



**The Medical College of Georgia
Academic Affairs Office**

Central Management of Electives Policy

The department chair or her/his designee recommends the seating capacity for all departmental elective offerings prior to the start of the academic year, and submits that recommendation to the curriculum office.

The curriculum office reviews the recommendation and if the capacity seems appropriate, forwards the recommendation to the Clerkship and Enrichment Committee for approval.

Opportunities are only made available for visiting medical students after the registration and lottery process for MCG students is completed. The curriculum office continuously monitors the drop/add status of each elective to assure proper enrollment. This process ensures that a favorable learning experience is available for all students, including visiting students.

The curriculum office leadership (Associate Dean for Curriculum or Assistant Dean) may change the seating capacity for an elective, if it determines that the learning environment cannot properly support the number of students.