

These items are outlined as well in the M4 Procedures Guide—and most of the forms can be found there.

- We are seeing some requests for 2-3 weeks away rotations this year. As you know, we do not grant credit to rotations less than 4 weeks in length. However, you can complete these rotations as non-credit. But you do have to be enrolled in a course in order to be covered by malpractice insurance. You will submit an offsite agreement form for these types of rotations. Just mark on it the number of weeks and no credit. Forms are due a minimum of 2 weeks before the start of the block.
- Offsite agreement forms: are due a minimum of 2 weeks before the start of the block. This allows everyone to process the request and officially have you enrolled prior to the start of the rotation (so you are covered by malpractice insurance). Forms must be completed in their entirety. This includes the course #/title and block. I can't process enrollment if I don't have the course #/title and block. For surgery aways: selective credit is not granted. You will enroll for the surgery offsite elective-#6655. Be sure to also drop any course you may already have scheduled during a block you plan as away. I can't enroll you if you already have enrollment and it will slow down the process.
- Now that we have an online enrollment system, you may drop ANY enrolled course through the system. You do not have to submit paperwork to drop a course; as long as you drop it before the block deadline.
- Add/drop enrollment deadline is Sunday, two weeks before the start of the block (except for tutoring which is 4 weeks). If you find you need to make enrollment changes after this, you will need approval from Drs. Brown or Gay; and the appropriate departments. If approved, an add/drop form will be required.
- **Regarding away rotations:** although you technically have until 2 weeks before the start of the block to submit offsite agreement forms, we highly suggest you submit the form asap once you are confident you are going. As you may witness during the application process, there is a lot of required documentation and we are seeing that as well. Affiliation agreements are getting more complex and host schools are requiring more legal documents. Since it typically takes 4-8 weeks to process affiliation agreements we want to make sure everything is in place for your rotation. If these things aren't in place prior to the start of your rotation, it may cause a delay in your rotation—or a cancellation. Hopefully, we can avoid these things if given enough time.