



IMPORTANT REMINDERS FOR THE CLASS OF 2030

Welcome, Class of 2030, to the Max Rady College of Medicine. We know that a lot of information was shared with you during Orientation week, so as promised, we are providing this document as a summary / reminder of important information that you will want to refer to during your Pre-Clerkship years. You are strongly encouraged to retain a copy of this document for future reference.

NOTE: Students MUST familiarize themselves with ALL [UGME policies](#). Failure to follow policy could result in academic or professionalism issues (e.g. unauthorized absences).

❖ Absence requests

- ALL absences must be submitted in Entrada for Pre-Clerkship staff to review EXCEPT where any of the following apply, in which case, the absence should be submitted under **PRE-CLERKSHIP: Exception (Student Affairs)**
- You have already used up your allotted 10 flex days (*NOTE: if you anticipate requiring additional flex days for medical reasons, please contact Student Accessibility Services. Rarely, Student Affairs may consider granting additional flex days for personal reasons – contact studentaffairsmed@umanitoba.ca to discuss options*)
 - The class absence limit has been reached (*the Pre-Clerkship office sends out emails to classes advising that a class absence limit for a particular day has been met. Keep an eye out for those emails*)
 - You have been directed by Pre-Clerkship staff to submit the request as an Exception
 - ALL unanticipated absence requests must be submitted in Entrada in advance of the absence. In very rare circumstances, Pre-Clerkship and/or Student Affairs may consider approving an absence request that is submitted up to a maximum of 24 hours after the absence
 - ALL anticipated absences must be submitted at least 3 weeks prior to the absence
 - After submitting an absence in Entrada, students are responsible for checking for, and responding to, any comments/updates provided by the Pre-Clerkship office and/or Student Affairs, in a timely manner. Delays of more than 24 hours in responding to questions may result in your request being denied, resulting in an unauthorized absence



Student Affairs – Max Rady College of Medicine

❖ Exam deferral requests

- Do not simply fail to show up for an exam! Send an email to studentaffairsmed@umanitoba.ca and preclerkevaluations@umanitoba.ca if you cannot show up for an exam (e.g.: illness). Failure to notify will result in Student Affairs conducting a wellness check
- ALL exam deferral request forms must be submitted no later than 48 hours from the exam start time to avoid receiving a zero on the exam
- Students requesting to defer their 1st or 2nd exam of the academic year are to submit a [Self Declaration Form](#) to Mahwash.saeed@umanitoba.ca, studentaffairsmed@umanitoba.ca and preclerkevaluations@umanitoba.ca
- Students who have already deferred two or more exams in the current academic year are to submit a [Deferral Application Form](#) to Mahwash.saeed@umanitoba.ca and studentaffairsmed@umanitoba.ca. Note that documentation (e.g.: sick note) and/or additional details/discussion will likely be required
- Students are strongly discouraged from deferring OSCEs. There are nuances to, and risks involved with, deferring OSCEs, and students are urged to discuss their situation and available options, if any, with Student Affairs

❖ Assignment extension / deferral requests

- Requests to defer/extend the deadline of an assignment must be submitted ahead of time. Only in rare, exceptional circumstances will a request submitted after a deadline has passed be considered
- Requests must be submitted on an [Assignment Extension Request Form](#) to studentaffairsmed@umanitoba.ca

REMINDER: never hesitate to reach out to Student Affairs for any reason. Remember that we are a confidential service and operate with a “no wrong door” policy. Our knowledgeable, empathetic Advisors have a range of appointment times to accommodate your schedule. And remember to check your UM student email account EVERY DAY!

Absences / attendance
LOAs
Academic issues
Personal issues

Career counselling
CaRMS
Exam deferrals
Assignment extensions

Accommodations
Mental health
and so much more...

studentaffairsmed@umanitoba.ca

290 Brodie Centre

(204) 789-3213

Hours of operation: M-F 0800-1600

SUBMIT

*by submitting this form to Student Affairs, you are
acknowledging receipt of this document and an understanding
of its contents*