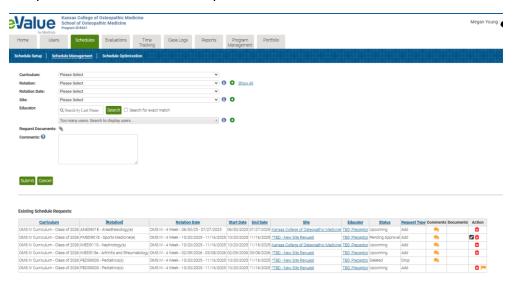# How students will input and manage their schedules in eValue
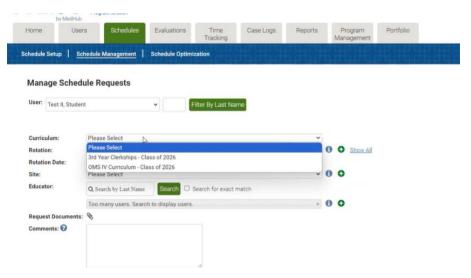
Please follow the directions below to input your OMS IV schedule. Schedules should only be input to eValue when you have confirmation of the site and preceptor. Each elective or sub internship will be input individually and according to its time frame. The exception to this is if you are approaching the 60-day deadline of the intended rotation. If you are approaching the 60-day deadline and do not have confirmation, please follow these directions, as well as those in the comments that specifically address this situation.

Log In to eValue, Choose **Schedules**, **Schedule Management** then **Manage Schedule Requests**. The top portion of this page will be used to input each Sub-I or elective into the system. The bottom portion, Existing Schedule Requests, displays the electives and Sub-I that you have input as well as their status updates.
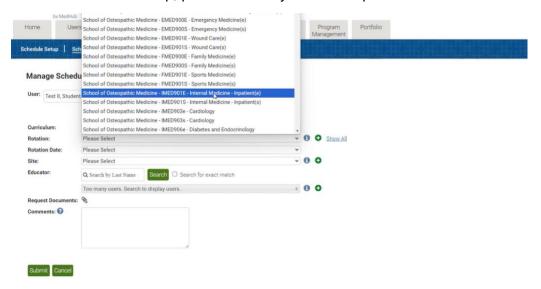

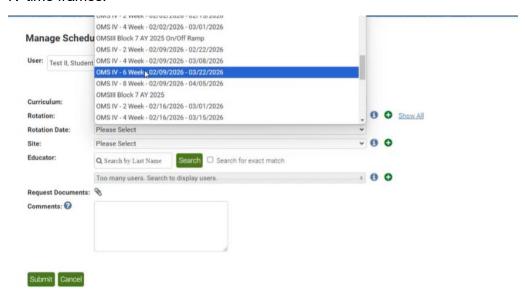## How to input a rotation/course in Manage Schedule Requests

- **Curriculum**: Choose OMSIV Curriculum Class of 2026

- **Rotation**: Pick Rotation Course that is affiliated with rotation (must be a 900-level course (900E is an elective course and 900S is a sub internship course. Choose the course that best aligns with the rotation). If you do not see an associated course for your elective or sub internship, please contact your clerkship coordinator.

- **Rotation Date:** Search and choose the dates associated with the OMS IV block. Example, OMS IV-6 week-02/09/2026-03/22/2026. If there is not a time slot that matches, please reach out to the clerkship coordinator. Please be aware that OMS III time frames will appear. You will need to specifically search or scroll down to the OMS IV time frames.

- **Site:** Choose site if it is an already established site in eValue. If it is not an established site, please choose *TBD-New Site Request. If it is a *TBD Site-New Site Request, an

administrator will add the site after the completion of the site form affiliation agreement. Please attach the **Site Form** in the **Request Documents** step.

- **Educator:** Choose educator if it is an established preceptor in eValue. If it is a new educator, choose *TBD, Preceptor.* You may search for a preceptor in the search box to see if that preceptor is a part of the system. If the preceptor is not found, please use *TBD Preceptor* and an administrator will add the preceptor after the completion of the Site Form and affiliation agreement.
- **Request Documents:**
  - Please complete the **Site Form** for each elective and or Sub-I and upload it here.
  - If it is a new site and preceptor, the Clinical Education team will review the information on the Site form and input the appropriate information once the affiliation agreement has been completed for each site
  - Please note that this information can be changed and updated if need be. If a change is made or new information is added, please add a comment to the comment box below.
  - If you have an affiliation agreement from the site, please upload the agreement here to be approved and processed by Clinical Education. If the application or site directs you to a website, email or link, please include that information in the Comments for review.
- **Comments:** Please add any additional comments or information here that you think the Clinical Education team may need.
  - **I*f you have an approaching deadline of 60-days and do not have confirmation of the site, please add information here. Example, Waiting to***

hear back from both sites. Want site A first . . .

- When you have completed your comments, Submit the request.
- Please note that comments can be added even after the request is submitted if there has been a change in the rotation or you have received additional information. The Clinical Coordinator may also add comments regarding the rotation. If a comment is made, you will receive an email from the team member who made the comments.

- You can view all comments through the quote bubble on your schedule management page (1). To add comments, choose the pencil under actions to add comments. (2)

- Please note that once your rotation is accepted or approved by an administrator, comments can no longer be added to your rotation.

Affiliation Agreements

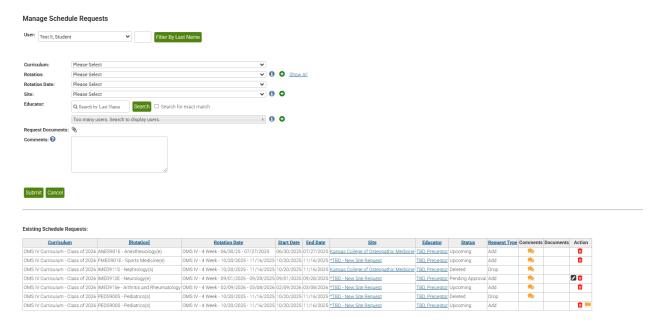When searching and seeking your electives and sub internships, it is the responsibility of the student to inquire and obtain the affiliation agreement of the site to move forward. Many sites

use the AAMC affiliation agreement, or have it posted on their websites (if the site is from VSLO, an affiliation agreement is not needed). Please upload all affiliation agreement information to the document section of the specific rotation for Clinical Education to seek approval of the agreement. *Please note that although the handbook has requested that information be provided 60 days prior to the start of the rotation, it often takes longer than sixty days to receive approval from all parties. Therefore, please give the Clincial Education team ample time to fulfill these agreements. The sooner we receive them, the sooner we can process the agreements.*

Actions after a request has been submitted

After your schedule has been submitted. Your requests and schedules will begin to look like this.

Manage Schedule Requests

User: Test II, Student [   ] Filter By Last Name

Field	
Curriculum:	Please Select
Rotation:	Please Select ℹ ⊕ Show All
Rotation Date:	Please Select
Site:	Please Select ℹ ⊕
Educator:	🔍 Search by Last Name Search ☐ Search for exact match
	Too many users. Search to display users. ℹ ⊕
Request Documents: 🔗	
Comments: ❓	[ ]

Submit Cancel

Existing Schedule Requests:

Curriculum	[Rotation]	Rotation Date	Start Date	End Date	Site	Educator	Status	Request Type	Comments	Documents	Action
OMS IV Curriculum - Class of 2026	ANES901E - Anesthesiology(e)	OMS IV - 4 Week - 06/30/25 - 07/27/2025	06/30/2025	07/27/2025	Kansas College of Osteopathic Medicine	TBD, Preceptor	Upcoming	Add	💬		🗑
OMS IV Curriculum - Class of 2026	FMED901E - Sports Medicine(e)	OMS IV - 4 Week - 10/20/2025 - 11/16/2025	10/20/2025	11/16/2025	*TBD - New Site Request	TBD, Preceptor	Upcoming	Add	💬		🗑
OMS IV Curriculum - Class of 2026	IMED911S - Nephrology(s)	OMS IV - 4 Week - 10/20/2025 - 11/16/2025	10/20/2025	11/16/2025	Kansas College of Osteopathic Medicine	TBD, Preceptor	Deleted	Drop	💬		
OMS IV Curriculum - Class of 2026	IMED912E - Neurology(e)	OMS IV - 4 Week - 09/01/2025 - 09/28/2025	09/01/2025	09/28/2025	*TBD - New Site Request	TBD, Preceptor	Pending Approval	Add	💬		✏🗑
OMS IV Curriculum - Class of 2026	IMED915e - Arthritis and Rheumatology	OMS IV - 4 Week - 02/09/2026 - 03/08/2026	02/09/2026	03/08/2026	*TBD - New Site Request	TBD, Preceptor	Upcoming	Add	💬		🗑
OMS IV Curriculum - Class of 2026	PEDS900S - Pediatrics(s)	OMS IV - 4 Week - 10/20/2025 - 11/16/2025	10/20/2025	11/16/2025	*TBD - New Site Request	TBD, Preceptor	Deleted	Drop	💬		
OMS IV Curriculum - Class of 2026	PEDS900S - Pediatrics(s)	OMS IV - 4 Week - 10/20/2025 - 11/16/2025	10/20/2025	11/16/2025	*TBD - New Site Request	TBD, Preceptor	Upcoming	Add			🗑🚩

Your account will then be flagged for the Clinical Coordination that information has been input, updated or changed and requires an action by them. The coordinator will then be given the option to Audit, Accept, Reject, Edit or Wait list your request. The primary actions taken will be Accept or Reject.

- *Please note that requests will not be accepted until all information is received, including site form and signed affiliation agreements. When that information is verified by the Clinical Education, the site information and preceptor will be input to eValue, the signed affiliation agreement will be uploaded and your elective or sub internship will be accepted.*
- *The coordinator will communicate the status of the request through the comments section until it is approved. When comments are input, the student will receive an email from eValue and the person who input the comments. Students may also edit their comments (as shown above) if any information has changed.*

You may check the status of your rotation your Schedule Management page (Schedules/Schedule Management)

Existing Schedule Requests:

Curriculum	[Rotation]	Rotation Date	Start Date	End Date	Site	Educator	Status	Request Type	Comments	Documents	Action
OMS IV Curriculum - Class of 2026	ANES901E - Anesthesiology(e)	OMS IV - 4 Week - 06/30/25 - 07/27/2025	06/30/2025	07/27/2025	Kansas College of Osteopathic Medicine	TBD, Preceptor	Upcoming	Add	💬		🗑
OMS IV Curriculum - Class of 2026	FMED901E - Sports Medicine(e)	OMS IV - 4 Week - 10/20/2025 - 11/16/2025	10/20/2025	11/16/2025	*TBD - New Site Request	TBD, Preceptor	Upcoming	Add	💬		🗑
OMS IV Curriculum - Class of 2026	IMED911S - Nephrology(s)	OMS IV - 4 Week - 10/20/2025 - 11/16/2025	10/20/2025	11/16/2025	Kansas College of Osteopathic Medicine	TBD, Preceptor	Deleted	Drop	💬		
OMS IV Curriculum - Class of 2026	IMED912E - Neurology(e)	OMS IV - 4 Week - 09/01/2025 - 09/28/2025	09/01/2025	09/28/2025	*TBD - New Site Request	TBD, Preceptor	Pending Approval	Add	💬		✏🗑
OMS IV Curriculum - Class of 2026	IMED915e - Arthritis and Rheumatology	OMS IV - 4 Week - 02/09/2026 - 03/08/2026	02/09/2026	03/08/2026	*TBD - New Site Request	TBD, Preceptor	Upcoming	Add	💬		🗑
OMS IV Curriculum - Class of 2026	PEDS900S - Pediatrics(s)	OMS IV - 4 Week - 10/20/2025 - 11/16/2025	10/20/2025	11/16/2025	*TBD - New Site Request	TBD, Preceptor	Deleted	Drop	💬		
OMS IV Curriculum - Class of 2026	PEDS900S - Pediatrics(s)	OMS IV - 4 Week - 10/20/2025 - 11/16/2025	10/20/2025	11/16/2025	*TBD - New Site Request	TBD, Preceptor	Upcoming	Add			🗑🚩

On this table, you will have the following columns: Curriculum, Rotation, Rotation Date, Start Date, End Date, Site, Educator, Status, Request Type, Comments and Documents. Two columns indicate what type of request you have input. The Request Type will be Add or Drop.

- **Curriculum** indicates what year and class the request is made for. This should always be OMS IV Curriculum-Class of 2026
- **Rotation:** This indicates your rotation specialty and what course the rotations is associated with.
- **Rotation Dates:** Reflects the dates and length of time the rotation
- **Start Date:** the start day of the rotation
- **End Date:** the end date of the rotation
- **Site:** Indicates the site information of the elective or sub internship. If TBD was chosen for the elective, then this will be updated to the site information once the information has been verified by Clinical Education and an affiliation agreement is received.
- **Educator:** Indicates the preceptor supervising the elective. If TBD was chosen for the elective, then this will be updated once the information from the site form and affiliation agreement has been verified by Clinical Education.
- **Status** will reflect what has happened to the request: Upcoming, Deleted, Pending Approval.
  - **Pending Approval:** elective/Sub-I is in the process of being approved/rejected by Clinical Education
  - **Upcoming** is an elective/Sub-I that has been accepted.
  - **Current** indicates an elective that is in process
  - **Past** in an elective that has occurred in the past
  - **Rejected** is an elective/Sub-I that was denied.
  - **Deleted** is an elective/Sub-I that was input then deleted or dropped.
- **Request Type** indicates the type of schedule request
  - **Add** indicates that you have requested to add an elective
  - **Drop** indicates that you would like to delete or drop this elective
- **Comments:** If comments are made by students or administrators, a yellow text bubble will appear. To view the comments, click the bubble and a box will be displayed with the comments and indicate when they were made.
- **Action:** You may edit or drop this request in this column.
  - If an edit pen and a trashcan appear, it indicates that the request has not been approved and can still be edited.
  - If there is just a trashcan, the request has been approved and you can see what status it is in the status column.
    - To drop a course. Complete the comments in the box that appears and indicate why the elective/Sub-I should be dropped. When completed, choose ok to save the request for the coordinator to approve.

- A yellow flag displays the change history of the course if changes are made. To view the changes, click the flag to display the change history.