

Frequently Asked Questions About Adding and Dropping Courses

Question 1:

What if I do not register (add a course) in advance, but:

- I can prove I completed the rotation
- I have the faculty certify that I completed the rotation
- I have a passing evaluation form completed by the faculty
- Someone in the Registrar's Office said not to worry about it
- I lost the C form
- I forgot to submit a C form
- I submitted a C form with the wrong information
- I submitted the C form after the rotation began
- I submitted the C form after the rotation ended
- The faculty whose signature authorization I needed was not available
- I can submit one now if you like
- I did not know I needed to submit a C form
- The Registrar could not read my C form
- Someone should have called to remind me the other school accepted me
- I submitted a B form; that should be enough
- I submitted C forms for all my other electives
- I can register during an open period and get credit for the work I did earlier
- I dropped off my C form in the Registrar's Office and never heard back
- I mailed my C form to the Registrar but never heard back
- I slipped the C form under the Registrar's office door at 5:05 PM
- I need this credit to graduate
- I can't be bothered with all these A-B-C forms

Answer:

You will not receive credit for the course.

Question 2:

What if I do not drop a course in advance, and do not participate in it, but:

- Someone in the Registrar's Office said not to worry about it
- I lost the C form
- I forgot to submit a C form
- I submitted a C form with the wrong information
- I turned the C form in after the rotation began
- I turned in the C form after the rotation ended
- The faculty whose signature authorization I needed was not available
- I can submit one now if you like
- I did not know I needed to submit a C form
- The Registrar could not read my C form
- I dropped off my C form in the Registrar's Office and never heard back
- I mailed my C form to the Registrar but never heard back
- I slipped the C form under the Registrar's office door at 5:05 PM
- I changed my mind
- I am no longer interested in this specialty

Answer:

You will receive a failing grade for the course.

Question 3:

What if I register properly but the Registrar loses my C form

Answer:

Bring your copy of your date-stamped C form for review.

Question 4:

What if I am told something that conflicts with the school's policies, such as "you can request credit for this later", or "it's OK with me if you miss more than 3 days"?

Answer:

Faculty cannot waive school policies.

Question 5:

What if I am scheduled for course A, but take course B without adding/dropping?

Answer:

You will receive a failing grade for course A and receive no credit for course B.

Question 6:

What if I change my mind on the first day of a rotation?

Answer:

You must complete the course as scheduled or request approval for withdrawal from the Asc Dean for Student Affairs; a grade of Withdraw, Withdraw Passing or Withdraw Failing is posted in such situations.

Question 7:

What if I feel I am too sick or stressed to continue?

Answer:

Students who feel they cannot continue a course due to medical reasons may request a leave of absence from the Associate Dean for Student Affairs. A grade of Withdraw, Withdraw Passing or Withdraw Failing is posted in such situations.

Question 8:

What will one of the deans do if I come to talk about my course registration?

Answer:

He/she will greet you cordially; you will read the relevant Academic Policy together.

Question 9:

Is there someone to whom I can appeal course credit decisions?

Answer:

No.

Question 10:

What if I fail to properly add/drop a second course during enrollment?

Answer:

Registration privileges (late add/drops, non-UTMB course options) will be suspended.