AMCAS CHOOSE YOUR MEDICAL SCHOOL TOOL

Pre-Health Advisor Webinar
February 11, 2018
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Background: *Choose Your Medical School* Tool

- The *Choose Your Medical School* Tool was developed by the Ad Hoc Working Group on Admissions Tools and Resources in partnership with AAMC.

- The Working Group was established as a result of changes to the applicant and medical school admissions protocols to identify new tools and resources for medical schools, applicants, and pre-health advisors.

- In collaboration with the Working Group, AMCAS created this tool to help schools manage their admissions enrollment and for applicants to communicate their decisions about which schools they plan to attend.
Purpose & Objective of Choose Your Medical School Tool

**Purpose:**

Help medical schools to manage their admissions enrollment and for applicants to communicate their decisions about which schools they plan to attend.

**Objective:**

1. Provide a tool for medical schools to support their efforts to capture applicant decisions
2. Provide a means for applicants to communicate their admissions decisions to medical schools
3. Provide detailed admissions actions reports for schools on their applicant pool
Guiding Principles for Using the Choose Your Medical School Tool

**Schools**
- The primary, official method of communication during this process takes place between an applicant and a school. This tool is intended to supplement, not replace, that communication.
- The tool depends on schools including it in their school-specific policies and communicating those policies to applicants in all materials, such as MSAR.
- The tool relies on schools submitting timely and accurate admissions actions data to the AMCAS program throughout the application cycle as described by Application and Acceptance Protocols for Admissions Officers.
- The Ad Hoc Working Group on Admissions Tools and Resources recommends that a medical school require applicants to select “Commit to Enroll” no earlier than 21 days before the school’s matriculation* date.

**Applicants**
- Be familiar with each school’s policies and procedures before using the tool.
- Review and understand the Application and Acceptance Protocols for Applicants.
- Review and agree to the certification language in AMCAS under the Choose Your Medical School Tool page.
- Inform the schools where you have received an acceptance offer if you will accept or decline their offer. By informing schools of your decline, you enable the schools to offer a spot to an applicant on an alternate list, which benefits all applicants. If you have questions about your offer or a school’s policies and procedures, please contact the school’s admission office directly.
Choose Your Medical School Adoption

The AMCAS team included questions about the Choose Your Medical School tool in the 2018 Med Survey

- Nearly all schools responded with intentions to formally adopt CYMS in 2019
  - Each school indicated plans and dates specific to their individual school and process
  - AMCAS is working with the schools on the fence to help them better understand the tool and reports
Key Dates

February 12, 2019: All Schools can access the new AMCAS for Schools platform

February 19, 2019: The Choose Your Medical School feature becomes available

February 19 - April 29: Applicants can select “Plan to Enroll” at any school they are holding an acceptance (at only one school)

• During this period, medical schools can only see aggregate data about applicant selections in the AMCAS for Schools Platform
• Applicants can hold more than one acceptance, but only indicate “Plan to Enroll” for one school

April 15: Applicants should hold no more than three acceptances*

April 30: Applicants should hold no more than one acceptance but can continue to hold waitlist positions*

Beginning April 30: Applicants can select either “Plan to Enroll” or “Commit to Enroll” at the school where they continue to hold an acceptance

• Medical schools can now see detailed information about the selections of their accepted and alternate list applicant pool

*Text in red represents protocol milestones
Important Reminders

• We are committed to listening and identifying gaps and opportunities to refine and enhance the tools and reports available in AMCAS
  ▪ The AAMC will be working with the AMCAS Advisory Committee and Committee on Admissions

• The tools and reports rely on the timely submission of all admissions actions to AMCAS as they are the key ingredient for the reports and feed the Choose Your Medical School tool for applicants

• The Choose Your Medical School tool depends on schools including it in your school-specific policies and communicating those policies to applicants in all materials
Choose Your Medical School Tool
Applicant Options — A Summary

**Plan to Enroll**
- Option available February 19, 2019
- Summary of Option:
  - Applicants can continue to interview, hold current acceptance offers and receive additional acceptance offers, and remain on any waitlist at any other medical schools.
  - Note: beginning April 30, the only difference is that applicants should not be holding multiple acceptances in accordance with the Protocols.

**Commit to Enroll**
- Option available beginning April 30, 2019
- Summary of Option:
  - Applicant is indicating they have made a final selection and withdrawn all other applications, including waitlist positions.

**February 19-April 29**
Medical schools can only see **aggregate data** about applicant selections

**April 30 – End of Cycle**
Beginning April 30, medical schools can see **detailed, identifiable** information about application selections.

Note: medical schools will not see information about which other medical school an applicant selects and whether any particular applicant has any other acceptances.
Applicant Options in AMCAS Application

Plan to Enroll

Wording Prior to April 30:

Plan to Enroll: I have preliminarily selected this medical school as the one I plan to attend in accordance with Protocol 9 of the Application and Acceptance Protocols for Applicants. Medical schools can only see aggregate information until April 30th and will not know which applicants have selected "Plan to Enroll" at their school or at other schools. Beginning April 30th, medical schools can see which of their accepted applicants have selected "Plan to Enroll" at their institution. I understand that I can continue to interview, hold my current acceptance offers and receive additional acceptance offers, and remain on any waitlist at any other medical schools to which I applied.

I acknowledge and understand the Choose Your Medical School option I have selected above, my responsibilities of direct communication with the medical schools, and the importance of following school-specific application policies and processes. I understand that information about my selection will be made available as noted at the top of the page.
Plan to Enroll

Wording beginning April 30:

Plan to Enroll: I have selected this medical school as the one I plan to attend in accordance with Protocol 9 of the Application and Acceptance Protocols for Applicants. By selecting "Plan to Enroll," I am communicating to all schools at which I hold an acceptance that I have a made a choice about the school at which I plan to enroll, and that I have withdrawn from my other acceptances, and hold only one acceptance. I understand that it is my responsibility to communicate with the other medical schools directly and to follow their school-specific processes to withdraw my application(s). I understand that I can continue to interview, remain on any waitlist, and receive additional acceptance offers. Beginning April 30th, medical schools can see which applicants have selected “Plan to Enroll” at their institution.

I acknowledge and understand the Choose Your Medical School option I have selected above, my responsibilities of direct communication with the medical schools, and the importance of following school-specific application policies and processes. I understand that information about my selection will be made available as noted at the top of the page.
Applicant Options in AMCAS Application

Commit to Enroll option available April 30th

Wording beginning April 30:

**Commit to Enroll:** I am confirming my commitment to matriculate to the medical school selected above*. By selecting "Commit to Enroll," I am indicating that I have made my final selection and withdrawn all other applications, including waitlist positions. I understand that it is my responsibility to communicate my withdrawal and acceptance decisions with medical schools directly and to follow their school-specific processes to withdraw my application(s) or confirm my acceptance. Selecting "Commit to Enroll" is not an appropriate method of withdrawing applications from other medical school(s), including any which have offered me an acceptance. Beginning April 30th, medical schools can see which applicants have selected “Commit to Enroll” at their institution.

I acknowledge and understand the Choose Your Medical School option I have selected above, my responsibilities of direct communication with the medical schools, and the importance of following school-specific application policies and processes. I understand that information about my selection will be made available as noted at the top of the page.
Applicant View – Login Page
Applicant View in AMCAS Application – Selection Page (Step 1)

Choose Your Medical School

Please select a medical school and indicate whether you Plan (available February 19) or Commit (available April 30) to Enroll.

In accordance with Protocol 9, do not hold more than 1 acceptance after April 30. For more information about receiving timely notification about the outcome of your application, please read the Application and Acceptance Protocols for Applicants.

Medical schools can see aggregate data between February 19 and April 29. Beginning April 30, medical schools can see detailed information about their accepted and waitlisted applicants as reported to AMCAS. Medical schools can see an applicant’s selection (Plan or Commit) including if they selected another medical school or if no decision has been selected. Medical schools can also see if an applicant has been reported as matriculated by another medical school. Medical schools will know which applicants selected their school but will not see the name of any other medical school selected by an applicant.

Please review additional information about the Choose Your Medical School tool.

Only schools where you are currently holding an acceptance are available to select (based on AMCAS records). If you do not see a school that you think should be listed, please contact the medical school.

Note: if you see any schools with (Non-AMCAS), these are schools that don’t participate in AMCAS such as TMDSAS medical schools.

Select a Medical School

- AMCAS University School of Medicine
- University of AMCAS College of Medicine

Please review the Application and Acceptance Protocols for Applicants.

Plan to Enroll: I have selected this medical school as the one I plan to attend in accordance with Protocol 9 of the Application and Acceptance Protocols for Applicants.

By selecting "Plan to Enroll," I am communicating to all schools at which I hold an acceptance that I have made a choice about the school at which I plan to enroll, and that I have withdrawn from my other acceptances, and hold only one acceptance. I understand that it is my responsibility to communicate with the other medical schools directly and to follow their school-specific processes to withdraw my application(s). I understand that I can continue to interview, remain on any waitlist, and receive additional acceptance offers.

Beginning April 30th, medical schools can see which applicants have selected "Plan to Enroll" at their institution.

Commit to Enroll: I am confirming my commitment to matriculate to the medical school selected above.

By selecting "Commit to Enroll," I am indicating that I have made my final selection and withdrawn all other applications, including waitlist positions.

I understand that it is my responsibility to communicate my withdrawal and acceptance decisions with medical schools directly and to follow their school-specific processes to withdraw my application(s) or confirm my acceptance. Selecting "Commit to Enroll" is not an appropriate method of withdrawing applications from other medical schools(s), including any which have offered me an acceptance. Beginning April 30th, medical schools can see which applicants have selected "Commit to Enroll" at their institution.

I acknowledge and understand the Choose Your Medical School option I have selected above, my responsibilities of direct communication with the medical schools, and the importance of following school-specific application policies and processes. I understand that information about my selection will be made available as noted at the top of the page.

Cancel  Save & Continue
Confirmation: Choose Your Medical School

Please review additional information about the Choose Your Medical School tool.

Please confirm the below information matches your selection and desired intention.

AMCAS University School of Medicine

Commit to Enroll: I am confirming my commitment to matriculate to the medical school selected above.

By selecting "Commit to Enroll," I am indicating that I have made my final selection and withdrawn all other applications, including waitlist positions.

I understand that it is my responsibility to communicate my withdrawal and acceptance decisions with medical schools directly and to follow their school-specific processes to withdraw my application(s) or confirm my acceptance. Selecting "Commit to Enroll" is not an appropriate method of withdrawing applications from other medical school(s), including any which have offered me an acceptance. Beginning April 30th, medical schools can see which applicants have selected "Commit to Enroll" at their institution.

I acknowledge and understand the Choose Your Medical School option I have selected above, my responsibilities of direct communication with the medical schools, and the importance of following school-specific application policies and processes. I understand that information about my selection will be made available as noted at the top of the page.

[Submit]
Choose Your Medical School: Saved Selection

The information about your current Choose Your Medical School selection is included below. You can view the history of your selections, make a change to your current selection, or delete your current selection.

AMCAS University School of Medicine

Commit to Enroll: I am confirming my commitment to matriculate to the medical school selected above.

By selecting "Commit to Enroll," I am indicating that I have made my final selection and withdrawn all other applications, including waitlist positions.

I understand that it is my responsibility to communicate my withdrawal and acceptance decisions with medical schools directly and to follow their school-specific processes to withdraw my application(s) or confirm my acceptance. Selecting "Commit to Enroll" is not an appropriate method of withdrawing applications from other medical school(s), including any which have offered me an acceptance. Beginning April 30th, medical schools can see which applicants have selected "Commit to Enroll" at their institution.

Your selection was made on:

May 21, 2019 at 9:25 AM

I acknowledge and understand the Choose Your Medical School option I have selected above, my responsibilities of direct communication with the medical schools, and the importance of following school-specific application policies and processes. I understand that information about my selection will be made available as noted at the top of the page.

Edit Selection  Delete Selection
### Applicant View in AMCAS Application – Show History Page

<table>
<thead>
<tr>
<th>Action History Event</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selected &quot;Commit to enroll&quot; to AMCAS University School of Medicine</td>
<td>May 21, 2019 at 9:25 AM</td>
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<tr>
<td>Selected &quot;Commit to Enroll&quot; to AMCAS University School of Medicine</td>
<td>May 18, 2019 at 7:55 PM</td>
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<tr>
<td>Selected &quot;Commit to Enroll&quot; to University of AMCAS College of Medicine</td>
<td>May 2, 2019 at 3:21 PM</td>
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<td>Previous selection deleted by applicant.</td>
<td>April 12, 2019 at 12:22 PM</td>
</tr>
<tr>
<td>Selected &quot;Plan to Enroll&quot; to AMCAS University School of Medicine</td>
<td>March 2, 2019 at 5:25 PM</td>
</tr>
<tr>
<td>Selected &quot;Plan to Enroll&quot; to University of AMCAS College of Medicine</td>
<td>February 21, 2019 at 10:05 AM</td>
</tr>
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</table>
Are you sure you want to delete your current selection?

This will delete your current Choose Your Medical School selection. Information shared with medical schools will be updated accordingly.

No, Keep Selection  Yes, Delete Selection
Pre-Health Advisor View in AIS

<table>
<thead>
<tr>
<th>AMCAS Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: P - Processed; Date: 16-NOV-2018</td>
</tr>
<tr>
<td>Deadlines: The applicant has missed 0 deadline(s).</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Change Type</th>
<th>Details</th>
<th>Change Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection</td>
<td>Selected &quot;Plan to Enroll&quot; to Cooper Medical School of Rowan University</td>
<td>26-NOV-2018</td>
</tr>
<tr>
<td>Selection</td>
<td>Selected &quot;Commit to Enroll&quot; to Cooper Medical School of Rowan University</td>
<td>21-NOV-2018</td>
</tr>
<tr>
<td>Deletion</td>
<td>Previous selection deleted by applicant</td>
<td>21-NOV-2018</td>
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<tr>
<td>Selection</td>
<td>Selected &quot;Plan to Enroll&quot; to Cooper Medical School of Rowan University</td>
<td>21-NOV-2018</td>
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<td>Deletion</td>
<td>Previous selection deleted by applicant</td>
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<td>Selection</td>
<td>Selected &quot;Plan to Enroll&quot; to Cooper Medical School of Rowan University</td>
<td>16-NOV-2018</td>
</tr>
</tbody>
</table>
Communication & Resources
Communications

• Email and social media campaign to applicants informing them of the *Choose Your Medical School* tool
  • Started in fall of 2018 and will continue for the admissions protocol milestones
  • The messages instruct applicants to check with medical schools regarding each school’s specific policies and procedures about using the tool
  • The tool is not the primary means of communications between the applicant and the medical school
## Choose Your Medical School Emails

### Emails to Applicants (beginning 2/19/19)

1. Confirmation email each time they make a selection.
2. Notice of selection being removed due to a change in admission action by selected medical school.

### Emails to Schools (beginning 4/30/19)

1. Notice of applicant selecting Commit to Enroll to another medical school. Note: name of other school not disclosed.
   
   i. Only for applicants in a non-final action (as reported to AMCAS).

2. Notice of applicant changing Commit to Enroll selection. This includes deleting current selection, changing to Plan to Enroll, or selecting another school.
Resources

• Information for Applicants:
  • https://students-residents.aamc.org/applying-medical-school/article/amcas-choosing-your-medical-school-tool/

• Information for Advisors:
  • https://students-residents.aamc.org/advisors/amcas-tool-choosing-your-medical-school/

• Information for Schools:
  • https://www.aamc.org/admissions/processingtools/amcashome/resourcesandreports/492368/choosemymedicalschoolreports.html
Resources for Schools, Applicants, and Advisors

Expectations of professionalism during the medical school admissions process

You may be unaware, but there are a set of principles in place to help students, advisors, and medical school admissions staff ensure fairness and professionalism throughout the medical school process. Understanding the Application and Acceptance Protocols are important as you apply to medical school.

Important Dates
See upcoming events, webinars, deadlines, and MCAT test dates.
View the Premed Calendar

Related Resources
Participating Medical Schools and Deadlines
Understanding the Application Process
Deciding Where to Apply

More from the Premed Navigator
See articles and resources that will help you navigate toward a career in medicine.
Learn More

Follow the AAMC
Resources for Schools, Applicants, and Advisors

AMCAS® Tool for Choosing Your Medical School

What is the Choose Your Medical School tool?

The American Medical College Application Service® (AMCAS) created this tool to help applicants communicate their decisions about which schools they plan to attend and to support the schools' enrollment management. Schools will only be able to access information on applicants who have been accepted for a place on the alternate list, also known as the waitlist, at their schools. The tool depends on schools including it in their school-specific policies and communicating those policies to applicants as required.

How does this tool work?

Beginning February 18, accepted applicants can select "Plan to Enroll" in the AMCAS application. Before April 30, in alignment with the applicant protocols, making this selection allows schools to view an aggregate number of applicants who selected "Plan to Enroll" for their school.

If applicants receive new offers, they can update this selection at any time, but they cannot select only one school at a time.

A school will only be able to see the aggregate number of their applicants who have selected that school or another school in the AMCAS tool.

What if an applicant selects "Plan to Enroll" at another school?

AMCAS will not identify that school.

Beginning April 30, accepted applicants will have two options to select: "Plan to Enroll" and "Commit to Enroll." Selecting "Commit to Enroll" indicates that the applicant has made a final selection and withdraws all other applications.

What happens if an applicant selects "Commit to Enroll"?

AMCAS will notify the applicant that they have made a final selection and withdraws all other applications.

How does this tool affect the AMCAS application process?

The primary official method of communication during the application cycle is set forth in your Application and Acceptance Protocol for Applicants.

The first official method of communication during the application cycle is set forth in your Application and Acceptance Protocol for Applicants.

The tool used to select schools is included in their school-specific policies and communicating those policies to applicants as required.

Guiding Principles of the AMCAS Choose Your Medical School Tool

- Principle of Professional Behavior: During the application cycle, applicants should not communicate their decisions about which schools they plan to attend and to support the schools' enrollment management, schools will only be able to access information on applicants who have been accepted for a place on the alternate list, also known as the waitlist, at their schools.
- Principle of Selectivity: The tool depends on schools including it in their school-specific policies and communicating those policies to applicants as required.
- Principle of Transparency: Students should be transparent about their decisions and the schools they plan to attend.
- Principle of Fairness: Students should be fair in their decisions about which schools they plan to attend.
- Principle of Confidentiality: Schools should maintain the confidentiality of applicants' information.

AMCAS® is a program of the Association of American Medical Colleges.
aamc.org/amcas

AMCAS is a program of the Association of American Medical Colleges.
aamc.org/amcas
Resources – Website

AMCAS® Choose Your Medical School Tool

The AAMC American Medical College Application Service® (AMCAS®) created this tool to help applicants communicate their decisions about which schools they plan to attend and to support the schools’ enrollment management. Schools will only be able to access information about their accepted and alternate-list applicants.

What applicants need to know about this tool:

Before taking action within the AMCAS Choose Your Medical School tool, applicants should review school-specific instructions, policies, deadlines, and expectations about the use of this tool during the application process. Review the Medical School Admissions Requirements (MSAR) or medical schools’ websites to learn more about their policies. Each applicant is expected to become familiar with the procedures and requirements of each school to which they apply.

Prompt communication between applicants and schools about admissions decisions is important. Using the AMCAS Choose Your Medical School tool as directed by each school gives admissions offices a better idea how many seats they need to fill in their entering classes and helps other applicants receive timely notification about the outcome of their applications.

Guiding principles for professional behavior during the application cycle are set forth in the Application and Acceptance Protocols for Applicants. These guidelines are not intended to supersede the policies, timelines, or discretion of individual schools or programs. The primary, official method of communication during this process takes place between an applicant and a school. This tool is intended to supplement, not replace, that communication.

Please note, only applicants with an AMCAS application will be able to use the Choose Your Medical School tool. Applicants who have applications in both AMCAS and TMDSAS will be able to select TMDSAS schools when using the Choose Your Medical School tool.

» How does this tool work?
» What Reports will Medical Schools be Able to Run?
» Timeline: What Applicants and Medical Schools Can Do and When
» Example of Applicant and Medical School Timeline
» Navigate to the Applicant "AMCAS Choose Your Medical School" Webpage and Resource