ORMATION ECHNOLOGY How to fill and submit your PEP (Proposed Enrollment Plan) Form for your 4<sup>th</sup> year classes

This document will walk you through the steps to follow while filling your PEP form

Step 1: Login to Oracle PeopleSoft Student using the below link with your UMMS credentials. URL: https://pscs.wsa.umasscs.net/psc/prd/EMPLOYEE/SA/c/NUI\_FRAMEWORK.PT\_LANDINGPAGE.GBL

You can also find the link under https://umassmed.edu/studentlife

Step 2: After you land on the below homepage, click on the 'PEP Form' tile.



# You will be taken to the screen below.

Welcome, ←   ① ♡				Menu C	
Student PEP Form					
Student Name				Last Updated By Last Updated Date Time	
		Student	PEP Instructions	Contact LC Mentor Year 2025-2026	
Section A: Speciality	Plans				
		Current Specialty Plans	✓ Alter	ernate Specialty Plans	
Section B: Elective C	ategory				
UMASS - UMass Electives	AWAY - AWAY Electives 0	DTHERS - Student Designed Electives, Self Study, Interviews, Pre	eparing for Board Exa	ams and Electives less than 4 weeks	
Sessions for the Year $\uparrow \downarrow$	Elective Category 11 Class	s Nbr 11 Course Number 11 Dates If different from UMASS	t↓ Start Date ↑↓	End Date 11 Rotation, Course or Other Activity 12 Proposed Location 12 Course Type 11 Credit Hours 14	
Intersessions A1	UMASS		04/07/2025	04/11/2025 +	-
Intersessions A2	UMASS		04/14/2025	04/18/2025 +	-
Med. School Month 1 (11A, M1, M11, T1A, T1B)	~	Q No	04/21/2025 🛗	05/16/2025 🟥 🛛 🔹 🔶 +	-
Med. School Month 2 (M2, T2A, T2B)	~	Q No	05/19/2025 🔛	□ 06/13/2025 🟥 □ · · · · · · · · · · · · · · · · · ·	_
Med. School Month 3 (M3, T3A, T3B)		Q No	06/16/2025	07/11/2025 🛗	_
Med. School Month 4 (M4, T4A, T4B)		Q No	07/14/2025 🔛		_
Med. School Month 5 (M5, T5A, T5B)		Q No	08/11/2025		_
Intersessions B1	UMASS		09/08/2025	09/12/2025	_
Intersessions B2	UMASS		09/15/2025	09/19/2025	_
Med. School Month 6 (M6,		Q N0	09/22/2025 🔛		_
T6A, T6B)					·
		Save		Submit to Mentor	

The top of the page carries links to 'Student PEP Instructions' document and a 'Contact Advisor' link, which will enable you to send an email from this page to your mentor for any questions/discussions related to your electives plan.

## Academic Technology



Under Section B, you will have an option to select from UMMS or AWAY electives under the Elective Category. Also, if you would be doing something else during the month other than UMMS/AWAY electives, please enter them under OTHERS category.

Sessions for the Year 14	Elective Category
Intersessions A1	UMASS
Intersessions A2	UMASS
Med. School Month 1 (11A, M1, M11, T1A, T1B)	~
Med. School Month 2 (M2, T2A, T2B)	~
Med. School Month 3 (M3, T3A, T3B)	~
Med. School Month 4 (M4, T4A, T4B)	
Med. School Month 5 (M5, T5A, T5B)	
Intersessions B1	UI

For UMMS electives, dates will be auto populated when you select a class.

Please note that when you select AWAY or OTHERS category, you would need to enter the dates as well.

Ensure you select at least 1 entry (UMMS/AWAY/OTHERS) for each of the months across the academic year, as shown in below screenshot. You can also select more than 1 class for a month by adding a new row clicking on the '+' button to the right; provided no 2 classes overlap within a single month. An example is Month-2 in below screen.

Student Name Gai	vin, Ashley Eileen								Last Updated By Last Updated Date Time
			Stu	dent PEP Instruction	s Cont	act LC Mentor			
				Academic Ye	ear 202	5-2026			
ection A: Speciality Pla	ans								
		Current Speci	alty Plans	✓ Altern	nate Specialty Plans	~			
ection B: Elective Cate	egory								
MASS - UMass Electives	AWAY - AWAY Electives OTHE	RS - Student Designed Electives, Self Study, Int	erviews, Preparing for Board Exams and Ele	ctives less than 4 weeks					
essions for the Year 1	Elective Category 11	Class Nbr 11 Course Number 11	Dates If different from UMASS 11	Start Date 11	End Date 11	Rotation, Course or Other Activity 1	Proposed Location 11	Course Type 1	Credit Hours 14
tersessions A1	UMASS			04/07/2025	04/11/2025				+
tersessions A2	UMASS			04/14/2025	04/18/2025				+
ed. School Month 1 1A, M1, M11, T1A, T1B)	UMASS V	8827 Q NS-402	No	04/21/2025	05/16/2025	Neurosurgery	UMMHC-University Campus	Clinical Elective	4 +
ed. School Month 2 (M2, 2A, T2B)	AWAY 🗸		No	05/19/2025	05/30/2025	Anesthesiology	Rhode Island Hospital	Clinical Elective V	2 +
ed. School Month 2 (M2, 2A, T2B)	AWAY 🗸		No	06/02/2025	06/13/2025	Pain Management	Rhode Island Hospital	Clinical Elective 🗸	2 +
ed. School Month 3 (M3, SA, T3B)	OTHERS V		No	06/16/2025	07/11/2025 🛗	Study Break	NA	~	• +
ed. School Month 4 (M4, IA, T4B)	UMASS 🗸	5096 Q AN-406	No	07/14/2025	08/08/2025	Surgical Critical Care (SICU)	UMMHC-Memorial Campus	Clinical Elective	4 +
led. School Month 5 (M5, SA, T5B)	UMASS 🗸	\$123 Q NS-410	No	08/11/2025	09/05/2025	Advanced Neurosurgery	UMMHC-University Campus	Clinical Elective	4 +
tersessions B1	UMASS			09/08/2025	09/12/2025				+
tersessions B2	UMASS			09/15/2025	09/19/2025				+
ed. School Month 6 (M6, SA, T6B)	~	Q	No	09/22/2025	10/17/2025			~	• • +
ed. School Month 7 (M7, "A, T7B)	~	Q	No	10/20/2025	11/14/2025			~	• • •
ed. School Month 8 (M8, IA, T6B)	~	Q	No	11/17/2025	12/12/2025			~	+
IN Week	UMASS			12/15/2025	12/19/2025				+

As you scroll further down, you have an option to enter Tentatively Planned courses under Section-C, where you can enter any alternative options or any additional activities you may be doing during the terms, with dates. This is an optional section.

Section-D shows dates of your STEP exams.

Academic Technology

ction C: Tentatively Planne	j					UMASS INFORMA MERICAL TECHNOL
ick '+' button to additional rows Clie	ok 😳 button to remove rows					
omments 1	Course ID 11	Subject Area 11	Catalog Nbr 11	Rotation, Course, or Other Activity $\uparrow \downarrow$	Course Type ↑↓	Credit Hours 11
Iternative for M1	000126 Q	FC	491	Preventive Medicine	Clinical Elective	4 + -
Iternative for M5	000147 Q	ME	406	Clinical Cardiology	Clinical Elective	4 + -
ction D: USMLE Plans						
st Component ↑↓	Test Da	te †↓				
TEP1 Q	11/27/2	023	[	+ -		
omments						
nis is a field where you can le	ave a note for your LC Mentor. It is	suggested that you inclu	de the date and enter you	ur note. This discussion panel is visible only to y	you and your LC Mentor.	
lease advise on Tentative Plan.				E		

The Comments section allows you to enter and track all prior comments by you and your advisor, which gets saved upon hitting 'Save'.

Also note that you need **NOT** complete filling the entire form in 1 sitting. You can hit a 'Save' to retain your data and continue from same point upon next login to complete the rest of your form. Do not hit 'Submit' unless you have completed your form, as it will become uneditable after it is sent to the Advisor.

**Step 3**: Once you have entered all your details and are ready to submit your form to your Advisor, click on 'Submit to Mentor' button. You will see a message as below.

Section C: Tentatively Planned Click '+' button to additional rows Click '-	button to remove rows			OK Cancel		
Comments 1↓	Course ID 1↓	Subject Area 🔱	Catalog Nbr 11	Rotation, Course, or Other Activity 14	Course Type 1	Credit Hours 1↓
Alternative for M1	000126 Q	FC	491	Preventive Medicine	Clinical Elective	4 + -
Alternative for M5	000147 Q	ME	406	Clinical Cardiology	Clinical Elective	4 + -
Section D: USMLE Plans						
Test Component ↑↓	Test Date	e †↓				
STEP1 Q	11/27/20	23		+ -		
Comments						
This is a field where you can leave	a note for your LC Mentor. It is s	uggested that you inclu	de the date and enter yo	ur note. This discussion panel is visible only to y	ou and your LC Mentor.	
Please advise on Tentative Plan.				E		

When you hit 'OK', the form is saved and no longer editable. The system will send an email notification to your Advisor.

### Mentor Not Available:

If your Mentor has set his/her leave information on their end of the PEP form, you will have an option to Self-Approve your PEP form in case it is urgent.

You will need to follow the same steps as shown until this point on this document to fill your PEP form and save the details.

#### Last Updated: 1/2/2024



### When you scroll down your PEP form, you will see 2 buttons.

Test Component Test Date   STEP1 Q   Defragons	llip Q	14 4 1-1 of 1 🗸 🕨 🕅	N	
Section 2012 Sect	est Component	Test Date		
This is a field where you can leave a note for your Advisor. It is suggested that you include the date and enter your note. This discussion panel is visible only to you and your Advisor.  Evaluated 2.Test 1217/2019 G4 1728 PM  EFF From filled and saved. Waiting for discussion with Advisor  The set of the se	STEP1 Q	04/16/2019 🗰 🕂 –		
This is a field where you can leave a note for your Advisor. It is suggested that you include the date and enter your note. This discussion panel is visible only to you and your Advisor.  Perform filled and lawed. Waiting for discussion with Advisor  Control from the second and average and the for your PEP you can temporerily self-approve your proposed schedule by dicking the appropriate  Control from the second and the view of the second and the training temporerily self-approve your proposed schedule by dicking the appropriate  Control for an officier of Bluedent Affain if you have any questions  Control for Gluedent Affain if you have any questions  Digent Self-Approval of PEP  SUBMIT TO MENTOR	omments			
PEP Form filled and kaved. Walting for discussion with Advice:	This is a field where	you can leave a note for your Advisor. It is a	suggested that you include the date and enter your note. This discussion panel is visible only to you and your Ad	dvisor.
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You can see from the text in the Red box above, the dates that your mentor is unavailable. If you do not need to enroll into any classes until that date, you can use the usual approach of clicking the 'Submit to Mentor' button and wait until your Mentor is back to approve it.

However, if you would need to get an approval urgently, please click on the 'Urgent Self-Approval of PEP' as shown by the red arrow above.

After saving a comment and clicking the Self Approval button, you will see a message as below.

Student 2, Test 12/17/2019 04:17:29 PM PEP Form filled and saved. Waiting for discussion with Advisor.	
Student 2.Test 12/17/2019 05:44:10 PM Doing a Self-Approval for Demo purposes	Are you sure you want to self-approve your PEP form? (31000,363) Clicking OK will self-approve your PEP form, your Mentor will receive and email about the self approval. You must still review it with your mentor upon his/her return.
	Cancel
	<u>a</u>
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After you acknowledge the message by clicking on 'OK' the form is approved and a message is saved in the Comments section as below.



Þø

Student 2,Test 12/17/2019 05:44:16 PM Doing a Self-Approval for Demo purposes

Student 2, Test 12/17/2019 05:45:30 PM

PEP has been Self Approved by student in Mentor's absence