

From: Shumate, Amy N.

Sent: Thursday, June 27, 2013 2:00 PM

To: UMHS - MU Med School 2014

Cc: Gay, John W.; Kane, Kevin Y.; Beavers, Ashley Jillane; Cooke, Roberta L.; Doty, Jennifer; Ellebracht, Tammy R.; Hall, Debbie A.; Lanman, Lorraine A.; Marushak, Sheila K.; McCann, Cynthia E.; McQueen, Penny D.; Mitchell, Blair; Olson, Judy A.; Phanichkul, Tamara E.; Porter, Jana Leann; Rye, Shawna L.; Samp, Sheri L.; Shepard, Beth; Simmons, Karla J.; Singleton, Jillian B.; Sweeney, Anna M.; Swope, Mary A.; Sypes, Ruth Y.; Tipton, Adam

Subject: M4 enrollment reminders

Good afternoon,

Following are a few reminders regarding M4 enrollment processes now that the new academic year has begun.

1. **For ABS courses** (excluding anatomy and case writing/tutoring), the ABS proposal form and add/drop enrollment form are required to be submitted to the OME no later than 45 days before the start of the block. This allows the ABS committee adequate time to review the paperwork, gather more information if needed, and process enrollment. The ABS proposal form is in your M4 Procedures Guide and the add/drop form is in the OME and student coordinators have some as well. All signatures noted on the forms are required.
2. **For away rotations** an offsite agreement form must be submitted no later than 2 weeks before the start of the rotation. If the form isn't submitted to the OME, your rotation may not be approved for credit and you will not be covered by malpractice insurance. Official enrollment is required for malpractice insurance coverage. All signatures noted on the forms are required. The offsite form is also in your M4 Procedures Guide.
3. You can track your progress towards meeting graduation requirements through your student homepage. Hover over "my schedule" and click on graduation requirements. Your enrolled courses will populate in the appropriate course types.

Please let me know if you have any questions. Have a great afternoon.

Amy

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