

**From:** Shumate, Amy N.

**Sent:** Friday, February 28, 2014 3:53 PM

**To:** UMHS - MU Med School 2015

**Cc:** Gay, John W.; Kane, Kevin Y.; Beavers, Ashley Jillane; Cooke, Roberta L.; Doty, Jennifer; Ellebracht, Tammy R.; Hall, Debbie A.; Honse, Elizabeth F.; Lanman, Lorraine A.; Lynch, Gretchen M.; Marushak, Sheila K.; McQueen, Penny D.; Olson, Judy A.; Phanichkul, Tamara E.; Porter, Jana Leann; Samp, Sheri L.; Shepard, Beth; Simmons, Karla J.; Sweeney, Anna M.; Swope, Mary A.; Sypes, Ruth Y.; Tipton, Adam

**Subject:** M4 Registration

Good afternoon,

As was mentioned in the class meeting, the add/drop enrollment process will roll out in 3 phases. **You will access the add/drop enrollment application directly through your student home page (my schedule-registration).**

**Phase 1:** Starting March 4<sup>th</sup> at 12pm, you will have the ability to start “flagging” courses of interest to you. This is a purely organization tool for your use that doesn’t enroll you into any courses. All flagged courses will appear at the top of the search results section. This will make it easier when registration opens as you’ll be able to enroll into these courses without having to search for them first. The flagging function will remain open throughout the remainder of your M4 year. **The camtasia registration video will also be available at this time. It may be helpful to review the video once again (or click on specific sections of interest).** You will also be able to search for course availability and see what courses won’t be available for online enrollment.

**Phase 2:** M4 registration will take place March 11<sup>th</sup> (12pm) through March 14<sup>th</sup> (12pm). You will be able to enroll for available courses without having to meet first with Drs. Brown or Gay.

**Phase 3:** The add/drop enrollment application will open on April 1<sup>st</sup> at 12pm. You will be able to enroll and drop available courses (and add your name to reserve lists) throughout the remainder of your M4 year. **Reminder: you are required to meet with Drs. Gay or Brown before April 1<sup>st</sup>. If you do not, you will not be granted access to the add/drop application at this time.** In addition, you can start submitting add/drop forms, offsite agreement forms, and ABS proposal forms for courses not available for online enrollment. Check your M4 Procedures Guide for more information (via your student home page). Remember that the deadline to add/drop courses online will be 2 weeks before the start of the block; and 4 weeks before the start of the block for all tutoring courses.

Thanks,  
Amy

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