

During the Add/Drop period (February 8-April 15, 2019), any changes in Single Sign On are automatic – as soon as an elective is dropped, it will show as available to the entire class and anyone can add it to their schedule at that time. It is advisable to check daily in the Single Sign On site for any elective changes.

You can attempt to “swap” electives with other classmates, however remember that the SSO site is “live” and once an elective has been dropped, it is then available to the entire class. The Electives Administrators cannot swap electives for students.

Add/Drop Deadline of April 15th applies to the **on-line Western lottery** electives **only** – students arranging electives outside of lottery electives can still add these to their SSO until **July 4th, 2019**. Electives can still be added or dropped based on the National Electives policy dates (example, cancellation no later than 6 weeks prior to the start date of an elective). Below is the procedure to follow for changing of Western electives (lottery electives) after add/drop closes on April 15th.

Procedures once add/drop closes:

1. Email the Year 4 Electives Administrator, Dawn MacDonald, London campus (dawn.macdonald@schulich.uwo.ca), or Kelly Ducharme, Windsor campus (yr4clinicalelectives@uwindsor.ca) with details of the elective you will be dropping and the elective you would like to replace it with (along with a copy of the electronic confirmation of the new elective). Electives must be approved *prior* to the elective being changed.
2. Once your proposed changes have been approved, immediately contact the Admin. Coordinator(s) for the elective(s) you are dropping to allow another Schulich or visiting student to add it to their program as required (see contact chart at the front of this handbook).
3. Please include the block number and Schulich elective in your email.
4. If you are dropping a non-Schulich elective, that was arranged and confirmed via the AFMC Portal, please follow the cancellation guidelines as indicated in the AFMC Portal for that particular school so they may accommodate other students who are interested in picking up the elective you are dropping.
5. If the elective is not through a university elective program, or outside of Canada, please make sure to notify the administrator/preceptor that you are cancelling their elective. Copy the Year 4 Electives Administrator on the email you send to the Administrative Coordinator so the system can be updated.
6. The Electives Administrator cannot make any changes to AFMC Portal electives (within the Portal itself on within Single Sign On).

Western electives become available to other students in other/all Canadian medical schools once the Add/Drop closes April 15th, 2019. However, Western students can make inquiries about available spaces directly to the clinical departments **after this date** as well.

After the add/drop deadline, you can still arrange external electives via the AFMC Portal. Once you accept an elective via the Portal, it will download into our SSO system so that you can see it in your schedule. The Portal will not allow an overlap of elective dates within the Portal – you must drop one elective in order to accept another. This, however, does not affect the Western electives. You could end up with more than one elective in the same block this way.

Once the add/drop closes, your schedules will start to be reviewed by the Electives Administrator. In compliance with the National Electives Policy, if you have accepted an elective via the AFMC student Portal, you are required to cancel any other electives you have scheduled for the same block/dates within 7 days of accepting the Portal elective. Please notify the electives administrator within this time period that an elective needs to be dropped –

do not assume that once the portal elective has been confirmed, the Western one is automatically removed. If this is not done within the 7 days, your UWO elective may be cancelled by our UME office without further notice.

The April 15th deadline date is based on the national electives policies and guidelines. It is hoped that by standardizing deadline dates and policies it will prevent the hoarding of electives and thus open up the availability of electives to more students and prevent elective spaces going empty due to last minute cancellations.

Next deadline date: July 4, 2019 – At this time, you should have a complete elective schedule listed within the SSO. If electives are not/will not be confirmed by July 4th, include the phrase “To Be Confirmed” in order to reflect a complete schedule.