

# Student Instructions for Planning Austin and Non-UTMB Courses

Use for all courses in Austin and any other course not sponsored by a UTMB department

## This packet includes

<b>B-1 Form</b>	<b>Authorization of Information Release</b>
<b>B-2 Form</b>	<b>Acceptance Verification for Non-UTMB Courses</b>
<b>C Form</b>	<a href="http://meded.utmb.edu/electives.asp">http://meded.utmb.edu/electives.asp</a>
<b>R Form</b>	<b>Used to request approval for all Research electives – must be submitted online</b>

### Step 1

You must complete the **B-1 Form** in this packet and submit it to the Office of Enrollment Services. This form authorizes the Registrar to send information about you to the host school/preceptor. The Registrar will also send the host school/preceptor a **B-2 Form**, which asks them to verify you have been accepted by them to take the requested course. Please note that B-1 and B-2 forms *do not* need to be submitted for UTMB-sponsored courses in Austin. In these cases, please submit an **Austin Course Application** located at: <http://meded.utmb.edu/orme/AustinInformation.htm>.

### Cautions

(1) *Because some schools require extended time to process your paperwork, and may require an affiliation agreement be established with UTMB, you should plan non-UTMB electives at least several months in advance. You should complete a **B-1 Form** even if you are not yet certain you have been accepted/approved by the host school/preceptor.*

(2) *The **B-1 Form** serves only as a Release of Information request and does not register you for a course. Registration for academic credit requires the host school/preceptor to return the **B-2 Form** sent to them by the Registrar verifying you have been accepted for the course. Schools and preceptors are instructed to return the **B-2 Form** directly to the Registrar. Should you receive this authorization yourself, you should forward it immediately to the Registrar. It is your responsibility to verify that the **B-2 Form** has been received by the Registrar.*

### Step 2

Once accepted by the host school/preceptor, you are responsible for completing the attached **C Form** to officially register for the course. If planning a Research elective, you must complete an online **R Form** at least 30 days in advance and submit it for approval (<http://meded.utmb.edu/electives.asp>). After approval, you must then complete and submit a **C Form** to register for the Research elective.

### Caution

*You will not receive credit for the course unless you have registered electronically or properly completed and submitted a **C Form**, including any required approval signatures, to the UTMB Registrar prior to beginning the course. The regular add/drop deadline is approximately 4 weeks prior to the start of a course (see below). The final deadline for electronic registration (add or drop) or receipt of a properly completed and signed C Form by the Registrar is 5:00 PM on the last business day (typically Friday) prior to the start date of the course. The deadline for ACS courses is 60 days in advance. This deadline is absolute and no exceptions are made. Failure to meet this deadline for any reason will result in your not receiving credit for the course. When using a **C Form**, submit it yourself, in person, well before the deadline to avoid disappointment. Faculty from whom you may need approval signatures may not be available at the last minute.*

## Important Reminder About Adding and Dropping Courses

Deadline dates for dropping and adding courses are shown below, and on the back of the C Form used to add and drop courses. These deadlines refer to receipt of a properly completed form in the Office of Enrollment Services with all approval signatures. Note that the add-drop deadlines are approximately 4 weeks prior to the start of each period. Changes after the add-drop deadline require the course director's approval signature.

**NOTE THAT COURSES CANNOT BE ADDED OR DROPPED LATER THAN 5:00 PM ON THE FRIDAY PRIOR TO THE START OF A PERIOD. This requirement is absolute and no exceptions are made, even with course director approval. Failure to properly add a course prior to the deadline means you cannot register for, and cannot receive credit for, the course. Failure to properly drop a course prior to this deadline means you must complete the course or you will receive a failing grade for the course. The deadline for ACS courses is 60 days in advance. This deadline is absolute and no exceptions are made. Failure to meet this deadline for any reason will result in your not receiving credit for the course.**

- ◆ Anticipate deadlines and do not wait until the final days to make course changes, because faculty may not be immediately available to provide approval and/or signatures.
- ◆ When registering with a C Form, always deliver the C Form to the Office of Enrollment Services personally, or confirm its receipt. Do not rely on others to complete this task for you.
- ◆ When delivering a C Form to the Office of Enrollment Services, always obtain a date-stamped copy of your C Form before leaving.
- ◆ Confirm your course schedule through UTMB E-Connect before leaving for a non-UTMB elective.

### Scheduling Periods for Year 4 Courses

<u>Period</u>	<u>Elective Period Dates</u>	<u>Add/Drop Deadline</u>	<u>ACS Add/Drop Change Deadline</u>
1	Jun 29, 2009 – Jul 24, 2009	May 29, 2009	n/a
2	Jul 27, 2009 - Aug 21, 2009	Jun 26, 2009	May 29, 2009
3	Aug 24, 2009 - Sep 18, 2009	Jul 24, 2009	Jun 26, 2009
4	Sep 21, 2009 - Oct 16, 2009	Aug 21, 2009	Jul 24, 2009
5	Oct 19, 2009 - Nov 13, 2009	Sep 18, 2009	Aug 21, 2009
6	Nov 16, 2009 - Dec 11, 2009	Oct 16, 2009	Sep 18, 2009
*13	Dec 14, 2009 - Jan 8, 2010	Nov 13, 2009	Oct 16, 2009
7	Jan 11, 2010 - Feb 5, 2010	Dec 11, 2009	Nov 13, 2009
8	Feb 8, 2010 - Mar 5, 2010	Jan 8, 2010	Dec 11, 2009
9	Mar 8, 2010 - Apr 2, 2010	Feb 5, 2010	Jan 8, 2010
10	Apr 5, 2010 – April 30, 2010	Mar 5, 2010	Feb 5, 2010
11	May 3, 2010 – May 28, 2010	Apr 2, 2010	Mar 5, 2010
12	May 31, 2010 – Jun 25, 2010	Apr 30, 2010	Apr 2, 2010

*Period 12 occurs beyond the normal graduation date of May 30 and may be used when needed for courses offered during this period.*

\* The December vacation Period 13 (December 14, 2009 - January 8, 2010) may be used to complete a clerkship, rotation or elective, if the course is offered during that time.

**The University of Texas Medical Branch  
Office of Enrollment Services**

**Information Release for Non-UTMB Courses for School of Medicine Students**

*\*Please note this form is not required for Austin-program courses\**

**Student Name:** \_\_\_\_\_ **PID #:** \_\_\_\_\_  
(Please print or type) Last First Middle

**I authorize release of the information indicated below. (Check items authorized):**

- \_\_\_\_\_ 1. Transcript (indicate number if more than one)
- \_\_\_\_\_ 2. Letter to confirm status and endorse enrollment
- \_\_\_\_\_ 3. Verification of clerkships completed
- \_\_\_\_\_ 4. Verification of student health coverage (student must attach proof to this form)
- \_\_\_\_\_ 5. Verification of professional liability insurance
- \_\_\_\_\_ 6. Completion of forms associated with application (student must attach to this form)
- \_\_\_\_\_ 7. Other (specify) \_\_\_\_\_

**Please send items indicated to:**

Individual/School/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Name of Course in which I plan to enroll: \_\_\_\_\_

Department or Discipline of course: \_\_\_\_\_

Course Dates: Begins \_\_\_\_\_ Ends \_\_\_\_\_  
Month/Date/Year Month/Date/Year

**Please check all that apply to this course:**

- Non-UTMB course to fulfill AI selective (UTMB Course director signature required on C form)
- Non-university-based clinical elective (UTMB Dept Elective Director signature required on C form)
- Research elective (requires online R form and C form) (Asst. Dean, Educational Affairs signature required on C form)
- International elective (UTMB Course director signature required on C form)

**This form serves only as a Release of Information request and does not register a student for a course.** I understand that, once accepted by the Host school, I am responsible for completing a C form (accompanied by a completed B-2 Form or other documentation that my application has been approved by the host school/preceptor) to officially register for this course. **I understand I will not receive credit for this course unless I have properly completed and submitted a C form to the UTMB Registrar prior to beginning this course.**

\_\_\_\_\_  
Student signature Date

**No information will be released unless all obligations to UTMB are cleared.**

Date information mailed to host school: \_\_\_\_\_ By: \_\_\_\_\_

Date approval received from host school: \_\_\_\_\_ By: \_\_\_\_\_

**The University of Texas Medical Branch  
Office of Enrollment Services  
Verification of Non-UTMB Elective for School of Medicine Students**

**Section A: Registration Information** *(please print)*

\_\_\_\_\_ has been accepted for the elective described below. This form, or  
*Print Student Name*  
equivalent, must be returned to the UTMB address below prior to the start of the elective in order for the student to register for academic credit. An evaluation form supplied by UTMB concerning this student's performance must be returned to UTMB at the address below as soon as the course is completed.

Elective Name: \_\_\_\_\_

<i>Actual Start Date</i>			<i>Actual End Date</i>		
Month	Date	Year	Month	Date	Year

**Check one:**

- Offered for credit by \_\_\_\_\_  
*Name of Medical School/Academic Institution*
- Non-University-Affiliated experience *(Please provide a brief description of the experience below)*

---

---

**Section B Contact and Mailing Address Information** *(Please print)*

Department or Discipline of Elective: \_\_\_\_\_

Elective Instructor/Preceptor Name: \_\_\_\_\_

Mailing Address For Evaluation Form: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

---

---

**Section C Signature**

\_\_\_\_\_  
*Signature of Instructor/Preceptor or Medical School Official Authorizing Registration*

\_\_\_\_\_  
*Printed Name of Instructor/Preceptor or Medical School Official Authorizing Registration*

**Please Return this Form To**  
**Questions?**  
**Please call (409) 772-1215**

**Office of Enrollment Services  
The University of Texas Medical Branch  
301 University Blvd  
Galveston, TX 77555-1305  
Fax (409) 772-4466**

This form serves only to verify acceptance by the Host school/preceptor and does not register a student for a course. Once accepted by the Host school/preceptor, the student is responsible for completing a C form to officially register for this course. The student will not receive credit, nor does the student receive professional liability coverage unless a properly completed C form is received by the UTMB Registrar prior to beginning the course.