

How to Schedule BUSM Electives Using the Online Add/Drop System:

1. Log In Link: <http://wwwapp.bumc.bu.edu/busm/eads/students>
2. You will see your current schedule. Click on the Schedule Change button to Add, Move or Drop an elective.
3. Choose the action you would like to take for that Block.
 - **Add** - Select the course from the drop down menu. Only those participating courses will appear. All other electives require use of the paper Add/Drop form. When finished hit the Submit Request button.
 - **Move** - will allow you to change the elective to another time. The drop down will list only available blocks. You cannot move into a block where a request is pending or a course is scheduled.
 - **Drop** - allows you to remove the elective from your schedule.
Please note: A paper add/drop form is required to make changes if it is less than 30 days prior to the start of the rotation.
4. You will return to the Schedule Change screen after each action there you can track the status of your request.
5. You will receive emails confirming all requests to Add, Move or Drop.
6. Once the request has been approved it will appear on your current schedule and you will receive an email from the coordinator.

How to Schedule BUSM Electives Using the Paper Add/drop Form:

1. Identify a course you are interested in taking by reviewing the 4th year elective catalog on the Registrar's website at www.bumc.bu.edu/busm-reg
2. Contact the elective coordinator. You will find their information with the course description. Either call or email to determine if space is available
3. If space is available submit a BUSM 4th Year Add/Drop form for their signature. The form can be found on the Registrar's website under the Request Forms tab <http://www.bumc.bu.edu/busm/education/registrar-office/request-forms> and in the Registrar's Office
4. Submit the signed form to the Registrar's Office located in the A building 4th floor or you can fax 617-638-4155, scan or attached to an email.
5. To confirm it has been added to your schedule use the link: BUSM Students – View Individual Student Profile on the Registrar's website.

How to Schedule Elective in VSAS:

1. All eligible (in good academic standing) students will be given VSAS authorizations.
2. VSAS tutorials can be found on the Registrar's website <http://www.bumc.bu.edu/busm/education/registrar-office/vsas-student-information>
3. Discuss and review the application with your Field Specific Advisor prior to submission.
4. Student will upload all required documentation into the application.
5. Student will identify school and course and submit the request.
6. Once your application has been submitted the Registrar's Office will be notified. Within 2-3 days of notification we will complete the host schools verification form and upload the transcript. We will contact you if additional documentation is needed to complete the verification form.
7. Host school will review application and notify student of acceptance/denial.

8. Once accepted, to add the elective to your schedule, the student will complete and submit the BUSM Extramural Elective Form <http://www.bumc.bu.edu/busm/files/2017/06/Extramural-Elective-Form-Final.pdf> to the Registrar's Office.
9. To confirm it has been added to your schedule use the link: BUSM Students – View Individual Student Profile on the Registrar's website.

How to Schedule an Outside Elective at Schools Not in VSAS:

1. Student will download the paper application from the host schools website.
2. Discuss and review the application with your Field Specific Advisor
3. Student will complete all portions of the application that pertain to the elective, i.e. demographic information, dates, elective choice.
4. Student will complete request forms for any supplemental documentation that is required, i.e. transcripts, letter of good standing, proof of professional liability insurance. The forms can be found on the Registrar's Office website <http://www.bumc.bu.edu/busm/education/registrar-office/request-forms> and in the Office. Verification for OSHA, HIPAA and Mask Fit can be obtained from the Office of Student Affairs. A copy of your health insurance card is proof of coverage, immunizations can be found on the Student Link. If the host school requires you to complete their immunization form you would take it to the Student Health Service on the Charles River Campus. Please call in advance to determine the best time to drop the form.
5. Student will bring all of the above documentation, including payment for the elective if required at time of submission, to the Registrar's Office. Once received it will be completed and mailed within 5-7 business days.
6. Once accepted, to add the elective to your schedule, the student will complete and submit the BUSM Extramural Elective Form <http://www.bumc.bu.edu/busm/files/2017/06/Extramural-Elective-Form-Final.pdf> to the Registrar's Office.
7. To confirm it has been added to your schedule use the link: BUSM Students – View Individual Student Profile on the Registrar's website.