Elective Scheduling
The MS4 elective scheduling process has two Phases. All students will meet (in person or via phone) with Registration staff to add electives and surgical selectives in order to fulfill the UWSOM graduation requirements. Phase 2 will begin after Phase 1 has been completed for all students. Below is a description of how this will work, as well as some scheduling guidelines and resources.

**Phase One**

- All students will be randomly assigned a 15 minute appointment with Maggie Tarnawa or Rachel Fong; you will receive an email with the details of your first appointment. The UWSOM Curriculum office will request that you be excused from your clerkship duties in order to attend your assigned appointments (both Phase 1 and 2), as these are required to complete your schedule.
- During Phase 1, you will be allowed to
  - add up to 8 credits (4 full-time weeks) of clerkships during the first half of the year (summer & autumn quarters), and
  - add up to 8 credits (4 full-time weeks) of clerkships during the second half of the year (winter & spring quarters).
- We are limiting the number of clerkships that students can schedule during Phase 1 to ensure that the students with the earliest appointments will not fill all of the most highly requested electives.
- If you have been assigned a pre-scheduled OBGYN elective, it will count toward your total credit limit for Phase 1.
  - This means that you will not be able to add another clerkship in the summer or autumn timeframes during Phase 1. You can still schedule 8 credits in winter/spring.
  - You can elect to drop your prescheduled subinternship during Phase 1, which will enable you to add a different clerkship in summer/autumn.
  - If you want to keep your assigned subinternship, you will have the opportunity to add other clerkships in summer and autumn during Phase 2 without limitation until you’ve satisfied the graduation requirements.
- We are unable to make exceptions to the department limitations or “hold” a clerkship. Much like your required clerkships, we want to create the best possible schedule for the entire class; these limitations help ensure fairness for everyone.
- We anticipate that many of the required clerkships (Emergency Medicine, Chronic Care, and Neurology/Neurosurgery) will be full, but if you see an opening you will be able to switch during Phase One; these switches will not count toward/against the credit limits stated above.
- If you need to reschedule your appointment, you will be moved to the next available appointment AFTER your originally scheduled time.

**Phase Two**

- Once all students have gone through Phase 1, you will have a second appointment to finalize your schedule. The goal of this appointment is to add the remaining clinical credits in order to fulfill the graduation requirements. In addition to the MS4 required clerkships, students need 32 clinical elective credits and 8 surgical selective credits in order to graduate.
- You will be limited to adding only what is necessary to graduate during this time; excess credits can be added after all students have gone through Phase 2.
- You can add/drop anything that was added during Phase 1; you can also move your required clerkships around.

Once all students have completed Phase 2, our office will process further changes to your schedule throughout the year as your career interests change. If you need to make any adjustments to your schedule, please contact Maggie.
and Rachel via email at somreg@uw.edu. Changes can be made via phone, in person, and via email. We will need the following information in order to add/drop clerkships:

- Department Prefix
- Course Number
- Timeframe (dates you will be participating)
- Site

**Scheduling Resources and Guidelines**

- The following resources will help you prepare for your appointment and research your options; all are located here: [http://blogs.uw.edu/medevalu/](http://blogs.uw.edu/medevalu/).
  - Clinical Graduation Requirements
  - Personal Graduation Audit
  - Clerkship Catalog: descriptions, details, objectives, and other useful information about the content of clerkships can be found here. Most of the basic information about clerkships can be found here.
  - Clerkship Administrator Contact Information: each department has a dedicated staff member to assist you with their clerkships. They can help answer any questions that aren't answered in the catalog, grant permission for clerkships that require it prior to registration, and many other helpful things.
  - List of Surgical Selectives: this is a quick reference tool to let you know which clerkships fulfill this requirement
  - List of Permission-Only courses: any clerkships on this list require permission from the department clerkship administrator before the Registration staff can add to or remove it from your E*Value schedule. Many of these clerkships take more effort to set up, and you should only ask permission if you sincerely plan on taking the elective(s).

1. Email the department clerkship administrator and include the timeframe(s) that you would like to take the rotation.
2. If approved, you must forward the email granting permission to somreg@uw.edu in order to have it added to your schedule. We cannot register you unless the request comes directly from you.
3. Rachel/Maggie will email confirmation when the rotation has been added.

- E*Value User Guide

- When your MS4 required clerkships are released, we will send you instructions that explain how to view your schedule. We'll also include instructions on how to view the available rotations in E*Value. E*Value will not accurately reflect availability for permission-only electives; the department clerkship administrator will be able to confirm availability upon request.

- Some departments place additional restrictions on their electives during Phase 1 and 2 of the scheduling process and they will communicate these to the listserv.

- You must request any adds/drops at least 6 weeks in advance of the start date in order to ensure that your changes can be processed. For example, if your rotation is set to start on Monday, 6/26/17, the final date to add (or drop) is Friday, 5/12/17. Out of courtesy to your educators and various staff members who are involved, we encourage you to make changes as soon as possible; changes requested after the 6 week guideline may not be possible due to credentialing requirements, preceptor availability, and other limiting factors which we cannot control. If you have extenuating circumstances that necessitate a change that is less than 6 weeks away, additional approvals will be required before our office can process the change to your roster and are not guaranteed. Please note that the University may charge fees/tuition forfeiture for late changes that the School of Medicine cannot waive.

- There was a high level of interest in matching in Emergency Medicine this year; if you were assigned an early (May-September) Emergency Medicine rotation at HMC/UWMC, please consider your classmates and drop the rotation if you rule it out as a career in advance.
• Students should plan to take at least 4 weeks off during interview season. Interview season varies by specialty and we recommend using the Career Advisor FAQ for specialty-specific planning purposes. Although the absentee policy allows for students to miss up to 2 days on a 4 week clerkship, this is at the department’s discretion and some of the required activities needed to pass the clerkship cannot be rescheduled. No time off is permitted for 2 week rotations.

• We recommend evenly distributing your rotations throughout the academic year as much as possible, particularly the required Emergency Medicine, Neurology and Chronic Care rotations. Excessive backloading of your graduation requirements, especially the required clerkships, can have an impact on your flexibility to reschedule due to unforeseen circumstances (i.e. unexpected interview invitations, exam failures, and life events). Ability to fulfill all graduation requirements on time includes taking rotations during spring quarter.

• With the exception of Special Electives (697 and 699 course numbers), all rotation dates must be aligned with the UWSOM clinical calendar.

• The Senior OSCE (required for graduation) is anticipated to take place in July/early August and the OSCE team will provide more information about specific dates and instructions on how to register for your test.

• Students graduating in 2018 must complete all clinical clerkship requirements prior to May 18th, 2018.

• Capstone (required for graduation) dates and details are determined later in the year and will be sent by the Capstone team (somcap@uw.edu) at a later date.