HCEC ORIENTATION
CORNELL UNDERGRADUATES

2012-2013 HCEC CYCLE
FOR MATRICULATION IN 2014
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.
Thinking of applying to a school of…

Allopathic Medicine?

Osteopathic Medicine?

Dentistry?

Optometry?

Podiatry?

The HCEC is here for you.
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.
What is the HCEC Letter?
The HCEC Letter includes:
- The Letter of Evaluation (prepared by the HCEC)
- Your Letters of Recommendation (2-3)
- A Cornell Profile Sheet
The Letter of Evaluation (LoE) is a concise, individualized presentation of a candidate’s attributes.

\[ \text{LoE} \neq \text{LoR} \]

The LoE is NOT a letter of recommendation.
While the HCEC Letter is positive in tone, it cannot be uniformly supportive, or it would not be a truly evaluative process.

It is holistic, measured, and candid.
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 does not and cannot trade off with 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.*
Jim Carrey and Lauren Holly in *Dumb and Dumber* (1994):

http://www.youtube.com/watch?v=KX5jNnDMfxA
If you are unsure about your readiness for success, speak to an advisor.
But we do advise you to consult advisors liberally!

Anything shared with an advisor is private, confidential, and not shared with the HCEC.
Please direct advising questions to a Health Careers Advisor:

Health Careers Advising Network (HCAN) Director:

Cornell Career Services: Janet Snoyer, js100@cornell.edu

Pre-Health Academic Advisors:

Arts & Sciences: Ana Adinolfi, anaadinolfi@cornell.edu

CALS: Cate Thompson, ct30@cornell.edu

Engineering: Beth Howland, bah18@cornell.edu

Human Ecology: Paula Jacobs, pj24@cornell.edu
and Cha-Sook You, cy12@cornell.edu
Health Careers Advising
PURPOSES OF THE 20Q

Why the “+”?
SPEAK WITH AN ADVISOR ABOUT WHEN IS THE BEST TIME TO APPLY.
HCEC Feedback
LETTERS OF RECOMMENDATION: WHOM TO ASK AND HOW

- Barnes Auditorium
- November 15, 2012 (Thursday)
- 12:15pm
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 experiences
- 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?
Qualitative, non-academic factors are also an important part of the HCEC evaluation.
The strength and authority 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.
We interpret your qualities as a candidate based only on the information about your experiences provided in your:

- online registration documents,
- 20 Questions
- Background Information Form
- Personal Statement
- HCEC interview, and
- letters of recommendation.
20Q ≠ BIF
Through these registration documents and your interview, be sure to explain how your involvement in activities enhances your candidacy.
The HCEC Does NOT Evaluate:

- Grades or experiences in spring 2013,
- Activities planned for the summer or beyond,
- Performance on standardized tests, or
- 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.
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.
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.
Participation in HCEC is voluntary.

All Cornellians who have at least 30 undergraduate credit hours at Cornell are eligible to register.

On your request, we will give you a “non-registrant letter” explaining that you simply chose not to use the HCEC.
Other undergraduate school evaluation committees reporting higher acceptance rates than ours, 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 voluntary.
What Does the HCEC Need from Me?
The HCEC File

- Three-Part Registration, including completing online questionnaires and submitting materials, forms, and fees
- Transcripts
- Letters of Recommendation
- HCEC Checklist (including sending a PDF of your submitted primary medical school application)
Accessing the HCEC Online File

career.cornell.edu/paths/health/medschool/hcec/index.cfm
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

IN THIS SECTION:

- Registration and Checklist
- Readings
- FAQs
- HCEC Process Overview
- Information for Letter of Recommendation Writers
- HCEC Forms
- Health Advisors
- Contact Us

Career Services 103 Barnes Hall Cornell University Ithaca, NY 14853
phone: 607/255-5221 email: career@cornell.edu

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Use your Checklist to complete your HCEC File.

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline/Date</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>11/08/2012</td>
<td></td>
<td>A) completed the Registration Intent Questionnaire (RIQ)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B) completed the 20 Questions (2Q) [click here]</td>
</tr>
<tr>
<td>11/08/2012</td>
<td></td>
<td>A) completed the Background Information Form (BIF) [click here]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B) completed the Personal Statement (PS) [click here]</td>
</tr>
<tr>
<td>11/08/2012</td>
<td></td>
<td>C) submitted my personal photo via Dropbox to <a href="mailto:dhl34@cornell.edu">dhl34@cornell.edu</a> [click here]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and photo was received by HCEC</td>
</tr>
<tr>
<td>1/30/13</td>
<td></td>
<td>D) printed, signed and submitted Registration Agreement Form (RAF, includes optional FERPA waiver) to the HCEC [download pdf here], and RAF received by HCEC</td>
</tr>
<tr>
<td>1/30/13</td>
<td></td>
<td>Completed</td>
</tr>
</tbody>
</table>

- Save pdfs of Registration Documents to Home Computer
- Non-Cornell Transcripts
- Letters of Recommendation (LoRs) [click here]
- Delivery Authorization
- HCEC Letter-writing Queue
- Letter Release
Three-Part Registration

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

Part Two:
- 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)

Deadline: January 18, 2013
Part Three: RAF and fee

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

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

Deadline: January 29-30, 2013
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 student’s candidacy for the health career of his or her choice. The HCEC prepares the letter of evaluation and appends the applicant’s recommendation letters to it. The HCEC serves applicants to schools of allopathic and osteopathic medicine, optometry, dentistry, podiatry, and optometry.

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

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
You must personally deliver your RAF to the HCEC at:

**HCEC Walk-in Event**

**January 29th and 30th, 2013**

5:00 – 7:00pm

103 Barnes Hall

*At this event, please deliver ONLY the RAF and fee, and no other materials.*
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, 2013.
Letters of Recommendation (LoRs)

- 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 make sure letters are received by the HCEC in a timely manner.

Deadline: March 8, 2013.
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

- Check 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 in a hurry.
Read the Required Readings provided in your Online File.

Check regularly for new Readings.
After submitting your application (AMCAS, AADSAS, AACOMAS, etc.) email the HCEC a PDF of your dated, submitted application as proof of your submission.

Deadline: September 1, 2013
Only after you complete your checklist through "file complete" will you be placed in the HCEC Letter Release queue.
As you wait, check Facebook and your Online File for updates.

Do not contact the HCEC to ask when your letter will be released. This only slows down the process.
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).
You must then go to Interfolio.com and schedule delivery of your letter to the appropriate receiver (i.e. AMCAS).

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.
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
Be aware of your medical school deadlines.

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

HCEC Letter release usually takes 4-6 weeks, but may take up to 10 weeks after your checklist is complete.
### Undergraduate HCEC Deadlines

<table>
<thead>
<tr>
<th>HCEC Step</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Registration, Part 1 and Part 2</td>
<td>January 18, 2013</td>
</tr>
<tr>
<td>Walk-in Event</td>
<td>January 29 or 30, 2013 5:00 – 7:00 pm</td>
</tr>
<tr>
<td></td>
<td>103 Barnes Hall</td>
</tr>
<tr>
<td>LoRs and Transcripts</td>
<td>March 8, 2013</td>
</tr>
<tr>
<td>Checklist (through the Delivery Authorization section)</td>
<td>September 1, 2013</td>
</tr>
<tr>
<td>PDF of medical school primary application</td>
<td>No deadline.</td>
</tr>
</tbody>
</table>
You should adhere to our deadlines.

Or be prepared to explain why you could not.
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
“Summer Melt”

About 25% of HCEC registrants decide not to apply in a particular cycle and consequently discontinue their registration process, called putting their file “On hold.”

They may later re-register with the HCEC, called “Resuming.”
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).
You may “Resume” before or after graduating, so long as your letter was not released (i.e. to Interfolio).

- Complete a new registration (20Q, PS, BIF).
- 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**
HCEC will release, again, your original, unchanged, HCEC Letter.

- Complete a short registration (RIQ only).
- Letter released within 3 business days.
- Reactivate as many times as you need, keeping in mind the 5-year retention agreement.

Fee: $50
“Updating”

A **supplemental letter** is written and appended to your original HCEC Letter.

- Addresses recent activities and accomplishments.
- Complete a new Online Registration.
- You may add one or two new LoRs (depending on the number of application cycles that have passed).
- You will be placed in the Letter Release Queue along with new registrants.
- You may “Update” only once as an alumni.

- **Fee:** $75
ALL second-time registrants must complete an HCEC Registration and Checklist. (content depends on registration type)

Deadlines: See table, shown earlier.
The decision to resume, reactivate, or update is important.

Guidance is available for all Cornellians at the Health Careers Advising Network.

http://www.career.cornell.edu/paths/health/advisors.cfm
Who’s Who in 203 Barnes Hall
Dr. F.A. Kallfelz

- Reviews file.
- Edits/prepares/approves final draft.
The HCEC Manager

Douglas Lockwood

- Recruits faculty to serve as HCEC interviewers.
- Matches you with your interviewer.
- Edits/prepares/approves final draft.
- Represents HCEC at on campus and community events.
- Supervises Editor 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.
Edits/prepares HCEC letter draft.
Communications Specialist

- Creates and distributes information regarding the HCEC process.
- Responds to registrant questions, via the HCEC Help Desk email and phone line.
  - Email: HCEC_Helpdesk@Cornell.edu
  - Phone, active during summer only: 607-255-6925
Throughout This Process

If you are feeling confused or unsure…

Consult your Readings.

Seek guidance.

Ask for help.

We want you to succeed!
Q & A

- Other options: Dentistry, Optometry, Podiatry, and Osteopathy
- Study Away
- MD/PhD
- Early Assurance