

Overview:

Under an agreement among the GCC member institutions, graduate students are able to take courses at other institutions that are necessary for completion of their degree (for NLM trainees, that means for completion of your fellowship).

You may only take a total of 12 credit hours combined from all other institutions during your graduate studies.

Most of those 12 credit hours are often used up on NLM required/elective coursework; you must save your available credit hours for them. Therefore, if you intend to take a course at another institution that is not already in your curriculum, you must contact me so that you do not exceed your 12 hours before you complete your NLM courses.

Under this agreement, students from MDA-UTH / UH / UTMB pay tuition to their home institution for the number of credit hours you'll be taking elsewhere (You do not pay any tuition to the institution you will be attending). Rice and Baylor students do not pay extra tuition. Students from all NLM institutions must pay fees (if any) to the institution they are attending, such as the online instruction fee for BMI 5310W.

You must use the Inter-Institutional Course Registration Form. You may find it on the Rice Registrar's Forms page <https://registrar.rice.edu/online-forms#VS>, and click on Inter-Institutional Graduate Student Registration Form. The Registrars of all institutions have agreed on this form.

The contact person in the Registrar's Office for each institution is listed on the form. Double check with your own institution's contact person to be sure they don't require something in addition to this form (BCM used to), and with any questions.

Check whether electronic signatures are acceptable to your own institution, and the institution where the course is. I do know that Rice says electronic signatures are acceptable as long as they have verifiable electronic signatures using your institutional accounts from something like DocuSign or AdobeSign.

For this form, you need to get a long list of signatures (advisor etc.), signed in order. You then submit the fully signed version to your own Registrar; make sure you scan/keep a copy of the fully signed form for yourself, in case there's a problem later with the course not appearing on your transcript.

Do not wait until right before classes start to enroll with this form – submit it as far in advance as possible.

You are responsible for meeting all deadlines of the other institution and of your own.

Remember that you must make a grade B or better in all of your required NLM courses and electives.

Attending courses at Rice University:

The Rice academic calendar for deadlines and course dates is here: <https://registrar.rice.edu/calendars>. Turn in the signed form by August 12

Fall 2022: classes begin on August 22, and end on December 2, plus exams after that.

Spring 2023: classes begin on January 9, 2023, and end on April 21; Spring Break is March 13-17. **The course schedule for Spring 2022 will be available starting October 28.**

Check the course schedule for the class you need: <https://courses.rice.edu/admweb/swkscat.main>. Some courses require instructor permission; you can find the name and email in the Rice directory (www.rice.edu) to contact them.

Rice accepts electronic signatures are acceptable as long as they are has verifiable electronic signatures using your institutional accounts from something like DocuSign or AdobeSign.

Attending courses at UTH School of Biomedical Informatics (SBMI):

Click here for the [academic calendar](#). Click here for the [current semester course schedule](#); just above it on the right, you can click on the Two Year Course Rotation to see when a class will be offered next.

Please ensure that you enroll in BMI 5310**W** for the fully-online version. It meets weekly, but we pay the web-based fee so that you can watch the lectures any time.

Registration at SBMI opened on July 13, 2022 for the Fall semester. Classes begin on August 29, and end on Dec. 9, with exams after that. Registration for Spring 2023 opens Nov. 16, 2022. Classes begin January 9, 2023 and end on April 28, with final exams after that.

Attending courses at the **MD Anderson / UTHealth Graduate School of Biomedical Sciences (GSBS):**

[This page](#) has links to the academic calendar, registration (Registrar myUTH), course catalog and current course listings (see top right of that page), and Canvas. [Here](#) is information on how to order transcripts.

The 2022-23 academic calendar dates are found [here](#). Registration at GSBS opened on July 13, 2022 for the Fall semester. Classes begin on August 29, and end on Dec. 9, with exams after that. Registration for Spring 2023 opens Nov. 16, 2022. Classes begin January 9, 2023 and end on April 28, with final exams after that.

Attending courses at **Baylor College of Medicine:**

The Graduate School of Biomedical Sciences academic calendar is [here](#), as well as links to the course catalogs. Baylor has 5 shorter terms rather than 3 semesters per year. Therefore the credit hours are usually half of those at semester institutions. Classes for the terms begin: 1st term on August 1; 2nd term on October 10; 3rd January 3, 2023; 4th term on March 13; 5th term on May 22.

Transcripts:

A few weeks after the semester is over, please check to see that you have your grades and then **email me your unofficial transcript** (there's no fee), so I have it for your file.

I will need a transcript for every course you take:

How to get an unofficial **Rice** course transcript:

Log into ESTHER

In the search box, search for "transcript"

Select Academic Transcript

From drop-down menus, select:

-Visiting graduate

-Unofficial

How to get an official **UTH** course transcript (UTH does not issue unofficial transcripts.):

<https://www.uth.edu/registrar/current-students/transcript-requests.htm>

It says on the transcript request form https://www.uth.edu/registrar/docs/transcript_request_form_fillable.pdf that you can email the signed form to registrar@uth.tmc.edu (you don't have to fax it).

NEW: Effective May 11, 2021, students and former students can request transcripts 24/7 to be delivered in electronic (PDF) format or mailed hard copy. Once a request is submitted, notification emails are sent both upon receipt as well as upon completion of the order. There is no charge for an official transcript, however a processing/delivery fee may be applied.

Current Students may order through [MyUTH](#) from the student center's academic records tile.

Former students not currently enrolled may order transcripts directly through the link to [Credentials Solutions](#).