

Registering with the HCEC a Second Time

The decision of when to apply depends on many factors. Sometimes current-year HCEC registrants decide not to apply during a particular cycle and consequently discontinue their registration process. The HCEC calls this “going on hold.” The HCEC then archives that registrant’s registration and supporting documents, such as transcripts and letters of recommendation. The HCEC keeps the file archived for five years after a registrant has paused the process. The HCEC assumes that these registrants want the option to resume a registration in a later cycle. When they register with the HCEC in a subsequent year, they are considered **Resuming** registrants.

Sometimes, after completing the HCEC process, HCEC registrants do not gain admission on their application attempt. These registrants may wish to re-apply in a subsequent cycle and use HCEC services again. In this situation, the HCEC registrant will choose one of two registration options: **Reactivating** or **Updating**. These three re-registration types are discussed in greater detail below.

Making a Good Decision

The decision to Resume, Reactivate, or Update is an important one. Admissions officers look for substantial improvement when they review a re-applicant’s credentials. Applications are even more closely reviewed and the bar is set higher for repeat applicants. The Health Careers Program in Cornell Career Services keeps statistical data on acceptances and outcome records for Cornell applicants. The HCEC encourages all registrants to seek advising and to make the best decisions for themselves. Health careers advisors can provide critical guidance in this decision, and are available for all Cornell undergraduates and alumni. Registrants are encouraged to discuss the decision to re-register and its timing with Kimberlee Swartz, Manager, Health Careers Advising Program, or with another health careers advisor. Also, review the *Guide for Advanced Pre-Medical Students 2018/2019*, published by Cornell Career Services and available at www.career.cornell.edu/resources/additional-ccs-guides.cfm.

General HCEC Rules for Everyone Registering for a Second Time

Checklist and Registration

Upon initiating an online registration, the Registration Intent Questionnaire offers options based upon the registrant’s past history with the HCEC and their graduation status. Registrants who have had an HCEC Letter released in a previous cycle will be offered the option either to Update or to Reactivate. Those who did not have a letter released previously will be classified as Resuming. Review the checklist, as it is tailored to each registration status. Every task shown is relevant and required, even if it was completed for an earlier cycle.

Registration Agreement Form (RAF) and Fee Payment

All re-registrants, whether Resuming, Updating, or Reactivating, must submit a current, signed, original paper Registration Agreement Form to the HCEC and pay the HCEC fee, if applicable, for the appropriate category.

Checklist Completion and Deadlines

Re-registrants must complete the HCEC Checklist, including the submission of supporting letters and transcripts, by the specified deadline, although earlier completion is strongly recommended. See the Timelines and Deadlines section of this Registrant Guide. Undergraduate re-registrants must adhere to the same undergraduate-specific deadlines that apply to new undergraduate registrants.

Resuming Registrants

Some Cornell undergraduates and alumni register in one application cycle, then later request a hold, and resume their applications in a subsequent cycle. When the candidate re-registers with the HCEC we categorize him or her as “Resuming.” An undergraduate registrant may go on hold before or after the HCEC interview. Registrants may Resume before or after graduation. To be considered a Resuming registrant, the HCEC requires that an HCEC Letter has not been released to any external party. Registrants should not resume a registration until sure of their readiness to apply in the current cycle. The HCEC will hold a registrant’s file for five years, as provided in our file retention policy.

Resuming Rules

Registration Documents

Resuming registrants will have access to the registration documents previously submitted, but must re-submit the entire online registration, including information on activities since the initial registration that enhance the candidate’s credentials. Fresh materials will better represent the registrant’s candidacy.

Fee Payment

The \$190 fee for Resuming registrants is waived for those who paid in an earlier cycle and did not have the HCEC Letter released to any external party. Resuming undergraduate registrants who received fee waivers for their first registration must apply again through the Financial Aid office to be eligible for a fee waiver for the current application cycle. If the Resuming registrant has graduated, the fee waiver will not be granted again, and the registrant must submit the \$190 fee for the current application cycle as alumni registrants are not eligible for a fee waiver.

HCEC Interview

Undergraduates should interview in the application cycle in which they plan to apply. Registrants are granted at most one interview. HCEC interviews are available to undergraduates only. Resuming undergraduate registrants who had an interview in an earlier application cycle will not have an additional interview. Alumni may participate in mock in-person and Skype interviews available through Cornell Career Services. Mock interviews are available for both alumni and undergraduate registrants through Optimal Resume (Interview Preparation tool), at <https://cornell.optimalresume.com>, and from the Health Careers Program advising staff and other CCS staff.

Letters of Recommendation and External Transcripts

LORs and external transcripts from previous cycles are kept on file. Resuming registrants may replace any or all letters of recommendation (LORs) with new ones by the same writer. They may not omit an LOR without obtaining a replacement from the same writer with a current date. When the HCEC receives a new, updated LOR, the old one is deactivated from the file. In some cases, additional LORs may be added. See the *Letters of Recommendation Rules* table at the end of this section for details.

External transcripts from previous cycles are kept on file. Registrants are not required to re-submit external transcripts unless they have changed since the earlier submission.

Timeline and Deadlines

Resuming undergraduates and alumni are expected to follow their corresponding timelines. It is advantageous to have a complete file as early as possible.

Reactivating Registrants

An HCEC registrant who has had a letter released in a previous cycle and wishes to have the same letter used in a subsequent cycle should register as a Reactivating registrant. A Reactivating registrant's original HCEC Letter is released again to the registrant's active application service's account for the new application cycle. No changes are permitted to the HCEC Letter, which is considered an immutable Cornell education record. Reactivating registrants should discuss their plan to re-apply with a Health Careers Advisor.

Registrants may reactivate an HCEC Letter as many times as needed to re-apply to health career schools, keeping in mind the five-year retention agreement. No submission of file content is required beyond registering online and submitting the RAF and \$50 fee. The HCEC usually releases the Reactivating registrant's existing HCEC Letter within three business days of completion of the HCEC Online Checklist.

Updating Registrants

An HCEC registrant who has had a Letter of Evaluation (LoE) released in a previous cycle, and wishes to have a new letter written that includes updated information, should register as an Update registrant. An Update HCEC Letter contains both a supplemental new HCEC Letter and the original HCEC Letter. The updated LoE evaluates how the registrant has spent his or her time since the last HCEC Letter was prepared. The original HCEC Letter, including the original LoE and LORs, are appended to the supplemental LoE and new LOR(s). The original HCEC Letter will not be altered, because it is an immutable Cornell education record. HCEC registrants may update their HCEC Letter one time only. The only exception to this rule is for a registrant who updated while an undergraduate, and who wishes to update a second time as an alumna/us. In this case, the second update is the final one. Because medical schools prefer to see significant improvement in a re-applicant's credentials, Updating registrants are strongly encouraged to discuss the timing of any re-application with a health careers advisor.

Updating Rules

Registration Documents

Updating registrants must complete a new HCEC online registration and resubmit registration documents. New material will better represent the registrant's candidacy. Having an updated version helps the HCEC write a more authoritative letter, which also serves the registrant well.

In the Background Information Form, text from the original submission should not be included; the original submission remains in the HCEC file. Include only new information describing recent activities and accomplishments, focusing primarily on those activities that have occurred since the last HCEC Letter was prepared.

Fee Payment

The fee for Updating registrants is \$100. Undergraduate Updating registrants may apply for a fee waiver through the Financial Aid office.

HCEC Interview

Updating registrants are not eligible for an HCEC interview.

Letters of Recommendation and External Transcripts

Updating registrants may secure one or two additional LORs, depending on how many application cycles have passed since the first registration. See the *Letters of Recommendation Rules* table at the end of this section for details. External transcripts from previous cycles are kept on file. Updating registrants are not required to re-submit external transcripts unless they have changed since the earlier submission.

Timeline and Deadlines

Updating registrants – both undergraduate and graduate – set their timelines to correspond to their own needs. The HCEC is flexible because many applicants are awaiting decisions by medical schools and may need more time than other registrants. Counterbalancing this need for flexibility is the time-sensitive reality of health careers admissions. It is to the applicant's advantage to complete the HCEC registration materials as early in the application cycle as is feasible and before the published deadlines.

Early Assurance Sophomore Applicants Who Apply Again as Juniors or Seniors

Early Assurance sophomore applicants who apply as juniors or seniors are considered new registrants and may choose to have the HCEC keep or dispose of their Early Assurance letters of recommendation. The Early Assurance HCEC Letter of Evaluation is not re-used in subsequent application cycles. The fee for these applicants is \$190. The fee for former Early Assurance registrants is waived if any of the following conditions apply:

- The registrant is still an undergraduate at the time of registering again and was denied admission to all the Early Assurance program(s) to which he or she applied.
- The registrant is still an undergraduate at the time of registering again and is granted a fee waiver after applying for one through the Financial Aid office. Fee waivers are granted to undergraduates only, and only after eligibility is determined by the Financial Aid office.

Letters of Recommendation Rules

Letters of Recommendation Rules			
Registration Type	Minimum number of LORs	Maximum number of LORs	Updated LOR accepted?
New	two , including at least one from a Cornell-affiliated author	three	Not applicable
Resuming - from the previous cycle	two , including at least one from a Cornell-affiliated author	<ul style="list-style-type: none"> • If there are three LORs from the previous cycle, one new LOR may be added, for a total of four. • If there are fewer than three LORs from the previous cycle, new LORs may be added until the total reaches three. 	<p>Yes, Resuming registrants can replace any or all letters from a previous cycle with a current letter by the same author.</p> <p>An updated letter does not count as an additional letter.</p>
Resuming - from two or more cycles ago	two , including at least one from a Cornell-affiliated author	<ul style="list-style-type: none"> • If there is only one previous LOR, or none, new LORs may be added until the total reaches three. • If there are two LORs from a previous cycle(s), two new LORs may be added, for a total of four. • If there are three LORs from a previous cycle(s), two new LORs may be added, for a total of five. 	
Update - from the previous cycle	no new LORs are required , although at least one is recommended	one new LOR accepted	Yes , however, an updated LOR counts as a new LOR for Update registrants.
Update - from two or more cycles ago		two new LORs accepted	
Reactivate	no new LORs will be used	no new LORs will be used	No
<ul style="list-style-type: none"> • Consult the online checklist to see which letters have been received and which will be included in the Letter of Evaluation. • LORs are counted in the order they are received by the HCEC. • All LORs received are kept on file, whether they are used or not. • The HCEC will not release any individual LORs to the registrant or to Interfolio (if the registrant has established an account there.) This includes extra letters received by the HCEC that are not used as part of the Letter of Evaluation. 			