


Off Campus Elective Form Instructions for Students

1. Click on the Student Scheduling link.




Office of Student Affairs

Offices of the Dean > **Office of Student Affairs**

Home	The Office of Student Affairs provides guidance, advice, and administrative assistance to students enrolled in the University of Maryland School of Medicine.
Administrative Services	
Events and Ceremonies	The office is responsible for monitoring student registration, student progress and advancement, graduation, and all aspects of student life related to medical education. The office coordinates important milestone events for the students including the Student Clinician Ceremony, White Coat Ceremony and Match Day, and manages the Medical Spanish course which is designed to help medical students to improve their Spanish speaking skills in a clinical setting.
House Advisory System	
Residency Application Manual	
Student Scheduling	The Office of Student Affairs provides career advising and in addition, the offices advertises and processes scholarship and stipend applications, oversees the judicial board process, and verifies alumni certification.
Tours & Job Shadowing	
Global Health	

Popular Links

- [Academic Handbook](#)
- [Admissions](#)
- [Alumni Services](#)
- [AOA Junior/Senior Handbook](#)
- [Campus Bookstore](#)
- [Campus Police](#)
- [Departmental Contacts for Seniors](#)
- [Diversity](#)
- [Electronic Residency Application Service \(ERAS\)](#)
- [EPIC Training and Access](#)
- [Financial Aid](#)
- [Gold Humanism Honor Society](#)
- [Health Sciences & Human Services Library](#)
- [Housing](#)

You can change 

2. Click on the Off Campus Elective Form link.

DROP/ADD FORMS AND INSTRUCTIONS

[Course Add/Drop Instructions](#)

- This document will help you to fill out the Drop/Add form correctly. Please read this form before submitting a Drop/Add form to a departmental coordinator.

[Drop/Add Process](#)

- Use this document to help guide you in creating your schedule.

[Course Drop/Add Form](#)

- This document is OSA's official Drop/Add form. You must complete this form when making any schedule changes in your fourth year.

- [Departmental Contacts for Fourth Year Students](#)

This link contains the contact information for all departmental coordinators.

Off-Campus Elective Forms and Instructions

- [Senior Electives Travel Information](#)

This link contains valuable information about off-campus electives.

[Off Campus Elective Form](#)

- The above link contains the Off-Campus Elective form. You must complete this form, in addition to the course Drop/Add form above, when you want to add an off-campus elective to your fourth-year schedule.

International Electives

3. Fill in all the required information. (Be sure to read the instructions at the top of the form.)


UNIVERSITY of MARYLAND
SCHOOL of MEDICINE

OFFICE OF STUDENT AFFAIRS
OFF CAMPUS AND NON-CATALOG ELECTIVE FORM

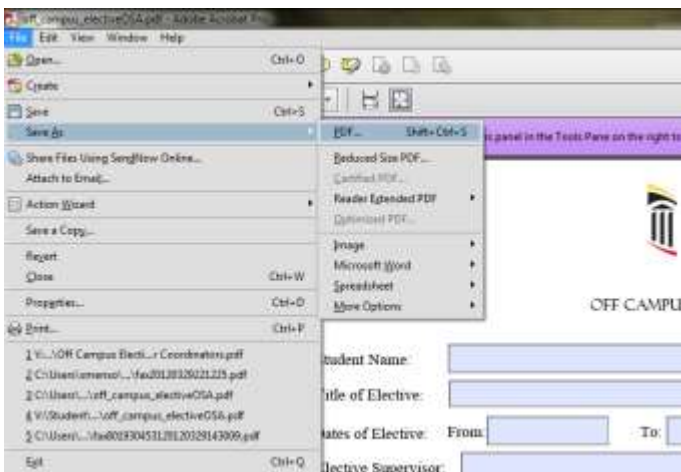
Off Campus (Away) Elective Form Instructions

- Please complete this form in its entirety.
- List the full name and address of the off campus institution.
- Obtain the signature of a UMSOM 4th year education faculty member or department head to officially approve the elective for credit at our school.
- Please attach confirmation letter or email from away institution as proof of your acceptance into the elective.
- Please submit all paperwork **prior** to taking the elective. You may be denied credit for an elective later if the paperwork is not done first.

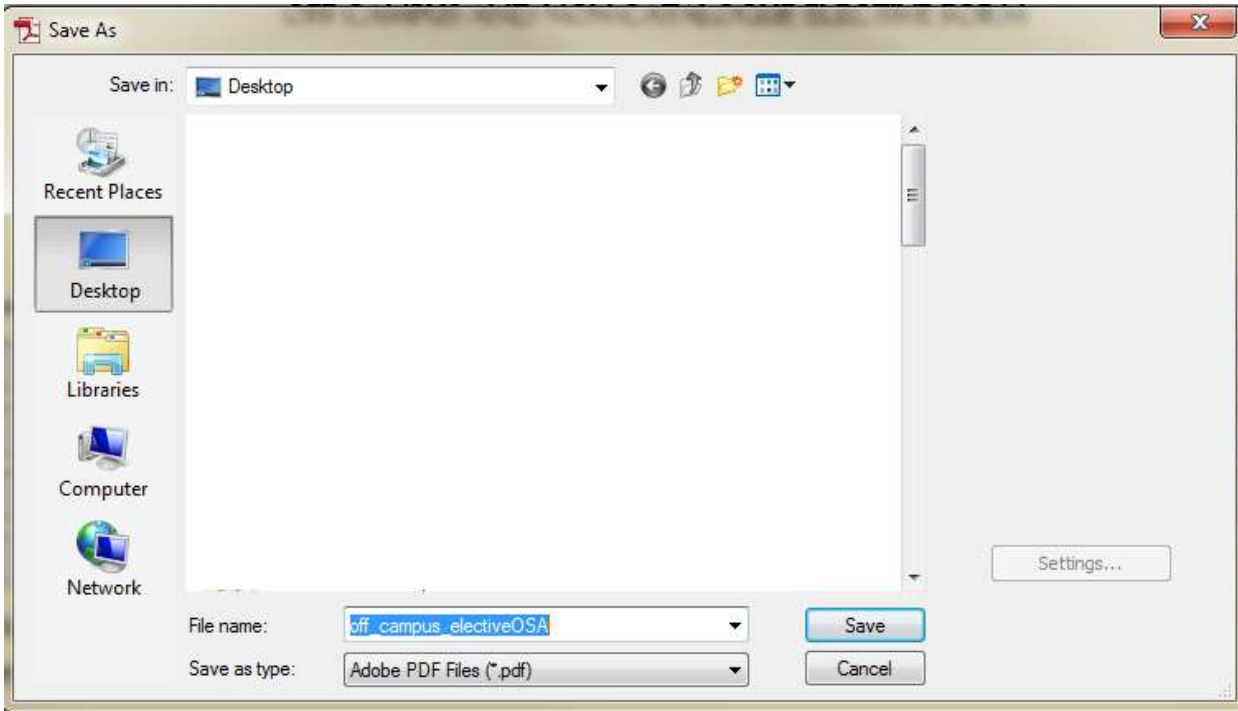
Any forms received incomplete will not be processed, and you will be notified by email.

Student Name:	<input type="text"/>	Student ID:	<input type="text"/>
Title of Elective:	<input type="text"/>		
Start Date of Elective	<input type="text"/>	End Date of Elective	<input type="text"/>
Institution:	<input type="text"/>		
Institution Address:	<input type="text"/>		
Institution Country:	<input type="text"/>		
Elective Supervisor:	<input type="text"/>	Elective Supervisor Phone:	<input type="text"/>
Elective Supervisor E-mail:	<input type="text"/>		
Is the elective sponsored by an LCME accredited US medical school? <input type="checkbox"/> Yes <input type="checkbox"/> No			

4. When you are finished the completion of the form, save the PDF to your computer.
a. Hit File > Save As > PDF

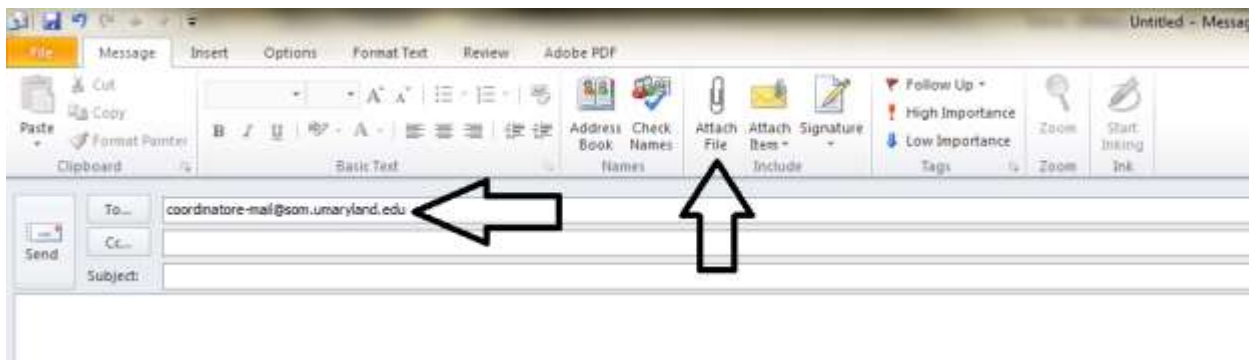


- b. Save the file to your computer's desktop.

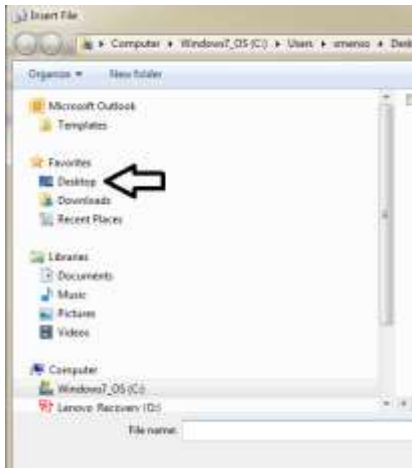


1. Go back to your e-mail account and compose a new message. Enter the coordinator's e-mail address. *For a listing of the coordinator's e-mails, please visit the [Student Scheduling](#) page and click on the [Departmental Contacts for Seniors](#) link.*

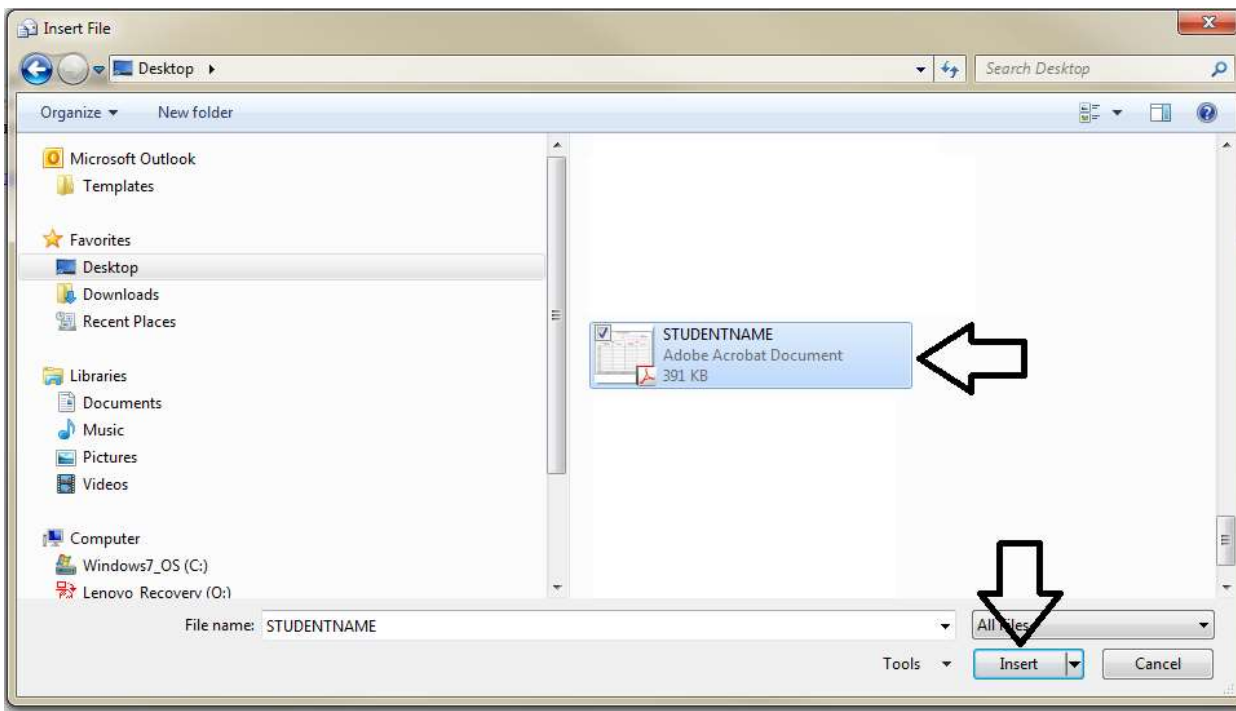
Then, click attach file.



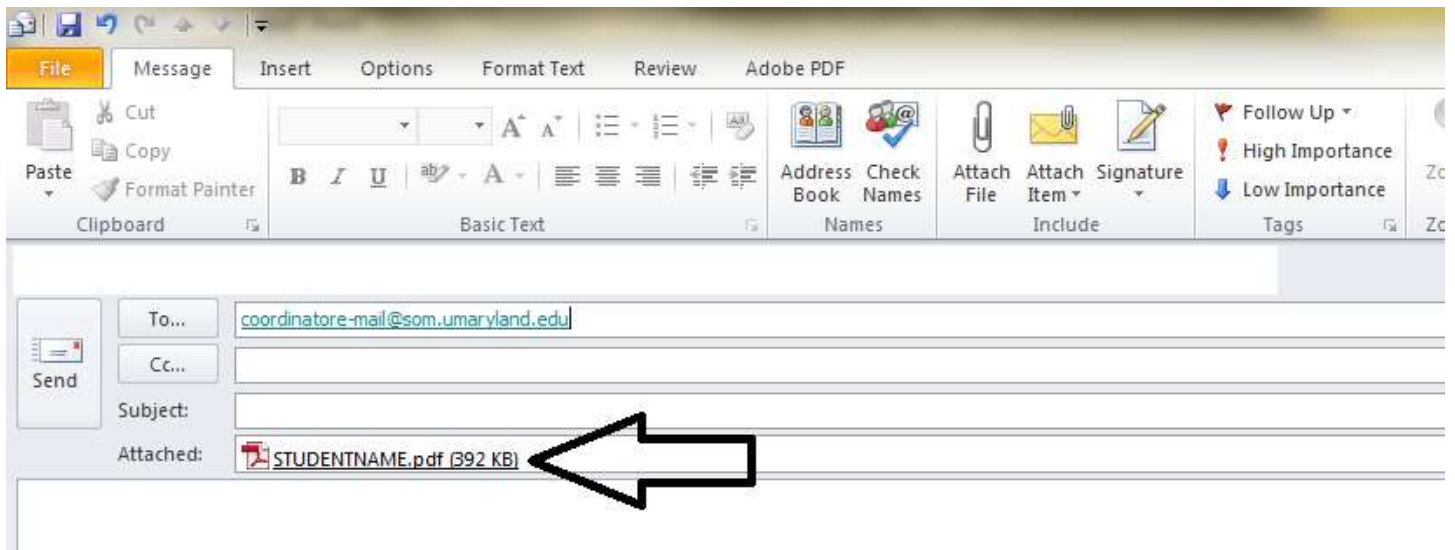
- a. Click on the Desktop icon.



b. Click on the file and click insert.



2. You will now see the file attached in the e-mail.



3. Click send.