Elective Drop/Add Procedures

Once the scheduling period ends, June 5, 2007, all schedule changes require paperwork and approval from the elective course chair/coordinator.

Important Rules to Remember:

- All Drop/Adds must be done at least one month prior to the start date of the rotation.
- No retroactive credit will be granted. You must add the elective before starting it.
- To potentially add or drop an elective after the one-month deadline, you must receive an approval signature from the course chair and the Senior Associate Dean for Student Affairs, Dr. Neil Parker (UCLA & UCR/UCLA students) and Dr. Daphne Calmes (Drew/UCLA students).

Dropping and Adding an Elective

1. At least one month before the elective begins, contact the student coordinator of the corresponding elective for course availability. Student coordinator names and phone numbers are on the course profile page in the Handbook of Courses for Fourth-Year Medical Students. The online version is always more up-to-date. If the course is available, ask the student coordinator to pencil your name in on the roster until he/she receives your Drop/Add Form.

2. Complete Clinical Elective Drop/Add Form (found in the Student Affairs Office and online at http://www.medstudent.ucla.edu/sao/clinical/dropadd.pdf)

3. Submit the UCLA Elective Drop/Add Form to the student coordinator for the course chair's signature at least one month before the rotation is scheduled to begin. You may hand deliver, FAX, or mail the form to the student coordinator.

4. Return the signed Drop/Add Form to Linda Cuesta in the UCLA Student Affairs Office. You may ask the student coordinator to send (or fax) it or you may hand deliver the form yourself. It is your responsibility to ensure that the paperwork is completed and returned to the UCLA SAO at least one month prior to the start of the rotation.

5. Your schedule will be changed when the Drop/Add Form has been returned, to the UCLA SAO, with the course chair's signature.

Adding a Research Elective:

1. Complete the front and back of a Research Request Form (mentor's approval signature included). The form can be found in the Student Affairs Office and on the web at http://www.medstudent.ucla.edu/sao/clinical/proc2.htm#research.

2. Place the completed request from in Linda Cuesta's mailbox, in the UCLA Student Affairs Office, or in Margaret Govea's mailbox, in the Drew Student Affairs Office, at least one month prior to the start date of the research for the Assistant Dean of Research's approval signature.

3. If you have any questions, you may contact Linda Cuesta (310-206-0245 or lcuesta@mednet.ucla.edu) in the SAO on Tuesdays, Wednesdays, and Thursdays.

4. Six weeks of research (600 level) and/or In-depth (100 level) electives will count towards the 30 weeks of your elective requirement.

Adding a Special Elective:

1. Complete the front and back of a Special Elective Request Form (preceptor's approval signature included). The form is located in the Student Affairs Office and on the web at http://www.medstudent.ucla.edu/sao/clinical/pdf/specelect1.pdf

2. Place the form in Linda Cuesta's mailbox, in the UCLA Student Affairs Office, or in Margaret Govea's mailbox, in the Drew Student Affairs Office, at least one month prior to the start date of the elective for the approval signature from the Senior Associate Dean of Student Affairs, Dr. Neil Parker for UCLA & UCLA/UCR students or Dr. Daphne Calmes for Drew/UCLA students.

3. If you have any questions, you may contact Linda Cuesta (310-206-0245 or lcuesta@mednet.ucla.edu) in the SAO on Tuesdays, Wednesdays, and Thursdays.
Adding an Away Elective:
You may not add an away elective during the week of the Match (Thursday March 13, 2008) and Scholarship Day (Friday March 14, 2008). Attendance is required at Scholarship Day.

1. **Complete the 'Away' school's application.** The application can be located on the “visiting” schools website. If you can’t find the web address for a particular school you should be able to find it on the The American Association for Medical Colleges (AAMC) website at http://services.aamc.org/memberlistings/index

2. If the school does not have its own application, complete a David Geffen School of Medicine at UCLA Student Application for a Non-UCLA Elective Form.

3. **Complete an Away Elective Check-Off List,** found either in the UCLA Student Affairs Office or on the Medical Student web site at (http://www.medstudent.ucla.edu/sao/clinical/awaycklist.PDF).

4. **A couple of months prior to the start date of the elective you must submit a** (1) completed Check-Off List, (2) completed “visiting” school application; the section of the application that requires your home schools Dean’s approval (or Non-UCLA Elective), (3) course description for each clerkship you are applying for and (4) any additional material that may be required to Linda Cuesta, in the UCLA SAO, for Dr. Parker’s approval signature (UCLA & UCR/UCLA students) or to Margaret Govea, in the Drew SAO, for Dr. Calmes’ approval signature.

   **Note:** It takes approximately 7 - 10 days to process the paperwork.

5. **Give Linda Cuesta a copy of the acceptance/approval notice,** that you receive from the visiting school, so that this rotation can be added to your schedule.

   If you have any questions, you may contact Linda Cuesta (310-206-0245, lcuesta@mednet.ucla.edu) on Tuesdays, Wednesdays, and Thursdays.

**NOTIFICATION OF CANCELLED CLERKSHIP**
Clerkships may have to be cancelled if minimum enrollment is not met. If this happens to a clerkship that you are enrolled in, you will be notified at least two months before the rotation.

**PREREQUISITES**
You are responsible for completing designated course prerequisites prior to the commencement of each elective. You may place yourself at a disadvantage if you begin an elective without completing the required prerequisites.

**APPROVED/EXCUSED ABSENCES**
Excused time-off for a day or two is to be discussed with your residents and attending as soon as possible. Notification to the clerkship site director is advisable. Please note the policy on absences under Clinical Responsibilities.

- You must notify the Student Affairs Office of absences or leaves greater than two days.
- **US Medical Licensing Examinations (USMLE)** is an excused absence. However, you may need to make arrangements with your resident and attending to make up the time missed. You should request the time off from the appropriate course chair and attending. Time off should begin by at least midnight before the examination and end by 6:00 p.m. of the second day.
- **Interviews for Internship/Residency** are not excused absences. Course chairs are not obligated to grant time off for internship/residency interviews and may believe significant time off interferes with the care of patients and functions of the team. You may not schedule interviews during required clerkships (this may result in you having to repeat the rotation).
- On **Match Day** and **Scholarship Day** you are excused leave from your clerkship responsibilities from 7:00 a.m. until noon. It is your responsibility to remind your team of your absence.