

## HOW TO USE THIS CATALOG

### Sign-up Permission *(Listed below the title in the elective description)*

**MS 3's:** Requires Course Director's approval on Course Preference form

This block means that you must see the course director for approval and secure his/her signature on your Course Preference form during the initial sign-up process in the third year.

### Drop/Add Code *(Listed below and to the right of the title in the elective description)*

If a "Drop / Add" code is listed, the student *may not add or drop the elective without obtaining an approval code from the designated faculty in charge of the elective, or his/her designate.*

*See below for the procedure for dropping/adding a course.*

### Deadline for Changes

Unless special permission is obtained from the Associate Dean for Student Affairs, dropping and adding must be accomplished at least 30 days before the beginning of an elective. The reasons for this are two-fold: (1) Faculty and team schedules are made in advance and it is especially inconvenient for a change to be made at the last minute; (2) by dropping at the last minute, you may be depriving another student of the opportunity to take the course.

### How to Drop and Add

Dates:	
May 8	Drop/add of classes begins ("Open" add/drop is May 8-12. No approval code is needed.)
May 31	<b>Last day to drop/add</b> July classes using UTLINK
From June 1	Approval numbers will be required for designated electives. Check elective description or list.

Registration for drops and adds will be done via the UTLINK system:

UTLINK is available Monday - Friday, 8:00 a.m. to 9:00 p.m. except University holidays.

Saturday 8:00 a.m. to 10:00 p.m.

Sunday 2:00 p.m. to 8:00 p.m.

See "**Procedures to Drop and Add**" section for **detailed instructions** on how to use the UTLINK system.

### How to arrange a Special Project or Ad Hoc Elective

A Special Project or ad hoc elective is one you arrange with a UT-faculty member. *(It is not an extramural or "away" elective.)* Following the title section for most departmental sections in this catalog you will find a list of special topics and the faculty to contact if you wish to arrange a special project or ad hoc elective. You are not, however, limited only to the faculty and topics listed. You must use the "Special Project" form obtainable in the Student Affairs Office, MSB G.400 or on the web:

[http://med.uth.tmc.edu/administration/stud\\_affairs/scheduling/ms4/forms/special-project-form.pdf](http://med.uth.tmc.edu/administration/stud_affairs/scheduling/ms4/forms/special-project-form.pdf)

Follow these procedures to receive elective credit for such an elective:

1. Call or visit the faculty member to discuss the topic, your interests and goals, and find out how he/she would work with you and what you will be required to accomplish by the end of the month.
2. Have the faculty member complete and sign the Special Project form (forms are available in Student Affairs or on web).
3. Submit the form to the Student Affairs Office at least **60 days prior** to the date you are scheduled to begin the project.
4. The project will be reviewed for its appropriateness, and a copy of the approved form will be placed in your student mailbox. If the project is not approved, you will also be notified via email, page, or mailbox.