

Selective/Elective Checklist

You should follow the steps below when signing up for all selectives and electives during your 4th year. The clerkships (EM and Ambulatory Care) use the One45 lottery for sign-up.

1. **Decide on the course** – First decide on the course you want to take by reviewing the elective bulletin, reviewing VSAS offerings, talking with your advisor etc.
2. **Graduation Credit** – Use this step to determine if you can count an elective toward your graduation requirement. If the course is a selective you can skip this step.
 - a. You must complete three electives during your 4th year, for Augusta based students at least one of these must be on-campus (AUMC, VA, University or Trinity)
 - b. If you did not complete a 3rd year elective, you are required to do a total of four electives in the 4th year to fulfill the requirements for graduation. Two of the four electives must be on-campus for Augusta based students.
 - c. Only one research elective can count toward graduation
 - d. Only one international elective can count toward graduation
 - e. Only one Class 1 elective can count toward graduation
 - f. Electives with the same course number (ex: audition electives) require an Application for Graduation Credit Form in order for more than one to count toward graduation. The form is on the curriculum homepage. You should submit the completed form with the description of each elective from the school's elective bulletin to the Curriculum Office for approval.
3. **Documentation Needed** – Use this step to determine what paperwork you will need to complete for the course and submit for course approval. You will need to submit to the sponsoring department all of the documents for each condition that applies.
 - a. Is this course a prearranged MCG course listed in the elective bulletin and occurring in the United States?
 - If **yes** – use the **MCG Sponsored Course/SEA Form** and go to **Step 4**, no further paperwork is required
 - If **no** – use the **Extramural Course/SEA Form**, review the Policy on Emergencies Arising on Rotations Outside MCG and go to **Step 3b**
 - b. Is this course arranged through VSAS?
 - If **yes** – complete all required VSAS documentation and obtain acceptance letter for rotation and course description; go to **Step 4**
 - If **no** – go to **Step 3c**
 - c. Is this course outside of the United States?
 - If **yes** – contact Maria Darley in the AU Study Abroad Office to fill out appropriate Study Abroad paperwork as directed by the Study Abroad Office; go to **Step 3d**
 - If **no** – go to **Step 3d**

- d. Is this course a student designed course or an independent study?
 - If **yes** – review the Policy on Supervision and Medical Student Scope of Practice and prepare a Course Description – goals and objectives, student responsibilities, amount of supervision, type of supervision and obtain a CV of the supervisor; go to **Step 4**
 - If **no** – go to **Step 4**
4. **Complete the Course Form** - Fill out the information on the appropriate Course/SEA Form and be sure to discuss all schedule changes with your departmental advisor.
5. **Obtain Signatures** – The appropriate Course/SEA Form along with any supporting documentation from Step 2 above should be submitted to the sponsoring department for course approval. This step can be done either in person or via email.
 - a. Signature from the MCG Department sponsoring the course
 - If this course uses the **MCG Sponsored Course/SEA Form** – obtain the signature of the Coordinator in that department; go to **Step 5b**
 - If this course uses the **Extramural Course/SEA Form** – obtain the signature of the Course or Clerkship Director in the department; go to **Step 5b**
 - b. Regional Campuses
 - If this course takes place on one of the Regional Campuses obtain a signature from the Regional Campus Office; go to **Step 6**
 - If this course does not take place on one of the Regional Campuses no additional signature needed; go to **Step 6**
6. **Curriculum Office** – The completed Course/SEA Form and supporting documentation including the Application for Graduation Credit if needed should now be submitted electronically to the Curriculum Office (curriculum@augusta.edu) for final approval/registration in the course. This must be done prior to the drop/add deadline (3 weeks prior the start of electives and selectives; 6 weeks prior to the start of Ambulatory Medicine and Emergency Medicine) in order to get credit for the course. Remember that this final step must be completed even if you are not counting an elective toward your graduation requirement in order for you to be registered and covered by malpractice.

PLEASE NOTE: You must have all of this completed and submitted prior to the start of the elective in order to be registered and get credit for the course. Students will not receive retroactive credit for electives when the appropriate paperwork is not complete and submitted prior to the start of the course.