me and decided that I am ready to apply in Summer 2013 to schools of health professions for matriculation in Fall 2014. [Link to advising]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: If at any time before HCEC releases your Letter of Intent you decide not to apply this cycle, please notify the HCEC by email.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▶ Readings and Forms</td>
</tr>
<tr>
<td></td>
<td>05/15/2013</td>
<td>□ I am aware that I am responsible for reading and understanding materials posted in the [Process Overview] and [Readings] pages, and staying up to date with newly published Required Readings.</td>
</tr>
<tr>
<td></td>
<td>05/15/2013</td>
<td>□ I am aware that I may &quot;like&quot; the [HCEC Facebook page] for HCEC notifications, e.g. Required Readings.</td>
</tr>
<tr>
<td></td>
<td>05/15/2013</td>
<td>□ I am aware that I may elect to receive emails about health careers opportunities and events (e.g. scholarships, internships, workshops) through my CCNet profile settings; by selecting &quot;Health Careers Notices&quot; in the &quot;Career Services Desired&quot; section. [Link to CCNet tutorial]</td>
</tr>
<tr>
<td></td>
<td>05/15/2013</td>
<td>□ I am aware that the AAMC Fee Assistance Program (FAP) will begin accepting applications on 1/3/13. [Link to FAP website]</td>
</tr>
<tr>
<td>Dec-Jan</td>
<td></td>
<td>▶ You are registered as a(n) Undergraduate Registrant.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▶ Non-Cornell Transcripts</td>
</tr>
<tr>
<td></td>
<td>05/15/2013</td>
<td>□ I have finished entering names of ALL non-Cornell colleges I attended after high school. [Link to form] or: ✔ I have attended NO colleges besides Cornell after high school.</td>
</tr>
<tr>
<td></td>
<td>05/15/2013</td>
<td>□ I have arranged for all non-Cornell transcripts to be delivered to the HCEC by the deadline. Note: HCEC will obtain your Cornell transcript.</td>
</tr>
<tr>
<td></td>
<td>05/15/2013</td>
<td>□ HCEC has received all of my non-Cornell transcripts.</td>
</tr>
<tr>
<td>February</td>
<td></td>
<td>▶ Letters of Recommendation (LoRs)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Based on your status as a(n) Undergraduate Registrant you will not have an interview.</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td>▶ Delivery Authorization</td>
</tr>
<tr>
<td>June</td>
<td></td>
<td>▶ Application to Human Health Professional Schools</td>
</tr>
<tr>
<td>June</td>
<td>Not complete</td>
<td>▶ File Complete and HCEC Letter Release Queue</td>
</tr>
<tr>
<td>July</td>
<td>Not complete</td>
<td>▶ Letter Release</td>
</tr>
</tbody>
</table>
HEALTH CAREERS EVALUATION COMMITTEE (HCEC)

The HCEC serves Cornellians who apply to health professional schools and who request a university letter of evaluation. The letter of evaluation—which is not a letter of recommendation—is a comprehensive written review of the applicant’s candidacy for the health career of his or her choice. The HCEC prepares the letter of evaluation and appends the applicant’s letters of recommendation to it. The HCEC serves applicants to schools of allopathic and osteopathic medicine, dentistry, optometry, and podiatry.

THE COMPLETE HCEC LETTER INCLUDES:

- The Letter of Evaluation composed by the HCEC
- 2-3 Letters of Recommendation
- A profile sheet describing the Cornell academic experience

Medical school applicants who elect not to use HCEC’s service may request a "non-registrant letter" from the HCEC.

career.cornell.edu/paths/health/medschool/hcec/index.cfm
HCEC registration is an annual service. You must re-register with the HCEC for each application cycle in which you intend to use the HCEC’s services. Registration for the 2013-2014 HCEC cycle, for matriculation in 2015, will open in December, 2013, for all registrants.

HCEC registration requires a NetID. If you do not have a NetID, please see the CIT website to learn how to get one, whether or not you are currently on campus.

- CURRENT HCEC REGISTRATION AND ONLINE FILE
- HISTORICAL HCEC ONLINE FILE FOR PREVIOUS REGISTRANTS
Accessing your HCEC Checklist

HCEC Online File

Register/Login to complete your HCEC registration and file.

Your HCEC checklist must be completed through the "file completed" in order for your HCEC letter to be written and released. This is the way we communicate: HCEC and registrant will both enter information on the HCEC checklist.

Enter your HCEC Registration and Checklist
Required Readings

- Read the Required Readings provided in your Online File.
- Check regularly for new Readings.
HCEC Process

Winter 2013-2014
Three-Part Registration:  
Part 1

- Registration Intent Questionnaire (RIQ)
- 20 Questions (20Q) (answer in narrative form)

This 20Q form is not sent to the HCEC.

The 20Q is a private, personal working document for self-assessment of readiness to apply. Some responses can be pasted directly into the HCEC Background Information Form (BIF).

The 20Q will become very useful when completing medical school secondary applications.
The 20Q*

The 20Q is a questionnaire designed to provide you with a comprehensive self-assessment of:

- your preparation,
- your readiness for application, and
- the strength of your background as a candidate for any health career.

To discuss your 20Q, contact your Health Careers Advisor.
Registration Part 2

Deadline: January 24, 2014

- Background Information Form (BIF)
- Personal Statement (PS)
- Photograph
  (of you, alone, in a professional or neutral setting, file size under 1 MB, named Last_FirstPHO.jpg)

Submit Online
Categorizes your activities,
(e.g. service, clinical, etc.)
Describes your activities,
Demonstrates your time commitment, and dedication to the activity,
Explains how your participation in activities allowed you to develop your core competencies.
HCEC Background Information Form (BIF) Workshop
December 9th and 10th, 2014
5:00 – 6:00pm
216 Philips

Attendance optional.
**PS (Personal Statement)**

- Demonstrates your ability to reflect on your life with perspective and to communicate well in a written format.

- Illuminates your distinctive background, experience, motivation, and preparation for a medical field.

*For information about or help with composing a PS, contact your Health Careers Advisor.*
Registration Part 3

- Registration Agreement Form (RAF)
  Original signed paper copy required.

- Fee payment
  New Registration fee is $190. Fee waivers are available to those qualified by the Financial Aid Office.

Submit in person during Walk-In Event

Deadline: January 29, 2014
Registration Agreement Form (RAF)  

Deadline: January 29, 2014

Requires signed statements:

- Integrity in the application process
- File retention
- Purpose of the HCEC packet
- Deadline adherence
- Option to waive FERPA right to access

Submit in person during Walk-In Event
You must personally deliver your RAF at the:

**HCEC Walk-in Event** *

January 28th and 29th, 2014
5:00 – 7:00pm
103 Barnes Hall

*At this event, please deliver ONLY the RAF and fee, and no other materials.

Deadline:
January 29, 2014
RAF Download

Deadline: January 29, 2014

career.cornell.edu/paths/health/medschool/hcec/index.cfm
You must arrange for official transcripts to be sent to HCEC for all non-Cornell undergraduate study completed after high school.

HCEC will retrieve your Cornell transcript.

Deadline: March 8, 2014
Check student center to verify that your grades and course titles appear on your Cornell transcript. If they do not, you must arrange for transcripts to be sent to HCEC.

Deadline: March 8, 2014
LoRs
(Letters of Recommentation)

- Required: 2-3 LoRs, including at least one from a Cornell-affiliated writer.

- Enter names as soon as recommenders agree to write your LoR. You may change a name until (but not after) we receive that LoR.

- Work with your recommenders to ensure letters are received by the HCEC in a timely manner.

Deadline: March 8, 2014
LoRs  
(Letters of Recommendation)

*For help selecting and communicating with recommenders, contact Health Careers Advising

Deadline: March 7, 2014
The HCEC Interview is for current juniors and seniors who intend to apply in the upcoming application cycle for medical school matriculation in fall 2015.

Seniors planning to take an additional gap year should apply as alumni in the cycle year for which they are applying.

Juniors who interview and subsequently delay their application will not be interviewed again.
HCEC Interview

- Find contact information in your Checklist

- Initiate contact and record scheduled interview date in your Checklist (or risk losing your interview spot).

- Thank your interviewer!
File Status and Contact Information

- Review your Checklist periodically to make sure that your information is accurate.

- Keep your phone number, postal mail, and email address up-to-date. We may need to reach you during the letter review process.
After submitting your application (AMCAS, AADSAS, AACOMAS, etc.) email the HCEC a PDF of your dated, submitted application as proof of your submission.
Only after you complete your checklist through “file complete” will you be placed in the HCEC Letter Release queue.
HCEC Letter Release Timing

- As you wait, check Facebook and your Online File for updates.
  
  Updates on progress through the Queue, weekly

- Do not contact the HCEC to ask when your letter will be released. This only slows down the process.

  See your letter release date, posted immediately after upload
Once your letter is ready, the HCEC office releases it, along with your 2 – 3 LoRs and a Cornell profile sheet, to Interfolio (and/or AADSAS).
Delivery of HCEC Letter

You must then go to Interfolio.com and schedule delivery of your letter to the appropriate receiver (i.e. AMCAS, TMDSAS, etc.).

This does not happen automatically.

*Not applicable to AADSAS uploads.*
Interfolio Account
After you pay your HCEC Registration Fee, you receive a complimentary Interfolio account, accessible using a code provided in your Checklist.

interfolio

Dossier & Portfolio

Create, manage, and deliver materials to admissions, hiring, and tenure & promotion committees...anywhere in the world!

Learn More

Prices & plans starting at $19/year »
Your Interfolio account must be HCEC-coded, or we will be unable to access it and therefore unable to release your HCEC Letter.

If you open an account without the HCEC code, call Interfolio to have them manually connect your account with the HCEC.
You can use this account to upload other credentials, such as LoRs, and distribute them to any legitimate destination.
In your Interfolio account, after your HCEC Letter is released, you must **Schedule Delivery** of your HCEC Letter

**From:**

interfolio

**To:**

Medical School Application Services and Admissions Committees (i.e. AMCAS, ACOMAS, TMDSAS, etc.)
Then, a little time passes and off you go for more years of school!
Deadlines
Medical School Deadlines

- Be aware of your medical school deadlines.

See: www.aamc.org/students/applying/amcas/deadlines/

- HCEC Letter release usually takes many weeks, and may take up to 12 weeks after your checklist is complete.
## Undergraduate HCEC Deadlines

<table>
<thead>
<tr>
<th>HCEC Step</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Registration Part 1</td>
<td>January 17, 2014</td>
</tr>
<tr>
<td>Registration Part 2</td>
<td>January 24, 2014</td>
</tr>
<tr>
<td>Walk-in Event</td>
<td>January 28 or 29, 2014 5:00 – 7:00 pm</td>
</tr>
<tr>
<td></td>
<td>103 Barnes Hall</td>
</tr>
<tr>
<td>LoRs and Transcripts</td>
<td>March 7, 2014</td>
</tr>
<tr>
<td>Checklist (through the Delivery Authorization section)</td>
<td>August 31, 2014</td>
</tr>
<tr>
<td>PDF of medical school primary application</td>
<td>No deadline.</td>
</tr>
</tbody>
</table>
If you are late:

- You must write to the HCEC Chair for a waiver to register late (which may be granted or denied).

- Late registrants are not guaranteed an interview.

- We cannot guarantee that we will release your letter at the same time as registrants who have adhered to our deadlines.
Resume, Reactivate, or Update

Re-registering with the HCEC
Putting your file “On Hold”

- Email the HCEC stating your decision.
- Your registration and supporting documents will be retained for 5 years (per retention agreement signed in the RAF).
“Resuming”

You may “Resume” before or after graduating, provided your letter was not released (i.e. to Interfolio).

- Complete a new registration (BIF, PS).
- Your LoRs and transcripts remain on file.
- You may replace each old LoR with an updated letter by the same writer.
- If you had three LoRs on file, you may add one by an additional writer, for a total of four.
- Fee: $0 if paid previously, otherwise $190
Sometimes HCEC Registrants do not gain admission on their first application attempt and wish to reapply in a subsequent cycle using HCEC services. In these situations, the HCEC registrant chooses to:

**Reactivate** or **Update**
Who’s Who in 203 Barnes Hall
HCEC Chair

Dr. F.A. Kallfelz

- Reviews file.
- Edits/prepares/approves final draft.
Recruits faculty to serve as HCEC interviewers.
Matches you with your interviewer.
Edits/prepares/reviews final draft.
Represents HCEC at on campus and community events.
Supervises Editors and Records Coordinator.
Records Coordinator

Lisa Strauss

- Compiles your electronic and paper credentials folder.
- Maintains your HCEC Online File.
- Releases the HCEC Letter to Interfolio.
- Responds best to email: HCEC@cornell.edu and to questions not answered elsewhere.
Summer Editors

- Edits/prepares HCEC letter draft.
Throughout this Process

If you are feeling confused or unsure...
Consult your Readings.
Seek guidance.
Ask for help.

We want you to succeed!