

DROP/ADD - Schedule Changes

A **Drop/Add** procedure was developed at the request of the BSOM Course Directors to provide a mechanism to monitor and control roster changes. Course Directors may refuse (although this is rare) to approve the change if they believe it is not in the student's best interest, is detrimental to the quality of the overall educational program, or deemed to be unprofessional in light of student obligations and responsibilities.

Drop/Add Instructions

- A completed and signed [Drop/Add](#) form must be submitted to the Office of Student Affairs, Brody 2S-20 to make schedule changes to Brody Catalog courses once open drop/add has ended.
- Changes are due 30 days before the courses begin.
- The course director's or administrative assistant's permission is required by either signature or attached email (contact information is listed by specialty above).
- Occasionally the course director/coordinator will ask that you check with OSA for information regarding available slots, but usually they will already know this.
- If a change is needed in under 30 days, due to unforeseen circumstances, you may request an exemption through OSA.

Email notification, rather than a Drop/Add form, is required for changes to self-arranged away rotations (other universities, IDE's, community electives)

If circumstances prevent a student from completing a scheduled rotation, he/she will be required to make up the missed time or receive an unsatisfactory grade for the rotation.

SCHEDULING AWAY ROTATIONS

To complete the AAMC immunization form for VSAS, complete the identifying information on page one and send it to Student Health Services (SHS) at gotquestions@ecu.edu. SHS will complete the form and notify you of any missing immunizations or titers that are needed and help you with an appointment. They will scan the final, signed copy to you.

Contact the Brody registrar to have your transcript uploaded to VSAS.

Student Affairs (OSA) will send you your senior photo in late February for you to load to VSAS.

OSA will upload any Letters of Recommendation (LoR) that are received for VSAS.

Drug Screens, Immunizations and Criminal Background Checks

LCME ACCREDITED Medical Schools and Residency programs

- Check for an online catalog at the site of interest in order to review course availability, course descriptions, dates, calendar information, and visiting student application requirements. Use this link to search for schools/courses:
<http://services.aamc.org/eec/students/>
- Check if the medical school/ residency program uses the Visiting Student Application Service (VSAS). Through VSAS students may search and apply to more than 140 schools and programs: <https://services.aamc.org/20/vsas/public/schools/>
- For directions on how to use the system:
https://www.aamc.org/students/medstudents/vsas/how_to_use_vsas/117180/how_to_apply.html
- If the institution does not use VSAS, follow the application directions that their website provides.
- Institutions are all different. Carefully follow their instructions or your application will not be processed. Student Affairs is able to help with required documents, etc.
- When an application is accepted, the student will receive confirmation via letter, email, or standard acceptance form.
- ***Submit a copy of the acceptance to the Office of Student Affairs. The confirmation must include the course title and the dates of enrollment.**
- ***Submit a copy of the course description from the school's website to enable Student Affairs to determine if a course will be given PC, AI or Elective Credit.**
- Some courses may start and end at times different from BSOM; Flex time or online electives may be used to assist in scheduling.

* No credit will be allowed for rotations taken without the approval and documentation indicated above.

MILITARY ROTATIONS

- Check with the appropriate military branch in order to review sites, course availability, course descriptions, dates, calendar information, and visiting student application requirements.
- Military slots may open as early as December/January.
- Student Affairs is able to help with required documents.
- When an application is accepted, the student will receive confirmation via letter, email, or standard acceptance form.
- ***Submit a copy of the acceptance to the Office of Student Affairs. The confirmation must include the course title and the dates of enrollment.**
- ***Submit a copy of the course description from the school's website in order to be given PC, AI or Elective Credit.**
- Some courses may start and end at times different from BSOM; Flex time or online electives may be used to assist in scheduling.

* No credit will be allowed for rotations taken without the approval and documentation indicated above.