

Registration for Advanced Year Courses COM 2023 Instructions

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

1. Registration of Primary Care II (**PRIM 4003**) and Emergency Medicine (**EMED 4701**) Clerkships
2. Registration of a required Subinternship in Internal Medicine (**MEDI 4100**), Pediatrics (**PEDS 4400**), or Surgery (**SURG 4600**)
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 Research Experience Project (REP)
6. Registration of 16-weeks of Electives

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

REGISTRATION OF COURSEWORK

Registration for your Advanced Clinical year will take place in two parts:

1. Registration for coursework in Spring 2022
 2. Registration for coursework in Fall 2022 and Spring 2023
1. **Spring 2022** – coursework taken from April – June 2022
 - a. Registration will open on February 28th for **all** students who are eligible to take Advanced Year coursework. The available courses/sections are listed on our website [here](#).
 2. **Fall 2022** and **Spring 2023** – Registration will open on March 21
 - a. **Fall 2022** - coursework taken from July – December 2022
 - b. **Spring 2023** - coursework taken from January – May 2023

[Click here for the calendar dates.](#)

PLEASE NOTE: Remaining Core Year Requirements

If you have any remaining Core Year requirements that have not yet been scheduled, immediately contact the Office of the Registrar at registrar@downstate.edu

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On-line Registration

Spring 2022 Registration

Registration will be available from February 28 – March 7, 2022 for **all** students who are eligible to take coursework in the **Spring 2022 semester**. Students will access [myDownstate](#) “Banner Self Service” to register for Advanced Year coursework. Students have to be active, eligible to register, not have required coursework to take and be free from holds on their record which prevent registration. After March 7th, you will use an add/drop form for **all** add/drop transactions for the **Spring 2022** semester. The available courses/sections are listed on our website [here](#). *(All courses and sections are subject to change.)*

Fall 2022 and Spring 2023 Registration

Students who are active, eligible to register and who do not have holds on their record which prevent registration beginning on **March 21** will access [myDownstate](#) “Banner Self Service” to register for Advanced Year coursework.

On-line registration will remain available as follows:

- **Fall 2022** > March 21 – April 15. After this date, you will use an add/drop form for **all** add/drop transactions for the **Fall 2022** semester.
- **Spring 2022** > March 21 – September 30. After this date, you will need to use an add/drop form for **all** add/drop transactions.

[Click here for the add/drop dates](#)

Please note: DO NOT USE INTERNET EXPLORER for on-line registration.

Please note: Registration begins at 12:00 am on the first day and ends at 11:59 pm on the last day of registration.

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 carefully. **It is your responsibility to register for the correct requirements. We have marked the CRNs in “yellow” on the course listing to help you identify them.**

Required Subinternship in Medicine/Pediatrics/Surgery

All students must register for one of the required Subinternships in Medicine, Pediatrics or Surgery sometime during your Advanced Year (MS4). You are registering for the **month** you want **NOT** the site even though there may be a default site associated with each section. The individual department will contact you directly for your site preferences (if applicable).

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Course Catalog

The online course sections listings will be updated throughout the registration period. **It is important to read the course descriptions also, which can be found within [Banner Self-Service](#).** Please note that the course catalog is subject to change without notice throughout the academic year.

You will enter the 4-digit “**CRN**” to register for your course. The CRN identifies the section. 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. You are responsible for registering for the correct course(s).**

Other Scheduling Options

- All other registrations (i.e. research electives (other than the REP requirement), off-campus electives, tailor-made electives, etc.) are accomplished by using the ["Proposal for Extramural/Tailor-Made Elective Form."](#) Make sure to read the instructions very carefully for getting credit for these experiences. All course registration must be completed **PRIOR** to starting a course. **NO RETROACTIVE CREDIT WILL BE GRANTED. THERE ARE NO EXCEPTIONS.**
- Changes to the required **Emergency Medicine clerkship** and **Primary Care II** after April 16 can be made by completing a ["Request for Clerkship Change Form"](#) pending availability. Signature of the Course director is **required**.
- **Changes to required Core Year Clerkships are not permitted.**

All forms can be found at <https://www.downstate.edu/education-training/student-services/registrar/forms.html>

A Few Important Notes

- Spring 2022 consists of April May and June 2022. [Click here for the calendar dates.](#)
- Fall 2022 starts in July 2022. Spring 2023 starts in January 2023.
- With prior permission, you may take your required Primary Care II clerkship and/or your ICU requirement at an away institution- It will **NOT** count against the 8-week maximum for away electives.
- You are not registering for your sites unless otherwise noted (exception: Req SubI generally lists HSCB as the default site).
- When taking Away Electives, Research Electives (other than the REP) and Tailor-Made Electives you must follow [instructions for receiving credit](#) and submit the completed form and accompanying documentation **at least one month prior to start date. NO CREDIT WILL BE GRANTED IF THESE COURSES ARE NOT ON YOUR SCHEDULE BEFORE THE START DATE!** There are no exceptions.
- **No add/drop for any course is permitted less than one month prior to its start date.**
- Closed Error message but appears to have space: This is because the courses have cross-listings. You may remember this from your undergraduate days and from our earlier registration cycle. This means that more than one section shares maximum enrollment numbers. So even if the section you want looks open, you may be blocked from taking it due to the cross-listings. If you have questions about this during the registration process, send an email to REGISTRAR@DOWNSTATE.EDU.

If you have questions about what to register for in the Spring 2022 semester, some suggestions are:

- Take required courses like Primary Care II, or the required Emergency Medicine clerkship.
- Take your required SubI in Internal Medicine, Pediatrics or Surgery if you are going into one of those fields.
- Take an elective in an area of interest.

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Questions?

If you have registration questions, you may:

1. E-mail registrar@downstate.edu. Please include your SID, be specific regarding your question(s) and the best way to reach you.
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