

University of Rochester
School of Medicine and Dentistry

Guidelines for Elective Directors/Coordinators

Medical students in the third and fourth years of medical school are **required** to complete 25 weeks of electives over the two clinical years in order to complete the requirements for the M.D. degree. Along with the approximately 225 Rochester medical students annually, there are about 150 medical students from other LCME schools and our international medical exchange programs who participate in School of Medicine electives on a yearly basis.

The academic year for clinical students begins in early July for both third and fourth year medical students and goes through the end of June for third year students. Fourth year students graduate in the middle of May. All elective requirements must be met before the granting of the degree.

Frequently Asked Questions:

When do elective directors and coordinators start the process for the next academic year?

The scheduling process begins each year in January with the Registrar's Office sending out notifications via the e-mail notifier from Encore, the medical student database, for elective directors/coordinators to update any changes for the upcoming academic year beginning in July.

What information are we sending in and when is it due?

There is an annual mid-February deadline to update:

- dates the elective is offered
- how long is the elective
- who are the faculty/staff in charge of the elective
- how many students can do the elective and when is it available
- where do students report
- any changes to the electives.

Where do we enter the information?

The website address for Encore is: <http://faculty.urmc.rochester.edu> and login is your URMC e-mail address (yourname@urmc.rochester.edu) and password. If you do not know or recall your password, please select the option to send password and this will be sent to your URMC e-mail.

When does the process begin for students?

Students begin the scheduling process at the end of March and will be able to view their academic programs in Encore on May 1st.

How do we know who is coming and when?

Rosters will be viewable for the clerkships and electives for faculty and coordinators at this time on Encore as well. However, visiting students are scheduled on the rosters during the month of May after our own students have been scheduled. Changes will occur on the rosters from May 1st and throughout the academic year as students drop/add and visiting students apply. Rosters should be checked periodically online to be up-to-date with current information.

Do we need to do anything before students start?

Electives are responsible for notifying students through e-mail 5 days in advance of where to report and the preceptor/resident they should report to. All medical students have an URMC e-mail and are listed in the global directory. Information regarding parking at affiliated hospitals and off site locations should be communicated to the student before the elective begins.

What are the rules for adding or dropping an elective?

When electives offer openings on the rosters, these are maintained in the system and students are able to add through Encore throughout the academic year via the drop/add function. Students are allowed to drop or add electives no later than two weeks before the start date of an elective. Any changes requested after the two-week window should be approved by the faculty or coordinator and advisory dean via e-mail to the Registrar's Office. Students cannot drop electives once they begin nor receive elective credit retroactively.

Are there attendance rules?

Students are expected to attend each day scheduled and complete all elective requirements. Approval for time off may be granted by the elective director for no more than one day for rotations shorter than four weeks.

What about students who are visiting from other medical schools?

Visiting students must apply through the Medical School Registrar's Office website and meet school eligibility requirements in order to participate in electives at the University of Rochester. Visiting students should not be guaranteed electives until they meet the application requirements upon approval of the Registrar's Office and are officially added to the roster(s). Once a visiting student is added to the roster, the elective coordinator should communicate with the visiting student regarding parking if provided, departmental and hospital systems access, and where to report.

Can we set up elective experiences for students from other schools on our own?

No. There are strict rules around liability and credential validation so all students must be scheduled through the registrar's office.

What do we do when students have completed their elective?

After the elective is completed by the student, a grade and written comments are required for the student's academic record. Grades for electives are requested to be completed **no later than two weeks after the student has finished the rotation**. Grades are submitted through the Encore database through the faculty portal/logon. Elective grade choices are Pass/Fail/Pass Marginal/Incomplete. If a student receives a Pass Marginal for any course work, the course must be remediated. If a Pass Marginal or Fail grade is recorded, the student's performance will be reviewed by the Medical Student Promotions and Review Board. The written comments are required and important for the students and Advisory Deans for review and feedback. In order for students to be able to view their grades and comments, the "publish" button needs to be selected in the grade screen. This allows the faculty/coordinators to review and revise any grades and comments before being displayed to the student.

What if I have other questions, who do I contact?

Please contact the Medical School Registrar's Office at mdreg2@urmc.rochester.edu or call our office at 275-4541 if you have any questions about the elective program or Encore.