

Scheduling Catalog Electives as an M3/M4

(This process explains how to add/drop and change electives AFTER the lottery. During the lottery, the OASIS system is used.)

Find catalog electives [HERE](#)

Obtain approval to add or drop an elective

- Students obtain approval to add or drop a catalog elective via e-mail from the elective coordinators
- Approval to add or drop should be obtained four weeks prior to the start date of the elective
- The COM Registrar's office does not need to be included on this e-mail request
- Once approval is obtained, students forward approval and scheduling request to MedSched
- The COM Registrar's office directly approves the following electives: Emergency Medicine (UIH), Emergency Ultrasound, Ophthalmology, and Transition to Residency. Students can contact MedSched for availability of these specific electives

Submit a approval and scheduling request to Registrar

- All scheduling requests related to electives are submitted, using your UIC e-mail, to medsched@listserv.uic.edu
- All scheduling requests related to CORE Clerships are submitted, using your UIC e-mail, to m3clerksched@listserv.uic.edu
- When submitting a scheduling request ticket, please include the following information:
 - Subject, Name, UIN, Rubric/Course #, Start & End Date, Department approval
- See next step for details on submitting a self-design or research request

Self-design or Research

- A completed scheduling form and supporting documents are required when requesting a self-design or research project
- Please review the COM Registrar's website (link included at the bottom of this page) for details on supporting documents
- All documentation is submitted to MedSched at least four weeks prior to the start date
- These requests must be approved by the Assistant Dean for Curriculum, Phases 2/3 (The Registrar's office will submit for approval.)
- The Registrar's office informs students if their request is *approved*, *placed on hold*, or *not approved* and will include feedback from the Assistant Dean for Curriculum, Phases 2/3

Process and resolve request

- As long as there are no scheduling conflicts, the Registrar's office will process and resolve the scheduling request
- Electives cannot be scheduled concurrently. In order to add an elective, the student's schedule must have "blank space"
- Students can drop an elective and add an elective in a single request as long as all necessary approvals are included
- Students are encouraged to check their COMIR portal to verify schedule accuracy once their ticket is resolved

[Office of the Registrar Website](#)