ADD/DROP Process

NOTE: ***All of the required documents can be found on the following link; under OTHERS***
http://medschool.umaryland.edu/osa/forms_processes.asp

The following information will assist you with making changes to your schedule. All paperwork is required prior to the start of the experience. If you fail to complete the paperwork, you risk not having that experience count toward graduation requirements. All paperwork is to be submitted to the Office of Student Affairs. Once the proper signatures are obtained the completed paperwork can be emailed to dropadd@som.umaryland.edu or faxed to (410) 706-8311, mailed or hand delivered. We suggest you keep a copy of the forms for your records. Please follow up with the department to ensure your paperwork is received by OSA in a timely manner. Once all of the paperwork is received your registration will be updated in SURFS and in MedScope.

NOTE: A student may do up to 2 of the 4 electives in the same specialty or area. If participating in research electives, only one (4 weeks) research elective in senior year will count toward graduation credit. Also, up to 2 months of electives may be done outside the UMB system. Additional off-campus courses in the senior year may be granted on request by the Clinical Years Committee. Up to three months of senior elective credit may be accrued through pre-clinical electives.

COURSE ADD/DROP:
To add or drop an elective, sub-I, or AHEC an add/drop form is required. The faculty responsible or administrative coordinator's signature is required for all add and drop.

COURSE NUMBERS and BLOCK/DATES REQUIRED:
Course numbers are required on the forms. Both the electives and sub-internship catalogs can be accessed through the above link.

Dr. Leslie Robinson (lrobinso@medicine.umaryland.edu) is the coordinator for ICME, Rm. N3E03, phone # (410) 328-0489 or 8770, fax # (410) 328-7997.
Below are the ICME course numbers:
ICME 540

- ***Eastern Maryland AHEC***
- ***Western Maryland AHEC***
- ***Southern Maryland AHEC***
- ***Baltimore AHEC***
- ***Out of State AHEC***

ICME 541 – Indian Health Service (off campus)
ICME 542 – Public Health
ICME 543 – International Health (international paperwork required)
ICME 544 – Research
ICME 545 – Community Service Project

OFF CAMPUS:
Any elective not offered in the elective catalog is considered off campus and requires an off campus elective form completed. If you are dropping a course to add the off campus elective, you are also required to complete the add/drop form. UMSoM faculty signature is required on the off campus form. Please see the bottom of the form for instructions. To determine which faculty member should sign the off campus elective form, we have provided a listing of departmental contacts; see Departmental Contacts for Seniors on the above mentioned link.

RESEARCH ELECTIVES:
The Office of Student Research approves all research experiences. Information on applying for a one or two months research experience can be found in the Electives Catalog under Research. To contact Dr. Gregory Carey call (410) 706-8191, email: gcarey@som.umaryland.edu or fax: 6-0094.

INTERNATIONAL EXPERIENCE:
If you are applying to do an international experience an off campus form is required in addition to the international paperwork. In addition to ICME 543 – International Health, there are two international electives offered in the elective catalog that require international paperwork, i.e. PLAS 542 and PEDI 561.