



THE FLORIDA STATE UNIVERSITY  
COLLEGE OF MEDICINE

## Fourth Year Preparation Bulletin Class of 2021

**Director of Clinical Programs and Electives Administrator**

Suzanne Leonard Harrison, MD  
[suzanne.harrison@med.fsu.edu](mailto:suzanne.harrison@med.fsu.edu)  
850-644-0904

**Year 3/4 and Electives Co-Coordinators**

Heather Rodríguez-Raymond  
[heather.rodriguez@med.fsu.edu](mailto:heather.rodriguez@med.fsu.edu)  
850-645-1989

Debralee "DL" LaSeur  
[debralee.laseur@med.fsu.edu](mailto:debralee.laseur@med.fsu.edu)  
850-645-2907

**Scheduling and VSAS Support**

Regional Campus Clinical Coordinator and/or Student Support Coordinator

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## I. Important Dates

### Orientation

Campus Deans will conduct orientation at each campus in **January**.

### USMLE Deadlines

- Step 2 Clinical Skills exam must be taken no later than 10/31/2020
- Step 2 Clinical Knowledge exam must be taken no later than 12/31/2020

### Creation of Mock and Final Schedule Timelines

4 Weeks Flex Time or Rot O (1/20/20 - 2/14/20)		First 3 Weeks of Rot E (2/17/20 - 3/6/20)		Last 3 Weeks of Rot E (3/09/20 - 3/27/20)	
<b>Create MOCK Schedule</b>					
OPEN Mon 1/20/20 8:00 AM	CLOSE Fri 2/7/20 5:00 PM				
<b>Schedule Required Clerkships</b>					
OPEN Wed 2/12/20 4:30 PM	CLOSE Wed 2/26/20 4:00 PM				
<b>Internal Electives at Home Campus</b>					
OPEN Wed 2/26/20 4:30 PM	CLOSE Wed 3/11/20 Midnight				
<b>ALL Electives at ALL Campuses</b>					
OPEN Wed 3/4/20 4:30 PM	CLOSE Wed 3/11/20 Midnight				
				<b>Clinical Coordinator and Campus Dean Review</b>	
				BEGINS 3/12/20	ENDS 3/26/20
				<b>Final Approval by Dr. Littles</b>	
				SUBMITTED BY 3/27/20	

### Match Day Activities

Students participating in Match Day ceremonies will be excused from educational activities on Match Day (Friday, March 19, 2021) and the day before (Thursday, March 18, 2021). Students are expected to resume educational activities on Saturday, March 20, 2021.

### Letters of Recommendation

Students should begin to ask/notify faculty regarding the need for letters of recommendation as they excel in clerkships. Formal requests should be made early in the summer, with a deadline of **September 15**. These must be uploaded directly by the recommender or their designee to the [AAMC Letter of Recommendation Portal](#) (LoRP).

### Medical Student Performance Evaluation (MSPE)

The MSPE is created by campus deans in collaboration with the Associate Dean for Student Affairs and Admissions and student support coordinators. Each student has input regarding content. The MSPE will be released to ERAS on October 1, 2020.

### Interviews

Residency interviews typically occur during blocks 6, 7, 8 and 9, although some programs/specialties may interview earlier or later.

### Applying for Residency

[ERAS for applicants](#) opens on September 15. Applications should be as complete as possible by that date, as residency programs will begin to download applications and extend invitations for interviews. Students should check to be sure materials are complete, and as many letters as possible have been uploaded prior to September 15, 2020. Special rules apply to the [Military](#) and [San Francisco](#) Match programs.

**Awards Ceremonies**

The Senior Awards Ceremony will occur on Friday, May 14, 2021. GHHS and AOA have special ceremonies as well, and those students will be notified individually. All graduating students are encouraged to attend the Senior Awards Ceremony.

**Graduation Day**

Graduation is **May 15, 2021** at Ruby Diamond Auditorium.

**II. Curriculum Overview**

The fourth year begins after successful completion of all third year required clerkships and courses. A typical fourth year schedule at the FSU COM contains 49 weeks of educational activities. This includes time for required clerkships, electives, Residency Preparation Boot Camp and time off for residency interviews and/or vacation.

Required Clerkships and Courses					Electives	Time Off
15 weeks					16-34 weeks	0-8 weeks
4 weeks (choose one)		4 weeks	4 weeks	3 weeks	<ul style="list-style-type: none"> <li>Internal electives at any FSUCOM site: 8 weeks minimum</li> <li>Externships: 0-12 weeks; no minimum</li> </ul>	8-week maximum; no minimum
BCC 7176	BCC 7113	BCC 7180	BCC 7174	BCC 7201		
Family Medicine Sub-Internship	Internal Medicine Sub-Internship	Emergency Medicine	Primary Care Geriatrics	Residency Prep Boot Camp		

The goal of the FSU COM is to provide a **general medical education** to students; the fourth year is not intended to be used to begin specializing in one’s chosen specialty. Electives during the fourth year enable the student to select educational experiences in areas of medicine outside required clerkships to:

- Explore specialty options. Electives scheduled early may assist in determining specialty choice.
- Explore residency programs. Externships provide a close look at specific residency programs.
- Strengthen knowledge and skills in areas of medicine needing improvement.
- Take advantage of unique educational experiences such as research, international experiences, intensive self-study, etc.
- Meet the graduation requirement to spend at least 4 weeks training in a residency program (if not met during a required Clerkship in Year 3 or 4).

Following Block 12, the **required Residency Preparation Boot Camp** will begin at the regional campuses.

		Summer 2020			Fall 2020				Spring 2021						
		<b>Class of 2021 (M4 cohort)</b>													
M3 Rot F ends 5/8	2 wk break	5/25-6/19	6/22-7/17	7/20-8/14	8/17-9/11	9/14-10/9	10/12-11/6	11/9-12/4	12/7-12/18	12/21-1/1	1/4-1/29	2/1-2-26	3/1-3/26	3/29-4/23	4/26-5/14
		BLOCK 1	BLOCK 2	BLOCK 3	BLOCK 4	BLOCK 5	BLOCK 6	BLOCK 7	BLOCK 8 2 wks	2 weeks Break	BLOCK 9	BLOCK 10	BLOCK 11 Match Day 3/19	BLOCK 12	Residency Prep Boot Camp (3wks)

**III. Required Fourth Year Clerkships and Courses**

**Required Clerkships/Courses**

Every student is required to complete three 4-week clerkships (Emergency Medicine, Primary Care Geriatrics and a Sub-Internship in either Family Medicine or Internal Medicine), as well as the Residency Preparation Boot Camp. Scheduling is coordinated at the regional campus.

Students are strongly encouraged to schedule required clerkships (especially Sub-Internship and Geriatrics clerkship) early (blocks 1 – 5) to diminish conflict with residency interviews (blocks 6-9). Due to missed clerkship time for Match Day activities, *scheduling required clerkships in Block 11 is strongly discouraged*. **Block 12 is unavailable** for required clerkships unless there are special circumstances, and those must be approved by the Regional Campus Dean and Senior Associate Dean for Medical Education and Academic Affairs. To view required clerkship syllabi please see <https://med.fsu.edu/medicalEducation/syllabi#clerkships>.

### ***Internal Electives***

Students must complete at least **16 weeks of electives**, at least 8 of which must be scheduled within the FSU COM system. Students cannot schedule more than three 2-week electives unless there are extremely compelling and unusual circumstances. These short electives are designed to teach limited content or to help “fill-in” schedule gaps due to remediation, externships or other absences.

“Special Topics” electives include content not currently addressed by an existing elective. The student will work with Clerkship Director, Education Director or Campus Dean to develop course objectives and a course description. Once these elements are outlined, the Education Director that oversees the discipline must approve the Special Topics elective. After approval from the Education Director, the student must obtain final approval from the Campus Dean and Electives Administrator before registering for that elective.

### ***External Electives (Externships and International)***

The remaining fourth year electives and externships, together called “external electives,” may be scheduled following approval from the campus dean and Senior Associate Dean for Medical Education and Academic Affairs. Electives can be taken outside the FSU COM campus system at an LCME-accredited medical school or an ACGME-approved residency program. When completed at an ACGME-approved residency program, these electives are often called “externships.” International electives not sponsored by FSU COM are also considered external electives. **No more than three (3) external electives are allowed, for a total of 12 weeks.** External electives must conform to all the applicable FSU COM policies.

Each scheduling block will be either two (2) or four (4) weeks in duration. If a student is participating in an externship that is scheduled differently than our block schedule, the student must work with the clinical coordinator and campus dean to promptly get back “in cycle” in accordance with the FSU COM schedule.

Students are encouraged to plan early for externships. Most programs accept applications in late spring, although a few accept externship applications early in the spring. It is acceptable to apply for several external electives in a given block, as acceptance is not guaranteed. Some programs are very selective and may ask for a letter of recommendation and will review grades/USMLE scores. Before applying for any externship, the student should discuss it with the campus dean. While student support coordinators at regional campuses assist students with applications, it is the student’s responsibility to complete externship applications and submit them to host institutions. If accepted at more than one site for the same block, students must decide quickly which option is preferred, then promptly and politely decline the other offer(s). This is common practice and is unlikely to significantly impact matching to the declined program for residency. It is essential that the declined program is notified as soon as possible; failure to do so is highly unprofessional.

Students must keep student support coordinators informed regarding which sites and in which blocks they are applying for external electives. Some sites require affiliation agreements with the FSU COM, a process that can take considerable time to complete, and in some cases may not be possible. The primary faculty member at the externship site must complete and submit an “Evaluation of Student Performance: Elective Rotation” after the student completes an external elective.

If a student is approved to take an **external elective in Block 12**, all paperwork and processes for meeting graduation requirements must be completed prior to the student leaving the regional campus. In addition, the student must ensure that the evaluation for the elective is received by the COM with enough time for processing. If this is not accomplished, the student will be at risk for *not receiving a diploma at graduation*.

### ***Visiting Student Learning Opportunities (VSLO) program***

[VSLO](#) is an AAMC service designed to streamline the search and application process for medical school seniors interested in electives at other institutions in the United States or abroad. The VSLO program service includes a searchable database of electives, a common application (VSAS), online payment processing, and tracking of elective schedules and offers. Complete descriptions of each elective at each school, as well as application forms, are available, and the list of approved external schools and electives can be accessed at the [AAMC Extramural Electives Compendium](#). Additional options may be found by checking directly with accredited residency programs at [www.acgme.org](http://www.acgme.org) and/or calling the listed program coordinators for additional information. Most externships exclusively use VSAS, the Service. For the 2020-2021 academic year, over 270 institutions will participate in VSLO, meaning those institutions will receive elective application(s) through this system. For a complete listing of participating institutions, visit the VSLO website. This includes institutions in both the US Network and the Global Network.

Application requirements vary among institutions. To begin the application process, students are issued VSAS Authorizations by the Division of Student Affairs, usually in early February. Students may submit applications only when a VSLO Host Institution makes its electives available for applicants. Those application dates vary and are listed in VSAS.

The **VSAS application process** includes the following steps:

1. Receive VSAS authorizations from FSU COM Division of Student Affairs through the student support coordinator.

2. Complete and certify your VSAS profile.
3. Search for and apply to electives.
4. FSU COM verifies your data, uploads documents and releases applications to VSLO host institutions.
5. Host institutions process applications.
6. Track your application statuses and decisions.

#### IV. General Scheduling Policies and Procedures

##### ***Scheduling Order***

The order of fourth year clerkships and electives is often important; students interested in applying to Family Medicine or Internal Medicine residency programs may wish to complete the required sub-internship in the appropriate specialty before completing an externship at a top choice residency program. Students interested in Emergency Medicine should complete the required clerkship prior to an externship at another institution.

##### ***Schedule Deviations***

**Holidays Work Schedule:** If a block starts on a Monday holiday, students must check with the supervising faculty and Clinical Coordinator to determine when and where the student should report. A student's schedule for both holidays and weekends is determined by the supervising physician's schedule (i.e. if the physician is working, the student is working.)

**Time Off:** For students who have successfully completed all required third year clerkships, the fourth year includes up to 8 weeks that can be used for interviews, studying for USMLE Step 2 exams and vacation.

**Absence Policy:** Any planned absence from a required clerkship must be approved by the campus dean. **Under no circumstances should a student arrange with the clerkship faculty or elective faculty to be away from the rotation without first obtaining the approval of the campus dean.** Requests are initiated via the on-line absence approval system and should be started well in advance of the anticipated absence.

Any approved absence from a required clerkship may result in the student receiving a grade of "incomplete" and the student is expected to make up missed time and/or complete alternative/additional assignments before a final grade will be assigned. Unapproved absences are considered unprofessional behavior and may result in clerkship/elective failure.

**Residency Interviews:** Requests to attend residency interviews during required clerkships must be discussed with the campus dean as soon as possible. The campus dean will communicate with the education director to identify the schedule adjustments and/or academic consequences of an absence from a required clerkship. To the extent possible, residency interviews are to be scheduled during time off, electives, or if you have approved time-off during the Emergency Medicine Clerkship. They should be avoided during the Geriatrics Clerkship or the required Sub-Internship.

##### ***Schedule Changes***

Schedule changes (drop/add/other) for a required clerkship or elective will be considered on a case-by-case basis by the campus dean. When possible, schedule change requests should be completed and submitted to the clinical coordinator *at least 3 months prior* to the scheduled beginning of a clerkship or elective. Finalizing a drop/add request is a complex administrative procedure that has significant impact on our clinical faculty members. Requests for schedule changes with less than 3-month notice must be discussed with, and approved by, the campus dean. Compelling reasons for the late change must be present to receive approval from your campus dean.

A student's schedule must be complete and full at all times. Drops are only allowed if there is another course to be added in its place. Time not spent on a clerkship or elective should be indicated as "time off" or "residency interviews" on the schedule.

Available clerkships/electives can be identified using the online course selection tool. If the desired clerkship is at a regional campus other than the student's home campus, the clinical coordinator communicates with their counterpart at the receiving regional campus. Clinical coordinators use the FSU COM's Student Scheduling application to submit changes that are then forwarded electronically to the campus deans and then to the FSU COM Senior Associate Dean for Medical Education and Academic Affairs. If approved, it is then sent to the Clinical Coordinator and to the FSU COM Registrar.

##### ***Elective Subspecialty Policy***

Students may select only two (2) electives in the same subspecialty and no more than three (3) in the same discipline. For example, a student may not take all electives in any one specific discipline such as the various subspecialties of surgery, medicine or pediatrics, etc. Students should consider choosing electives that complement one's chosen specialty area. If interested in Pediatrics, consider OB/GYN, Allergy, Immunology or Otolaryngology. If interested in Surgery, consider Cardiology or ICU experiences. If interested in Internal Medicine, consider electives in Geriatrics or Physical Medicine and Rehabilitation. The FSU COM Senior Associate Dean for Medical Education and Academic Affairs (or designee) has the final decision on whether a student schedule reflects an appropriately balanced and well-rounded general medical education.

### ***Family Medicine Sub-Internship Scheduling***

Much like the scheduling of externships, scheduling the Sub-Internship in Family Medicine requires careful coordination with our affiliated Family Medicine Residency Programs. Some programs require a separate application that must be submitted several months in advance of the clerkship. For example, students who wish to complete the Sub-Internship in Family Medicine at the **Mayo Clinic in Jacksonville** must complete an application that includes a personal statement and a letter of recommendation at least three months in advance of the Sub-Internship. In addition, there are a limited number of positions available at the **Lee Health/FSU Family Medicine Residency Program** through the registration system. For students with a strong desire to complete their Family Medicine Sub-Internship at this residency program, applications can also be submitted through the Lee Health general application process at <https://med.fsu.edu/familymedicineresidency/medical-students>. Additional costs (i.e. housing) and paperwork may be necessary at other Sub-Internship in Family Medicine sites away from the student's home campus. These issues are handled uniquely by each Family Medicine Residency, and the student should talk with their campus dean and clinical coordinator to work out the details.

### ***Scheduling Advice***

Students should consult their campus dean, education directors, clerkship directors, faculty advisor or other mentors for assistance and advice with scheduling. Although a faculty advisor's signature is not required to initiate a schedule change, students are encouraged to discuss schedule changes with trusted mentors and advisors.

### ***Remediation Information***

Time used for educational remediation (failed clerkship/elective or making up a prolonged absence) reduces elective time available. Educational remediation will be required of students who do not complete a clerkship/elective or who perform below expectations. When remediation is required, the content and duration of the remediation is determined by the appropriate Education Director in consultation with the FSU COM Student Evaluation and Promotion Committee.

### ***Scheduling Priorities***

Fourth year students have priority in early scheduling for fourth year electives (over M3 FLEX electives). After the early scheduling period, there will no longer be a priority for fourth year students.

FSU COM students have priority in early scheduling for fourth-year clerkships at FSU COM affiliated residencies. After the initial scheduling period, there will no longer be a priority for FSU COM students over students from other institutions.

## **V. Schedule Building Instructions**

### ***Login and Troubleshooting***

The course selection tool can be accessed via Secure Apps Year 4 Scheduling/Elective Selection or direct URL: <https://apps.med.fsu.edu/year4scheduling>. Any web browser can be used, and no login is required if connected to the FSU COM Network. Remote locations require login using the College of Medicine system (see first screen below). Students will be asked to verify the curriculum year, and the default should be set to the upcoming academic year.

### ***Building a Schedule***

A screenshot from a *previous academic year* demonstrates a schedule template by adding and deleting required clerkships, electives, interviews and vacations. This can be exported to a Word document at any time. Residency Preparation Boot Camp is pre-populated and cannot be changed.

Master Course List      Student Schedules      Elective Search      201


**2017-18 Schedule for \*Test M3-student (ORL)**      Selection Status: open for student trial  
 Advisor TBA

Class Of: 2018      Orlando      \*Test M3-student (ORL)      Export to Word

*\*Students may select and update electives on a trial basis. Trial schedules should be printed or exported to Word for they will be wiped clean before the official selection date.*

Block	Campus	Title	Course #	Director	Modif
01C   4 hrs   05/08-06/02					12/22/
02C   4 hrs   06/05-06/30					12/22/
03C   4 hrs   07/03-07/28					12/22/
04C   4 hrs   07/31-08/25					12/22/
05C   4 hrs   08/28-09/22					12/22/
06C   4 hrs   09/25-10/20					12/22/
07C   4 hrs   10/23-11/17					12/22/
08C   4 hrs   11/20-12/15					12/22/
09C   4 hrs   01/02-01/26					12/22/
10C   4 hrs   01/29-02/23					12/22/
11C   4 hrs   02/26-03/23					12/22/
12C   3 hrs   03/26-04/20					12/22/
Delete 13C   4 hrs   04/23-05/11	ORL	<u>Residency Preparation "Boot Camp" (required)</u>	BCC7201	*TBA	12/21/

**Courses Offered (to change sort click on column heading)**

*\*If you can not add a course move the cursor over the  (lock symbol) to view reason why.*

All Blocks      All Specialties      Orlando      Type: All Types      Display Courses

To search for courses to add, use the "Courses Offered" list at the bottom of the page. Items must be selected by block, specialty or campus, after which the student clicks on "Display Courses" to find available options. Only one course can be added in any given block/section.

Each block is 4 weeks, then sub-divided into 2-week sections (i.e. Block A is the first 2 weeks, block B is the last 2 weeks and block C is the full 4 weeks).


**Search Example**

Block: 04C (4 weeks) | Specialty: Psychiatry | Campus: Orlando | Type: Elective

This example displays four courses available, with the "ADD" button on the left. If a course is unavailable, there will be a lock image that indicates the course is either full or already populated on a student's schedule.

- To add a course, click on "ADD"
- To review syllabus, click on the course title (underlined in red).

**Courses Offered (to change sort click on column heading)**

*\*If you can not add a course move the cursor over the  (lock symbol) to view reason why.*

04C | 4 hrs | 07/31-08/25      Psychiatry      Orlando      Type: Elective      Display Courses

	Block	Campus	Title	Course #	Director	enrolled
<b>ADD</b>	04C   4 hrs   07/31-08/25	ORL	<u>Geriatric Psychiatry</u>	MDE7883	Allen	0 of 1
<b>ADD</b>	04C   4 hrs   07/31-08/25	ORL	<u>Inpatient Psychiatry</u>	MDE7830	Allen	0 of 1
<b>ADD</b>	04C   4 hrs   07/31-08/25	ORL	<u>Outpatient Psychiatry</u>	MDE7831	Harding	0 of 1
<b>ADD</b>	04C   4 hrs   07/31-08/25	ORL	<u>Special Topics in Psychiatry</u>	MDT7840	Harding	0 of 1

**Course Lock Reminders:** A course may be locked for the following reasons, identifiable by moving cursor over the lock.

- The block is full
- A course is already scheduled during the block selected.
- Adding a required clerkship that is already on the schedule.
- Some courses allow only home campus selections. The system status is set to required clerkships, and the add attempt is an elective.

**Using a Master Course List Search**

The Master Course List contains all the courses organized by specialty. A specialty can be expanded by clicking on the plus



(+) sign to the left.

**Course List for Curriculum Year 2017-18**  
 Click + in the left column to list electives in that specialty. "MC" is Main Campus.  
 + Family Medicine

Family Medicine	Course #	Title	Type	TLH	ORL	PEN	SAR	DAY	FTP	TVL	IMM	MC
	MDE7031	Health Plan and Medical Management	E	±	ORL	±	±	DAY	±	±	±	±
	MDE7121	Family Medicine With Special Emphasis on Sports Medicine	E	TLH	ORL	PEN	SAR	DAY	FTP	±	±	±

**Using Elective Search Method**

The Elective Search may be utilized to find electives in a specialty of interest at all of our campuses and rural training sites. This method is demonstrated in the example below, including the need to "Refresh" after adjusting the filter. The information can be exported to Excel by clicking on the green button next to "Refresh."

Master Course List   Student Schedules   **Elective Search**   Checklists   Reports   Change Curriculum Year

**Available Electives List**  
 Optionally search with filters below and click refresh. Export to Excel by clicking on Excel icon next to refresh. To navigate to the elective syllabus click on the elective title.

Curriculum Year: 2017-18   Specialty: Family Medicine   Course Type:  All Electives    Externships Only    Non-Externships

Course Campus: All Campuses   Elective Title (full or partial):

Click on a column heading to change the sort.

Specialty	Title	Course Number	Campus	Credit Hrs	Director	Offered Offsite	Location
Family Medicine	<a href="#">Family Medicine in a Setting of Medical Urgent Care</a>	MDE7125	Daytona	4	Le	no	Various sites depending on the community
Family Medicine	<a href="#">Family Medicine in a Setting of Medical Urgent Care</a>	MDE7125	Ft. Pierce	4	Adelberg	no	Jensen Beach and Okeechobee
Family Medicine	<a href="#">Family Medicine in a Setting of Medical Urgent Care</a>	MDE7125	Ft. Pierce	4	Badolato	no	Melbourne
Family Medicine	<a href="#">Family Medicine in Underserved Populations</a>	MDE7136	Ft. Pierce	4	Baker	no	Various family practice sites located in underserved areas around the Treasure Coast

**Master Course List Abbreviations**

Course Type	
R	Required
E	Elective
X	Elective-Externship
I	Interview
D	Directed Individual Study (DIS)

Campus or Site	
TLH	Tallahassee
ORL	Orlando
PEN	Pensacola
SAR	Sarasota
DAY	Daytona
FTP	Ft Pierce
TVL	Thomasville site
IMM	Immokalee site
MC	Main Campus (instructor offers elective offsite)