

It's Time for Phase 1 of Explore & Focus Scheduling!

Target Audience	<p>MS 3 students entering the Explore and Focus (E&F) portion of the curriculum in Spring 2024.</p> <p>MS 4 students who have expanded and plan to graduate after June 2024 who need E&F courses.</p>
Summary	<p>There's a new E&F scheduling process for courses to be taken Spring 2024 – Winter 2025.</p> <p>Phase 1: Permission-only courses Students send requests to departments for permission to enroll in these (details below).</p> <p>Phase 2: Courses not requiring permission Students enter preferences into EVOS, an automated system that generates the best individual and overall schedules based on student preferences and availability.</p> <p>Phase 3: Open scheduling Students request course additions and drops as availability permits after schedules are released.</p> <p>Phase 1 begins today, Thursday 10/12/2023.</p> <p>Questions about Phase 1? Drop by during Registration Office Hours on Tuesday, October 17, 6 PM – 7 PM Pacific at https://washington.zoom.us/j/94633438510</p>
Timeline/Deadline	<p>Phase 1 start date: Thursday October 12, 2023</p> <p>Phase 1 end date: Technically none <u>but</u> scheduling assurance date* is Monday October 23, 2023, at 5 PM Pacific.</p> <p>*What does "scheduling assurance date" mean? You may continue to make requests and departments may continue to approve after this date, but there is no assurance we can get these on your schedule prior to the first EVOS run. This is important so that EVOS knows that a timeframe is "blocked" so that you are not double booked.</p>
Noncompliance	<p>You will not be scheduled for E&F courses that require permission (and many do).</p>
More Information	<p>What is a permission-only course?</p> <p>Permission-only courses require approval from the department before Registration can schedule students for them in eValue. Because they require student-by-student approval, these courses ARE NOT available to preference in EVOS.</p> <p>The only way to be scheduled for a permission-only course is via department approval.</p>

How do I get permission from the department?

- Step 1: Check permission requirements in the [Clerkship Catalog](#). To view permission status, right click on the desired clerkship, click “Drill Through,” then select “E&F Clerkship Full Details.” You also may simply filter using the “Permission Only” tab located at the bottom of the screen.
- Step 2: Check [eValue](#) to view available timeframes.
- Step 3: If permission is required, contact the appropriate Clerkship Administrator (listed in clerkship catalog) as soon as possible to request permission to enroll.
 - **Note:** Emergency Medicine: Interested in an EM residency program? You must take MED EM 606 in Spring B, Spring C, Summer A, or Summer B. Use this survey link to request approval:
<https://forms.office.com/r/WY53zmYhMc>
 - Other department clerkship contact information can be found [here](#).
- Step 4: Forward any permissions you receive from departments to us at somreg@uw.edu .

After I get permission what do I do?

Forward any permissions you receive from departments to us at somreg@uw.edu .

How do departments determine who gets permission for a course?

This varies by department, so contact Clerkship Administrators to get information on each department’s criteria.

Can I see all the timeframes a permission-only course is offered?

Not necessarily. Departments don’t always know in advance the availability for permission-only clerkships, so eValue may show no availability. Contact the department Clerkship Administrator to ask about availability for timeframes if you do not see it listed in eValue.

I received a permission but decided not to take the course. Do I need to do anything?

Yes. Let the Clerkship Administrator know so that they can give that permission to another student.

What if I miss the scheduling assurance date for Phase 1?

You may continue to make requests and departments may continue approvals after this date, but there is no assurance we can get these on your schedule prior to the first EVOS run. It's much better to have those scheduled before the run so that EVOS knows that timeframe is "blocked" with a course already there. If your permission-only course is not on your schedule EVOS will think that timeframe is free and may schedule you into something else. That said, after EVOS scheduling is complete there will be opportunities to add and drop courses as permissions and availability allow.

Is there a general E&F scheduling timeline I can look at?

Yes. We'll fill in more specific dates as we know them on our website, but here's what we have so far:

	Start	Ends	What happens
Phase 1 Permission-only courses	Thu 10/12 8 AM Pacific	Mon 10/23 5 PM Pacific	Students request approval for permission-only courses from the department
	Thu 10/12 8 AM Pacific	Wed 11/8 5 PM Pacific	Departments review, approve/deny requests, and send approvals to SOM Registration
	Thu 10/12 8 AM Pacific	Tu 11/14 5 PM Pacific	Registration schedules approved permission-only courses in eValue and confirms with student via email
Phase 2 Non-permission courses	Mid-November	Before Thanksgiving	Students make preferences using EVOS (similar to what most did for Patient Care last year)
Schedules released	Mid- to end January		Schedules available to students to view
Phase 3 Open Scheduling	End January	End of MS 4 year	Students adjust schedules via add/drop process

When will I hear about Phase 2 and Phase 3?

Look for info about Phase 2 (EVOS preferencing) in late October.

Expect to hear more about Phase 3 (Open Scheduling) in January.

Can I do anything for the other phases now?

For Phase 2 - absolutely! You can do the following before preferencing opens:

1. Use the [Specialty Guides](#) to see what courses different specialties recommend.
2. Use the [Clerkship Catalog](#) to determine if these are permission only (Phase 1) or if they can be entered in EVOS in Phase 2 (non-permission courses).
3. Check [eValue](#) to see when these are offered.

	<p>4. Build a list of the non-permission courses you are interested in and have this ready to go!</p> <hr/> <p><i>What if I have other questions about Phase 1?</i></p> <p>Come to drop-in Registration Office Hours. We'll be happy to chat about Phase 1!</p> <p>Tuesday, October 17, 6 PM – 7 PM Pacific https://washington.zoom.us/j/94633438510</p>
<p>Questions?</p>	<p>Best ways to get answers:</p> <ul style="list-style-type: none"> • We're working on updating the Registration & Records website, so give us a few more days to finish that. Look for the E&F section. • Zoom Office Hours (see above) <p>You can also contact somreg@uw.edu, but because we're working on both Explore and Focus scheduling and Patient Care scheduling right now our email volume is exceeding our capacity to respond quickly.</p>

Best to you all!

Debbie, Ellen, Kristen, Iryna, Swan, and Kelly
 UW SOM Registration