

## TO ALL RISING FOURTH YEAR STUDENTS –

### REPORTING DATES/TIMES/LOCATIONS

4<sup>th</sup> year elective and clerkship rosters have now been sent to all course directors and hospitals in the state.

Information about the core clerkships' (radiology, emergency medicine, medicine sub-I) start dates and reporting times/locations have been or will be communicated to students via email or mailboxes. **But, such information is typically not automatically communicated to students for electives. Students enrolled in an elective should contact the course director (for on-campus electives) or the appropriate Department of Medical Education (for off-campus electives) to determine reporting dates/times and locations.** Contact information for off-campus departments of medical education is provided in the online **2009/10 Elective Book** under the "Directors of Medical Education" link. It is suggested that you contact course directors or departments of medical education a few weeks in advance of the start of the elective to get information on start dates/times and location. If you cannot find the contact information for an on-campus elective director, please contact our office.

**Please be reminded of the Disaster Preparedness training scheduled for Monday, June 1. All clerkship and elective course directors have been advised of this required session. You will be excused from any elective or clerkship responsibilities on June 1 to allow your participation in the training.**

### SCHEDULE CHANGES

Students wanting to make schedule changes now must follow the normal drop/add procedure as detailed in the Elective Policies and Guidelines section of the online **2009/10 Elective Book** – <http://msa.iusm.iu.edu/StudentRecords/ElectivesBook/electives20092010.asp> .

1. One complete "Elective Change Request" form is required for each calendar month being changed.
2. A complete "Elective Change Request" form requires the student's **faculty advisor's signature and the course director's signature for the elective being dropped, and for the elective being added.** *Please note:* For electives in institutions with a **director of medical education**, his/her approval is required **instead of** the individual course director's approval.
3. A complete "Elective Change Request" form is due in the Student Records Section, Medical Student Affairs, Medical Science Building, Room 159 **ONE MONTH PRIOR to the start of the elective unless otherwise noted in the course description.** Students are requested to contact Medical Student Affairs staff should any difficulty be encountered in meeting with the advisor or course director. Faculty and hospital directors of medical education request adequate notification of change.
4. Final approval of every "Elective Change Request" is the responsibility of the Dean's Office for Medical Student Affairs pending approval of those indicated above and completion of all necessary requirements. Students and other appropriate individuals will receive a copy of the final processed form from the Dean's Office- Medical Student Affairs.

Attached is a PDF version of the elective change request form. This form is also available on-line at our office's web site (click on the "MS IV" link).

Please note that phone approval for dropping or adding electives is permissible for all off-campus electives EXCEPT those at Methodist Hospital in Indianapolis. For off-campus electives other than Methodist, students may secure phone approval from the relevant Medicine Education offices and simply note "Med Ed approval" under the approval signature block on the change form. For dropping and adding on-campus electives or electives at Methodist Hospital, actual course director/medical education office signatures are required. Signatures are also required for faculty advisor approval. **If signatures cannot easily be obtained, we will accept hard copies of email approvals as confirmation in lieu of actual signatures.** Hard copies of email approvals from faculty advisors, course directors, and/or Methodist Med Ed should be appended to the "Elective Change Request" form and submitted to Nancy Mitchell in Med Sci 159. **PLEASE DO NOT HAVE COURSE DIRECTORS OR FACULTY ADVISORS EMAIL OUR OFFICE DIRECTLY WITH ADD/DROP APPROVALS.** Rather, you should obtain all necessary approvals for a given change and submit the complete form to Ms. Mitchell in Medical Sciences 159.

Information regarding current elective enrollment and availability is posted on the online **2009/10 Elective Book** under the "Electives Enrollments" link. This report will be updated periodically throughout the year. Students should contact the course director or Director of Medical Education for the most current information regarding course availability/enrollment since our office may be unaware of the most recent drop/add activity.

Should you have any questions regarding your fourth year schedule; please contact our office at the numbers/email addresses noted:

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