

OFFICE OF THE REGISTRAR – USMLE EXAMINATION PREPARATION COURSE

STEP 1	<p>Meet with a Dean in the Office of Student Affairs if the following applies:</p> <ol style="list-style-type: none"> 1. You plan to study for STEP before going on leave for dual degree or research and you are not taking any rotations during this time. 2. You plan to study for STEP after returning from leave before starting clinical rotations. 3. You need more than the standard study time (i.e. 8 weeks)
STEP 2	<p>Visit the Director of Financial Aid to allow the office the opportunity to review your record and determine if this study prep course has any financial aid implications.</p>
STEP 3	<p>Submit the signed form and all necessary documentation to the Registrar or Assistant Registrar. Your form will be reviewed, and you will be contacted if any revisions are needed.</p>

PLEASE NOTE:

- You are not permitted to take any rotations, research or courses for credit while enrolled in the USMLE Exam Prep Course.
- You must receive prior approval from a Dean in Student Affairs in order to obtain approval for the course.
- This course is not graded and will not appear on the transcript.
- You will be charged nominal tuition per month (regardless when the course ends) and full fees for enrolling in this course.
- While taking the course, your enrollment status will be reported as less than half time.
- The course must be completed by Sept. 1 and cannot last more than 2 months. If you need more than 2 months for exam prep, please consult with Students Affairs regarding a leave of absence.



OFFICE OF THE REGISTRAR – USMLE EXAMINATION PREPARATION COURSE

Students must print the form & follow the directions below. Official registration **REQUIRES** signatures. Students **MUST** obtain the appropriate signature(s) & submit form with completed documentation to the Office of the Registrar.

STUDENT INFORMATION

BCM ID #: (I.E. 123456)	CLASS: (I.E. MS2, MS3, MS4)	BCM EMAIL:
FIRST NAME:		LAST NAME:

COURSE INFORMATION - MEOSA EXAM USMLE EXAMINATION PREPARATION COURSE

Course start date should correspond to the 4 week dates on the academic calendar. The end date should be the last date you will be in the course prior to starting rotations again or prior to starting your LOA.			
START DATE: (I.E. MM/DD/YY)	END DATE: (I.E. MM/DD/YY)	Course cannot exceed 2 months	
FACULTY NAME:	FACULTY E-MAIL:	COORDINATOR CONTACT:	COORDINATOR E-MAIL:

REQUIRED: **DETAILED EXAM PREP PLAN** (Attach)

STUDENT AFFAIRS DEAN APPROVAL: _____

FACULTY AGREEMENT – USMLE Examination Preparation Course

FACULTY: I have accepted this student for the USMLE Examination Preparation Course under my supervision. I will ensure that the student has a well-defined curriculum that supports the goals and objectives as defined in the course description.

FACULTY NAME: _____ **FACULTY DEPARTMENT:** _____
(Please Print) *(I.E. Student Affairs)*

BCM EMAIL: _____ **PHONE:** _____

FACULTY SIGNATURE: _____ **DATE:** _____

STUDENT AGREEMENT

- You are not permitted to take any rotations, research or courses for credit while enrolled in the Exam Prep Course.
- You must receive prior approval from a Dean in Student Affairs in order to obtain approval for the course.
- This course is not graded and will not appear on the transcript.
- You will be charged nominal tuition per month (regardless when the course ends) and full fees for enrolling in this course.
- The course must be completed by Sept. 1 and cannot last more than 2 months. If you need more than 2 months for exam prep, please consult with Students Affairs regarding a leave of absence.

STUDENT SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

Fin. Aid	Received	Financial Impact	Financial Aid Signature:
Reg. Office	Received	Course Section	Processed:
			Student Notified: _____