**MD/MAS Student Timeline and Administrative Guide**

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<tr>
<th>Year</th>
<th>Quarter</th>
<th>MD School of Medicine (SOM)</th>
<th>MAS Graduate Division</th>
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<td>Years 1-3</td>
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**Years 1 & 2**
- Attend MD/MAS information sessions
- Seek advising about MD/MAS
- Think about research questions and mentors

**Year 3**
**Summer**
- Attend information session during ARCH 6

**Fall/Winter**
- Meet with Student Experience Team to plan School of Medicine (SOM) Career Launch blocks
- Meet with [MD/MAS Director](#)
- Choose a mentor

**Winter/Spring**
- Apply to [Inquiry Funding Office](#) for the [Yearlong Inquiry Program](#) (Deadline at end of March)
- Apply to [Master's program](#) (January 1 to May 15; note: this is a later deadline than the stand-alone MAS Program and UCSF MD students do not need to submit the Graduate Division application). If you are admitted to the MD/MAS program before March and already have a strong proposal to submit to the Inquiry Funding Office or plan to independently fund the year, you can opt-out of Designing and Conducting Research in March, since a similar course is part of the MAS program.

**Spring**
- Submit [Request for Extended Program](#) form to SOM
- Take Career Launch blocks that meet clinical requirements (Recommend at least 3 blocks in Spring and Summer I quarters; if you are applying in a specialty that recommends away rotations, take at least 1 required Sub-I during these blocks). Some students find this [schedule planner](#) helpful.

**Year 4**
- Leave of Absence from SOM / Enroll in Graduate Division (July)
- Submit Change of Degree Objective (CODO) form to Graduate Division
- MAS Summer II Quarter
- MAS Fall Quarter (this is a coursework intensive quarter)
- MAS Winter Quarter (recommend taking electives)
- MAS Spring Quarter (recommend taking electives)
Year 5
Summer
☐ Leave of Absence from Graduate Division / Enroll in SOM (June)
☐ Take Career Launch blocks that meet clinical requirements (most students will take Sub-Internships in July and August blocks)
☐ Sign up for switch from medical student to graduate student health insurance if applicable (August)

Fall/Winter
☐ Leave of Absence from SOM / Enroll in Graduate Division (September)
☐ MAS Fall Quarter (Serve as a teaching assistant in Fall or Winter Quarter course)
☐ MAS Winter Quarter, complete products of research
☐ SOM SPAN sessions throughout

Spring
☐ Enroll in SOM (April)
☐ Career Launch block in April, Coda in May

People you should know:

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Contact</th>
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<tbody>
<tr>
<td>MD/MAS Program Director</td>
<td>Alexis Beatty</td>
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</tr>
<tr>
<td>Student Experience Team</td>
<td>Wenia Lee</td>
<td><a href="mailto:Wenia.lee@ucsf.edu">Wenia.lee@ucsf.edu</a></td>
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Things you should know:

- Students in the Yearlong Inquiry Program with TL1 (training grant) funding:
  - Graduate Division Application: you do not need to submit this application. You will submit a Change of Degree Objective (CODO) form when you start the MAS program.
  - MAS tuition:
    - Year 4: The training grant will pay your MAS tuition. The charge will show up in your account and the training grant will pay the amount due.
    - Year 5: You will be responsible for paying annual MAS tuition. There is a small tuition offset for teaching assistant work. The funds for tuition can come from your financial aid package. Please discuss your plan with Student Financial Services.
  - Health insurance:
    - Year 4: The training grant will pay for your student health insurance.
    - Year 5: You will be responsible for the cost of your health insurance, which can be purchased on a quarterly basis. See Student Health for information.
- Readmission fees: When you switch between SOM and Graduate Division, there is an automatic $40 fee that will be charged to your account. As long as there are not gaps in enrollment, you are not responsible for paying this fee. It will be credited.
- Registering for courses:
  - SOM: Please register in MedHub.
  - Graduate Division: Please register in the Student Portal.
- It is sometimes possible to overlap SOM blocks and MAS coursework by 1-2 weeks if the SOM block spans two academic quarters with prior approval of MD/MAS director and Student Experience Team. This requires registering for the SOM block in the quarter in which you are not registered for MAS coursework.