

How to fill and submit your PEP (Proposed Enrollment Plan) Form for your 4th year classes

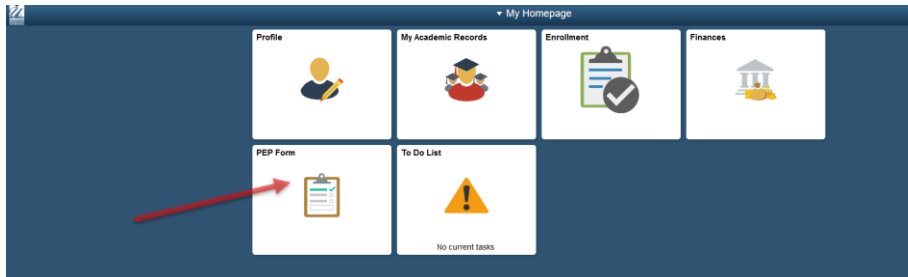
This document will walk you through the steps to follow while filling your PEP form

Step 1: Login to Oracle PeopleSoft Student using the below link with your UMMS credentials.

URL: https://psc.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, [Redacted]

Search in Menu

Student PEP Form

Student Name [Redacted] Last Updated By [Redacted] Last Updated Date Time [Redacted]

[Student PEP Instructions](#) [Contact LC Mentor](#)

Academic Year **2025-2026**

Section A: Speciality Plans

Current Speciality Plans [Dropdown] Alternate Speciality Plans [Dropdown]

Section B: Elective Category

UMASS - UMass Electives **AWAY - AWAY Electives** OTHERS - Student Designed Electives, Self Study, Interviews, Preparing for Board Exams and Electives less than 4 weeks

Sessions for the Year ¹	Elective Category ¹	Class Nbr ¹	Course Number ¹	Dates if different from UMASS ¹	Start Date ¹	End Date ¹	Rotation, Course or Other Activity ¹	Proposed Location ¹	Course Type ¹	Credit Hours ¹
Interessions A1	UMASS				04/07/2025	04/11/2025				+ -
Interessions A2	UMASS				04/14/2025	04/18/2025				+ -
Med. School Month 1 (M1, T1A, T1B)	[Dropdown]	[Q]		<input type="checkbox"/> No	04/21/2025	05/18/2025			[Dropdown]	+ -
Med. School Month 2 (M2, T2A, T2B)	[Dropdown]	[Q]		<input type="checkbox"/> No	05/19/2025	06/13/2025			[Dropdown]	+ -
Med. School Month 3 (M3, T3A, T3B)	[Dropdown]	[Q]		<input type="checkbox"/> No	06/16/2025	07/11/2025			[Dropdown]	+ -
Med. School Month 4 (M4, T4A, T4B)	[Dropdown]	[Q]		<input type="checkbox"/> No	07/14/2025	08/09/2025			[Dropdown]	+ -
Med. School Month 5 (M5, T5A, T5B)	[Dropdown]	[Q]		<input type="checkbox"/> No	08/11/2025	09/05/2025			[Dropdown]	+ -
Interessions B1	UMASS				09/08/2025	09/12/2025				+ -
Interessions B2	UMASS				09/15/2025	09/19/2025				+ -
Med. School Month 6 (M6, T6A, T6B)	[Dropdown]	[Q]		<input type="checkbox"/> No	09/22/2025	10/17/2025			[Dropdown]	+ -

[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.

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 ¹ :	Elective Category ¹ :
Intermissions A1	UMASS
Intermissions A2	UMASS
Med. School Month 1 (M1, M11, T1A, T1B)	<input type="text"/>
Med. School Month 2 (M2, T2A, T2B)	<input type="text"/>
Med. School Month 3 (M3, T3A, T3B)	<input type="text"/>
Med. School Month 4 (M4, T4A, T4B)	<input type="checkbox"/> UMASS
	<input type="checkbox"/> AWAY
Med. School Month 5 (M5, T5A, T5B)	<input type="checkbox"/> OTHERS
Intermissions B1	UMASS

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 PEP Form

Student Name: Galvin Ashley Eileen Last Updated By: Last Updated Date Time

[Student PEP Instructions](#) [Contact LC Mentor](#)

Academic Year: **2025-2026**

Section A: Speciality Plans

Current Speciality Plans: Alternate Speciality Plans:

Section B: Elective Category

UMMS - UMMS Electives
 AWAY - AWAY Electives
 OTHERS - Student Designed Electives, Self Study, Interviews, Preparing for Board Exams and Electives less than 4 weeks

Sessions for the Year ¹ :	Elective Category ¹ :	Class Nbr ¹ :	Course Number ¹ :	Dates if different from UMMS ¹ :	Start Date ¹ :	End Date ¹ :	Rotation, Course or Other Activity ¹ :	Proposed Location ¹ :	Course Type ¹ :	Credit Hours ¹ :
Intermissions A1	UMASS			<input type="checkbox"/> No	04/07/2025	04/11/2025				4
Intermissions A2	UMASS			<input type="checkbox"/> No	04/14/2025	04/18/2025				4
Med. School Month 1 (M1, M11, T1A, T1B)	UMASS	8827	NS-402	<input type="checkbox"/> No	04/21/2025	05/16/2025	Neurosurgery	UMMHC-University Campus	Clinical Elective	4
Med. School Month 2 (M2, T2A, T2B)	AWAY			<input type="checkbox"/> No	05/19/2025	05/30/2025	Anesthesiology	Rhode Island Hospital	Clinical Elective	2
Med. School Month 2 (M2, T2A, T2B)	AWAY			<input type="checkbox"/> No	06/02/2025	06/13/2025	Pain Management	Rhode Island Hospital	Clinical Elective	2
Med. School Month 3 (M3, T3A, T3B)	OTHERS			<input type="checkbox"/> No	06/16/2025	07/11/2025	Study Break	NA		0
Med. School Month 4 (M4, T4A, T4B)	UMASS	5096	AN-406	<input type="checkbox"/> No	07/14/2025	08/08/2025	Surgical Critical Care (SICU)	UMMHC-Memorial Campus	Clinical Elective	4
Med. School Month 5 (M5, T5A, T5B)	UMASS	B123	NS-410	<input type="checkbox"/> No	08/11/2025	09/05/2025	Advanced Neurosurgery	UMMHC-University Campus	Clinical Elective	4
Intermissions B1	UMASS			<input type="checkbox"/> No	09/08/2025	09/12/2025				4
Intermissions B2	UMASS			<input type="checkbox"/> No	09/15/2025	09/19/2025				4
Med. School Month 6 (M6, T6A, T6B)				<input type="checkbox"/> No	09/22/2025	10/17/2025				0
Med. School Month 7 (M7, T7A, T7B)				<input type="checkbox"/> No	10/20/2025	11/14/2025				0
Med. School Month 8 (M8, T8A, T8B)				<input type="checkbox"/> No	11/17/2025	12/12/2025				0
WIN Week	UMASS			<input type="checkbox"/> No	12/15/2025	12/19/2025				4

[Save](#) [Submit to Mentor](#)

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.

Section C: Tentatively Planned

Click "+" button to additional rows Click "-" button to remove rows

Comments	Course ID	Subject Area	Catalog Nbr	Rotation, Course, or Other Activity	Course Type	Credit Hours
Alternative for M1	000126	FC	491	Preventive Medicine	Clinical Elective	4
Alternative for M5	000147	ME	406	Clinical Cardiology	Clinical Elective	4

Section D: USMLE Plans

Test Component	Test Date
STEP1	11/27/2023

Comments

This is a field where you can leave a note for your LC Mentor. It is suggested that you include the date and enter your note. This discussion panel is visible only to you and your LC Mentor.

Please advise on Tentative Plan.

Save Submit to Mentor

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.

Are you sure you are ready to submit your PEP form to the Mentor?
Clicking OK will submit the PEP form to the Mentor and prevent further changes.

OK Cancel

Section C: Tentatively Planned

Click "+" button to additional rows Click "-" button to remove rows

Comments	Course ID	Subject Area	Catalog Nbr	Rotation, Course, or Other Activity	Course Type	Credit Hours
Alternative for M1	000126	FC	491	Preventive Medicine	Clinical Elective	4
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Section D: USMLE Plans

Test Component	Test Date
STEP1	11/27/2023

Comments

This is a field where you can leave a note for your LC Mentor. It is suggested that you include the date and enter your note. This discussion panel is visible only to you and your LC Mentor.

Please advise on Tentative Plan.

Save Submit to Mentor

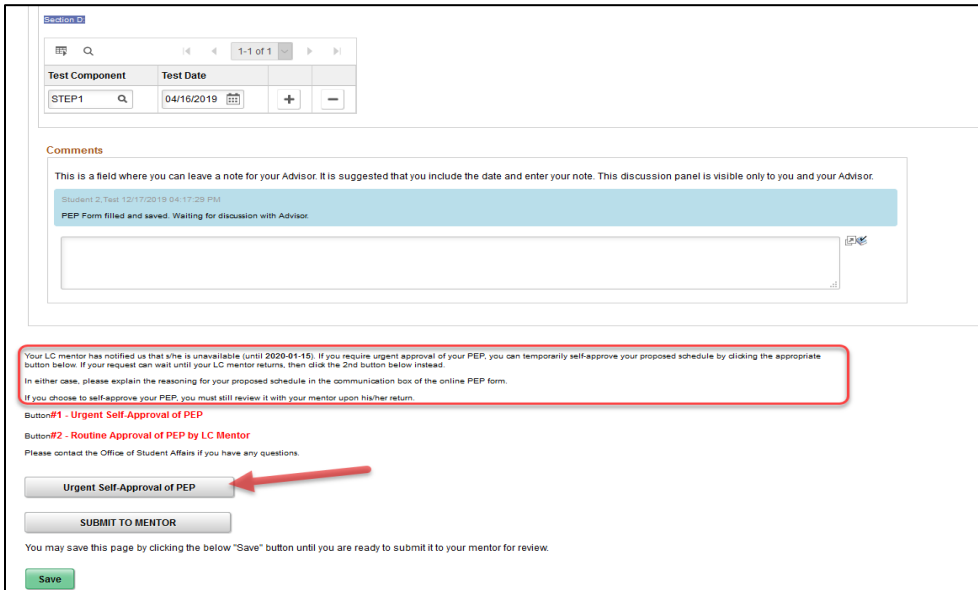
When you hit 'OK', the form is saved and no longer editable. The system will send an email notification to your Advisor.

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.

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



Section 01

Test Component	Test Date
STEP1	04/16/2019

Comments

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.

Student 2, Test 12/17/2019 04:17:29 PM
PEP Form filled and saved. Waiting for discussion with Advisor.

Your LC mentor has notified us that s/he is unavailable (until 2020-01-15). If you require urgent approval of your PEP, you can temporarily self-approve your proposed schedule by clicking the appropriate button below. If your request can wait until your LC mentor returns, then click the 2nd button below instead. In either case, please explain the reasoning for your proposed schedule in the communication box of the online PEP form. If you choose to self-approve your PEP, you must still review it with your mentor upon his/her return.

Button#1 - Urgent Self-Approval of PEP

Button#2 - Routine Approval of PEP by LC Mentor

Please contact the Office of Student Affairs if you have any questions.

Urgent Self-Approval of PEP

SUBMIT TO MENTOR

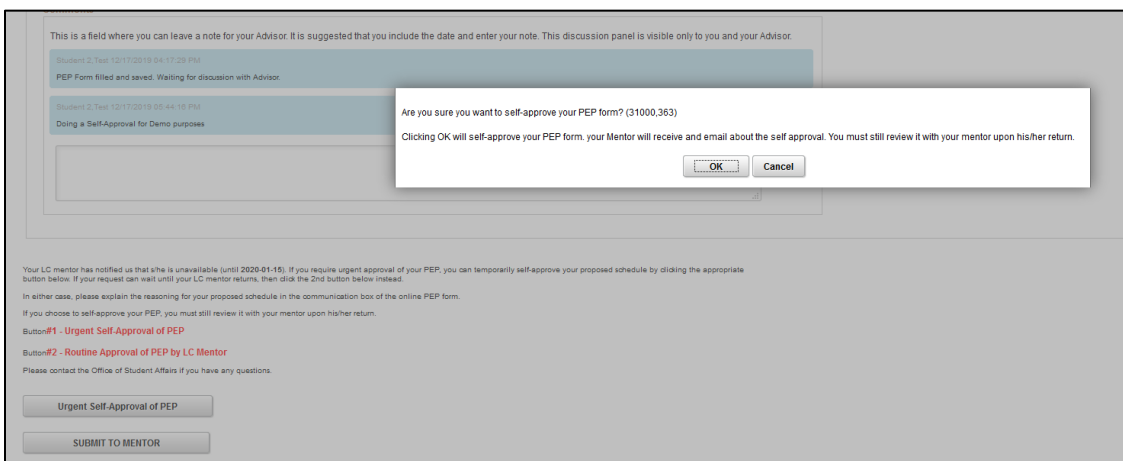
You may save this page by clicking the below "Save" button until you are ready to submit it to your mentor for review.

Save

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.



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.

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 05:44:18 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.

OK Cancel

Your LC mentor has notified us that s/he is unavailable (until 2020-01-15). If you require urgent approval of your PEP, you can temporarily self-approve your proposed schedule by clicking the appropriate button below. If your request can wait until your LC mentor returns, then click the 2nd button below instead. In either case, please explain the reasoning for your proposed schedule in the communication box of the online PEP form. If you choose to self-approve your PEP, you must still review it with your mentor upon his/her return.

Button#1 - Urgent Self-Approval of PEP

Button#2 - Routine Approval of PEP by LC Mentor

Please contact the Office of Student Affairs if you have any questions.

Urgent Self-Approval of PEP

SUBMIT TO MENTOR

After you acknowledge the message by clicking on 'OK' the form is approved and a message is saved in the Comments section as below.

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

