Requesting Clerkship Schedule Changes

Last updated: July 16, 2024

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

About

The Manage Schedule Requests tool allows students to request changes to their clerkship schedule. Requests go into a queue for School of Medicine Registrars to review and approve or reject. Once the Registrar approves a request, the changes are in the students' eValue schedule immediately and clerkship staff receive an email of the changes that night.

How to View Clerkship Availability

To view clerkship availability prior to submitting a schedule change, view availability via the Availability Schedule report. We recommend having two tabs of eValue open; one to view availability and one to submit schedule change requests.

Step 1: Select the **Reports** tab.

Step 2: Choose the **Availability Schedule** report.

Step 3: **Filter** for results:

a) **Curriculum** *(required):* Select the curriculum that you are interested in viewing.
b) **Site Groups** *(optional):* Because maintaining membership of these groups presents some challenges, we are not able to certify that all site groups are complete when the report is pulled.
c) **Sites** (optional): Note that site names can sometimes be inconsistent and/or duplicated. Use this field with caution.
d) **Timeframe** *(optional):* You can choose whether to view all timeframes throughout the year or specific timeframes. To select multiple timeframes, use shift-click to select consecutive entries or ctrl-click (*cmd-click on Mac*) to add individual selections.
e) **Required Course Group** *(optional):* You can choose to view all clerkships or choose one or more categories to narrow your results.
f) **Course** *(optional):* The courses/clerkships with availability that meet the criteria from the selections above will appear here. Select all, one, or multiple clerkships from this list.
g) **View By:** The default is to view the results by Course, which is recommended for our setup. You may also choose Site if you find that view useful. Because educators are not setup during the scheduling process, choosing Educator in this field will not yield useful results.

Availability Schedule

Curriculum:	Explore and Focus Curriculum 2024-25 ⌄
Site Groups:	All ⌄
Sites:	All ⌄
Time Frame Groups:	All ⌄
Time Frames:	All Summer SPECIAL 4 wks: 06/10/24 - 07/0 Summer SPECIAL 3 wks: 06/17/24 - 07/0 Summer SPECIAL 4 wks: 06/17/24 - 07/1 Summer 12 wks: 06/24/24 - 09/13/24 ⌄
Required Course Group:	All Clinical Electives EF Clinical Electives Required Chronic Care Clerkship Required EF Advanced Patient Care Clerk ⌄
Course:	All Anesthesiology - ANEST 650 APC Pain M Anesthesiology - ANEST 654 APC Pain M Anesthesiology - ANEST 657 APC Pain M Anesthesiology - ANEST 662 APC Pain M ⌄
View by:	● Course ○ Site ○ Educator

Search

Step 4: Click Search

When viewing the results, please disregard the **Legend** information regarding **Bold** entries.

Legend:

No availability exists	Availability exists, **Bold** indicates schedule entries exist (Showing available slots *of* maximum availability)	To see the schedule of a specific individual, please choose a person from the list of students above	**?** - Contains availability limitations

Step 5: Reviewing Availability

When looking for available clerkships, make sure to look for positive numbers at the beginning of the sequence (1 of 1, 3 of 4, 1?). The first number represents the number of available spots, and the second number represents the maximum spots in that timeframe. For example, an entry reading '1 of 2' signifies there is one spot available out of two maximum. Sequences signifying availability:

1 of 2	up to 2 ?

If zero is the first number (0 of 1, 0 of 3, 0?), there are zero spots available out of the maximum noted by the second number. For example, an entry reading '0 of 1' signifies there are zero spots available out of one maximum. Sequences signifying zero availability:

0 of 1	0 ?
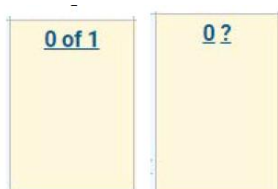
Request to Add a Clerkship

To begin, select the **Schedules** tab. Then select, **Schedule Management.** Lastly, select **Manage Schedule Requests.**
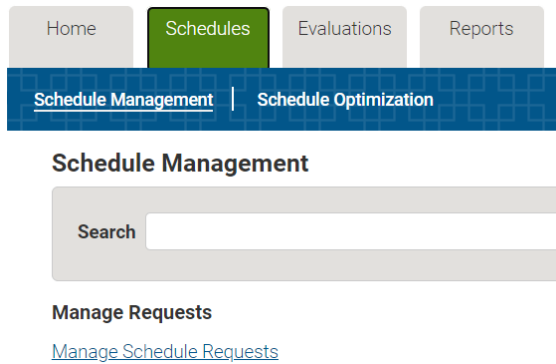
To request that a course be added to your schedule, begin by filtering for the applicable course. All available filters are described below.

1. **Curriculum:** All curricula that you are linked to will be included in this box. Select the Curriculum that the course is part of.

2. **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.

3. **TimeFrame:** Timeframes will be limited based on the selected course. Select the timeframe you would like to be scheduled for.

4. **Site:** All sites associated with the selected course and timeframe will be shown, regardless of availability. Select the site you wish to be scheduled for.

5. **Request Documents:** You may upload PDF permission-only emails as documents related to your schedule request.

6. **Comments:** You may enter comments related to your schedule request.

7. Click the **Submit** button to log your schedule request. eValue will check for schedule change time constraints and available spots. If the start date of the timeframe is not within the allowed change request days, you will receive a pop-up warning and you will not be allowed to submit your request. If the course has no available spots during the timeframe you selected, you will receive a pop-up warning that you can click **OK** to disregard. The request will be added 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 that the Registrar has scheduled for you.

Request to Drop a Clerkship

You may also request that a course be dropped from your schedule. 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.

Existing Schedule Requests:

Curriculum	Course	TimeFrame	[Start Date]	End Date	Status	Request Type	Comments	Documents	Action
	ANEST 663 P-Basic Anesthesia - Cheyenne WY	Spring 2 wks: 05/20/24 - 05/31/24	05/20/2024	05/31/2024	Upcoming	Scheduled Add			🗑
Explore and Focus Curriculum 2023-24	RADGY 694 P-Advanced Radiology Clerkship	Spring 2 wks: 05/20/24 - 05/31/24	05/20/2024	05/31/2024	Pending Approval	Add	💬		✏🗑
	ANEST 688 P-APC Advanced Anesthesia - Cheyenne WY	Summer 4 wks: 06/24/24 - 07/19/24	06/24/2024	07/19/2024	Upcoming	Scheduled Add			🗑
Explore and Focus Curriculum 2024-25	UROL 697 P-Urology Away Elective	Summer 4 wks: 06/24/24 - 07/19/24	06/24/2024	07/19/2024	Pending Approval	Add	💬	☑	✏🗑
	MED EM 616 Emergency Medicine - Wenatchee, WA	Summer 4 wks: 08/19/24 - 09/13/24	08/19/2024	09/13/2024	Pending Approval	Scheduled Drop	💬		🗑
Explore and Focus Curriculum 2024-25	MEDECK 617 APC-P-Harborview Evening Clinic - Seattle, WA	Autumn 12 wks: 09/16/24 - 12/06/24	09/16/2024	12/06/2024	Pending Approval	Add	💬	☑	✏🗑
	CONJ 607 P-APC Advanced Palliative Care	Autumn 4 wks: 11/11/24 - 12/06/24	11/11/2024	12/06/2024	Upcoming	Scheduled Add			🗑
	MEDECK 671 P-APC-S Ward Medicine Subinternship - Boise	Winter 4 wks: 02/03/25 - 02/28/25	02/03/2025	02/28/2025	Upcoming	Scheduled Add			🗑

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 Registrars.

   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 Registrars.

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 approval, 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.

✏ **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.

When you request a drop, you will receive the following pop-up message:
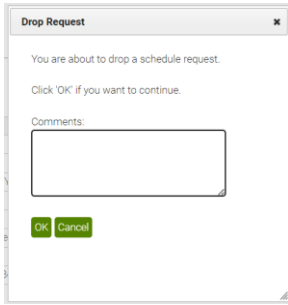
Click **OK** to submit your drop request. The **Request Type** column for that item will update to **Drop**.