

**STATEMENT 3.4.13 – Statement of Process for Overall Elective Schedule Approval**

Approved by:	Curriculum Committee
Date of original approval:	
Date of last review:	November, 2016
Date of next scheduled review:	November, 2017

**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 and AFMC portal 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 July. (Add/drop of Schulich electives must be done via the UME Elective Administrator after add/drop closed in mid-April). 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 for non-Schulich electives (outside of the AFMC portal electives) to [dawn.macdonald@schulich.uwo.ca](mailto:dawn.macdonald@schulich.uwo.ca)
  - 2.4 Once your program has been approved, 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 program has been approved 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 complete and 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. EPR (Electronic Patient Record) user name and password are assigned during your third year clerkship. Windsor students are required to complete all hospital on-line modules and training as well, in preparation for electives in London hospitals during the fourth year. Please refer to "LHSCInstructionSheet" in the Academic Policies and Procedures.