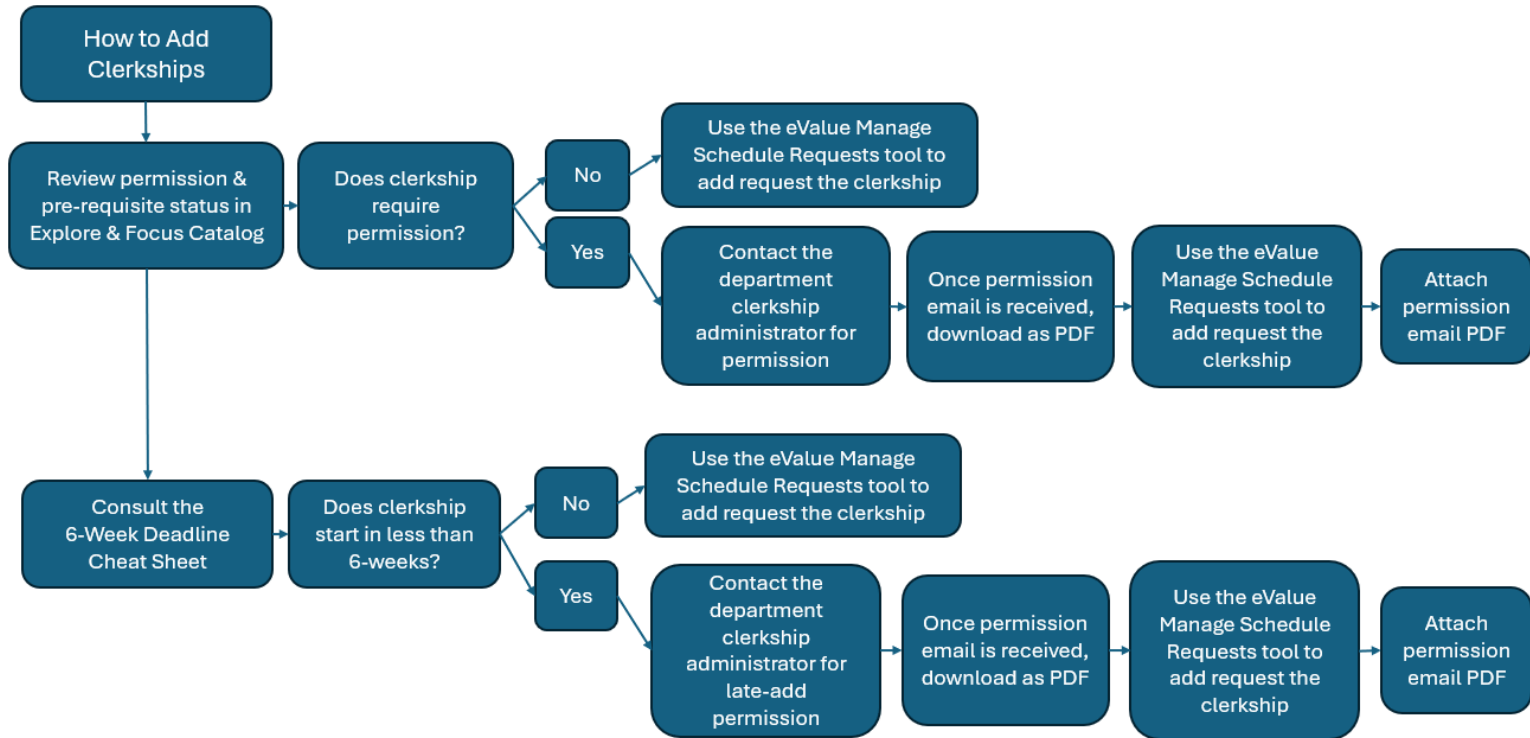


Step by Step Instructions for Schedule Changes

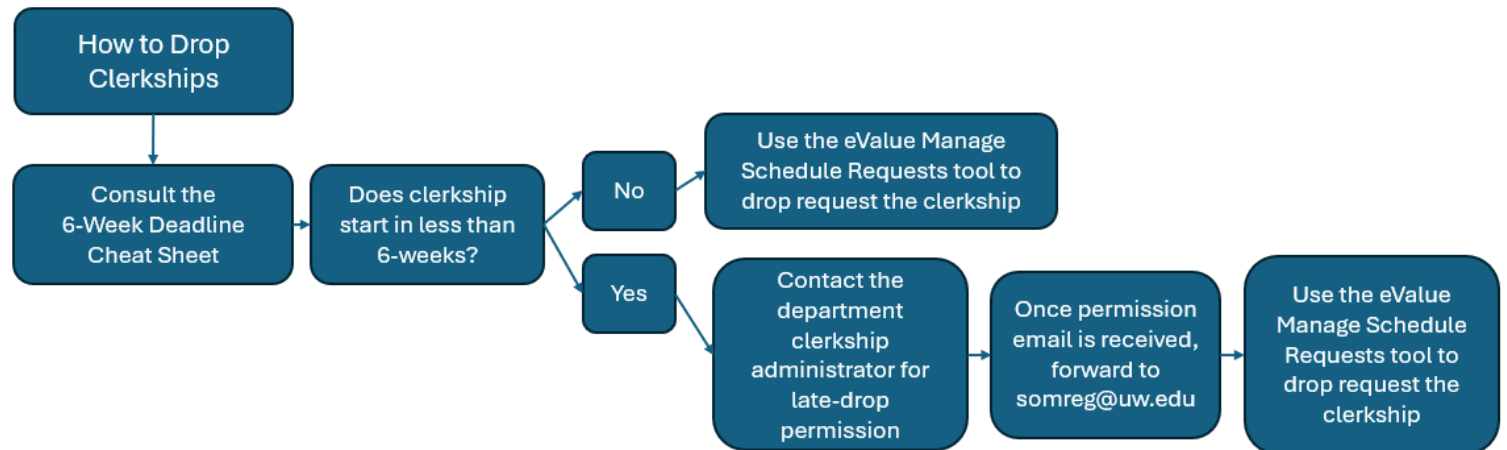
Last updated: July 16, 2024

Schedule Change Overview

To Add Clerkships:




To Drop Clerkships:




Special Circumstance Schedule Change

To Add Permission-Only Clerkships:

Once you receive an approval email to add a permission-only course, follow the instructions on the "Student Instructions eValue Manage Schedule Requests" document. Download your permission email as a PDF and attach it to your eValue schedule request.

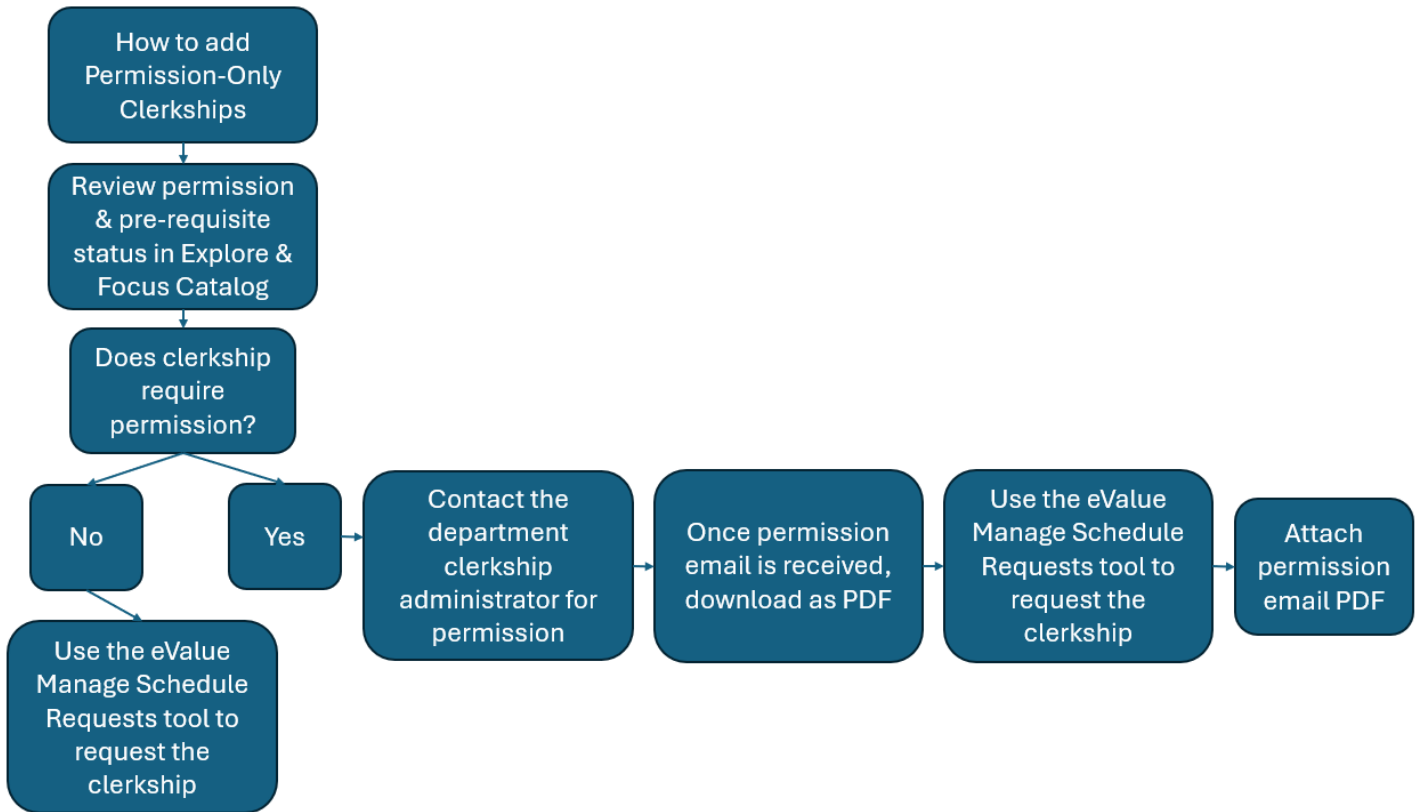
Request Documents: 


Comments: 


Upload Documents

Submit

Cancel

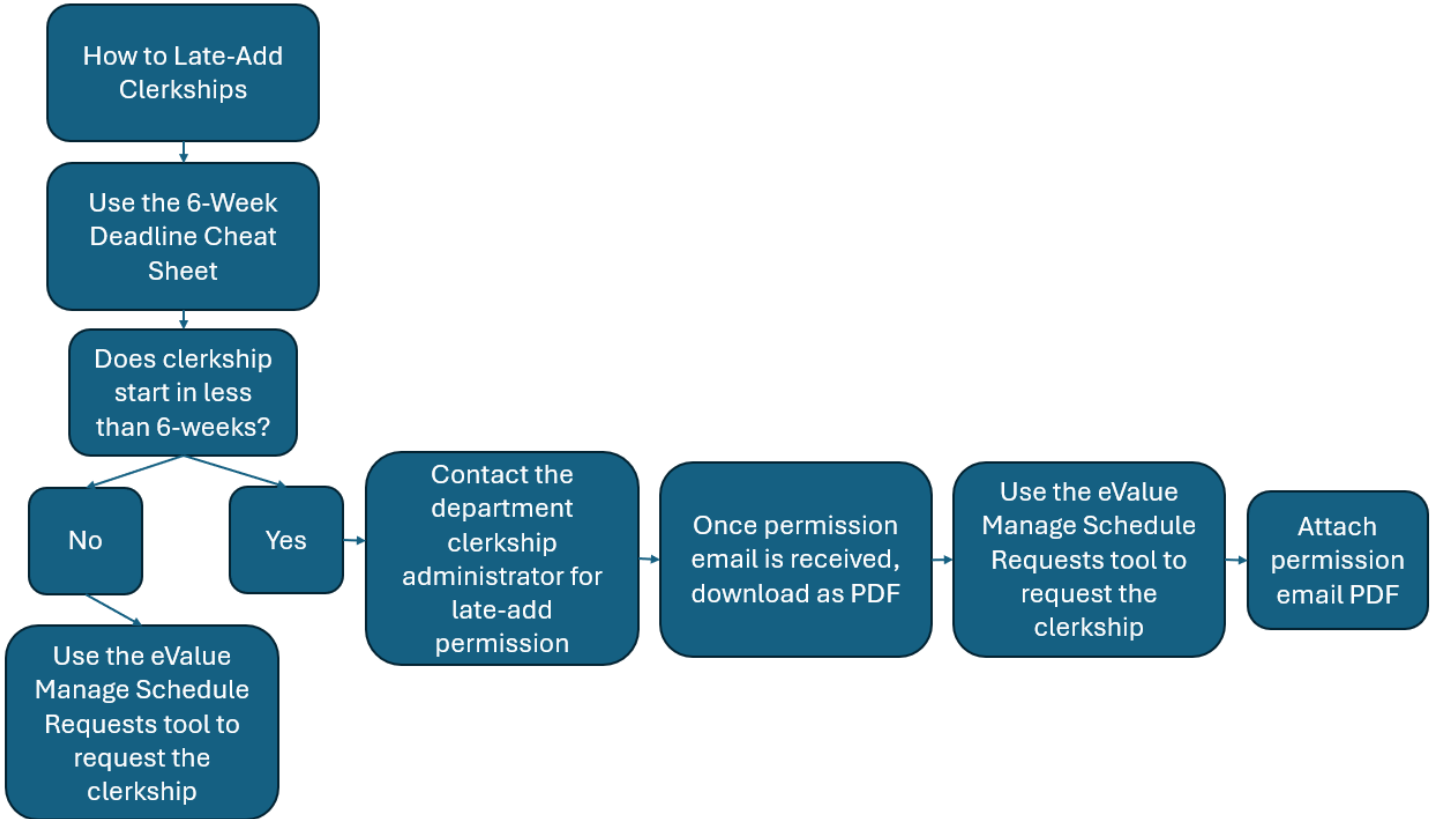


Request Documents: 

Comments: 

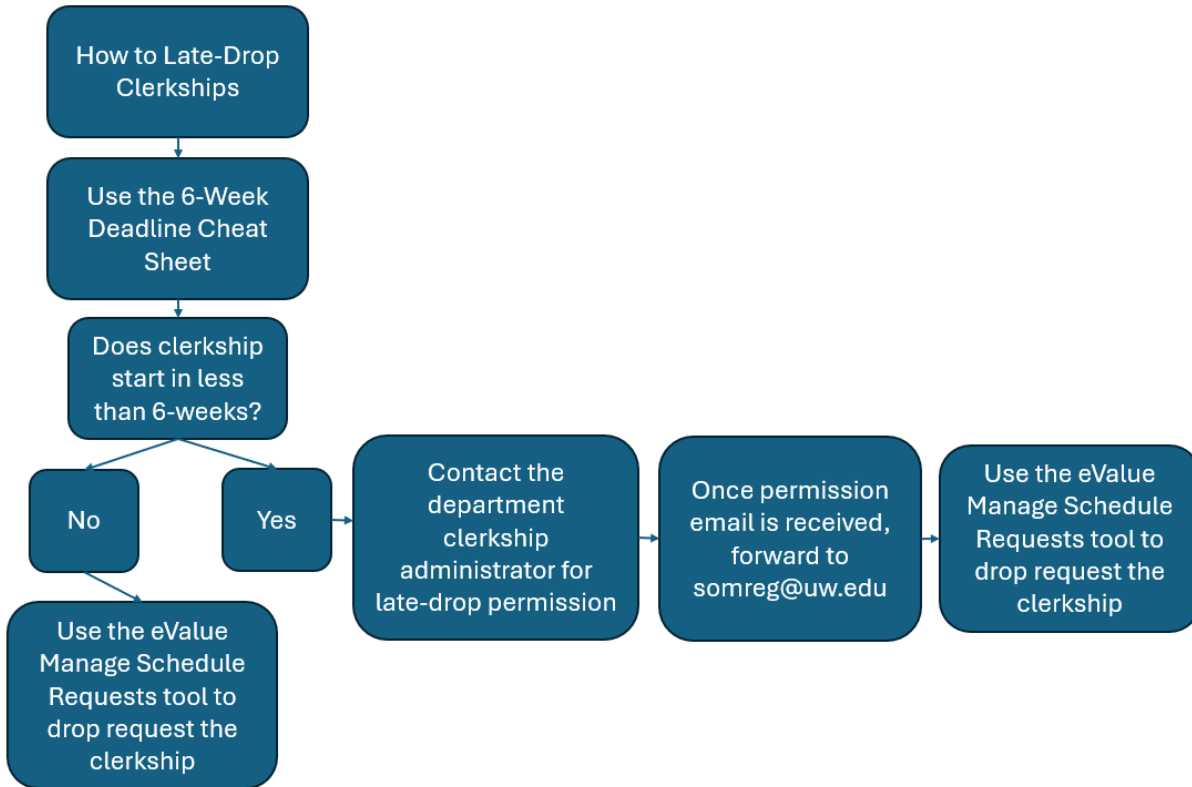
To Late-Add Clerkships:

Follow the instructions on the “Student Instructions eValue Manage Schedule Requests” document. Download your permission email as a PDF and upload as an attachment to the add request.



To Late-Drop Clerkships:

Follow the instructions on the “Student Instructions eValue Manage Schedule Requests” document. Since there is not a place to attach a PDF version late-drop permission emails, please forward the email to somreg@uw.edu before you submit your drop request in eValue.



Six Week Add/Drop Deadline

Schedule changes should be processed at least six weeks prior to the start date to avoid negative impacts on credentialing, departments, preceptors, and overall capacity of clerkship availability for all students. We ask your consideration of these factors if you request adjustments to your schedule. To receive late-add or late-drop permission, you will need to contact the departmental [Clerkship Administrator](#).

If the start date of any clerkship is less than six weeks away, department permission to add/drop is required. Requests via the eValue Manage Schedule Requests tool should be submitted prior to NOON Pacific on the Friday before the Monday six week start date. This allows the Registration & Records office time for processing. Consult this [Cheat Sheet](#) for the six week add/drop deadlines for the clerkship start dates.

Example: If a rotation starts on 03/31/2025, you will need to submit your request to add/drop the rotation before **NOON** (12:00pm Pacific Time) on 02/14/2025 (6 weeks and the Friday before).

Requests submitted after NOON Pacific will not be processed, and you will be asked to obtain departmental permission to add/drop.

Required Emergency Medicine/Neurology

Only one required Emergency Medicine/Neurology may be on your schedule. When changing your Emergency Medicine/Neurology clerkships, please submit both the add and drop right after one another. We will not be able to drop a required clerkship unless you requested to add a new one. The same applies for adding a required clerkship; we cannot add without a request to drop your current required clerkship.