REGISTRATION FREQUENTLY ASKED QUESTIONS (FAQs)

Q: There are many courses that require departmental consent. How does this work?

A: To enroll in a course that requires department consent you must first email the coordinator from the department that hosts the course to request approval to register for the course. It can typically take a few working days for a coordinator to organize schedules and respond to multiple student requests. Please be patient in awaiting a response. Refer to the Elective Catalog to see which courses require department consent and for the coordinator contact list for each department.

Q: How does the Add/Drop process work? Is departmental approval required to drop a course or can you just go to the registrar?

A: You may add/drop courses through the My Student Center, Manage Classes tile up to 2 weeks prior to the start date of the course, after this date it is considered late registration and an Add/Drop eForm must be completed through My Student Center. The eForm is then electronically circulated for required approvals, including departmental course approvers.

Q: How do I register for an away rotation?

A: Away rotations are considered 7000 courses. A Course Approval Form with an accompanying course/rotation description must be completed PRIOR to leaving for an away rotation. Credit will not be granted retroactively. The Course Approval Form must first be approved by a sponsoring UTHSCSA department in the specialty of the away rotation, and then by the Office for Undergraduate Medical Education (OUME). After all approvals have been obtained, the form is sent to the Registrar’s Office for processing.

Q: I want to do an away rotation, but the other institution is on a different academic schedule. How do I schedule the rotation if our block schedule is one week behind the other institution?

A: The dates for away rotations are defined by the host school and are generally non-negotiable. You may still participate in these away rotations. To receive credit for the course, you will need to list the actual participation dates as well as the LSOM block that is closest to the dates the away rotation is offered. You may only register/receive credit for one elective per block.

Q: Can any rotation be a selective?

A: No. Approved selective courses are indicated in the Elective Catalog. If a course is not listed as a selective (inpatient/ambulatory), then it will not count as one.
Q: Do I need to sign up for the entire year on April 1?
A: Not necessarily. When registration opens, you can sign up for the entire year, just one semester (fall or spring) or just a couple of courses. Some students choose to not sign up for anything at all and wait for a few weeks. Once registration opens you can sign up any time after that. Registration continues throughout the year and there is a lot of movement as people add and drop courses during the MS4 year.

Q: Can I get an exception and register early? Or can I just send my course selections to OUME and have them register for me?
A: No. Once the system opens, students can register any time after that (see previous question). There are no exceptions to register early and the system doesn’t allow it. Students must complete the process themselves since it requires individual UTHSCSA login and password.

Q: Can I still register even if I have holds on my account? If not, then can the UME office remove the hold for me?
A: No. A student will not be permitted to register if he or she has a hold. Holds can only be removed by the office that placed it. Students must coordinate with that office (Student Health Clinic, Registrar, Bursar, Financial Aid, etc.) to have any holds removed. It is strongly recommended that students review the My Student Center portal to determine if they have any holds PRIOR to registration opening.