

Student Handbook for Pre-Health Advising Committee (PAC)

2018-2019

FAQs

What is the Pre-Health Advising Committee (PAC)?

The PAC is a group of faculty and staff that serves eligible students in the process of applying to a graduate health program and writing a committee letter.

What is a committee letter?

Some schools such as medical, dental, and podiatry require a committee letter from the undergraduate university you attended. The DePaul committee letter is considered a composite letter because it incorporates information from several different sources. The purpose of the composite letter is to provide a clear narrative of the applicant's candidacy and address any problems or issues that may have occurred during your time at DePaul.

The committee letter that will be submitted will include information from your online portfolio, individual letters of recommendation, transcripts, interview and PAC ranking.

Do I need a PAC letter of recommendation?

Graduate programs such as medicine, dentistry, podiatry, and optometry expect a committee letter. However, you can verify with each individual program whether you are expected to receive a committee letter.

Am I eligible for PAC?

In order to utilize PAC services, DePaul students must be actively enrolled at DePaul and must be planning to apply to the professional school of their choice during the spring quarter in which they utilize PAC. Students must have completed their general biology and general chemistry sequence with a C or above in each course, have a minimum of 32 DePaul credits, and have a cumulative GPA of at least a 3.0.

Alumni who were registered with PAC as a DePaul student are eligible for PAC services within three years of the date of their degree conferral.

Important Dates: Workshops

Attend one of the following Introduction to PAC Workshops:

Friday, October 5th, 2018 – 3:00 – 4:30pm – McGowan South TBA

Tuesday, October 9th, 2018 – 2:00pm – 3:00pm – McGowan South TBA

Attend one of the following PAC Portfolio Workshops:

Friday, November 2nd, 2018 – 3:00pm – 4:30pm – McGowan South TBA

Tuesday, November 6th, 2018 – 2:00pm – 3:00pm – McGowan South TBA

Attend one of the following Personal Statement Workshops:

Friday, January 18th, 2019 – 3:00pm – 4:30pm – McGowan South TBA

Tuesday, January 22nd, 2019 – 2:00pm – 3:00pm – McGowan South TBA

Interview Workshop:

Friday, February 15th, 2019 – 3:00pm – 4:30pm – McGowan South TBA

Application Walk-In Help

Walk in Help will be announced on an as needed basis – Please watch your email for walk-in availability.

Important Dates: PAC Deadlines

Sign Up for PAC!

October 19th, 2019

[PAC Sign Up Form](#)

PAC Portfolio Due:

Sunday, February 3rd, 2019 – 11:59pm

Send Portfolio Link using [THIS FORM](#)

PAC Interview Sign Up:

Monday February 4th – February 8th, 2019

PAC Interview Stream Due:

Friday, February 8th, 2019 at 11:59pm

PAC Individual Letters Due:

Friday, February 22nd, 2019-11:59pm

[PAC Individual Letter Form](#)

PAC Interviews:

February 25th – March 15th, 2019

Letters Ready to Upload:

Monday, June 3rd, 2019

Letters will ready to upload – please request letter upload by emailing CSHPreHealth@depaul.edu

Note that in order for letters to be uploaded students must be visible in the system. Typically this means students must have clicked yes for advisor release and submitted their application.

Portfolio Directions:

The PAC Online Student portfolio plays two roles for DePaul students. The first role is that it will collect all the vital information you need for applying to professional schools. This way you are prepared and the application process is faster and smoother (keep in mind the earlier you apply the better). The second role the PAC Online Student Portfolio plays is it will help the PAC committee members get to know you better. Once your Portfolio is complete you will submit it to PAC and in turn this information will help the committee write the best possible letter for you.

The PAC Online Student Portfolio must be made on Digication.

Please see the links below for examples of several different formats of the PAC Online Student portfolio.

<https://depaul.digication.com/PAC2018/welcome>

Please note: Due to the personal information included in your portfolio you should keep your PAC Online Student portfolio website password protected and only share it with the PAC and people you know and trust.

What should be included?

The following sections should all be included within your PAC Online Student Portfolio. See portfolio links above for examples.

Sections 1: About Me:

- About Me:
 - This is a great place for you to tell the PAC a little bit about yourself. It should only be approximately 1 paragraph. In this section, include a current picture of yourself so the PAC knows who you are.
- Why Professional School?
 - Tell the PAC why you want to go to professional school. This is not meant to be your personal statement, view this question as if you had a graduate school interview and someone asked “Why do you want to be a_?” What would you say?

Section 2: Academic Information

- In this section you will attach/add the following information:
 - Schools Attended
 - List of Schools all the school you have attended
 - High School: Name, City, County, State, Graduation Year
 - Colleges: Name, City, County, State, Dates Attended, Major/Minors, Degrees Earned/Year
 - Grades
 - Please download and fill out the Professional School GPA Calculator, once filled out attach the document to your portfolio.

- Download the Professional School GPA Calculator [Here](#)
- Unofficial Transcripts
 - Attach any unofficial transcripts from colleges or universities you attended including community colleges.
- Professional School Test Scores
 - Add or Attach a copy of your graduate test scores (GRE, MCAT, PCAT, DAT, OAT, etc.)

SECTION 3: Activities and Leadership Experience

- You can address up to 15 activities you have participated in since you first started attending college. Please divide your activities into; research, shadowing, volunteering, clubs and organizations, work experience, and other (awards, honors, etc.). Emphasize the experiences in which you had a leadership role, and how your leadership skills were developed.
 - Add a copy of your current resume
 - Research Experiences
 - Include:
 - Experience Name
 - Date/s
 - Total Hours
 - Organization Name
 - Contact Person Title and First and Last Name
 - Contact Phone
 - Contact Email Address
 - Experience Description: Provide a reflection paragraph – what you did, what you learned, how you will use it in the future. (700 characters)
 - Shadowing Experiences
 - Include:
 - Experience Name
 - Date/s
 - Total Hours
 - Organization Name
 - Contact Person Title and First and Last Name
 - Contact Phone
 - Contact Email Address
 - Experience Description: Provide a reflection paragraph – what you did, what you learned, how you will use it in the future. (700 characters)
 - Volunteering Activities
 - Include:
 - Experience Name
 - Date/s
 - Total Hours
 - Organization Name
 - Contact Person Title and First and Last Name
 - Contact Phone

- Contact Email Address
 - Experience Description: Provide a reflection paragraph – what you did, what you learned, how you will use it in the future. (700 characters)
- Work Experiences
 - Include:
 - Experience Name
 - Date/s
 - Total Hours
 - Organization Name
 - Contact Person Title and First and Last Name
 - Contact Phone
 - Contact Email Address
 - Experience Description: Provide a reflection paragraph – what you did, what you learned, how you will use it in the future. (700 characters)
- Clubs and Organizations
 - Include:
 - Experience Name
 - Date/s
 - Total Hours
 - Organization Name
 - Contact Person Title and First and Last Name
 - Contact Phone
 - Contact Email Address
 - Experience Description: Provide a reflection paragraph – what you did, what you learned, how you will use it in the future. (700 characters)
- Other (can include: Dean’s List, Scholarships, Awards, Etc.)
 - Please include any other experiences you may have had while in college, this can include Dean’s List, Awards, Scholarships, and anything else you think the PAC should know.

Section 4: Personal Statement

- Add and attach a copy of your FINAL personal statement
 - **Medical School Prompt:** Use the space to explain why you want to go to medical school (5300 characters includes spaces)
 - **Dental School Prompt:** Please explain why you want to pursue a dental career (4500 characters including spaces)
 - **Optometry School Prompt:** Please describe what inspires your decision for becoming an optometrist, including your preparation for training in this profession, you aptitude, and motivation, the basis for your interest in optometry, and your future career goals. (4500 characters including spaces)
 - **Podiatry School Prompt:** State below why you are interested in becoming a Doctor of Podiatric Medicine. Provide information about your development for a career in Podiatric Medicine. (4500 characters including spaces)
 - **Physical Therapy School Prompt:** What is professionalism in context of being a

student in a doctor of physical therapist degree program (4500 characters including spaces)

- **Physician Assistant School Prompt:** Please explain why you are interested in being a Physician Assistant (5000 characters including spaces)
- **Veterinary Medicine School Prompt:** There are many career choices within the veterinary profession. What are your future career goals and why? (1000 characters) In what ways do veterinarians contribute to society and what you hope to contribute (1000 characters) Consider the breadth of society which veterinarians serve. What attributes do you believe are essential to be successful within the veterinary profession? Of these attributes, which do you possess and how have you demonstrated these in the past? (1000 characters)
- **Pharmacy School Prompt:** Your Personal Essay should address why you selected pharmacy as a career and how the Doctor of Pharmacy degree relates to your immediate and long-term professional goals. Describe how your personal, educational, and professional background will help you achieve your goals. (4500 characters includes spaces)

Section 5: Individual Letters of Recommendation

- List 3-5 people who will be sending individual letters of recommendation to the PAC. Must include – name, title and contact information. (See below guide on how to ask)
 - 1 science faculty member
 - 1 clinician
 - 1 recommendation of your choice.
- Please send the following forms and send to your evaluators.
 - [Individual Letter of Recommendation Form](#)

Section 6: Professional School Information

- List of programs you are currently planning on applying to and add a paragraph about why you would like to attend that institution.

Section 7: Waivers:

- Attach a copy of the signed waiver form so that the PAC can view your current academic information.
- Download Waiver [Here](#)
- Pathways Honors FERPA Waiver [Here](#)

Section 8: Reflections

- Please provide the following reflection pieces.
 - Strengths and Weaknesses (2500 characters)
 - Write about your current strengths and current weaknesses and what you are doing to improve your weaknesses or what you have done to overcome your weaknesses.
 - Diversity Statement: What does diversity mean to you? (2500 characters)
 - Write about what diversity means to you, how diversity was represented in your *Activities and Leadership Experiences*, what role it plays in your life and comment on the diverse traits and experiences you will bring to the program and patients we serve.

- Qualities: (2500 characters)
 - List 5 qualities that you think all professionals in your field of choice should have.
 - Write about what qualities you have and how those qualities will play a positive role in your health profession.
- Institutional Action (1325 characters)
 - Were you ever the recipient of any institutional action by any college or medical school for unacceptable academic performance or conduct violation, even though such action may not have interrupted your enrollment or required you to withdraw? This includes an action that may not appear on, or has been deleted or expunged from your official transcripts as a consequence of institutional policy or personal petition. Please briefly explain each instance with the date(s) of occurrence.
- Felony and Misdemeanor (1325 characters)
 - Have you ever been convicted of, or pleaded guilty or no contest to, a Felony or Misdemeanor crime? If yes, Please explain the circumstances of your conviction, including the number of conviction(s), the nature of offense(s) leading to conviction(s), date and location of conviction(s), the sentence(s) imposed, and the type(s) of rehabilitation.

You need NOT disclose any instances where you:

 - Any offense for which you were adjudicated as a juvenile
 - Were arrested but not charged
 - Were arrested and charged, but the charges were dropped
 - Were arrested and charged, but found not guilty by a judge or jury
 - Were arrested and charged but the convictions have been expunged or sealed by a court
 - Any misdemeanor convictions for which any probation has been completed and the case dismissed by the court.
 - Were arrested and found guilty by a judge or jury, but the conviction was overturned on appeal, or received an executive pardon
- Disadvantaged Status Essay (1325 characters)
 - Do you wish to be considered a disadvantaged applicant by any of your designated medical schools that may consider such factors (social, economic or educational)? If yes, explain why you believe you should be considered a disadvantaged applicant by your designated medical schools.

Below is a description of what qualifies as disadvantaged:

 - **Underserved:** Do you believe, based on your own experiences or the experiences of family and friends that the area in which you grew up was adequately served by the available health care professionals? Were there enough physicians, nurses, hospitals, clinics, and other health care service providers?
 - **State and Federal Assistance Programs:** These programs are specifically defined as "Means-Tested Programs" under which the individual, family, or household income and assets must be below specified thresholds. The sponsoring agencies then provide cash and non-cash assistance to eligible individuals, families, or

households. Such programs include welfare benefit programs (federal, state, and local) Aid to Families with Dependent Children (AFDC or ADC); unemployment compensation; General Assistance (GA); food stamps; Supplemental Security Income (SSI); Medicaid; housing assistance; or other federal, state, or local financial assistance programs.

Section 9: Contact Information

- Please include:
 - Name
 - DePaul ID Number
 - Address
 - E-mail Address
 - Phone Number

Once your portfolio is complete – please send it to CSHPreHealth@depaul.edu by the deadline above. In the email include the following: your name, ID number, link to portfolio, and password to portfolio.

Individual Letters of Recommendation:

Plan to ask between 4-6 people for a letter of recommendation. You ultimately want to obtain at least 3-5.

1. Identify someone who knows you personally, can speak to the quality of your work and work ethic, and can address your qualifications to be a medical students, dental, optometry, etc. (examples: science faculty, a non-science faculty, supervisor, coach, employer, researcher). This should ideally be someone who you've had previous conversations with about your career goals and academic interests.
2. Try to set up a face to face meeting. By setting up a face to face meeting you will be able to read the face and body language of the potential recommender.
3. Ask for a strong recommendation (here are some examples of how to ask for a strong recommendation provided by "The Medical School Admissions Guide.")
 - "Professor Peters, I have enjoyed your class and believe I have excelled in it. I plan to apply to medical school in the future and am hoping you can write me a very strong recommendation. Do you think this would be possible?"
 - "Coach Craig, as you know I am applying to medical school. I think a strong letter from you would help show I have been able to balance both academics and athletics at a high level. Could you write me a strong letter?"
 - "Dr. Dannenberg, I am hoping you will write me a recommendation to medical school detailing my work in your lab and discussing our upcoming publication. Do you think you can write me a strong letter?"

If you request a letter from someone and they are hesitate or unsure, say thank you and withdraw your request and ask someone else. The last thing you want is a cookie-cutter or lukewarm recommendation.

4. Provide information and paperwork for the recommender.
 - Updated resume
 - Unofficial transcript
 - Personal Statement
 - Recommendation deadline (may want to give them an earlier deadline to make sure it is submitted)
 - Some insight into how you are presenting yourself as a candidate (i.e. what is the impression you want the PAC or professional school admissions committees to have of you) in hope that their letter might complement this profile.
 - If going through PAC have you recommender submit here: [PAC Individual Letters of Recommendation Form](#)
 - Provide your letter writers with stamped pre-written postcards that say "I submitted your letter of recommendation today. – Dr. Peters" This way your recommender can easily let you know that it has been submitted.
 5. Follow-Up and Thank You
 - Check in on the letter three weeks prior to the deadline you have given your recommender. Ask if there is anything else you can provide that might be helpful to their process.
 - Send a thank-you card on the deadline you gave the recommender.
 - Send a second thank-you note/card if you receive an interview or acceptance.
- Information from Med School Confidential and The Medical School Admissions Guide.

How to Request your PAC Committee Letter to be sent to professional school:

Note: In order to receive committee letter student must click okay to the advisor release on the application.

AMCAS (MD):

Section 6: Letters of Evaluation

Select – Committee Letter

Select School – DePaul University

Letter Title – DePaul University Committee Letter

Primary Contact First Name – PAC Mentor

Primary Contact Last Name – PAC Mentor

Primary Contact Email – CSHPre-Health@depaul.edu

Primary Contact Phone – 773-325-8495

Address – 1110 W. Belden Ave Suite 400, Chicago, IL 60614

Click Yes - Generate your Letter Request Form Now

Save Request Form and email it as an attachment to CSHPreHealth@depaul.edu

AACOMAS (DO), AADSAS, PTCAS, CASPA, OptomCAS, and PharmCAS

Select – Supporting Information

Select – Evaluations

Select – Create Evaluation Request

Click Yes – Are you requesting a committee evaluation?

First Name – PAC Mentor

Last Name – PAC Mentor

Email – CSHPreHealth@depaul.edu

Due Date – July, 31st, 2017

An email will be sent to CSHPreHealth@depaul.edu through AACOMAS.



Family Educational Rights and Privacy Act (FERPA) Waiver

By signing below, I (print name) _____ Student ID# _____, consent to the disclosure of my education records to representatives of DePaul University's College of Science and Health for review by the Pre-health Advising Committee (the PAC). Such records may include, but not be limited to, my official transcript, college office file, student ID photo, and Dean of Students Office file.

I understand that any letters of recommendation submitted to the PAC and any letters of recommendation written by the PAC may accompany my application(s) to any professional health programs and are intended to be confidential in nature. I hereby consent to such disclosure by the PAC and waive my rights to inspect, review, or amend these letters of recommendation pursuant to the Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g), or otherwise.

Signature: _____ **Date:** _____

PAC FERPA Waiver for EOP Students (Pathways Honors Students Only)



Family Educational Rights and Privacy Act (FERPA) Waiver

By signing below, I (print name) _____ Student ID# _____, consent to the disclosure of my education records to representatives of DePaul University's College of Science and Health for review by the Pre-health Advising Committee (the PAC). Such records may include, but not be limited to, my official transcript, college office file, student ID photo, and Dean of Students Office file.

I understand that any letters of recommendation submitted to the PAC and any letters of recommendation written by the PAC may accompany my application(s) to any professional health programs and are intended to be confidential in nature. I hereby consent to such disclosure by the PAC and waive my rights to inspect, review, or amend these letters of recommendation pursuant to the Family Educational Rights and Privacy Act (FERPA, 20 USC 1232g), or otherwise.

I further grant DePaul permission to share my education records with Rosalind Franklin University of Medicine and Science (RFUMS) so that I may be considered for the Pathways Honors Early Opportunity Program. I acknowledge and agree that RFUMS may notify DePaul as to whether I have been selected for the program, eventually enroll as a student thereof, and grant permission to Rosalind Franklin University of Medicine and Science (RFUMS) to share my academic record with DePaul University.

Signature: _____ **Date:** _____