

Patient Care Swap/Trade

Requesting Clerkship Schedule Changes

Last updated: January 21, 2025

SCHEDULES > SCHEDULE MANAGEMENT > MANAGE REQUESTS > **Manage Schedule Requests**

About

The Manage Schedule Requests tool allows students to request changes to their clerkship schedule during the Swap/Trade period. Requests go into a queue for a member of the School of Medicine Registration team to review. If the request is approved, the student's eValue schedule is updated immediately and clerkship staff receive an email of the changes that night.

Request to Add a Clerkship

Submit an Add request for the course you are picking up from your Swap/Trade partner. To request that a course be added to your schedule, begin by filtering for the applicable course. All available filters are described below.

Manage Schedule Requests

Curriculum:

Course: [Show All](#)

TimeFrame:

Site:

Request Documents:

Comments:

- Curriculum:** Select the Curriculum that the course is part of.
 - Patient Care Curriculum 2024-2025: courses during Spring 2025
 - Patient Care Curriculum 2025-2026: courses during Summer 2025 through Winter 2026
- Course:** The courses linked to the selected curriculum will be included in this box. Select the course you would like to be scheduled for. *Note: Do Not click the Show All link as that will show courses that you may not be eligible for.
- TimeFrame:** Select the appropriate timeframe.
- Request Documents:** You may upload documents related to your schedule request. Attaching a document is not necessary for Patient Care Swap/Trade.
- Comments:** **You will enter the name of your Swap/Trade partner in this section.**

Comments:

- Click the **Submit** button to log your schedule request. eValue will check for available spots.
 - As Patient Care availability is limited, the course you wish to swap into may be full due to your Swap/Trade partner occupying the spot. If the course has no available spots during the timeframe you selected, you will receive a pop-up warning. **Click OK to disregard. The request will be pushed through to the Existing Schedule Requests table with a status of Pending.**
- Once submitted, your request will be added to the **Existing Schedule Requests** table, which also contains upcoming clerkships.

Request to Drop a Clerkship

Submit a Drop request for the course you are dropping for your Swap/Trade partner. Upcoming courses you are currently scheduled for will display in the **Existing Schedule Requests** table along with any requests you've made to add or remove courses to your schedule.

Curriculum	[Course]	TimeFrame	Start Date	End Date	Site	Status	Request Type	Comments	Documents	Action
	Elective Time Off	Summer 6 wks: 08/11/25 - 09/19/25	08/11/2025	09/19/2025	UNASSIGNED SITE	Upcoming	Scheduled Add			
	FAMED 625 P-Clinical Clerkship in Family Medicine - Wasilla Valley Native Primary Care	Winter 6 wks: 01/05/26 - 02/13/26	01/05/2026	02/13/2026	Bentley Nuutah Valley Primary Care Center - Wasilla, AK	Upcoming	Scheduled Add			
	MEDRCK 601 P-Clinical Clerkship - Seattle	Autumn 12 wks: 09/22/25 - 12/12/25	09/22/2025	12/12/2025	Seattle Area Hospitals - Seattle, WA	Upcoming	Scheduled Add			
	OB GYN 671 P-Introduction to Obstetrics and Gynecology - Anchorage	Winter 6 wks: 02/16/26 - 03/27/26	02/16/2026	03/27/2026	Alaska Regional Medical Center - Anchorage, AK	Upcoming	Scheduled Add			
	PBSCI 634 P - Basic Psychiatry Clerkship - Fairbanks, AK	Summer 6 wks: 06/30/25 - 08/08/25	06/30/2025	08/08/2025	Foundation Health Partners - Fairbanks, AK	Upcoming	Scheduled Add			
	PEDS 661 P-Pediatric General Clerkship - Anchorage	Spring 6 wks: 03/31/25 - 05/09/25	03/31/2025	05/09/2025	Providence Alaska Medical Center - Anchorage, AK	Upcoming	Scheduled Add			
	SURG 606 P-Clinical Clerkship - Anchorage	Spring 6 wks: 05/12/25 - 06/20/25	05/12/2025	06/20/2025	Providence Alaska Medical Center - Anchorage, AK	Upcoming	Scheduled Add			

- Identify the Patient Care course you wish to Drop in your Existing Schedule Requests table.
- Click on the red trash can icon to submit your Drop request.
- When you request a Drop, you will receive the below pop-up message.

Drop Request ✕

You are about to drop a schedule request.

Click 'OK' if you want to continue.


Comments:


- In the Comments box, **enter the name of your Swap/Trade partner who wants to add your dropped course.**

Jane Doe

- Click **OK** to submit your Drop request. The **Request Type** column for that item will update to **Drop**.

Additional Information on Existing Schedule Requests Table

 **Edit Schedule Request** - You may change any schedule requests you have submitted that has not yet been approved. The top portion of the window will refresh with the details for that request. After you modify the request, click the **Submit** button to save your changes.

 **Drop From Schedule** – You can either A. cancel the existing request or B. request to drop the course you are currently scheduled for.

1. **Status:** The Status column indicates whether the course is currently on your schedule or not.
 - a. **Upcoming** - Courses that are currently on your schedule will have a status of 'Upcoming'. This status will display for both schedule requests you've submitted, *and* courses scheduled by Registration.
 - b. **Pending Approval** - Schedule requests that have not been approved will display a status of 'Pending Approval'. These changes will not be on your schedule until they are approved.
 - c. **Rejected** - Schedule requests that have been rejected will display a status of 'Rejected'.
 - d. **Deleted** – Courses that have been dropped from your schedule will display a status of 'Deleted'. This status will display for both schedule requests you've submitted, *and* courses scheduled by Registration.
2. **Request Type:** The Request Type indicates the type of schedule requests made for the course/timeframe.
 - a. **Scheduled Add** – Courses that you are currently scheduled for will display as 'Scheduled Add'.
 - b. **Add** - If you request a course be added to your schedule, but that request is pending approval, the Request Type will be 'Add'. If the request has been approved, the Request Type will be 'Add'.
 - c. **Drop** – If you request that a course be dropped from your schedule, but the request is pending approve, the Request Type will be 'Drop'.
 - d. **Scheduled Drop** - If you request to drop a course that you are scheduled for, the status will display as 'Drop'.
3. **Action:** You can manage your schedule requests using the icons in the Action column.