I. STATEMENT

1.0 Procedure to Follow Once You Have Received Your Lottery Results
   1.1 You may continue to arrange your elective program.
   1.2 This may include:
       1.2.1 Applying for non-Schulich electives
       1.2.2 Adding/dropping electives assigned to you through the lottery.

2.0 Procedure to Follow Once You Have Arranged Your Program to Your Satisfaction
   2.1 Complete your file by making sure all Schulich lottery and non-lottery electives and all
       external electives have been entered on-line (via Single Sign On account) by the end of May.
       Make sure complete information on the address, name and contact number of the
       supervisor (if available) is there also.
   2.2 Once the deadline has passed, the UME office will review each student’s elective program.
   2.3 Forward any documentation of acceptance to non-Schulich electives (outside of the AFMC
       portal electives) to dawn.macdonald@schulich.uwo.ca
   2.4 Once your program has been approved by the CEC Chair, you will be notified by email.

3.0 Important Information
   3.1 Please be aware that the above requirements must be met.
   3.2 The Undergraduate Office will not be able to contact individual students regarding program
       information missing from your file (i.e. letters of acceptance, program approval forms, etc.).
   3.3 Your fourth year program is approved only upon notification from the Undergraduate Office
       that the CEC Chair has signed program approval forms and that the single sign on has been
       updated to reflect same.
   3.4 If you leave for your electives without ensuring that your program is approved, you risk not
       receiving credit for your electives. This means you will not graduate.
   3.5 It is your responsibility to confirm that the UME Office is aware of your clinical elective
       schedule and that it meets our graduation requirements.
   3.6 It is your responsibility to contact the departments (if the department has not contacted
       you) where your electives are scheduled prior to the start date to find out where you need
       to report and whether there are any department policies you need to be aware of.
3.7 Hospital identification badges can be acquired at Customer Support Centers at both University Hospital (Room CLL-102) and Victoria Hospital (E1-501). You may need a permission form and this can be supplied by Dawn MacDonald in the UME office, as well as Scrub Suit Request forms. For London students - your EPR (Electronic Patient Record) user name and password are the same as those assigned to you during your clerkship rotations. Windsor students who plan on doing electives in London hospitals will require a user name and password which you will receive when you have completed the mandatory EPR training via LHSC Medical Affairs. 