

**From:** Shumate, Amy N.  
**Sent:** Wednesday, March 26, 2014 1:13 PM  
**To:** UMHS - MU Med School 2015

**Subject:** M4 enrollment

Good afternoon,

As you know, the online add/drop enrollment system will open on April 1<sup>st</sup> at noon and will remain open throughout your M4 year. This service will provide you the convenience of dropping courses (before the deadline) without submitting additional paperwork and securing signatures. If you need to drop a course, simply log into the system and drop the course from your enrollment box. **If you have not met with a dean yet you need to do this before April 1<sup>st</sup>—otherwise you won't be able to make any enrollment changes. You may contact Wanda Zinn or Gina Graves to set up a time.**

Starting April 1<sup>st</sup>, you can also add courses through the online enrollment system that are not “grayed” out. If a course is “grayed” out, then you will have to submit an add/drop form complete with signatures from the appropriate student coordinator and your advisor; and, when appropriate, an ABS proposal form for your ABS courses. The ABS proposal form is located in your M4 Procedures Guide. Add/drop forms can be found in the OME and with students coordinators. Please do not tear apart the add/drop form. You must submit all pages attached to it.

For away rotations, you'll need to submit an offsite agreement form (located in your M4 Procedures Guide) in order to be approved for credit by the OME and enrolled in myZou (and covered by malpractice insurance). Grayed out courses and away rotations will be manually entered into the database; then appearing in your enrollment section through the online system. **Regarding non-VSAS paperwork, please plan accordingly and allow yourself plenty of time to get everything done before the submission deadlines. The OME requires a minimum of 1 to 5 business days to complete and sign the dean's section in non-VSAS applications (and provide letters of good standing). And we require 1 business day to upload transcripts into VSAS.**

Remember, you can't add/drop any courses less than 2 weeks before the start of the block (except for tutoring courses which is 4 weeks). If you find that you need to make adjustments within these two/four weeks you'll need to schedule an appointment with a dean.

If you have specific questions about a rotation or ABS research, then please contact the appropriate departmental student coordinator.

Have a great day,  
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