

# Registration for Advanced Year Courses COM 2019 – SPRING 2018 ONLY

## Instructions

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Welcome to your Advanced Clinical Year (Senior Year)! Registration for Advanced Clinical coursework involves:

1. Registration of Primary Care II (**PRIM 4003**) and Emergency Medicine (**EMED 4701**) Clerkships
2. Registration of a required Subinternship in either Internal Medicine (MEDI 4100) or Pediatrics (PEDS 4400)
3. Registration of Diagnostic Radiology (RADI 4550)
4. Registration of 2-weeks of an ICU experience (here or at an away institution)
5. Registration of a 4-week Selective (translational sciences) experience
6. Registration of 16-weeks of Electives

\*\*\* Please refer to the [Distribution of Requirements](#) for details about the requirements. \*\*\*

7. Submission of a signed [Clinical Schedule Planner](#)

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Starting Thursday, February 1, you will register for your **SPRING 2018** semester courses **ONLY**. Spring 2018 includes **April 2018, May 2018 and June 2018**. [Click here for the calendar dates](#).

**ALL students** will **register** at the **same time** for their **Spring 2018 coursework** (if you are eligible to and plan on taking coursework). Remember, we strongly recommend using April 2018 to study and take Step 2 CK.

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### PLEASE NOTE: Remaining Core Year Experiences

If you have any remaining Core Year experiences that have not yet been scheduled, contact Ms. Shonbrun in the Office of the Registration **immediately**.

### On-line Registration

Students who are active, eligible and who do not have a hold on their record beginning **February 1st** will access [myDownstate](#) and click on "Banner Self Service".

**Use your NetID to log in. It's the same that you use for email.**

### Selecting Primary Care II/Emergency Medicine/Required Subinternship (MED/PEDS)

The available sections of Primary Care II, Emergency Medicine and the required Subinternships and their Course Reference Numbers (CRNs) can be found at the end of this document. You are registering for the rotation you want **NOT** the site. You will be canvassed at a later date for your site preferences for Primary Care II and your Subl. Emergency Medicine is a combined KCH/UHB.

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## Instructions

---

### Course Reference Numbers

**It is very important to note that Course Reference Numbers (CRNs) are term specific.** This means that a CRN in the spring semester can be a completely different course in the fall semester. Pay attention to the term and the course you want. Make sure to check your registration.

All students must register for one of the required Subinternships sometime throughout your Advanced Year (MS4). You are registering for the rotation you want **NOT** the site. You are registering for the “month” in which you would like your Subinternship **ONLY** even though there is a default site associated with each section. The individual department will contact you directly for site preferences (please note that the Pediatrics clerkship is only taken at UHB or Kings County. They also have Staten Island University Hospital available. You should let them know directly if you are interested in that site).

### Selecting Electives/TSELS

In addition to the required Primary Care II/EMED clerkships and your required Subl in Internal Medicine or Pediatrics, all students must take:

16 Weeks of Electives ([see electives distribution](#))

4 weeks of Diagnostic Radiology (RADI 4550) – April is your only available month during the Spring semester

4 Weeks of TSELS (Translational Sciences)

2 Weeks of ICU (either here or at an away institution)

On-line registration for the Spring 2018 will remain available until **March 15<sup>th</sup>**. After this date, you will need to use an add/drop form for all add/drop transactions for Spring 2018 semester.

### Course Catalog

We have posted a listing on our website [here](#) of the available courses and sections for your class. **It is important to read the course descriptions too, which are found within [Banner Self-Service](#).** Please note that the course catalog is subject to change without notice throughout the academic year.

Selectives or Tsels are marked as “SEL” and have a course number that begins with a “T”. All students are required to register for at least four weeks from the Selective category. That means you can take two 2-week selectives or one full month selective.

You will enter the 4-digit “CRN” to register for your course. The CRN identifies the section. Remember that CRN’s are **specific to a particular semester**. **Therefore, please make sure you are in the correct term for which you are attempting registration and have identified the correct CRN.**

### Clinical Schedule Planner

You will submit your completed [Clinical Schedule Planner](#) signed by your clinical assistant dean by **March 15<sup>th</sup>, 2018**. Otherwise, your schedule may be dropped.

### Other Scheduling Adjustments

- All other registrations (i.e. research electives, off-campus electives, tailor-made electives, etc.) are done by using the ["Proposal for Extramural/Tailor-Made Elective Form."](#) Make sure to read the instructions very carefully for getting credit for these experiences. NO RETROACTIVE CREDIT WILL BE GRANTED. THERE ARE NO EXCEPTIONS.

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---

- Changes to the required **Emergency Medicine clerkship** and Primary Care II after February 16<sup>th</sup> can be made by completing a "[Request for Clerkship Change Form](#)" pending availability. Signature of the Course director is required.
- **Changes to other required Clerkships cannot be made on-line.**

All forms can be found at <http://sls.downstate.edu/registrar/forms.html>

### **A Few Important Notes**

- Spring 2018 consists of April, May and June 2018. [Click here for the calendar dates.](#)
- The required selective must be one that is found in our course catalog.
- You may take your required ICU elective here or at an away institution.
- You are not registering for your sites.
- When taking Away Electives, Research Electives and Tailor-Made Electives you must follow instructions for receiving credit and submit the completed form at least one month prior to start date. Otherwise late fees are assessed. **NO CREDIT WILL BE GRANTED IF THESE COURSES ARE NOT ON YOUR SCHEDULE BEFORE THEIR START DATE!** There are no exceptions.

If you have questions about what to register for Spring 2018, some suggestions are:

- Taking April 2018 off to study and take Step 2 CK is strongly encouraged.
- Taking required courses like Primary Care II, the required Emergency Medicine clerkship or Radiology (April only).
- Taking your required SubI in Internal Medicine or Pediatrics if you are going into one of those fields.
- Taking an elective in an area of interest.

### **Questions?**

If you have registration questions you may:

1. Visit the Office of the Registrar (Mon., Tues., Thurs., Fri., 10am-5pm and Wed., 10 am – 5:30 pm). Registrar staff will review how to use myDownstate Banner Student Information System and assist you with registering for classes.
2. E-mail [registrar@downstate.edu](mailto:registrar@downstate.edu). Please be specific regarding your question(s) and the best way to reach you, and we will respond as soon as possible.
3. Call us at (718) 270-1107 (Mon., Tues., Thurs., Fri., 10am-5pm and Wed., 10 am – 5:30 pm). Please note that some issues may not be resolved immediately, and we may have to take your information and call you back.

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## Instructions

---

### Primary Care II and Emergency Medicine Clerkships Dates and CRNS

<b>Primary Care II Dates for Spring 2018</b>				
<b>Semester</b>	<b>Month</b>	<b>Start Date</b>	<b>End Date</b>	<b>Course Reference Number (CRN)</b>
Spring 2018	April	04/02/2018	04/27/2018	<b>3156</b>
Spring 2018	May	04/30/2018	05/25/2018	<b>3184</b>
Spring 2018	June	06/04/2018	06/29/2018	<b>5371</b>

<b>Emergency Medicine Clerkship Dates for Spring 2018</b>				
<b>Semester</b>	<b>Month</b>	<b>Start Date</b>	<b>End Date</b>	<b>Course Reference Number (CRN)</b>
Spring 2018	May	04/30/2018	05/25/2018	<b>6213</b>
Spring 2018	June	06/04/2018	06/29/2018	<b>6214</b>

<b>Required SubI in Internal Medicine or Pediatrics</b>				
<b>Spring 2018</b>	<b>Month</b>	<b>Start Date</b>	<b>End Date</b>	<b>Course Reference Number (CRN)</b>
Int. Medicine	April	04/02/2018	04/27/2018	<b>3238</b>
Int. Medicine	May	04/30/2018	05/25/2018	<b>3239</b>
Int. Medicine	June	06/04/2018	06/29/2018	<b>6803</b>
Pediatrics	April	04/02/2018	04/27/2018	<b>3244</b>
Pediatrics	May	04/30/2018	05/25/2018	<b>3245</b>
Pediatrics	June	06/04/2018	06/29/2018	<b>6804</b>

<b>Diagnostic Radiology Advanced Year Requirement</b>				
<b>Semester</b>	<b>Month</b>	<b>Start Date</b>	<b>End Date</b>	<b>Course Reference Number (CRN)</b>
Spring 2018	April	04/02/2018	04/27/2018	<b>3323</b>

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### **SENIOR YEAR REGISTRATION TIMELINE**

2/1/2018	On-line Registration begins at 8:30 pm for Spring 2018 <b>ONLY</b>
Mid-Feb	Time Tickets Available on myDownstate Banner Self-Service for Fall 2018 and Spring 2019 registration (You must clear all HOLDS if applicable)
2/27/2018	On-Line Registration begins for Fall 2018 and Spring 2019 semesters by time-tickets (if no holds)
3/15/2018	On-line registration ends
3/15/2018	Clinical Schedule Planner Due Signed by Clinical Assistant Dean
05/01/2018	Schedule changes (Add/Drop) for Fall 2018 and Spring 2019 begin