**PLEASE NOTE:**

- **The forms are fillable PDFs** – Add/Drop form and Off Campus form
- Forms available through MedScope or the OSA website at [http://www.medschool.umd.edu/osa/Student-Scheduling/](http://www.medschool.umd.edu/osa/Student-Scheduling/)
- **Students - DO NOT SIGN THE FORMS!**
- Forms received from students will not be processed
- Students complete (check dates/blocks are correct) the form, save it, and then email it to the course administrator (see MedScope for course administrator)
- Instruct course administrators to forward completed/signed forms to dropadd@som.umd.edu for processing
- Students can drop existing courses through your MedScope profile (see dropping courses below), which will need to take place before another course can be added
- If participating in an off campus (ex. MEDC 599) experience, all paperwork should be completed prior to the start of that experience
- All parties will receive email confirmation from MedScope confirming scheduling change
- Should you have questions regarding evaluations, email evaluations2@som.umd.edu

**NOTE:** Out of the required electives and sub-Is at least one is to be in Medicine. Third year students are required to complete their elective on campus. Fourth year students, 2 of 5 electives must be completed on campus. If participating in research electives, only one (4 weeks) research elective in senior year and the 2 consecutive month research experience (RSCH 540) will count toward graduation credit. Additional off-campus courses in the senior year may be granted on request by the Clinical Years Committee. Up to three months of senior elective credit may be accrued through pre-clinical elective experiences.

**ADDING A COURSE:**

- An add/drop form is only required if adding a course offered in the elective or sub-I catalog
- An add/drop form is not required if adding an off campus experience

**ADDING AN OFF CAMPUS and/or INTERNATIONAL COURSE:**

- Complete (check dates/blocks are correct) the form, save it, and then email it to the UMSoM course administrator/faculty (see MedScope for course administrator) for approval
- Student – email your confirmation of approval to rotate at the away institution to dropadd@som.umd.edu
- If you decide at a later date not to participate in the off campus experience, send an email to dropadd@som.umd.edu
- **International** experience- Additional paperwork required, see [http://www.medschool.umd.edu/osa/Global-Health/Pre-travel-Requirements/#d.en.149528](http://www.medschool.umd.edu/osa/Global-Health/Pre-travel-Requirements/#d.en.149528)

**DROPPING A COURSE:**

- Students can drop an elective and/or sub-I courses through their MedScope profile  
  - Electives - Two (2) weeks prior to the start of the rotation  
  - Sub-Is – Four (4) weeks prior to the start of the rotation
- If a student **does not drop** a course within the allotted time frame, completion of an add/drop form and signature of approval from the course administrator is required
AHEC Schedule and Registration Changes

Local AHEC experiences: Drop/Add forms can be found at [http://www.medschool.umaryland.edu/osa/Student-Scheduling/](http://www.medschool.umaryland.edu/osa/Student-Scheduling/)

Documents required for International experiences can be found at [http://www.medschool.umaryland.edu/osa/Global-Health/Pre-travel-Requirements/#d.en.149528](http://www.medschool.umaryland.edu/osa/Global-Health/Pre-travel-Requirements/#d.en.149528)

Students initiate the process. MedScope does not allow students to drop AHEC without adding an AHEC experience. Therefore, student schedules will not be updated until all paperwork is completed.

Out of State AHEC: course# ICME 540X
- Off Campus elective form along with proof of acceptance to rotate at the visiting institution
- Both documents should be received in dropadd@som.umaryland.edu for processing

International AHEC: course# ICME 543
- Off Campus elective form along with proof of acceptance to rotate at the visiting institution
- Complete the international paperwork, gather all requested documentation listed on the International Student Request form and obtain Dr. Millstein’s signature of approval on the Off Campus form and International Student Request form
- All documentation can be either scanned as an attachment and sent to dropadd@som.umaryland.edu or hand delivered for review and processing by OSA

IHS AHEC requires: course# ICME 541
- Off Campus elective form along with proof of acceptance to rotate at the visiting institution
- Both documents should be received in dropadd@som.umaryland.edu for processing
- If IHS will be international, follow international instructions

RESEARCH ELECTIVES: The Office of Student Research approves all research experiences. For information on applying for a one or two months research experience contact Dr. Gregory Carey call (410) 706-8191, email: gcarey@som.umaryland.edu or fax: (410) 706-0094.

Affiliation Agreement or Good Standing Letter: Forward request to OSA at studentaffairs@som.umaryland.edu for processing. The student will need to confirm with the site that all documentation, including the affiliation agreement is complete prior to reporting.

Evaluations: Questions regarding evaluations should be directed to evaluations2@som.umaryland.edu