**How Do I Request a Schedule Change?**

**General Process and Deadlines**

*Email all schedule change requests to SOMSchedule@tulane.edu* rather than to Melissa’s or my personal email. Both of us have access to the scheduling email, and the scheduling inbox serves as a first-come, first-served queue for requests.

- Include the rotation course number/name and start/end dates of the rotation you want to drop. *Find this information on your eMedley schedule.*
- Include the rotation name and start/end dates of the rotation you want to add. *Submit departmental permission for most electives, and for all sub-internships, away rotations, and research electives.*
- *Allow at least one full week before you email, call, or visit to follow up on your request.* We will email confirmation, denials, or requests for clarification, but give us enough time to process your requests!
- *Familiarize yourself with the block calendar* to meet deadlines even when you don’t receive reminders!

*No schedule changes are made less than one week before the start of the rotation*, including requests for online electives or electives for which enrollment is controlled by Student Affairs.

*No schedule changes are made retroactively:* check your schedule *monthly* for accuracy. Review your year-long schedule in eMedley. Compare it against the “view concise schedule” feature in Gibson Online (GO). Both must match!
- T4 May/June appears in your spring semester in GO.
- T3 May/June is fall in GO.
- July – Dec for everyone is the fall semester.
- Jan – Apr for everyone is the spring semester: eMedley will upload spring schedules to Gibson Online in late Nov/early Dec.

**Core Clerkships (T3 “Donut”) and T4 Required Rotations**

*T3s cannot drop or change a core clerkship less than 30 days before the start of the clerkship.*

- **T3s may request a change in their donut clerkships if they trade with another student.** Both students must swap both of their clerkships (e.g., both students must switch PEDS and OBGY). Both students must email their request to SOMSchedule@tulane.edu.
- **T3s may not drop required core clerkships unless they have Dr. Kahn’s permission.** “I want to take an elective” is *not* considered a valid justification and is routinely denied.

*T4s cannot drop or change required rotations* (including core clerkships, Community Health, Internal Medicine Specialty Clinic/“Ambulatory”, Outpatient Surgery, Radiology, Emergency Medicine). T4s may change sub-internships if the department will allow it. Departments control permission for their sub-internships.

**Elective Rotations**

*Students who wish to drop, add, or change an elective less than 30 days before the start of a rotation* must have departmental approval for *all* adds/drops, *including for online electives and musculoskeletal medicine.* Find a schedule change form at [http://tmedweb.tulane.edu/portal/student-guide/important-forms/item/schedule-change-form](http://tmedweb.tulane.edu/portal/student-guide/important-forms/item/schedule-change-form). Be aware that departments may or may not be able to honor your schedule-change request less than 30 days before the start of the block.

*Away rotations must be approved and submitted to SOMSchedule@tulane.edu at least 30 days before the start of the rotation.* See the PDF “Where do I get away rotation documents” for more information about where to find paperwork required by Tulane and potentially by your host institution.)
USE THE FOLLOWING THREE DECISION FLOW CHARTS FOR A QUICK GUIDE TO REQUESTING AN ELECTIVE SCHEDULE CHANGE.

Remember to follow rules both to add and to drop if you need to drop one elective in order to make room for another.

I want to **drop** an elective

- If it is **more than 30 days** before the block starts:
  - Email request (rotation name/course #/start-end dates) to SOMSchedule@tulane.edu

- If it is **less than 30 days** before the block starts:
  - If it is **more than one week** before the block starts:
    - Submit schedule change form APPROVED BY DEPT OR STUDENT COORDINATOR to SOMSchedule@tulane.edu
  - If it is **less than one week** before the block starts:
    - **Not allowed.** Report to site and complete all rotation requirements.
I want to **add**

an elective that **requires dept permission**

If it is **more than 30 days** before the block starts

Email request (rotation name/course #/start-end dates) and departmental permission to SOMSchedule@tulane.edu

If it is **more than one week** before the block starts

Submit schedule change form APPROVED BY DEPT OR STUDENT COORDINATOR to SOMSchedule@tulane.edu

If it is **less than one week** before the block starts

Not allowed. All requests to add or drop must be submitted more than a week before the block begins.

If it is **less than 30 days** before the block starts

I want to **add**

an elective that **doesn't usually**

require dept permission (such as online electives or ORTH4120/4140)

If it is **more than 30 days** before the block starts

Email request (rotation name/course #/start-end dates) to SOMSchedule@tulane.edu

If it is **more than one week** before the block starts

Submit schedule change form APPROVED BY DEPT OR STUDENT COORDINATOR to SOMSchedule@tulane.edu

If it is **less than one week** before the block starts

Not allowed. All requests to add or drop must be submitted more than a week before the block begins.

If it is **less than 30 days** before the block starts