The Student Affairs/MSP Office collects core clerkship scheduling requests from rising M-3 and M-4 students. Individual clinical departments arrange other experiences for students. This document is to provide a single process for students to request elective clerkship experiences, including the required Medicine II and Surgery Subspecialty rotations. The Student Affairs/MSP Office will continue to work with students on the six core rotations (generally the M-3 schedule).

Students should contact by e-mail the pertinent Department Coordinators as listed below. Make a request for specific elective experience(s) in your desired time frame(s). Please be aware that departments begin arranging faculty preceptors once they receive a student request. Department Coordinators will notify a student when a preceptor agrees to take on a student. At that time students must submit a formal add/drop form to the Department Coordinator to finalize the schedule.

Department Coordinators

**Internal Medicine** (including Medicine II requirement and electives such as Radiology, Cardiology, Neurology, etc...). Tracey Johnson, Carle Forum, (217) 383-4612, wkunde@illinois.edu.

**Surgery** (including Surgical Subspecialty requirement and electives such as Emergency Medicine, Ophthalmology etc...). Angie Bingaman, Carle Forum, (217) 333-5472, abingama@illinois.edu

Family Medicine electives. Kirsten Lawhead, Carle Forum, (217) 383-3211, klawhead@illinois.edu.

Obstetrics and Gynecology electives. Debbie Deedrich, Presence Education Building, (217) 244-0598, deedrich@illinois.edu.

Pediatrics electives. Angie Bingaman, Carle Forum, (217) 333-5472, abingama@illinois.edu

Psychiatry electives. Linda Stone, Carle Forum, (217) 383-4615, mlim3@illinois.edu.

Pathology electives. Jackie Newman, 240 EMRL, (217) 244-2265, jknewman@illinois.edu.

Students are encouraged to request electives in time for course registration in the University Enterprise System. Ideally, requests will be approved by departments in May for Summer term, August for Fall and December for Spring. In any case, requests to add clerkships or to drop clerkships are to be made at least 30 days in advance. It is understood that summer term is more difficult to schedule in advance as students often apply for away rotations for this time and have no control over other schools’ scheduling processes.

www.clerkship/electives/process to schedule electives 1-31-2014