**TSP Process for Track and Elective Student Enrollment/Registration**

January,2025

**TRACKS**

1. **July** - Student Orientation Track/Elective presentation by Department chair for new Class.
2. **August** - Start Track Advertising Campaign for **Track or Treat Expo** to be held in October
3. **August/Sept.** - Directors review all individual track application questions and recommend changes for Application form.
4. **October** – **Track or Treat Expo/open house** held with new class and Track Directors/Student Ambassadors, Department Coordinators/Admins. to present course material and answer questions.
5. **November** – Open enrollment for 10 days, students submit applications for 1-3 Tracks from Student iNET.
6. **November** – Course Directors review applications, interview potential candidates
7. **December - Winter Break** – Course Directors submit a list of students for academic review by Department Coordinators/Admins. with Registrar, and respond to Directors if any students are in jeopardy.
8. **January 2 – 15** – Students are offered conditional enrollment by individual Course Directors and must accept or decline by email. Directors notify all others that they were not selected.
9. **January** – Course Directors send list of students they wish to be enrolled to staff.
10. **January** – Track Registration Forms are submitted to Registrar.
11. **Late January** – Track Courses Begin.
12. **February** – After the 2nd course session is held any student who wishes to withdraw must notify the Course director prior to the 3rd session or student’s transcript will show a “withdrawal”

**ELECTIVES**

1. **August and January** prior to the beginning of each semester, each Campus will begin combined or separate marketing campaigns based on Course availability and Director’s discretion.
2. **August** **and January** – Directors will participate in an Elective Expo Event (Based on individual campus schedule and choice)
3. **August and January** Students are directed by individual Campus Elective Course Directors on how they will be able to enroll:
   1. Student Interest Form on Student iNET [TSP Electives – Student Interest Form](https://inet.rvu.edu/faculty-and-staff/forms-2/tsp-electives-student-interest-form/)
   2. Personal email message to Course Director
4. Elective Directors will notify students who are selected, and who are declined.
5. Elective Directors will submit a student enroll list to Coordinators for registration.
6. After the 2nd Elective course session is held any student who wishes to withdraw must notify the Elective director prior to the 3rd session, or student’s transcript will show a “withdrawal”.

**ASYNCHRONOUS ELECTIVES**

1. **Students can sign up/apply** for any asynchronous elective which is being offered at the beginning of each semester by completing the Student Interest form [TSP Electives – Student Interest Form](https://inet.rvu.edu/faculty-and-staff/forms-2/tsp-electives-student-interest-form/) on the Student iNET
   1. The sign-up window will be specified by the TSP department each semester.
   2. Students can anticipate gaining access to the course by the course start date
   3. Y-3 students on clinical rotations must contact Clinical Education Leadership to ensure the state in which rotations are being completed has approved RVU to deliver distance education in that state. (See Distance Education Requirement)
   4. Y-4 students in their graduation year must sign up for Asynchronous courses through the Clinical Education Department.
   5. After approval by the course director and/or ClinEd (depending on year of student), Y1-3 students are enrolled in the course by the TSP Coordinators on the iNET Registration/Drop form as is typical for other elective courses.
2. **Withdrawals/Dropping from the Course**
   1. Students wishing to drop the course must do so by notifying the course director within 1 month of being registered for the course. Failure to drop before that date may result in a Withdrawal and have a “W” on the transcript.
3. **Distance Education Requirements**
   1. 3rd year students on clinical rotations must contact Clinical Education Leadership to ensure the state in which rotations are being completed has approved RVU to deliver distance education in that state.
   2. 4th year students are expected to complete online course work during gap weeks. During gap weeks and while completing research clerkship coursework, students are considered to be in residence in their RVU primary state of enrollment.
   3. 1st and 2nd year students are also considered to be in residence in their RVU primary state of enrollment during the entirety of the semester and no additional approval is required.