

**STATEMENT 3.4.7 – Statement on Add-Drop Process for Schulich-Based Electives**

Approved by: Curriculum Committee  
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**I. PURPOSE**

Students are given an add/drop period, once the lottery results have been released, in order to add or drop Schulich lottery-based electives as well as Schulich electives not in the lottery process. Once the add/drop deadline date has passed (the middle of April), Schulich electives become available within the Visiting Electives Program.

**II. STATEMENT**

**Add/Drop Procedure for Lottery-Based Electives**

The Add/Drop period begins beginning of February at 9:00 a.m.

- 1.0 Go to <https://www.schulich.uwo.ca/singlesignon>
- 2.0 On the main menu select “**Clinical Science Electives.**” A screen will appear reflecting the lottery results for each block 1-8.
- 3.0 If you change a Schulich elective or add a non-Schulich elective, you must drop the Schulich elective which you are replacing.

Students should not approach individual departments, who are in the lottery and add/drop process, regarding placements **UNTIL AFTER** the add/drop period closes in mid-April.

**Registration Process for Schulich Non-Lottery-Based Electives (Family Medicine, Occupational Medicine, Pathology, Distributed Education)**

- 1.0 For Pathology and Occupational Medicine, electives are arranged directly between the 4<sup>th</sup> year medical student and the Administrator in the department (contact information available on the Clinical Elective Contacts List).
- 2.0 For Family Medicine electives, please refer to the Family Medicine section on the 4<sup>th</sup> Year Web site.

**Electives in London Not Listed in Handbook**

- 1.0 Occasionally, electives in London may be arranged in areas that are not listed on our web page.
- 2.0 In these instances you are free to attempt to make arrangements **directly** with the physician involved.

The Add/Drop period closes at **11:59 p.m.**, the middle of April. *No further **online** lottery elective changes may be made after that date. (If you need to change your elective program please read “Statement 3.4.15 - Statement on Elective Changes Following Add/Drop Deadline”).*