

SCHEDULE CHANGES

Changes in the schedule are strongly discouraged once your schedule has been submitted. If unusual circumstances warrant consideration of change, approval by the relevant elective coordinators and approval of the Office of Medical Education must be obtained by the student, using the "Request to Change Clerkship or Elective Assignment" form (Appendix B). At no time may the student's schedule contain less than the required 36 credits; any course dropped that takes the total below 36 must be turned in with an accompanying course addition. **Student must be registered in advance for an elective if they are to receive credit; course changes must be approved and processed through the Office of Medical Education before the student begins the elective. A processing time of no less than two weeks is required for any change of elective.**

Students who cancel an out-of-state elective must notify the department offering the elective, in writing, as soon as possible. A copy of the letter must be forwarded to the Office of Medical Education, **along with a completed "Request to Change Clerkship or Elective Assignment" form.**

IMPORTANT: No schedule changes will be accepted after December 1, 2009.

STUDENT CONTACT INFORMATION

Accurate student addresses and phone numbers for your locations throughout the senior year must be indicated on the Electives Schedule. Do not use your permanent address, if it is out of area. If a temporary home address and phone number are not known at the time, fill in the address and phone number of the clerkship department where you will be serving. Following fall and spring registration, fee statements will be sent to the appropriate address unless special arrangements are made with the Office of Admissions and Student Affairs.