

## Student Instructions for Adding/Dropping UTMB Courses

Use for all courses sponsored by a UTMB dept (on or off-campus) except for courses in Austin

### This packet includes

#### Instructions for online registration through *E-Connect*

**C Form** Registration (add/drop) form for all Year 4 courses

**R Form** Used to request approval for all Research electives –  
*must be submitted online at <http://meded.utmb.edu/electives.asp>*

### Web-based registration (add or drop) through *E-Connect*

#### Use Web-based registration to

add a course electronically prior to the regular add/drop deadline (approximately 4 weeks prior to the start of the course); as long as the course has no signature approval requirements.

#### Use Web-based registration to

drop a course electronically if you do so prior to the regular add/drop deadline (approximately 4 weeks prior to the start of the course).

#### Caution

*If you are within 4 weeks of the start date of the course, or if signature approval is required, you cannot add/drop electronically; you must use a C Form with the proper approval signature to add or drop a course.*

### Paper registration (add or drop) with a C Form

#### Use a C Form to

add or drop a course within 4 weeks of the start date of a course. Changes to an Ambulatory Community Selective (ACS), including adds, drops, and changes to site preferences, must be done at least 60 days in advance. After this deadline, no changes are allowed even with course director approval.

#### Use a C Form to

add a course that requires signature approval, including all Research electives. If planning a Research elective, you must complete an online R Form at least 30 days in advance and submit it for approval. 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. 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 (see below). 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 electronic registration, and 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. The deadline for ACS changes is 60 days in advance. These requirements are 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.**

- ◆ 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**  
**Year 4 Course Change Form for School of Medicine Students**

**C Form**  
**2009-10**

**Student Name:**  
 (Please print or type)

\_\_\_\_\_ Last      First      Middle  
 Please see instructions for completion on next page.

**PID #:** \_\_\_\_\_

**1. PERIOD TO BE CHANGED**

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Example:

0	1
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A separate form must be used for each period changed.

To request a change for period 1

Actual Start Date			Use exact dates if non-UTMB course does not match UTMB periods.	Actual End Date		
Month	Date	Year		Month	Date	Year

**2. COURSE TO BE DROPPED** (may be VACA-4001)

**Note: Courses cannot be dropped later than 5:00 PM  
 Friday before the course begins**

Department			

4			
Course Number			

\_\_\_\_\_ Course Title

**Complete information at right for non-UTMB courses →**

**3. COURSE TO BE ADDED** (may be VACA-4001)

Department			

4			
Course Number			

\_\_\_\_\_ Course title

**Note: Courses cannot be added later than 5:00 PM  
 Friday before the course begins**

\_\_\_\_\_ For all Research Electives – Full Name of Mentor

**Institution:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Institution e-mail:** \_\_\_\_\_

**Preceptor Name:** \_\_\_\_\_

**4. FACULTY SIGNATURES (Check all that apply to this course and obtain the appropriate signatures):**

- Drop** course beyond deadline (before course begins)  
**Note: Courses cannot be dropped later than 5:00 PM  
 Friday before the course begins, even with signature** \_\_\_\_\_  
 (UTMB Course Director signature)
- Add** non-UTMB course to fulfill AI selective,  
 EM selective or Neurology selective (circle one)
- Add** course requiring course director approval  
 (including international electives) \_\_\_\_\_  
 (UTMB Course Director signature)
- Add** course beyond deadline (before course begins)  
**Note: Courses cannot be added later than 5:00 PM  
 Friday before the course begins, even with signature**
- Add** non-UTMB course to fulfill AI selective
- All non-university-based clinical electives \_\_\_\_\_  
 (UTMB Departmental Electives Director signature)
- All Ambulatory Community Selectives  
 (must be signed 60 days in advance of the 1<sup>st</sup> day of the course) \_\_\_\_\_  
 (Assoc. Dean for Educational Affairs signature)
- All research electives
- Other \_\_\_\_\_  
 (including certification of non-duplication) \_\_\_\_\_  
 (Asst. Dean for Educational Affairs signature)

**5. STUDENT SIGNATURE / DATE**

\_\_\_\_\_

**03/02/09**

## Instructions for C Form

### Section 1

Enter the period for which this change is intended. For UTMB courses, enter the regular start-end dates for that period. If enrolling for a non-UTMB course with start-end dates that do not match the UTMB periods, enter your actual start-end dates. You must submit a separate form for each period changed. An eight-week course requires two forms – one for each period.

### Section 2

To indicate the *COURSE TO BE DROPPED*, enter the registration number (the 4-letter department prefix followed by the 4-digit course number), then write in the course title. When replacing a vacation period with a scheduled course, enter VACA-4001 in this section to indicate you are dropping a vacation period.

### Section 3

To indicate the *COURSE TO BE ADDED*, enter the registration number, which is a four-letter department prefix followed by a four-digit course number. Then write in the course title. The course numbers and titles for UTMB courses are published in the Electives Brochure available on the UTMB web site. When adding non-UTMB courses, you must include the identifying information requested. Registration (department and course) numbers will be entered by the Registrar. When replacing a scheduled course with a vacation period, enter VACA-4001 in this section to indicate you are adding a vacation period.

### Section 4

Obtain all approval signatures that may be required for your change.

## NOTICE ON ADDING AND DROPPING COURSES

Deadline dates for dropping and adding courses are shown below, and refer to the deadlines for 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 in section 4. **Note that courses cannot be added or dropped later than 5:00 PM on the Friday prior to the start of a period. The deadline for ACS changes are 60 days in advance. 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 these deadlines means you must complete the course or you will receive a failing grade for the course.** Anticipate these deadlines and do not wait until the final days to make course changes, because faculty may not be immediately available to provide approvals. Always obtain a date-stamped copy of your C form for your records before leaving Enrollment Services, and confirm your schedule changes on *E-Connect* before the course begins.

<u>Period</u>	<u>Elective Period Dates</u>	<u>Add/Drop Deadline</u>	<u>ACS Add/Drop Change Deadline</u>
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***You should review the UTMB Electives and Year 4 Course Policies to make certain you understand the regulations pertaining to these courses. These policies specify limits on non-UTMB courses, including non-university-affiliated electives, and restrictions related to student absences and academic warnings. For questions, review the UTMB web site or contact the Office of Enrollment Services (409-772-1215) or the Instruction Management Office (409-772-6928).***

# SAMPLE OF ONLINE R FORM

**DO NOT use this sample**

To propose a Research Elective, please go to:

<http://meded.utmb.edu/electives.asp>

**R Form  
2009-10**

*Student - Please initial:*

This R Form is used to propose a project for research **ELECTIVE** credit only. It is **not** to be used for Basic Science and Humanities **SELECTIVE** course applications.

If **human** or **animal** subjects are required, I will provide a copy of the IRB or IACUC approval or request for approval. Final IRB/IACUC approval must be received no later than one week prior to proposed start date.

If you have been accepted by the **Honors Program** an R Form submission is not required. Please contact the Office of Regional Medical Education (x26905) and request a C Form to receive academic credit for a research elective.

Student Name: \_\_\_\_\_ PID#: \_\_\_\_\_

Elective Title/Proposed Title \_\_\_\_\_ Faculty Mentor: \_\_\_\_\_

UTMB Period		Start Date			End Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(Example: 06)	Month	Date	Year	Month	Date	Year	

If this is an existing UTMB Research elective, enter <b>Dept Prefix</b>				If this is a non-UTMB Research elective, enter:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Institution: _____			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	City/State/Zip: _____			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

**STEP 1:** You must submit this R Form no later than 30 days before the start of the proposed research period. There are no exceptions to this deadline. If your proposal is not acceptable, you will receive an email message from the Electives Committee with comments and instructions for follow-up.

**STEP 2:** The R Form submission is not complete until your faculty mentor has gained access to your proposal and has clicked the "Faculty Approval" box. It is **your responsibility** to communicate with your mentor to be sure this requirement has been completed prior to the 30-day submission deadline.

**STEP 3:** You must register for the Research elective by submitting a C form, signed by the Asst. Dean for Educational Affairs, to the Office of Enrollment Services. The C form will be provided for you upon email notification that your proposal has been approved.

**Purpose:** A research elective should allow you to ask a new question, learn a new technique, and/or make an original contribution to medical science, clinical medicine, medical education, or medical humanities. Your elective must be structured, have involvement by committed faculty, and lead to an outcome that permits valid evaluation of performance. Research cannot be productive unless there is advance planning.

- Describe your goals for the research period:
  - Specific aims (what question(s) are you asking/ hypothesis are you testing)?
  - Background (why is this an important question)?
  - Summary of preliminary data (if available).
- What techniques will you use to achieve these goals?
  - Methods (Describe and justify the major techniques and statistical analyses to be used.)
- How will you be evaluated? (Must be tangible – e.g. a presentation, paper, poster, etc.)
- What will your mentor's role be in this research period?

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

\_\_\_\_\_  
Electives Committee Approval Signature/Date

*Student - Please initial:*

I understand that this form is a research proposal only, and does not register me for a course. If the proposal is approved I understand I must register with a C Form in advance or I will not receive academic credit for the research.

03/02/09