



# The Medical College of Georgia Office of Academic Affairs

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Applicable to: all students  
Approved by: COC  
Category: Electives  
Context:

## 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.

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 for Curriculum - Enrichment) may change the seating capacity for an elective, if it is determined that the learning environment cannot properly support the number of students.