

Orientation to Explore & Focus Phase Planning



Featuring:

Academic Support, Career Advising, Curriculum, Financial Aid,
Registration, WWAMI Travel, Learning Environment, Student
Affairs

Objectives

Goal: Provide comprehensive and integrated information for E&F planning so you can better navigate the resources and people to help you succeed.

- Overview of the E&F Phase Planning process
- Introduction to the teams supporting you & their roles
- High level content overview by area

Comprehensive UWSOM 4th Year Planning Website

education.uwmedicine.org/curriculum/by-phase/clinical/explore-and-focus/guide-to-4th-year-planning/

Student Goals for E&F

Enroll in all courses necessary for graduation

- *by May 2026*

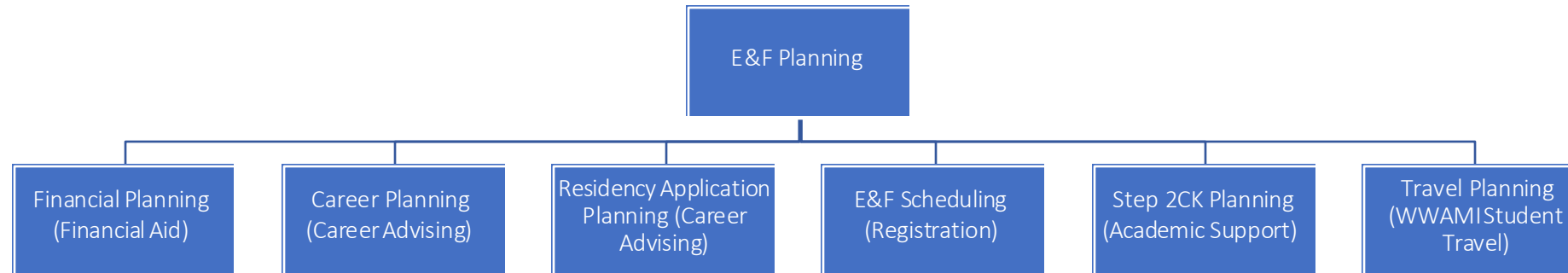
Complete items important for residency applications

- *usually in Summer before residency applications go in – Step 2, electives*

Allow time for other important things

- *e.g. residency interviews, rest, etc.*

Overview: What is E&F Phase Planning?



E&F Phase Planning Components & Teams

Component	Ask
E&F Scheduling & Graduation Requirements	Registrar: somreg@uw.edu
What Are Sub-Is, APCs and Electives?	Curriculum: medevalu@uw.edu
E&F Clinical Elective Selection	Review the Clinical Phase Planning section of the Specialty Guide
Specialty Decision Making & Career Planning Preparing for Residency Application & Interviews	Career Advising: medadv@uw.edu
Step 2 CK	Academic Support: somlearn@uw.edu
Away Rotations	Registrar: somreg@uw.edu Career Advising: medadv@uw.edu
WWAMI Travel & Housing	GoWWAMI: gowwami@uw.edu
Financial Aid, Budgets, Aid Disbursements	Financial Aid: somfao@uw.edu

CAREER ADVISING

Tonja Brown: ID & SPKN

Linh Ngo: AK, MT, Olympic,
Salish Sea

Sarah Thomson: WY, North
Cascades, Cedar River

Email: medadv@uw.edu

4th Year Career Planning Webpage

education.uwmedicine.org/career-advising/resources/4th-year-planning/

Career Advising

Our Role:

- General Career Advising (not specialty advising)
- Career Planning including planning w/ multiple specialties
- Helping you think through how to select your E&F clinical electives
- Support for Specialty & Career Decisions
- Residency Application Planning and Strategies
- Appointments: uwsom-careeradv.12twenty.com/

Ask Us About

- Planning your schedule with 2-3 specialties in mind (this is normal!)
- Planning for specialty decisions
- Strategies for thinking about your elective selections
- Academic challenges & residency planning
- Residency application planning
- Connecting w/ Specialty Career Advisors

Career Planning Components to Prioritize Now



Review [Specialty Guides](#): Specialty Career Advisors' advice on:

- Which rotations in E&F to take prior to residency application & which to take after application
 - Including electives to support your interests
- Applying to Residency
- Away rotations (in specific specialties)
- Interview season (take no rotations during this time)

Continue to [Parallel Plan](#) for Specialties of Interest:

- Identify two specialties by end of Pt. Care Phase - one should be of lesser competitiveness

Plan to have no rotations scheduled during E&F for:

- 2 weeks in summer for dedicated work on your residency application (if possible)
- 6-8 weeks for Interviews Nov - Jan (specialty specific/see [Specialty Guide](#)): 4 weeks at minimum!

Application Components To Make Progress On

Request [Letters of Recommendations](#) at the end of Patient Care clerkships

- Ask attendings: "Could you write me a strong letter of recommendation?"

[Update Your CV](#)

- Use the [UWSOM CV template](#) for writing strong content and the format you'll use for residency application
- Edit and proofread your CV with friends/family/mentors using the [CV Editing Checklist](#) as a guide
- [Come to Office Hours](#) (Mon-Wed, 12-1 pm PT) if you have additional questions

[Away Rotation Application](#)

- Review application components, draft mini Personal Statement, identify a letter writer (Nov-Jan)
- We will offer an Away Rotation session in late fall quarter

Summer Quarter Clerkships: Not Included on the MSPE

No summer quarter clerkships will be included on the MSPE – this is not negotiable

All clerkships taken from the spring quarter of your third year through the spring quarter heading into your final year will be included in your MSPE, regardless of the grade.

Clerkships will appear in chronological order.

[Open this hyperlink to read more about the MSPE.](#)

NO summer quarter clerkships are included in the MSPE letter.

Summer Quarter Clerkships & the UW Transcript

Clinical rotation grades are submitted to eValue 4-6 weeks after the last day of the clerkship. It takes approximately 1 week for the grade to then appear in the university system & on the transcript.

[View your unofficial UW transcript](#) to see what rotation grades have posted before you order an official copy for residency applications.

Students applying to residency in late August/early September (i.e. military & SF Match):

- Spring B or C may be the last rotation on the UW transcript submitted for applications

Students applying to residency in late September (i.e. ERAS & ResidencyCAS):

- Summer A may be the last rotation on the UW transcript submitted for applications
- In ERAS you can update your transcript once Summer B grades post to your transcript (if needed)

CLINICAL CURRICULUM

Gina Franco, Mary Sargent,
Meghan Filer - Clinical Curriculum
Specialist

Email: medevalu@uw.edu

Clinical Curriculum

Our Role

- SOM Policy and Graduation Requirements
- Special Assignment Electives (aka Away Rotations)
- [Explore & Focus Clerkship Catalog](#)
- <https://education.uwmedicine.org/curriculum/by-phase/clinical/>

Ask Us About

- SOM Policy Questions
- General Info about Graduation Requirements
- General Info about APCs/APC-Sub-Is
- Completing your Special Assignment Elective Application

E&F Course Requirements

Clinical Graduation Requirements:

- Emergency Medicine Required Clerkship (8 credits)
- Neurology or Neurosurgery Required Clerkship (8 credits)
- Sub-Internship (Sub-I) (8 credits)
- Advanced Patient Care (APC) (8 credits)
- Clinical Electives (40 credits)

Advanced Patient Care Clerkship Definitions

UW SOM requires one APC and one APC-S (sub-internship) for all students

- Most are four-week, full-time clinical experience (all Sub-Is are four-week, full-time)
- Advanced level of functioning in the clinical setting
- Can be primary or consultative
- Primary care or specialty-based
- Opportunity to demonstrate skills and learning about a specialty
- Must be UW clerkship (i.e., away rotations do not apply)

Advanced Patient Care Clerkships (APCs) and Sub-Internships (APC-Ss)

APCs

- Regular supervision
- Feedback
- Inpatient/outpatient/combo
- Care responsibility within limits of the specialty
- Team integration
- Faculty and sometimes residents

APC-Sub-Internships

- Regular supervision
- Feedback
- Inpatient/outpatient/combo
- Preparation for internship
- Primary responsibility for patient
- Integral part of the team
- Often with teams that include fellows, residents and faculty

LEARNING ENVIRONMENT



Melinda Frank, EdD, EdS
Director,
Learning Environment



Karla Kelly, MD CPA
Program Operations Specialist,
Learning Environment

We encourage you to visit the [Learning Environment website](#)

STUDENT MISTREATMENT POLICY

Mistreatment of students by the faculty, staff and peers at UWSOM is prohibited. (full policy: <https://education.uwmedicine.org/md-program-policies-handbook/student-mistreatment-policy/>)

REPORTING PROCEDURE

4 WAYS TO REPORT CONCERNS

-  REPORT TO THE DIRECTOR OF THE LEARNING ENVIRONMENT
-  REPORT ONLINE USING THE LEARNING ENVIRONMENT REPORTING TOOL (aLERT)
-  REPORT IN ANY SCHOOL OF MEDICINE EVALUATION
-  REPORT TO ANY SCHOOL OF MEDICINE DEAN



ALL PAWS IN

CREATING A SAFE, SUPPORTIVE LEARNING ENVIRONMENT

HOW CONCERNS ARE PROCESSED

1. Concerns are first reviewed by Melinda Frank, the Director of the Learning Environment. She reaches out to students to discuss further, if requested.
2. Concerns are then reviewed by the Incident Response and Oversight Committee, a small group of deans from Student Affairs and Curriculum.
3. IROC discusses and rates the concern based on severity. This rating determines when the concern will be shared with a responsible party.
4. De-identified concerns are shared with the responsibility party. Interventions might include monitoring, faculty development, removal from teaching, site closure.
5. Students are notified of each step taken.
6. Concerns are tracked centrally.

Names and dates are always removed.

Track the status of your report here:
<https://studentportal.som.uw.edu/aaqt>

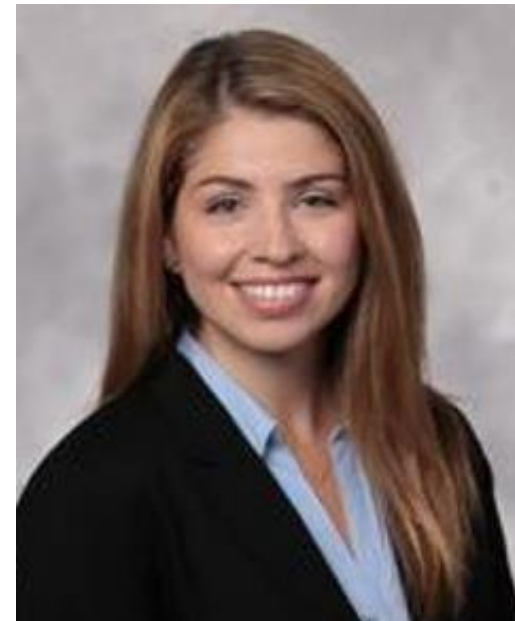
ACADEMIC SUPPORT

Dr. Erica Brice – Director
of Academic Support

Dr. Rebekah Freed – Learning
Specialist

Dr. Yvonne Tyler –
Learning Specialist &
Tutoring Program Manager

Email: somlearn@uw.edu



Academic Support

- Support students with preparation for Step 2 CK and Subject Exams
- Tutoring Services (Drop In, Group & Individual)
- [Appointments](#): Starting January 2026, students will meet with:
 - Dr. Brice (Spokane & Wyoming),
 - Dr. Freed (Seattle - Cedar River & North Cascades, Montana, Alaska) and
 - Dr. Tyler (Seattle - Salish Sea & Olympic Mountains, Idaho)

Ask Us About

- Planning & Registration for Step 2 CK
- Creating a Study Plan for Step
 - 2 CK
- Subject Exams
- Study Resources
- Tutoring Groups
- [Website](#): Resources, Scheduling, Study Plans and more!

Step 2 CK

- Assesses ability to apply medical knowledge, skills, and understanding of clinical science essential for the provision of patient care under supervision. Emphasis on health promotion and disease prevention.
- Deadline: June 30, 2026
 - For expanded students, within 12 weeks of completing patient care phase
- On average students take 4-6 weeks to study
- Passing score: 218
- Step 2 CK study calendar example can be found [here](#) under "Step 2 CK resources"

Tutoring Services

USMLE Step 2 Group, Drop in, and Individual Tutoring

- Step 2 Group Sessions will be offered in Winter once a week for an hour on **Tuesdays**. 1/6/25-3/17/25
- Drop in USMLE sessions will be offered all other times on **Mondays** starting at 7:30 pm MT/6:30 pm PT/5:30 pm AK.
- Individual tutoring: Available via Zoom. **Students may schedule 2 individual tutoring sessions per week.**
- Click [here](#) to schedule any tutoring session

Get Information Fast! Visit our [website](#)

STEP 2 CK

USMLE Score Reporting Timeline Update

The United States Medical Licensing Examination® (USMLE®) program will no longer implement dedicated score delay periods for the Step examinations. Most exam scores will continue to be reported within four weeks after an examinee completes their test. However, in rare cases, various factors may delay score reporting. When selecting their test date and inquiring about results, examinees should allow at least eight weeks to receive notification that their score report is available.

For additional information about USMLE Step exam score reporting, visit [USMLE.org](https://www.usmle.org).

Page Navigation

[USMLE & NBME Updates](#)

[Registration](#)

[Study Plan](#)

[Tutoring](#)



TUTORING

What is Tutoring?

Tutors are students like you who have previously done well with course content. They are not expected to have the level of experience of your professor. A professor provides students with new information and is the expert in teaching the material and making the exam; while a tutor works as a guide to help the student grasp that information by providing explanations, discussing helpful study techniques, and sharing tips that helped them do well on the block when they took it. Tutoring is not a replacement for class. Students have a responsibility to come prepared to sessions having done the course readings, assignments, practice questions, etc. It is helpful if you have an idea of what your specific challenges are so that the tutor can adequately prepare to help.

Sometimes it can be confusing to know what the next step is. We've mapped out the most effective way to utilize your resources:

Academic & Learning Resources

WWAMI Study Spaces – Click to view a pdf list of study spaces across WWAMI

DRS (Academic Skills) – Use this site to hone the strategies and habits that help you succeed in an academic setting.

The Learn Clinic – The LEARN Clinic provides evaluations and consultation addressing a variety of learning, attention, and behavioral problems experienced by children, adolescents, and adults.

AOA Pearls of Wisdom – Each year, AOA members create the AOA Pearls of Wisdom document as part of their mission to serve the UW medical school community. The document represents a compilation of their advice to fellow students about how to succeed in the pre-clinical years, in clerkships, and during the residency application time. The document represents AOA students' opinions, and as such, may or may not resonate with your experience in medical school.

WebPath – A useful resource for Pathology provided by University of Utah.

YouTube Channels (As recommended by UWSOM students)

- [Ninja Nerd](#)
- [Dirty Medicine](#)

REGISTRATION

Debbie Blackstone, PhD – Registrar

Kristen Duvall, MA – Assistant Registrar

Iryna Novachuk – Registration Specialist

Swan Nguyen – Program Coordinator

Kelly Rush – Proactive Advisor

Email: somreg@uw.edu

[SOM Registration & Records Website](#)

Registration

Our Role

- Manage E&F scheduling, including drops and adds
- Transfer SOM courses and grades to the UW Registrar's Office for your transcript
- Monitor & audit progress through the curriculum and toward graduation requirements
- Manage Visiting Student Learning Opportunities (VSLO) applications

Ask Us About

- The scheduling process
- Away rotation application process
- Graduation audits
- SOM registration policies

Explore & Focus Scheduling Overview

- Phase 1: Permission-only courses
 - Request and receive approval from departments to take permission-only courses
 - Add using **Manage Schedule Requests** tool in eValue
- Phase 2: Non-permission courses
 - Use EVOS to preference E&F courses that do not require permission
 - EVOS generates schedules that are best for individual students and the entire cohort
- Phase 3: Open scheduling
 - Add/drop UW & away electives using **Manage Schedule Requests** tool in eValue
 - Deadline: Friday noon (Pacific) prior to the 6-week Monday course start date (includes Away/Special Assignment electives)

E&F Scheduling Calendar

	Start	End
Permission-only course scheduling	9/15/2025	10/14/2025
EVOS Preferencing for Spring 2025 – Spring 2026	Mid-October	Late October
Post student schedules	Mid-December	
Open scheduling (drop/add)	Early January	Ongoing

What's next?

Look for an email about EVOS preferencing – including opening date and deadline - from somreg@uw.edu in mid-October.

Kelly Rush

Proactive Advisor



What I do:

- Off cycle student support
- Graduation plans
- SPC support
- Leave of Absence
 - Research/MPH/Personal

What Kinds of Questions Can I Answer?

- Am I on track for graduation?
- Will I have enough time to fit everything I want into my schedule?
- Do I need to expand?
- What would it look like if I expanded?
- Can I do an MPH?
- I'm pregnant, what does that mean for my graduation timeline?
- I'm struggling, where do I go for help?

CLERKSHIP ADMINISTRATORS

Website:

education.uwmedicine.org/curriculum/clinical/clinship-contacts/

Clerkship Administrators

Our Role

- Administer clerkships for department
- Credential students

Ask Us About

- Permission-only clerkships
- Clerkship specific questions that are not answered in the clerkship catalogue
- Credentialing requirements

WWAMI TRAVEL

Rachel Summers – WWAMI Travel
Manager

Kisha & Evelyn – WWAMI Travel
Team

Email: gowwami@uw.edu

<https://sites.uw.edu/gowwami/>

Travel & Housing

Our Role

- Help students stay within UW travel rules and not go unexpectedly out of pocket
- Purchase airfare when needed
- Reimburse allowable travel expenses
- Triage problems with transportation and clinical site housing

Ask Me About

- How is E&F Phase travel different from Patient Care Phase travel?
- What about APC and Sub-I rotations?
- Is my Patient Care Track site still my official duty station in my E&F year?

FINANCIAL AID

 Diane Noecker – Director

Stephanie Olsen - Assistant Director

Jessica Wu - Financial Aid Counselor

Madison McCann – Financial Aid Counselor

Email: somfao@uw.edu

<https://education.uwmedicine.org/student-affairs/financial-aid/>

Financial Aid

Our Role

- Monitoring clerkship credits for correct budgets and aid
- Monitoring clerkship start dates for aid disbursement
- Financial Aid budget adjustments
- Processing Summer Financial Aid
- Processing revision requests
- Award SOM Scholarships
- Loan repayment counseling

Ask Me About

- What are changes in aid for half time vs. full time enrollment?
- Do I get aid if I am only taking TTR?
- When will my aid disburse?
- What happens if I drop a clerkship after my aid disburses?
- Can I add the cost of residency applications?
- How do I pay for residency interview costs?

Financial Aid Credit Requirements and Tuition

- 0 - 5 credits → not eligible for financial aid
- 6 - 11 credits → half standard living expenses
 - If 2 credits are evening clinic or another elective that covers the entire Quarter → you are eligible for full living expenses
- 12 - 13+ credits → considered fulltime
 - Eligible for full living expenses
 - 12 credits minimum required for WA grant, and some military scholarships.

STUDENT AFFAIRS

Maya G. Sardesai, MD, M.Ed

Assistant Dean for

Student Development

Sardesai@uw.edu

Assistant: adminsa@uw.edu

Assistant Dean for Student Development

Role

- Support students longitudinally
- Oversee & Support Academic Support, Career Advising, & Registration

Talk with Me About

- Anything you like!
- Non-traditional paths through medical school
- Navigating personal and professional issues
- Leaves of absence & expanded trajectories
- General specialty decision-making

Tentative Residency Application & Match Timeline

- February-March 2026: VSLO away rotation application opens
- June 30, 2026: Step 2 deadline or 90 days after end of PCP
- Late September 2026: ERAS Residency application due
- October 2026 – January 2027: Interview season
- Early March 2027: NRMP Rank lists due
- Mid-March 2027: NRMP Match & SOAP week

Important UW Dates:

- May 2027: UWSOM Transition to Residency (required)
- May 2027: UW Physician's Oath & Hooding Ceremony
- June 2027: UW Graduation and MD degrees conferred

Military Match Timeline (estimated)

- August 31, 2026: Initial residency application due
- October 15, 2026: Deadline for application modifications; rank list due
- Mid-December 2026: Match results

Ophthalmology San Francisco Match Timeline (estimated)

- Late August 2026: Residency application due
- January 2027: Rank List due
- February 2027: Match results

Summary: Steps in the E&F Year Planning Process

You will be working on a number of these steps at the same time.

- Understand Your Graduation Requirements
- Review and Select Sub-Is (APC-Ss), APCs & Electives
- Determine if Specific Clerkships are Permission-Only
- Identify Step 2 CK Study Plan
- Consider Your Specialty Decision & Prepare for Residency Application
- Preference for non-permission courses using EVOS
- Review WWAMI Travel Funding Policies & Resources
- Understand Your Finances and Funding

QUESTIONS?

