

Catalog Electives Scheduling Form

This entire form must be completed and submitted four **(4) weeks prior to start date** to receive appropriate credit. This is to ensure the distribution of student assessment forms, clinical compliance audits, and hospital site assignments are processed in a timely manner. Incomplete forms will delay processing. Please note that students may receive a stipend during their elective rotation, be aware that if you receive a stipend for an elective it might affect your Financial Aid.

1. Complete the student information in Section I of the form.
2. Save a copy of the scheduling form and email it to the Program Director or designee to add, drop, or change an elective. The Program Director's name and contact information are listed on the elective course list on the UGME website: <http://chicago.medicine.uic.edu/cms/One.aspx?portalId=506244&pageId=30968426>
3. After the Program Director approves your request, he/she will send the form to medsched@listserv.uic.edu.

Section I: To be completed by the student

Student's Name: _____ UIN# _____

Cell Phone#: _____ Email: _____ Graduation Class: _____

I would like to (check appropriate box):

Add a catalog elective

Drop a catalog elective

Change dates of elective

Elective Title: _____ Program Number: _____

Start Date: ___/___/___ End Date: ___/___/___ Total Weeks Credit: _____

Clinical Site: (check appropriate box):

Advocate Christ Medical Center

John H. Stroger Jr. Hospital (Cook County)

Advocate Illinois Masonic

Advocate Lutheran General Hospital

Mercy Hospital

St. Francis Hospital

St. Joseph Hospital

University of Illinois Hospital

Jesse Brown VA

Section II: To be completed by the Program Director or designee

1. Type your name in the field below and check the certification box if you are approving the student's request.
2. Email the scheduling form to medsched@listserv.uic.edu and carbon copy (cc:) the student on the message.

Program Director or Program Coordinator's Name: _____

I approve the student's request to schedule the catalog elective listed on this form.