



OFFICE OF THE REGISTRAR FREQUENTLY ASKED QUESTIONS

Student Record Questions

Q: *How can I review my evaluation after the grade is submitted on the student portal?*

A: You must complete the [“How May We Help”](#) form. Select “other” on the form, and indicate that you would like to review your evaluation. Please be sure to include the name of the course and the date the course was taken. These requests are processed within one business day.

Q: *How do I obtain an official or unofficial transcript?*

A: You must complete the “Transcript Request” form. The request must be signed. Please allow 2 business days, once received in our office for processing. To receive a transcript, you must not have an outstanding balance. The form is available on the Registrar’s website: <https://www.bcm.edu/education/registrar/services/transcripts>. You may submit the request by mail, email, or fax.

There is also an option to submit a request for an official transcript online; however, there is a \$3 convenience fee. We also have the ability to send transcripts via a secure electronic network. Read more about the electronic options on our website:

<https://www.bcm.edu/education/registrar/services/transcripts>

Q: *Who does degree verifications for alumni?*

A: Third party degree verifiers can obtain instant verifications through the National Student Clearinghouse at www.degreeverify.org.

Q: *How can I obtain an attendance/enrollment verification or letters of good standing?*

A: Any dates of attendance, or verification letters are processed in the office of the Registrar. You may use the [“How May We Help”](#) form along with any paperwork you may have for the verification. www.bcm.edu/registrar/forms

Q: *Is it possible to get a replacement diploma?*

A: Yes. The Registrar’s office can order a replacement/duplicate diploma. Please complete the “Duplicate Diploma Request” form. The form must be notarized. The cost of the replacement diploma is \$150.00 per diploma ordered. Payment is to be made by check only. The order will be placed after all documentation and payments are received. The

diploma takes approximately three to five weeks to return.

www.bcm.edu/registrar/forms

Q: *How can I review what is in my permanent file?*

A: Students wishing to review their educational records must make written request to the Registrar, listing the items they wish to review. This can be done by completing the *“Request to Inspect and Review”* form. Only records covered by the Family Educational Rights and Privacy Act of 1974 will be made available. The Registrar will respond within 45 working days of receiving the written request. www.bcm.edu/registrar/forms

School of Medicine Electives

Q: *How can I determine how many elective credits I have earned?*

A: Electives can be viewed in the CAMS Student Portal. Access the portal and select the “My Schedule” tab. You will need to change the term selection to the time period the elective was completed (i.e., Fall 2016, Spring 2017, etc.). You may also view your unofficial transcript on the Student Portal; however, courses will appear on the transcript when graded.

Q: *I would like to apply for a clinical elective. What do I need to do?*

A: Access the online electives portal (different than the CAMS portal) select the month/elective you would like to register for. The online electives portal and the CAMS portal sync within 1 business day. You **do not** have to contact the department for approval or to check availability. Please [click here](#) to review more information on the enrollment procedures for electives.

Q: *How will I know if I was approved or scheduled for elective?*

A: Once the online electives portal and the CAMS portal sync, the course will be added to your schedule. You will need to check your CAMS Student Portal’s “My Schedule” tab periodically for the course.

Q: *I am scheduled for an elective I no longer wish to take. What should I do?*

A: You must submit a withdrawal form to be removed from the course’s roster. Withdrawal forms can be found on the front counter in the Registrar’s Office or online at Registrar’s website under the forms header: <https://www.bcm.edu/education/registrar/forms>

Q: *How can I receive credit for a month of research I completed a year ago?*

A: In order to receive credit for a course, you must be enrolled in the course **prior** to the start of the rotation. You may not receive credit retroactively. Please [click here](#) to review more information on the enrollment procedures for electives.

Q: *What if I am not approved for an elective?*

A: If you submit an online application for a course that is unavailable, you will receive an email from our office informing you of such. You may at that time, submit a new application with different elective choices.

Q: *I want to do a month of research and receive credit for it. What should I do?*

A: You must locate a faculty member/department of your choice to determine if there are any projects you can assist. If approved by the faculty member/department, you must complete the paper elective registration form. This form must be signed by the faculty member with a brief description of the project and at least 3 goals and objectives for the research. The application must be returned to the department **prior** to the start of the rotation. Please [click here](#) to review more information on the enrollment procedures for electives.

Q: *How can I request a specific location or faculty member for a course?*

A: The Registrar's Office does not assign locations/faculty. Once you are approved and the course appears on your schedule, you may contact the department/coordinator to make your location/faculty request.

Q: *I am scheduled for a core rotation and I would like to move it. What should I do?*

A: There is a scheduling petition committee that meets weekly to review/discuss schedule changes for cores, selectives and sub internships. If you are interested in submitting a request to the committee, please submit an online petition using the following link: <https://www.surveymonkey.com/r/schedchangerequestform>

Visiting Students

Q: *How can a visiting US medical student apply for an elective at BCM?*

A: All 4th year (senior) Medical and Osteopathic school students must apply for an elective through VSAS.

Q: *What is VSAS?*

A: VSAS is an acronym for Visiting Student Application Service. VSAS is a central applications database where visiting student applications are submitted. BCM only accepts visiting student applications through VSAS. You may find more information about the visiting student program on our website: <https://www.bcm.edu/education/schools/medical-school/md-program/curriculum/elective-program-baylor-medical-student/visiting-medical-student>

Q: *What are the fees associated with the Visiting Student Elective Program?*

A: Yes, the Visiting Student Elective Program charges an administration fee of \$125 and a monthly fee of \$25 per elective.

Q: *Does the Visiting Student Elective Program accept observers?*

A: No, the visiting student elective program does not process or approve observers. You may review more information on our website:

<https://www.bcm.edu/education/schools/medical-school/md-program/curriculum/elective-program-baylor-medical-student/visiting-medical-student>

Q: *Do you accept International Medical Students?*

A: Baylor only considers students from abroad schools January through June of each year. There are no exceptions to this. The [policy outlining elective course requirements](#) for International visiting students outlines further details regarding the process for international students applying to electives at Baylor.

Last updated: May 21, 2018