FALL ORIENTATION for 2016 HCEC PROCESS

CORNELL ALUMNI FOR MATRICULATION IN FALL 2017
This Orientation is for Cornell alumni applying to schools of human medicine for matriculation in fall 2017.
Planning to apply to a school of...

*Allopathic Medicine, Osteopathic Medicine, Optometry, Dentistry, Podiatry

The HCEC is here for you.
Overview

This presentation includes:

• The HCEC - Who we are and what we do
• What you will need to do and when
• Timeline and Deadlines
ADEA AADSAS 2016 Application Cycle
June 2, 2015 - February 1, 2016

The ADEA Associated American Dental Schools Application Service (ADEA AADSAS) is the centralized application service for most U.S. dental schools. ADEA AADSAS simplifies the application process by allowing applicants to complete one standardized application, rather than fill out multiple applications. Dental schools benefit by receiving uniform information on all applicants.

Preparing your ADEA AADSAS application?
Begin today:

- Print the 2016 ADEA AADSAS Information Sheet.
Accessing the Online File and Checklist

HEALTH CAREERS EVALUATION COMMITTEE (HCEC)

The HCEC serves Cornellians who apply to health professional schools and who request a university letter of recommendation. The online file and checklist can be accessed through the following link:

http://www.career.cornell.edu/paths/health/medschool/hcec/index.cfm
The medical school application process requires:

- Preparation
- Planning
- Investigation
- Guidance
- Self-assessment
- Strategy
Am I ready?

The highest likelihood of acceptance into medical school is on the 1st time an applicant applies.

Apply when you are the most ready.
What exactly is the HCEC?
The HCEC staff consists of the:
Committee Chair,
HCEC Manager,
Records Coordinator,
and Summer Editors.
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.
To help medical school admissions offices more efficiently review the large number of applications they receive.

In 2015, there were 52,550 applicants to US medical schools.*
A 6.2% increase from 2014.
Total matriculants this year: 20,630.

*www.aamc.org
(Does not include DO, DDS, DP, and some Texas schools.)
The Letter of Evaluation (the HCEC Letter) is often the most heavily weighted qualitative element in the decision to offer a personal interview.
No, and once 3 or 4 years have passed after graduation, the undergraduate committee letter loses its relevance.

But…
For those alumni who graduated more recently, admissions officers prefer applicants 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 ask 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.
Other undergraduate school evaluation committees that report higher acceptance rates than Cornell’s, in many cases, have selective criteria for providing their service.

Cornell’s HCEC, however, will write a letter for any eligible applicant.
Eligibility

Cornell alumni who have completed at least 30 letter-graded, undergraduate credit hours at Cornell are eligible to register with the HCEC.
The HCEC Letter Includes:

- Letter of Evaluation (Prepared by the HCEC)
- 2 – 3 Letters of Recommendation
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, providing an overall evaluation of each individual’s unique qualities and attributes.
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.
For information and statistics regarding medical school applications and acceptances, contact Lauren O’Neil, Director, Health Careers Advising Program.

Dr. Lauren O’Neil  607-255-5296
HCEC staff 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.
Health Careers Advisor

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

Cornell Career Services, 103 Barnes Hall
Lauren O’Neil, (607) 255-5296

A&S: Ana Adinolfi, anaadinolfi@cornell.edu

CALS: Cate Thompson, ct30@cornell.edu

HE: Paula Jacobs, pj24@cornell.edu
Verdene Lee, val3@cornell.edu

ENG: Megan Gallagher, meg327@cornell.edu

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

Office of Undergraduate Biology:

Bonnie Comella, bec3@cornell.edu
Wendy Aquadro, gsa8@cornell.edu
Jeff McCaffrey, jm298@cornell.edu
Colleen Kearns, cmk4@cornell.edu

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

Recorded Sessions

- Completing AMCAS and Other Applications
- Interviewing: Traditional and MMI
- Writing Personal Statements for Applications
- How to Create Your List of Schools for Medical/Dental School
- MCAT® Information Session

career.cornell.edu/resources/media/health.cfm
Dr. Lauren O’Neil will send updates and reminders through the PREHEALTH-L e-list

To join, send an email to PREHEALTH-L-request@cornell.edu with join in the subject line, leaving the message body blank
How does the HCEC evaluation process work?
An HCEC staff writer 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
The draft letter 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 HCEC interprets 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
Qualitative, non-academic factors are an important part of the HCEC evaluation.
The HCEC Letter correlates with the extent of your Cornell experience. We evaluate alumni up to the submission date of their online registration. Events taking place after registration are not included in the HCEC Letter.
Through your registration documents, explain how your involvement in activities enhances your candidacy.
The HCEC Does *NOT* Evaluate:

Activities planned for the summer or beyond.
The HCEC Does **NOT** Evaluate:

- Performance on standardized tests.
- Activities or coursework that took place during high school or 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 and Study Abroad.
Sometimes we will ask the Health Careers Advisor to reach out to a registrant to discuss his or her readiness for medical school.

If you receive a message from Lauren, please reply to her as soon as possible.
What do medical schools want the HCEC to address?
Core Competencies

The AAMC has developed a list of 15 Core Competencies for entering medical school students. The competencies fall into four categories:

- Interpersonal
- Intrapersonal
- Thinking and Reasoning
- Science

https://www.aamc.org/initiatives/admissionsinitiative/competencies/
Service Orientation

Demonstrates a desire to help others and a sensitivity to others’ needs and feelings; demonstrates a desire to alleviate others’ distress; recognizes and acts on his/her responsibilities to society; locally, nationally, and globally.
Social Skills

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; treats others with respect.
Cultural Competence

Demonstrates knowledge of socio-cultural factors that affect interactions and behaviors; shows an appreciation and respect for multiple dimensions of diversity; recognizes and acts on the obligation to inform one’s own judgment; engages diverse and competing perspectives as a resource for learning, citizenship, and work; recognizes and appropriately addresses bias in themselves and others; interacts effectively with people from diverse backgrounds.
Interpersonal Competencies

Teamwork

Works collaboratively with others to achieve shared goals; shares information and knowledge with others and provides feedback; puts team goals ahead of individual goals.
Interpersonal Competencies

Oral Communication

Effectively conveys information to others using spoken words and sentences; listens effectively; recognizes potential communication barriers and adjusts approach or clarifies information as needed.
Intrapersonal Competencies

Ethical Responsibility to Self and Others

Behaves in an honest and ethical manner; cultivates personal and academic integrity; 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; develops and demonstrates ethical and moral reasoning.
Intrapersonal Competencies

Reliability and Dependability

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

Demonstrates tolerance of stressful or changing environments or situations and adapts effectively to them; is persistent, even under difficult situations; recovers from setbacks.
Intrapersonal Competencies

Capacity for Improvement

Sets goals for continuous improvement and for learning new concepts and skills; engages in reflective practice for improvement; solicits and responds appropriately to feedback.
Thinking and Reasoning Competencies

Critical Thinking

Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
Thinking and Reasoning Competencies

Quantitative Reasoning

Applies quantitative reasoning and appropriate mathematics to describe or explain phenomena in the natural world.
Scientific Inquiry

Applies knowledge of the scientific process to integrate and synthesize information, solve problems and formulate research questions and hypotheses; is facile in the language of the sciences and uses it to participate in the discourse of science and explain how scientific knowledge is discovered and validated.
Thinking and Reasoning Competencies

Written Communication

Effectively conveys information to others using written words and sentences.
Living Systems

Applies knowledge and skill in the natural sciences to solve problems related to molecular and macro systems including biomolecules, molecules, cells, and organs.
Human Behavior

Applies knowledge of the self, others, and social systems to solve problems related to the psychological, socio-cultural, and biological factors that influence health and well-being.
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)
Accessing the Registration and Checklist

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

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 ONLINE FILE

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.

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 CHECKLIST
- HISTORICAL HCEC ONLINE CHECKLIST 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" point of the checklist in order for your HCEC letter to be written and released. This is an important method of communication between the HCEC and you. The HCEC and you will each enter information into the HCEC checklist.

Enter your HCEC Registration and Checklist

Health Careers Evaluation Committee, 210 Barnes Hall, Ithaca, NY 14853-1601
phone: 607/255-0546  email: HCEC@cornell.edu
Use your Checklist to complete your HCEC File.

Registered as: Alumnus/no Registrant
Registration Year: 2015 HCEC cycle for matriculation in 2017

Message from HCEC:

⚠ You are currently logged in to Kerberos. To protect your privacy, be sure to LOG OUT of this checklist when finished by closing your browser.

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Date</th>
<th>Checklist</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>□ Click the red checkbox after you have performed the required task. You will not be allowed to “uncheck” a box after marking a task complete. □ Black checkboxes will be marked automatically by the HCEC.</td>
</tr>
</tbody>
</table>

- Expand/minimize all

Not complete

- Readiness Assessment
  - □ I have carefully considered the opportunities available to me and decided that I am ready to apply in Summer 2016 to schools of human medicine for matriculation in Fall 2017. Health Careers Advisors
  - □ I agree that should I decide not to apply in this current cycle, I will notify the HCEC of my decision by email.

Not complete

- Readings
  - □ I am aware that I am responsible for reading and understanding materials posted in the Process Overview, FAQs, and Required Readings pages, and staying up-to-date with newly published Required Readings.
  - □ I am aware that I may “like” the HCEC Facebook page, for HCEC notifications, e.g. Required Readings.
  - □ I have joined the Health Careers Advisor’s email list. Link to Health Careers Advisor’s email list
  - □ I am aware that the AAMC Fee Assistance Program (FAP) will begin accepting applications January 2016. Link to FAP website

Dec-Jan

Not complete

- Registration
  - Deadline: 01/15/2016
    - Part 1
      - 11/10/2015 □ I have completed the Registration Intent Questionnaire (RIQ).
      - 11/12/2015 □ I have completed Questions 1 - 8 of the Health Careers Reflection Journal. Link to Reflection Journal Instructions
  - Deadline: 01/22/2016
    - Part 2
      - □ I have completed the Background Information Form (BIF). Link to BIF
      - 11/17/2015 □ I have completed the Personal Statement (PS).
      - 11/17/2015 □ I have completed my MD/PhD Statement.
Use your Checklist as an information resource and a step-by-step guide to assist you with completion of HCEC requirements.

<table>
<thead>
<tr>
<th>May</th>
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<th>Delivery Authorization</th>
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</thead>
<tbody>
<tr>
<td>June</td>
<td>Not complete</td>
<td>Application to Human Health Professional Schools</td>
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<tr>
<td>June</td>
<td>Not complete</td>
<td>Checklist Complete and HCEC Letter Release Queue</td>
</tr>
<tr>
<td>HCEC releases begin: mid-July</td>
<td></td>
<td>Checklist Complete. Checklist items must be completed up to this point for the HCEC Letter to be released.</td>
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<td></td>
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<td>HCEC has added me to the HCEC Letter Release Queue.</td>
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<td>I am aware that I may check Facebook to get a sense of my HCEC Letter release date.</td>
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<tr>
<td>July - October</td>
<td>Not complete</td>
<td>HCEC Letter Release</td>
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</tbody>
</table>
Remember, your checklist must be complete in order for your letter to be added to the letter release queue.

<table>
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<th>Description</th>
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Required Readings

- Read the Required Readings provided in your Online File.
- Check regularly for new Required Readings.
Read the **HCEC 2016 Registrant Guide** found in the Required Readings section of your HCEC Online Checklist.
FAQs

- FAQs contain answers to commonly asked questions
- Read the FAQs before contacting the HCEC

HCEC Online File

Register/Login to complete your HCEC registration and file.

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Enter your HCEC Registration and Checklist
Registration Part 1 of 3

- Registration Intent Questionnaire (RIQ)
- Health Careers Reflection Journal

The Reflection Journal is not sent to the HCEC.

The Reflection Journal is a private, personal working document for self-assessment of readiness to apply. It is a tool to help you prepare for the application process.

Some responses can be pasted directly into the HCEC Background Information Form (BIF).
The Health Careers Reflection Journal 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 Health Careers Reflection Journal, contact your Health Careers Advisor.
Registration Part 2 of 3

- Background Information Form (BIF)
- Personal Statement (PS)
- Photograph
  (of you, alone, in a professional or neutral setting, file size under 1 MB, named Last_First_PHO.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.
Submit your BIF through the Checklist

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<td></td>
<td>11/17/2015</td>
<td>- I have submitted my personal photo to HCEC.</td>
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<tr>
<td></td>
<td>11/17/2015</td>
<td>- HCEC has received my photo.</td>
</tr>
<tr>
<td></td>
<td>11/17/2015</td>
<td>- I have saved my Registration documents to my home computer.</td>
</tr>
<tr>
<td></td>
<td>01/27/2016</td>
<td>Part 3 You must complete Part 2 before working on Part 3.</td>
</tr>
<tr>
<td></td>
<td>11/17/2015</td>
<td>- I have made my decision regarding waiving/retaining FERPA rights.</td>
</tr>
</tbody>
</table>

Note all deadlines listed in the checklist apply to undergraduates only, except the deadlines of 8/31/16 and 10/1/16.
HCEC Online Registration - Part 2
Background Information Form (BIF)

We recommend that you complete the information for each area in a separate word processing document, then copy and paste it into the web page. This will provide you with a saved copy of your submission in the event of any problem. Be aware that for security reasons, this page may "time-out" and not respond if left idle for an extended period of time. You will be able to create a .pdf file of your final submission later through your online checklist.

General Information

<table>
<thead>
<tr>
<th>General Information</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>* To complete/view/edit an area, click on its name.</td>
<td></td>
</tr>
<tr>
<td>General Information</td>
<td>11/11/2015</td>
</tr>
<tr>
<td>Languages and Fluency</td>
<td>11/11/2015</td>
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</tbody>
</table>

Section 1

* Respond to the questions in narrative form.

1. Why do you want to be a physician/dentist/health care professional? Explain how are you making an informed choice about a life in medicine. What do you know about what it is like to be a patient, directly or indirectly? What do you know about being a physician? [Refer to questions 1-3 of your Health Careers Reflection Journal]

2. Describe your family background. What is your cultural background? What are the occupations of your family income earners? What family structure/type of community did you grow up in? Where did you grow up? Have you lived outside of the US? If so, describe. What is your current citizenship? How many siblings do you have? What are they doing?

3. Describe your academic preparation in high school (public or private high school)? How was your transition to Cornell. Did you take AP courses in either science or non-science courses?

4. Describe your academic achievements to date. What is particularly noteworthy about your accomplishments and you challenges? How do you compare yourself with other students or alumni? Explain any circumstances that had an impact on your performance. [Refer to question 5 of your Health Careers Reflection Journal]

5. How have you developed cultural competence? Describe any experiences or situations in which you interacted with people who were different from you? [Refer to question 7 of your Health Careers Reflection Journal]
**Section 2**

* Complete all relevant areas.
* Within each area below, please make entries in the order of most significant to least significant.

<table>
<thead>
<tr>
<th>Experience in clinical settings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service to college, community, individual(s).</td>
</tr>
<tr>
<td>Research: Laboratory, field, library.</td>
</tr>
<tr>
<td>Extracurricular activities.</td>
</tr>
<tr>
<td>Paid employment.</td>
</tr>
<tr>
<td>What you do to relax.</td>
</tr>
<tr>
<td>Other?</td>
</tr>
</tbody>
</table>

**Optional Supplements**

- **Optional Supplement A** – Self-assessment of qualifications
- **Optional Supplement B** - Your academic record
- **Optional Supplement C** - Underrepresented or Disadvantaged

Download a preview of your BIF to review before submitting: [BIF Preview](#)

When all questions and relevant areas are complete, please click "Submit."

Please review your entry carefully. Submission is final.
### Research: Laboratory, field, library

Please make experience/activity entries in the order of most significant to least significant.

**Experience/Activity**

All fields are required. Estimate the dates if you do not remember them exactly.

<table>
<thead>
<tr>
<th>Name of Activity</th>
<th>Gene research at Gold Institute of Allergy and Immunology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief Description</td>
<td>I worked with Dr. Julius Gold in cloning genes under further study for the role in autoimmune diseases, especially in arthritis and type 1 diabetes.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Sep 2011 Month 2011 Year (4-digit year: 2012)</td>
</tr>
<tr>
<td>End Date</td>
<td>Jul 2015 Month 2015 Year (4-digit year: 2012)</td>
</tr>
<tr>
<td>Total Hours*</td>
<td>1375</td>
</tr>
</tbody>
</table>

*Total number of hours to date dedicated to this activity.

**Please explain in narrative summary.**

**Location**
Gold Institute of Allergy and Immunology, Littleton, CO

**Personal Contact**
Dr. Julius Gold, MD, PhD

**How to Contact**
(303) 555-5555 juliusagold@giai.org

**Narrative Summary**

(see instructions above)

...Continued text...

(see instructions above)
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 a Health Careers Advisor*
Registration Part 3 of 3

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

- **Fee payment**
  Registration fee is $190.
  Fee waivers are not available to alumni.

Submit by postal mail
Registration Agreement Form (RAF)

Requires signed statements:

- Integrity in the application process
- Applicant access to the HCEC packet
- Release consent
- File retention policy
- Approved destinations
- Timeline agreement
- Optional FERPA Waiver

Submit by postal mail
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

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 Process Overview, Information, and Forms

**Registration Opening** December 1, 2015

<table>
<thead>
<tr>
<th>Category</th>
<th>Overview</th>
<th>Timeline</th>
<th>Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>Orientation Slideshow (US)</td>
<td>Undergraduate Timeline</td>
<td>Undergraduate Checklist</td>
</tr>
<tr>
<td>Alumni</td>
<td>Orientation Slideshow (Alums)</td>
<td>Alumni Timeline</td>
<td>Alumni Checklist</td>
</tr>
<tr>
<td>Resuming</td>
<td>Resuming, Reactivating, or Updating a Former HCEC Record</td>
<td>See Undergraduate or Alumni Timeline</td>
<td>See Undergraduate or Alumni Checklist</td>
</tr>
<tr>
<td>Re-registering</td>
<td>Re-registering</td>
<td>Refer to Reactivate Registration Checklist</td>
<td>Reactivate Checklist Preview</td>
</tr>
</tbody>
</table>

**A Complete HCEC Registrant File Includes:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Reflection Journal</td>
<td>A private, personal working document which is not sent to the HCEC</td>
<td>Reflection Journal</td>
</tr>
<tr>
<td>Background Information Form (BIF)</td>
<td>Provides the HCEC with a comprehensive summary of your preparation for medical school beyond your academic training</td>
<td>2016 BIF Instructions</td>
</tr>
<tr>
<td>Personal Statement (PS)</td>
<td>Demonstrates the applicant's ability to reflect on his/her life with perspective and to communicate well in a written format</td>
<td>2016 PS Instructions</td>
</tr>
<tr>
<td>MD/PhD Statement</td>
<td>For MD/PhD applicants only, a statement regarding the registrant's research</td>
<td>2016 MD/PhD Statement Instructions</td>
</tr>
<tr>
<td>Current Photo</td>
<td>Not more than one year old, delivered to Cornell Dropbox</td>
<td>Follow instructions in the HCEC Online Checklist</td>
</tr>
<tr>
<td>Registration Agreement Form (RAF)</td>
<td>Signed, original, paper RAF must be submitted to the HCEC</td>
<td><strong>2016 Registration Agreement Form (RAF)</strong></td>
</tr>
</tbody>
</table>

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**RAF Download**

[RAF Download link]
Transcripts

- You must arrange for transcripts to be sent to HCEC for all non-Cornell undergraduate study completed after high school.

- HCEC will retrieve your Cornell transcript.
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.
LoRs
(Letters of Recommendation)

Required: 2-3 LoRs, including at least one from a Cornell-affiliated writer.
Enter names through the link in your HCEC Online Checklist as soon as your recommenders agree to write your LoR. You may change a name until (but not after) we receive that LoR.
As an Alumnus/na Registrant applicant, the HCEC will only use the first three letters of recommendation we receive. Additional letters may be sent by your recommender to your Interfolio account. At least one letter must be from a Cornell-affiliated writer.

<table>
<thead>
<tr>
<th>First name</th>
<th>Last name</th>
<th>Phone number</th>
<th>Email</th>
<th>Cornell Affiliate?</th>
<th>FERPA</th>
<th>Received</th>
<th>Used by HCEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lance</td>
<td>Baker</td>
<td>(555) 594-6262</td>
<td><a href="mailto:lancebaker@cornell.edu">lancebaker@cornell.edu</a></td>
<td>yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stanislaus T. Prezbiowski, Sr.</td>
<td>(555) 999-5455</td>
<td><a href="mailto:email1@email.com">email1@email.com</a></td>
<td>yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jane</td>
<td>Smiley</td>
<td>(777) 888-5555</td>
<td>jsmileycornell.edu</td>
<td>yes</td>
<td>waived</td>
<td>02/11/2016</td>
<td>yes</td>
</tr>
<tr>
<td>Gary</td>
<td>Indiana</td>
<td>(111) 333-9999</td>
<td><a href="mailto:gary@mit.edu">gary@mit.edu</a></td>
<td>no</td>
<td>retained</td>
<td>02/27/2016</td>
<td>yes</td>
</tr>
<tr>
<td>Carl</td>
<td>Jones</td>
<td>(777) 888-6666</td>
<td><a href="mailto:cjones@hotmail.com">cjones@hotmail.com</a></td>
<td>yes</td>
<td>waived</td>
<td>03/01/2016</td>
<td>yes</td>
</tr>
<tr>
<td>Mary</td>
<td>Smith</td>
<td>(999) 666-2222</td>
<td><a href="mailto:marysmith@howard.edu">marysmith@howard.edu</a></td>
<td>no</td>
<td></td>
<td>03/02/2016</td>
<td>no</td>
</tr>
</tbody>
</table>

To add Letter of Recommendation writer contact information, click here: [ADD]

Please note that some recommendation writers, particularly those who write multiple recommendations each year, submit FERPA forms to the HCEC independently from LORs, sometimes well after submitting their letters. When a letter arrives at the HCEC office without a signed FERPA Intent Form, the HCEC marks the FERPA field as "retained". If a FERPA Intent Form arrives later, the HCEC changes the record and marks the FERPA field as "waived." Registrants wishing to change a FERPA status from 'Retained' to 'Waived' should follow the procedure outlined in the HCEC 2016 Registrant Guide.
LoRs
(Letters of Recommendation)

Work with your recommenders to ensure letters are received by the HCEC in a timely manner.
LoRs
(Letters of Recommendation)

*For help selecting and communicating with recommenders, contact Lauren O’Neil, Director, Health Careers Advising Program.

Dr. Lauren O’Neil  (607) 255-5296
LoRs
(Letters of Recommendation)

When requesting an LoR, please use the LoR Guidelines and FERPA Intent Form document found on the Process Overview page of the HCEC website.
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 your letter be placed in the HCEC Letter Release Queue.
HCEC Letter Release Timing

- As you wait, check Facebook and your Online File for updates.

  ![Facebook](facebook.png)

  Weekly updates on progress through the Queue

  ![HCEC Online File](hcec.png)

  See your letter release date, posted immediately after upload

- 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 (and your 2 – 3 LoRs 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 HCEC Checklist.
When you sign up, enter the HCEC Code provided to you 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 while at your computer 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.)
Deadlines
HCEC Registration Timing

Timeliness is very important!

Alumni are not required to adhere to the same deadlines as undergraduates, however timeliness is an important aspect of the application process.

All HCEC Letters are released, in order, according to the Letter Release Queue.
HCEC Registration Timing

Timeliness is very important!

The HCEC workflow and letter release timing are based on when a registrant’s checklist is complete.

The timing of submission of your HCEC registration materials will influence the timing of your HCEC Letter release.
Alumni wishing to register after the 8/31/16 deadline, must write to the HCEC Chair at hcecc@cornell.edu for a waiver to register late (which may or may not be granted).
## Alumni HCEC Deadlines

<table>
<thead>
<tr>
<th>HCEC Step</th>
<th>Recommended Completion</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Registration, including Online File Checklist (through the Delivery Authorization section)</td>
<td>4-6 weeks before submission of the medical school application (i.e. AMCAS), and well in advance of your earliest medical school deadline</td>
<td>August 31, 2016</td>
</tr>
<tr>
<td>PDF of medical school primary application</td>
<td>As soon as it is complete, and well in advance of your earliest medical school deadline</td>
<td>October 1, 2016</td>
</tr>
</tbody>
</table>
Be aware of your medical school deadlines and plan to complete your checklist well in advance of the earliest medical school primary application deadline.

See: https://students-residents.aamc.org/applying-medical-school/article/participating-medical-schools-deadlines/
MD/PhD Applicants

Due to the competitiveness for admission to MD/PhD programs, it is important that applicants to these programs submit all materials to HCEC, and submit the AMCAS application, as early as possible.
HCEC Registration Timing

Timeliness is very important!

Alumni letters are released along with undergraduate letters according to each registrant’s position in the Letter Release Queue.

Actual letter release can take many weeks after placement in the Letter Release Queue depending on the number of registrants with common queue dates.
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” an HCEC registration after graduating, provided your HCEC Letter was not released (i.e. to Interfolio).

- Complete a new registration (RAF, 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**

For more information on this, see Resuming, Reactivating, or Updating a former HCEC record on the HCEC Process Overview web page.
An Update HCEC Letter contains both the original HCEC Letter and a supplemental new HCEC Letter. The updated element is an additional LoE that evaluates how you spent your time since the last HCEC Letter was prepared. Only one Update is allowed after graduation.

The fee for Updating registrants is $100.
Reactivate

A Reactivating registrant’s original HCEC Letter is released again for use in a new application cycle. No changes are permitted to the HCEC Letter.

Reactivating registrants need only register online through the HCEC Online File, mail the Registration Agreement Form and fee, and renew their Interfolio account. There is not a limit on the number of times a registrant may Reactivate a letter.

The fee for Reactivating registrants is $50.
Reminder!

Read the **HCEC 2016 Registrant Guide** found in the Required Readings section of your HCEC Online Checklist.
Health Careers Evaluation Committee

How to reach us

For questions regarding the HCEC, contact Jeremy Richards, HCEC Records Coordinator.
- Via email: hcec@cornell.edu
- By phone: 607-255-0546

For non-routine questions or concerns regarding the HCEC, contact Douglas Lockwood, HCEC Manager.
- Via email: dhl34@cornell.edu
- By phone: 607-255-5045