

Student Instructions for Adding/Dropping UTMB Courses

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

- **Required Year 3 Clerkships cannot be added or dropped**
- **Web-based registration (add or drop) through *MyStar***

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.
- Add a course that requires signature approval. If planning a Research elective, you must complete an online R Form at least 60 days in advance and submit it for approval. After approval, the Office of Clinical Education will notify the student and Enrollment Services.

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 Enrollment Services 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 is 5:00 PM on the last business day (typically Friday) prior to the start date of the course. When using a C Form, submit it 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. 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 on a C Form.

NOTE THAT COURSES CANNOT BE ADDED OR DROPPED LATER THAN 5:00 PM ON THE FRIDAY PRIOR TO THE START OF A PERIOD. 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.

*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 **Office of Clinical Education (409-747-0268)**.*

◆ 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, email the C Form to Enrollment Services, enrollment.services@utmb.edu, and confirm its receipt. Do not rely on others to complete this task for you.

◆ When delivering a C Form to Enrollment Services, retain a copy of your C Form before leaving.

◆ Confirm your course schedule through UTMB MyStar before leaving for a non-UTMB elective. If you are not registered, you are not covered by malpractice insurance.

Scheduling Periods

Period	Period Dates	Add/Drop Deadlines Before C Form is Required
1	06/29/20 – 07/17/20	05/29/20
2	07/20/20 – 08/07/20	06/19/20
3	08/10/20 – 08/28/20	07/10/20
4	08/31/20 – 09/18/20	07/31/20
5	09/21/20 – 10/09/20	08/21/20
6	10/12/20 – 10/30/20	09/11/20
7	11/02/20 – 11/20/20	10/02/20
8	11/23/20 – 12/11/20	10/23/20
*9	12/14/20 – 01/01/21	11/13/20
10	01/04/21 – 01/22/21	12/04/20
11	01/25/21 – 02/12/21	12/25/21
12	02/15/21 – 03/06/21	01/15/21
13	03/08/21 – 03/26/21	02/05/21
14	03/29/21 – 04/16/21	02/26/21
15	04/19/21 – 05/07/21	03/19/21
16	05/10/21 – 05/28/21	04/09/21
17	05/31/21 – 06/25/21	05/07/21

* The holiday period, Period 9 (December 14, 2020 – January 1, 2021) may be used to Complete a clerkship, rotation or elective, if the course is offered during that time.

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). When replacing a vacation period with a scheduled course, enter VACA-400_ (fill in the blank with the period number) 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. The course numbers are published in the Electives Brochure available on the UTMB web site. When adding non-UTMB courses, you must include the name of the Institution. Registration (department and course) numbers will be entered by the Registrar. When replacing a scheduled course with a vacation period, enter VACA-400_ (fill in the blank with the period number) in this section to indicate you are adding a vacation period.

Section 4

Obtain all approval signatures that may be required for your change and email to Enrollment Services, enrollment.services@utmb.edu.

The University of Texas Medical Branch
Office of Enrollment Services
Course Change Form for School of Medicine Students

**C Form
2020-2021**

Student Name: _____ **PID #:** _____
(Please print or type) Last First Middle Initial

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

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3. COURSE TO BE ADDED

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Institution: _____

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

Drop course beyond deadline: Courses cannot be dropped later than 5 PM on Friday before the course begins, even with signatures.

UTMB Course Director Signature: _____

Add course beyond deadline: Courses cannot be added later than 5 PM on Friday before the course begins, even with signatures.

UTMB Course Director Signature: _____

Add non-UTMB course to fulfill EM selective:

UTMB Course Director Signature: _____

Add international elective:

UTMB Course Director Signature: _____

Add non-VSAS, non-UTMB clinical elective:

UTMB Electives Course Committee Chair Signature: _____

Add non-UTMB course to fulfill AI selective that does not clearly say "AI" or "Sub-internship":

UTMB Assistant Dean for Educational Affairs Signature: _____

Add UTMB elective or A/I that requires course director consent:

UTMB Course Director Signature: _____

Submit this form to Enrollment Services in Rm. 2.206 Old Red or scan and e-mail to enrollment.services@utmb.edu

Questions?

Contact: Enrollment Services (409-772-1215)
enrollment.services@utmb.edu

Student Signature: _____ **Date:** _____

Adding and Dropping Courses Frequently Asked Questions

- **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 Associate 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:** Is there someone to whom I can appeal course credit decisions?

Answer: No

- **Question 9:** 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.