LATE Add/Drop Form for Clinical Rotations

Today's Date: / / Phone #: ( ) - Term:

Student EMPLID #: Date of Birth: / /

(Check your current medical academic level for the term)
☐ MS2 ☐ MS3 ☐ MS4

Name (Last, First Middle):

NOTE: All course information should be filled in completely.
All late add(s) are subject to availability. A wait list may exist for the course, and the Office of Enrollment Services (OES) **cannot** override the waitlist.
If you are doing a late drop and add, **two forms (with appropriate signatures) must be completed** and submitted to OES.

This form should be used when:

1. The course is added less than FOUR weeks before the beginning of the course.
2. The Course is dropped less than FOUR weeks before the beginning of the course.

To Be Completed By the Student

Check the appropriate action: ☐ LATE ADD ☐ LATE DROP

	Course ID	Period	Course Title
Example:	*RAD 1501*	*01*	*Diagnostic Radiology*

Please provide an explanation for requesting this late add/drop:

Student Signature Date

To Be Completed By the Department

Check the appropriate action: ☐ REQUEST GRANTED ☐ REQUEST DENIED

Course Director or Department Coordinator Signature Date

Printed Name Phone