A. Introduction: Why Use the University Review Committee?

- Many medical (allopathic and osteopathic), optometry, dental and podiatry schools require or prefer that applicants submit a composite evaluation letter from their undergraduate university's review committee. At NCSU, the Health Professions Review Committee (Review Committee) is comprised of faculty and administrators, chaired by Anita Flick, MD, Director of Health Professions Advising. The committee's evaluation is based on a thorough review of the many components of a student's application to their chosen professional program. This evaluation and associated statement (called the Composite Evaluation) is submitted to each of the student's selected programs as part of the Review Committee Packet, which also includes copies of the individual letters of recommendation obtained by the student.

- The Composite Evaluation serves several purposes. It summarizes the student's preparation and accomplishments and introduces the student to the admissions committees. In addition, the process of compiling and completing the components needed for the committee review encourages the student to prepare their application materials early. The feedback provided by the Health Professions Advising Center during this process allows students to become more competitive applicants by addressing weaknesses or deficiencies.

- Using the Review Committee is optional. If you decide not to use the services of the Review Committee, you must complete all phases of the application process independent of the Health Professions Advising Center. We are happy to offer guidance and support, but the ultimate responsibility of negotiating the application process will be yours alone. You may use the online Application Portfolio Builder Tool to organize your information, but you will NOT submit requests for, or receive, electronic Letters of Recommendation through Health PAC.

B. Eligibility: Who can use the Review Committee?

- Current and former NCSU students (including post-baccalaureate and lifelong education students) are eligible for review by this committee. Currently, only medical (allopathic, osteopathic, podiatric), dental and optometry applicants are reviewed; other health-related program applicants are not.
It is the goal and the intent of the Health Professions Review Committee to provide thorough and complete evaluations of each student’s application. We have developed a system of procedures and deadlines that help us accommodate the large number of NCSU applicants each year. You must notify us of your intent to participate in the 2008/2009 Health Professions Review Committee by completing the relevant portion of the on-line Health PAC Application Portfolio Builder Data Sheet by the deadline for your selected Review Committee date. Dates and deadlines are shown in the Applicant Timeline.

Students are required to attend one of two Applicant Information Sessions scheduled for November 14th or 15th. If you will be studying abroad, or if you must miss meetings due to class conflicts, you must understand that it is YOUR responsibility to become familiar with Health PAC requirements and to see that each one is met in order to remain eligible for committee review.

**Deadlines are firm!** Extensions will not be granted. Missing deadlines may result in your exclusion from Committee Review, which would mean that you must apply without a Composite Evaluation, and have your Letters of Recommendation submitted individually by your Recommenders.

**C. What if I am Re-Applying?**

- If you receive a committee Composite Evaluation during one application cycle (i.e. 2007/2008) but are not accepted and decide to reapply, please indicate this to us on your Health PAC Application Portfolio Builder Data Sheet. You may simply update any Letters of Recommendation (LORs) that you wish, and resubmit your Review Committee Packet. You will not be reviewed again by the committee unless you retake an admissions test or have significant activities to add to your resume that you believe would affect your Composite Evaluation. If you are not awaiting committee review, we can submit your previous Review Committee Packet to your chosen programs as soon as your current LORs are available.

- If, however, you retake your admissions exam or have significant updates to your resume, we will refer the updated information to the committee for review during the next evaluation cycle. Your review date will be determined by the date you enter your new test scores and finalize your portfolio. See Applicant Timeline for dates and deadlines.

- Re-applicants who utilized the committee prior to the 2007/2008 application cycle and submitted paper applications have the option of resubmitting their paper composite with updates, or submitting a new electronic portfolio and letters of recommendation. Please contact the Health PAC office for details.

**D. Procedures and Deadlines for the Review Committee Process (Please see 2008/2009 Applicant Timeline below)**

- Whether or not you are using the Review Committee, YOU MUST SUBMIT A PRIMARY APPLICATION (AMCAS, AACOMAS, AADSAS, AACPMAS, or ASCO). Your NCSU Review Committee Packet only provides your Committee Evaluation and your Letters of Recommendation, which fulfills a portion of your Secondary Application.
- **November 14th or 15th, 2007:** Attend one of the mandatory Applicant Information Sessions. You must also register your electronic portfolio with Health PAC to be eligible for Committee Review.

- **First (June) Review Group: May 23rd, 2008** is the deadline for submitting ALL Review Committee materials (completed portfolio, recommendations, admission test scores, updates for re-applicants) for applicants satisfied with scores from the MCAT taken on or before April 19th or the DAT/OAT taken by May 19th. You must upload or submit your scores by midnight, May 23rd or you will be placed in the next Review Group.

- **June 2008:** Most primary electronic application services open for data entry around mid-May, so you can begin entering your data using the portfolio you have compiled for the committee. The electronic applications may be submitted around June 1st. Order official transcripts (from all colleges and universities you have attended) to be sent to your primary application service at this time. The sooner you submit your complete and accurate application, the sooner you will be considered for admittance. Note, on your application, when you anticipate taking your admittance test if you have not already taken it; however, do not wait on your test scores before submitting your primary application. We strongly encourage everyone to submit by June 15th if possible, and no later than September 1st. Optometry school applications are made directly to the specific schools and many of these do not open for submittal until July, August and September. Please check with specific schools for their application opening dates. Earlier applicants may have an advantage with schools offering rolling admissions.

- **Second (September) Review Group: August 22nd, 2008** is the deadline for submitting ALL Review Committee Materials (completed portfolio, recommendations, admission test scores, updates for reapplicants) for applicants satisfied with scores from the MCAT taken on or before July 18th or the DAT/OAT taken by August 22nd. You must upload or submit your scores by midnight, August 22nd or you will be placed in the next Review Group.

- **Third (October) Review Group: October 17th, 2008** is the deadline for submitting ALL Review Committee Materials (completed portfolio, recommendations, admission test scores, updates for reapplicants) for applicants satisfied with scores from an MCAT taken after July 18th or the DAT/OAT taken by Oct. 17th. You must upload or submit your scores by midnight October 17th or you will not be reviewed in this application year.

- **We encourage applicants to consider their admissions testing dates carefully!** We want students to fully prepare for their admissions exams, but we also encourage students to make their first testing attempt by late April/early May. This not only to makes it possible to be reviewed in the earliest Review Group, but also allows time for retesting if necessary.

- **SUBMIT EARLY!** Even if you plan to take a later admissions test, the earlier you submit your Primary Application and transcripts, the better. We STRONGLY recommend early June!

**E. Your Responsibilities: Plan ahead, be prepared, and be aware of the Health PAC requirements and expectations!**

You must assume responsibility for your application and follow the correct procedures. The Committee Composite Evaluation is a privilege and an investment in your future – make the most of it!
• Submit “Intent to Use the NCSU Health Professions Review Committee” Form
• Attend meetings and meet deadlines
• Complete Health PAC Portfolio Builder Tool
• Check status of recommendations to make sure they have been received
• Advise us of your planned testing dates. Release test scores to NCSU.
• List the schools you are applying to on your Program Tracking Record by your specific Review Group deadline, and then notify us of any changes to the list after the deadline.
• Submit envelopes for any schools or programs that do not accept virtual or electronic Review Committee Packets. For those applicants using previous paper composites, submit envelopes for all schools and programs to which you will apply. Envelopes must be 9 x 12 inches, correctly addressed, and bear correct 4 oz. first class postage. Please leave the return address area blank and put your name and application ID number at the bottom left corner.
• Keep your contact information current on your Health PAC Portfolio Data Sheet, especially after you graduate, if you still want contact with the Health PAC.

F. Items Required For Your File/Portfolio:

Access your Health PAC Application Portfolio Builder at the Health PAC log in. To be reviewed by the committee, you must upload the following items in your portfolio prior to your selected Review Group deadline. Your portfolio contains “lockers” into which you submit information; these are explained below:

- **Forms/Waivers** - required to open your Health PAC electronic portfolio, including the Release Authorization, Statement of Intent and Health PAC Policies
- **Data Sheet** – update and notify us of any changes using the e-mail link
- **Transcripts** - NCSU and other, unofficial; you may scan or copy and paste into a document
- **Admissions Test Scores** - notify us by e-mail link when final scores are available; must be uploaded by deadline or you will be moved to the next review group
- **Accomplishments** - Academic, Clinical, Service, and Social Locker Sections (see portfolio example). Prior to submission, please create and upload a single document file for each Locker.
- **Personal Statement** - writing tips available on Health PAC website
- **Photo** – snapshot is fine; for internal use only.
- **Resume**
- **Brag Sheet** – should be bulleted summary of points from Accomplishments, highlighting strengths and unique attributes that applicant wishes to emphasize to recommenders and the Review Committee.
- **Letters of Recommendation** - A student may request many letters of recommendation, but should select five (or fewer) for each program type to which s/he is applying. In other words, a student may request 8 LORs, use letters 1 - 5 for allopathic programs, and letters 4 – 8 for osteopathic programs. Ideally, one LOR should be from a physical science professor, one from a biological science professor, and one from a humanities/social science professor. Two additional letters should come from individuals who know you well and can speak to your character, commitment, dedication, and suitability to your chosen career path. Employers, supervisors, coaches, volunteer coordinators, and mentors are often good choices. We discourage LORs from family friends, personal physicians, pastors, or relatives. The Recommenders that you request in your portfolio will receive and automated email from Health PAC with a password code they will use to access our electronic evaluations site.
Please frequently check the status of your LOR requests to make sure they are completed by the evaluator and submitted to us by your deadline. Clicking the “re-send” button next to a Recommender’s name sends them a reminder.

- **Recommender Groups** - You must designate which letters of recommendation we are to include for your evaluation, even if you have only five or fewer and want them all used.

- **Program Tracking Record** - In order for Health PAC to submit your Review Committee Packet, you MUST list the schools you intend to apply to in the Program Tracking Record by your review group deadline. Please notify us via the portfolio e-mail link as soon as your school list is complete. Schools may easily be added after your deadline, but we must be notified of the additions via the e-mail link. Please keep the Tracking Record up to date with respect to interviews, secondaries and status (acceptances, denials, etc), so that we may better serve you now and in the future. You may use the e-mail link on the portfolio to notify us of these as well.

Whenever you make a significant update to your portfolio, such as data sheet info, review group selection, or programs that you are applying to, please notify us. This should be done using the e-mail options shown on the Portfolio Builder home page. Your success depends not only on your academic and test performance, but upon developing the strongest portfolio possible and submitting accurate and complete applications early in the application cycle. We at Health PAC and on the Health Professions Review Committee are committed to providing you with support and guidance to help you reach your career dreams.
Applying to professional school is a long, time-sensitive process. The Health Professions Advising Center is here to assist NC State students and alumni through this process. If you hope to enter professional school in August 2009, please read the handbook first, then contact Dr. Anita Flick or Ms. Bobbie Kelley (515-2588, or Health_pac@ncsu.edu) to discuss your application process. In order to be eligible for a Review Committee Composite Evaluation, applicants must be applying to one of the program types shown above, and meet ALL applicable committee deadlines shown below and be applying to one of the program types listed above.

### 2008 - 2009 Applicant Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Nov. 14th or 15th</td>
<td><strong>Mandatory Applicant Information Sessions</strong>, 2722 Bostian. You must attend ONE of these sessions. If you cannot attend one of these meetings due to class constraints, please carefully review the handbook and contact the Health PAC office ASAP. It will be your responsibility to familiarize yourself with all the deadlines and expectations.</td>
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<td>By Spring/ Summer 2008</td>
<td>Register for and take the <strong>MCAT</strong> (<a href="http://www.aamc.org">www.aamc.org</a>; click on MCAT), <strong>DAT</strong> (<a href="http://www.ada.org">www.ada.org</a>, click on DAT) or <strong>OAT</strong> (<a href="http://www.opted.org">www.opted.org</a>, click on Online Registration for OAT). Check the deadlines closely at these registration links. <em>All MCAT testing is computerized at designated testing centers on designated dates only (<a href="http://www.aamc.org/students/mcat/mcat2008.pdf">http://www.aamc.org/students/mcat/mcat2008.pdf</a>)</em> *The DAT is administered on computer only at Sylvan Testing Centers. *The OAT is administered on computer only at Prometric Testing Centers. *No written test is available for any of these. You must wait 90 days between testing for the DAT and OAT; there is no wait period between MCAT testing. You may take the test up to 3 times a year, but no more than 3 times in 5 years without permission. You cannot be registered for more than one test at a time. Results for DAT and OAT are available immediately, MCAT scoring takes approximately 30 days.</td>
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<tr>
<td>June Review Group: May 23rd, 2008</td>
<td>Deadline for submitting ALL Review Committee materials (completed portfolio, recommendations, admission test scores, updates for re-applicants) for applicants satisfied with scores from the MCAT taken on or before April 19th or the DAT/OAT taken by May 19th. You must upload or submit your scores by midnight, May 23rd or you will be placed in the next Review Group. <strong>Program List and Envelope Deadline.</strong> Completed Program Tracking Record due for ALL June review applicants; envelopes due for all Non-Virtual Eval schools or reapplicants using paper files.</td>
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<td>May/ June</td>
<td>Electronic applications available: (1) Medical at <a href="http://www.aamc.org">www.aamc.org</a>; Osteopathic at <a href="http://www.aacomas.aacom.org">www.aacomas.aacom.org</a> (2) Dental at <a href="http://www.adea.org">www.adea.org</a>; (3) Podiatry at <a href="http://www.e-aacpmas.org/">http://www.e-aacpmas.org/</a> and (4) Optometry at the specific schools. Applications for optometry schools may be obtained from ASCO at <a href="http://www.opted.org">www.opted.org</a>; then click on individual optometry schools. Applications for non-AMCAS or non-AADSAS schools may be obtained by contacting schools individually or by accessing them on-line.</td>
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<tr>
<td>June 1st</td>
<td>Earliest date for <strong>primary</strong> application submission for most of the above programs. You should submit this application even if you have not taken your final admission test yet. Note the planned date of any pending test on your application. YOU MUST SUBMIT YOUR PRIMARY APPLICATION THROUGH ONE OF THE ABOVE APPLICATION SERVICES. Your NCSU Review Committee Packet serves only as a portion of your <strong>secondary</strong> application, and contains only your Committee Composite Evaluation and copies of your individual Letters of Recommendation.</td>
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<tr>
<td>~ June 10th</td>
<td>Approximate date of <strong>first Health PAC Review Committee Meeting.</strong> Your Review Committee Packets will be submitted for you within several days of this meeting.</td>
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<td>Date</td>
<td>Event Description</td>
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<tr>
<td>July 15th</td>
<td>Recommended latest submission of AMCAS, AADSAS, AACOMAS, AACPMAS and ASCO primary applications.</td>
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<td>August 1st</td>
<td>Deadline for Early Decision application to be received by AMCAS</td>
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<td><strong>SEPTEMBER REVIEW GROUP:</strong> August 22nd, 2008</td>
<td>Deadline for submitting ALL Review Committee Materials (completed portfolio, recommendations, admission test scores, updates for reapplicants) for applicants satisfied with scores from the MCAT taken on or before July 18th or the DAT/OAT taken by August 22nd. You must upload or submit your scores by midnight, August 22nd or you will be placed in the next Review Group. <strong>Program List and Envelope Deadline.</strong> Completed Program Tracking Record due for ALL September review applicants; envelopes due for all Non-Virtual Eval schools or reapplicants using paper files.</td>
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<td>~ September 3rd</td>
<td>Approximate date of second Health PAC Review Committee Meeting. Your Review Committee Packets will be submitted for you within several days of this meeting.</td>
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<td><strong>OCTOBER REVIEW GROUP:</strong> October 17th, 2008</td>
<td>Deadline for submitting ALL Review Committee Materials (completed portfolio, recommendations, admission test scores, updates for reapplicants) for applicants satisfied with scores from an MCAT taken after July 18th or the DAT/OAT taken by Oct. 17th. You must upload or submit your scores by midnight October 17th or you will not be reviewed in this application year. <strong>Program List and Envelope Deadline.</strong> Completed Program Tracking Record due for ALL October review applicants; envelopes due for all Non-Virtual Eval schools or reapplicants using paper files.</td>
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<tr>
<td>~ October 29th</td>
<td>Approximate date of third Health PAC Review Committee Meeting. Your Review Committee Packets will be submitted for you within several days of this meeting.</td>
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