

# Instructions for Registration for Advanced Year Courses COM 2019

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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. Submitting a signed Clinical Schedule Planner – **DEADLINE MARCH 15<sup>th</sup>**

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Starting Tuesday, February 27, 2018 – Thursday, March 15, 2018, you will register for your Fall 2018 and Spring 2019 coursework. This is **coursework that will begin July 2018 – May 2019**. [Click here for the calendar dates](#). You will also continue to make add/drops for Spring 2018.

**All eligible students have been assigned a time ticket for the Fall 2018 semester and a different time ticket for the Spring 2019 semester. Please make sure to check both terms as they will be different.**

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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 Registrar **immediately**.

## **On-line Registration**

Students who are active, eligible and who do not have a hold on their record beginning **February 27<sup>th</sup>** will access [myDownstate](#) and click on “Banner Self Service”.

**Your Username and Password is your NETID.**

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

You are registering for the rotation you want **NOT** the site. You will be canvassed at a later date for your site preference for Primary Care II and your Subl. Emergency Medicine is at KCH/UHB only.

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

All students must register for one of the required Subinternships. 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 primarily taken at UHB or Kings County, however, they also have a few spaces at Staten Island University Hospital available. You should let them know directly if you are interested in that site).

## **Selecting Electives/Selectives**

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

- 16 Weeks of Electives ([see electives distribution](#))
- 4 weeks of Diagnostic Radiology (RADI 4550)
- 4 Weeks of Selectives (Translational Sciences. ([See Guide to the Translational Science Selective](#)))
- 2 Weeks of ICU (either here or at an away institution)

On-line registration 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 the Spring 2018 and Fall 2018 semesters. Spring 2019 on-line registration will reopen on May 1, 2018 through October 1, 2018.

## **Course Catalog**

You can find a listing on our [website](#) of the available courses/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”. Most of them will have a “T” in the course number. 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.

## **Registration**

You will enter the 4-digit “**CRN**” to register for your courses. They identify 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 **Thursday, March 15, 2018**. Otherwise, a registration hold will be placed on your record. Your registration is not final until a completed and signed Clinical Schedule Planner is received by the Office of the Registrar.

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## 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.](#)" Please make sure to read the instructions very carefully for getting credit for these experiences.
- Changes to the required **Emergency Medicine clerkship and Primary Care II clerkship** after March 15th can only be made by completing a "[Request for Clerkship Change Form](#)" pending availability.
- **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 Additional Notes

- Spring 2018 consists of April, May and June 2018.
- Fall 2018 starts in July 2018. Spring 2019 starts in January 2019.
- The required selective must be one that is found in our course catalog.
- With permission, you may take your required ICU elective here or at an away institution. It will NOT count against the 8 week maximum of away rotations.
- With permission, you may take your required Primary Care II rotation here or at an away institution. It will NOT count against the 8 week maximum of away rotations.
- You are **not** registering for your sites unless noted (exception: Req SubI).
- Away Electives, Research Electives and Tailor-Made Electives must follow instructions for receiving credit and submit the completed form at least one month prior to start date. Otherwise late fees are assessed. Click [here](#) for instructions and to obtain the Proposal form. All away electives must be on your schedule no later than the Friday before it starts. No credit will be given for experiences added after that day. There are no exceptions.

## 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 us at [registrar@downstate.edu](mailto:registrar@downstate.edu). Please be specific regarding your question(s) and the best way to reach you, and someone will respond as soon as possible.