This packet includes:

- Instructions for online registration through MyStar
- C Form - Registration (add/drop) form for Year 4 courses (if not added through MyStar)
- R Form - Used to request approval for all Research electives – must be submitted online at https://ar.utmb.edu/SOM/RForm/RFlogin.asp

*Note: 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 30 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.

Feb 2019
**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.

**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, 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, 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

<table>
<thead>
<tr>
<th>Period</th>
<th>Period Dates</th>
<th>Add/Drop Deadlines Before C-Form is Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>07/01/19 – 07/26/19</td>
<td>05/31/19</td>
</tr>
<tr>
<td>2</td>
<td>07/29/19 – 08/23/19</td>
<td>06/28/19</td>
</tr>
<tr>
<td>3</td>
<td>08/26/19 – 09/20/19</td>
<td>07/26/19</td>
</tr>
<tr>
<td>4</td>
<td>09/23/19 – 10/18/19</td>
<td>08/23/19</td>
</tr>
<tr>
<td>5</td>
<td>10/21/19 – 11/15/19</td>
<td>09/20/19</td>
</tr>
<tr>
<td>6</td>
<td>11/18/19 – 12/13/19</td>
<td>10/18/19</td>
</tr>
<tr>
<td>*13</td>
<td>12/16/19 – 01/10/20</td>
<td>11/15/19</td>
</tr>
<tr>
<td>7</td>
<td>01/13/20 – 02/07/20</td>
<td>12/13/19</td>
</tr>
<tr>
<td>8</td>
<td>02/10/20 – 03/06/20</td>
<td>01/10/20</td>
</tr>
<tr>
<td>9</td>
<td>03/09/20 – 04/03/20</td>
<td>02/07/20</td>
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<tr>
<td>10</td>
<td>04/06/20 – 05/01/20</td>
<td>03/06/20</td>
</tr>
<tr>
<td>11</td>
<td>05/04/20 – 05/29/20</td>
<td>04/03/20</td>
</tr>
<tr>
<td>12</td>
<td>06/01/20 – 06/26/20</td>
<td>05/01/20</td>
</tr>
</tbody>
</table>

* The December vacation Period 13 (December 17, 2018 – January 11, 2019) 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.
The University of Texas Medical Branch
Office of Enrollment Services
Course Change Form for School of Medicine Students

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

1. PERIOD TO BE CHANGED

Example: 0 1

A separate form must be used for each period changed. To request a change for period 1

<table>
<thead>
<tr>
<th>Actual Start Date</th>
<th>Use exact dates if non-UTMB course does not match UTMB periods</th>
<th>Actual End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month Date Year</td>
<td></td>
<td>Month Date Year</td>
</tr>
</tbody>
</table>

2. COURSE TO BE DROPPED

3. COURSE TO BE ADDED

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: _____________________________
SAMPLE OF ONLINE R FORM
DO NOT use this sample
To propose a Research Elective, please go to:
http://ar.utmb.edu/04-05review/RFlogin.asp

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 Clinical Education (ext. 71850) and request a C Form to receive academic credit for a research elective.

Student Name: ___________________________________________ PID#: ______________________

Elective Title/Proposed Title ___________________________ Faculty Mentor: _____________________

<table>
<thead>
<tr>
<th>UTMB Period</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Example: 06)</td>
<td>Month</td>
<td>Month</td>
</tr>
<tr>
<td></td>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Year</td>
<td>Year</td>
</tr>
</tbody>
</table>

If this is an existing UTMB Research elective, enter:
Dept Prefix ___________________ Course Number R 4 ___________________
Institution: ____________________________________________
City/State/Zip: ________________________________________

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: Approval will be granted by the Electives Course Committee who will communicate with Enrollment Services to enroll you in the course.

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.

1. Describe your goals for the research period:
   a. Specific aims (what question(s) are you asking/ hypothesis are you testing)?
   b. Background (why is this an important question)?
   c. Summary of preliminary data (if available).

2. What techniques will you use to achieve these goals?
   a. Methods (Describe and justify the major techniques and statistical analyses to be used.)

3. How will you be evaluated? (Must be tangible – e.g. a presentation, paper, poster, etc.)

4. 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.