

STATEMENT 3.4.6 – Statement on Registering Process for Schulich Lottery-Based Electives

Approved by:	Curriculum Committee
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I. PURPOSE

You will need to first decide whether you want to do your electives at Schulich, at other centers, or both. If you have demonstrated an academic weakness during clerkship, you will be asked to meet with the Clerkship and Electives Committee (CEC) Chair, to discuss your program. You will not be permitted to do an elective under the International and Health Equity Learning program if you fall into this category. It is also wise to concentrate your electives at Schulich rather than going elsewhere, if there have been concerns related to your undergraduate performance by this point.

There are a number of steps to the registration process.

II. STATEMENT

- 1.0 For UWO based electives, you must complete the Clinical Elective Lottery Form online and submit it before 11:59 p.m. on the closing date the middle of January.
- 2.0 Due to the limited number of positions in any department and hospital, a computerized lottery selection process is used to maximize every student's chance of getting electives of his/her choice. The lottery uses random numbers in combination with 'rank orders' to ensure all students get some of their elective choices. The rank order is adjusted based on the choice students are assigned, in order to ensure an even distribution among all students.
- 3.0 The lottery will not give you the same elective more than once.
- 4.0 Once the lottery is held, you will be informed which electives you received in the lottery.
- 5.0 When a Department offers 2 or 4 week electives, and you obtain a 4 week elective in the lottery, the elective will show as two 2-week blocks.
- 6.0 You will be notified by email when the list is ready to view via your Single Sign On account. It is then up to you to complete the arrangements for your remaining blocks, either by adding electives outside of Schulich, or adding/dropping Schulich electives.

Making Choices for Clinical Science Electives Lottery

Choosing electives for the lottery is a two step process:

Step 1 involves reviewing the elective offerings and their availability, and selecting those that are of interest to you.

Step 2 is where you can rank the electives you chose in Step 1, according to your preferences. You can rank 16 choices for inclusion in the lottery.

Process:

1. Log in to Single Sign On (SSO)
2. Choose the "Clinical Science Electives" tab.
3. You now have 3 options:

My Electives – This tab will display your Elective schedule AFTER the lottery is run. For now it will be blank.

Lottery Electives – In this tab, you can view all the elective offerings, their descriptions and dates that they will be offered. From here, decide which electives you are interested in, and click "Add to Lottery" for each block that interests you. If you add one in error, you will be able to remove in the "My Lottery Choices" tab (next step below).

My Lottery Choices – This is where you will see a listing of all the electives you are interested in. From here, you can filter down your list by removing electives you no longer want (by clicking the X to the right of the elective), and then you can rank the remaining choices in priority sequence from 1-16 by either clicking and dragging an elective to another spot on the list, or using the up and down arrows on the right of the screen.

Your changes to this tab are automatically saved, there is not a "save" or "submit" button. You can continue to make changes to this list until the lottery takes place later in the winter.

Once the lottery is run, you will see which electives you received in the lottery in the My Electives tab