2021-22 CSOM M4 Elective Instructions Reference Guide

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Types of Electives

- Intramural: Electives at CSOM affiliated institutions that are obtained through the elective catalog
- VSLO/VSAS: Domestic electives obtained and/or processed through the AAMC VSLO/VSAS system
- Non-VSLO: Established electives offered at domestic institutions that are not processed in the VSLO/VSAS system.
- Independent: Individually designed domestic non-clinical or clinical electives
- **Research:** Individually designed domestic research experience.

General Policies

- 1. Students may take a maximum of 3 (three) electives in a specialty.
- 2. All students must complete a minimum of 4 (four) electives.
- 3. All electives must be taken in 4 week blocks to be eligible for credit towards graduation.
- 4. In some cases, students may be allowed to use a vacation block to take an additional elective, but will not receive credit for that elective towards graduation. This should be discussed with a Medical Student Advisor.
- 5. Changes to intramural electives must be made **at least 4 weeks** prior to the elective start date.
- 6. Extramural, independent, or research electives can not be taken without prior CSOM approval.
- 7. It is the student's responsibility to confirm the accuracy of their schedule in CUNYFIRST and to notify the M4 Coordinator of any errors.
- 8. Students must contact the M4 Coordinator to formally request changes to their core rotations or intramural electives on their 4th year schedule.
- Changes to the 4th year core schedule can not be made without obtaining approval from CSOM. Do not contact hospitals directly.
- 10. Approval for extramural/independent/research electives must be obtained prior to making any schedule change request. (Please refer to instructions for each type of elective for details)
- 11. In order to receive credit for any elective, all procedures and policies must be adhered to.
- 12. Failure to comply with deadlines, procedures and policies may result in the submission of a professionalism form.

M4 REGISTRATION INSTRUCTIONS

2021 Fall Semester Blocks 1-6 2022 Spring Semester Blocks 7-11

A. REQUIRED CORE ROTATIONS:

- 1. After the core rotations have been finalized (EM, SUBI, ICU, Intro to Internship) each core will be entered into CUNYFIRST by the M4 Coordinator, Ms. Marsha Bailey.
- 2. No scheduling changes/switches can be made to core rotations without obtaining formal approval from CSOM.
- 3. To make a change request, email Ms. Bailey: <u>M4coordinator@med.cuny.edu</u>

B. INTRAMURAL ELECTIVES:

- 1. Every student must select four (4) intramural electives for the entire year. This is to ensure that every student has secured their electives in order to meet graduation requirements.
- 2. Students can take a maximum of three (3) electives in the same specialty.
- 3. Elective registration will be open during the period from 8:00 am on March 22, 2021 until 11:59 pm on March 28, 2021. Students must select electives in CUNYFIRST for both the Fall and Spring semesters in order to register for the entire year (refer to quick reference guide in appendix). Once registration has closed, every student's schedule will be reviewed by the M4 Coordinator and the Medical Student Advisors. You will receive an email confirmation of your 4th year schedule once your schedule is finalized.
- 4. To make an elective change request, email Ms. Bailey: M4coordinator@med.cuny.edu
- 5. All Intramural Electives must be dropped at least 4 weeks before the elective start date.
- C. Except for Intramural electives found in the CSOM elective catalog and domestic VSLO/VSAS electives, <u>ALL</u> other electives types, require completion and submission of proposal forms. Follow the instructions as indicated in each form. (samples included for your reference, forms are on the Career Advising Site at https://www.ccny.cuny.edu/csom/career-advising). If approved, the electives will be added to your schedule in CUNYFIRST and if applicable, the elective previously in that block will be dropped.

Though the M4 Coordinator will be reviewing students' schedules and entering approved changes in CUNYFIRST, students are responsible for the accuracy of their schedule and that they have sufficient credits to graduate. After registration has been completed and processed by the registrar, students must confirm that their schedule accurately reflects their CORE rotations and electives in CUNYFIRST.

Questions/issues related to CUNYFIRST should be directed to the CSOM Registrar's Office - SOMregistrar@med.cuny.edu

Domestic <u>VSLO/VSAS</u> <u>Extramural</u> Elective Instructions

- □ Identify opportunities in VSAS and begin applications.
- Once you have submitted your application, the Office of Student Affairs (OSA) and the M4
 Coordinator will automatically receive a daily email notification until your application is
 released by CSOM to the host institution. There is no need to inform us.
- □ If needed, request an official transcript to be included with your VSLO/VSAS applications. (form can be found on the Career Advising Site at https://www.ccny.cuny.edu/csom/ career-advising). Once the OSA has received your transcript, it will be uploaded to your application and your application will be released. Please allow up to 5 business days for processing.
- □ If VSLO/VSAS elective offer is received:
 - Immediately email your official offer/application decision <u>and</u> the elective description to Ms. Bailey, <u>M4coordinator@med.cuny.edu</u> to obtain final approval before proceeding further. All VSAS/VSLO electives must be approved by CSOM Elective Oversight Committee before accepting any offers.
 - 2. You will receive an email confirmation indicating whether your elective was approved or denied.
 - 3. If approved, the M4 coordinator will add the elective to your schedule in CUNYFIRST for the desired block and if applicable, the elective previously in that block will be dropped (intramural electives must be dropped at least 4 weeks before they are scheduled to begin).
- After VSLO/VSAS elective is approved and confirmed, please proceed with the following:
 - 1. **Every** domestic <u>extramural</u> elective requires completion of the *CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form* (form available on the Career Advising Site at https://www.ccny.cuny.edu/csom/career-advising).
 - Save file as last name, first name DW block #.pdf and email completed form to: M4coordinator@med.cuny.edu

Elective Evaluations:

- □ Elective evaluations are processed electronically and instructions will be sent directly to Elective Preceptor. At least one week before the beginning of all **extramural** electives, please provide the following information to M4coordinator@med.cuny.edu:
 - Elective preceptor's name and email address
 - Elective title
 - Elective block number
- □ It is the responsibility of the student to ensure that evaluation forms are submitted to CSOM by the elective supervisor/preceptor in order to receive credit towards graduation.
- □ The *Student Assessment of Elective Form* should be submitted electronically via LCMS+ to be utilized as a resource to future students considering the same elective.

NOTE: The most current version of VSAS/VSLO FAQ's is available at the Career Advising Site at https://www.ccny.cuny.edu/csom/career-advising

Domestic Non-VSLO Extramural Electives Instructions

□Identify elective and prepare the host institution's elective application □Complete and submit *Non-VSLO Elective Proposal Form* (form available at https:// www.ccny.cuny.edu/csom/career-advising) and email to Ms. Marsha Bailey M4coordinator@med.cuny.edu.

- \Box If an offer is received:
 - Immediately email your official offer/application decision and the elective description to Ms. Bailey, <u>M4coordinator@med.cuny.edu</u> to obtain final approval before proceeding further. Non-VLSO elective can not be accepted before obtaining approval from the Elective Oversight Committee and confirmation of whether an affiliation agreement is required and/or exists.
 - 2. You will receive an email confirmation indicating whether your elective was approved/ denied.
 - 3. If approved, the M4 coordinator will add the elective to your schedule in CUNYFIRST for the desired block and if applicable, the elective previously in that block will be dropped (if it is at least 4 weeks before the intramural elective is scheduled to begin).
- □ After an extramural elective is approved and confirmed, please proceed with the following:
 - 1. **Every** domestic <u>extramural</u> elective requires completion of the *CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form* (form available at https://www.ccny.cuny.edu/csom/career-advising)
 - Save file as last name, first name DW block #.pdf and email completed form to: M4coordinator@med.cuny.edu

Elective Evaluations:

- □ Elective evaluations are processed electronically and instructions will be sent directly to Elective Preceptor. At least one week before the beginning of all **extramural** electives, please provide the following information to M4coordinator@med.cuny.edu:
 - Elective preceptor's name and email address
 - Elective title
 - Elective block number
- □ It is the responsibility of the student to ensure that evaluation forms are submitted by the elective supervisor/preceptor in order to receive credit towards graduation.
- □ The *Student Assessment of Elective Form* should be submitted electronically via LCMS+ to be utilized as a resource to future students considering the same elective.

CUNY School of Medicine

4th year Non-VSLO Elective Proposal Form

The City College

of New York

Instructions:

- Complete this form and save PDF as: last name, first name non-VSLO block #.pdf and email along with offer from host institution to : M4coordinator@med.cuny.edu and cc: your Medical Student Advisor
- If needed, request transcripts online: https://www.ccny.cuny.edu/csom/transcripts
- Official CSOM approval is required prior to accepting any extramural elective offer



Comments:

Domestic Independent or Research Electives Instructions

These are individually designed experiences at: LCME accredited institutions, public/private organizations, agencies, public health institutions, or CSOM/CUNY.

Complete the following steps:

□At least 6 weeks before the intended start date, complete *Independent/Research Elective Proposal Form* (form available at https://www.ccny.cuny.edu/csom/career-advising). Submit as directed to Ms. Marsha Bailey, M4coordinator@med.cuny.edu

□Only completed proposals with required signatures will be reviewed.

Proposal will be reviewed by Elective Oversight Committee, which meets weekly

□You will receive an email confirmation indicating whether your elective was approved/denied.

□ If approved, the M4 coordinator will add the elective to your schedule in CUNYFIRST for the desired block and if applicable, the elective previously in that block will be dropped (intramural electives must be dropped at least 4 weeks before it is scheduled to begin)

For <u>extramural</u> electives that are approved and confirmed, please proceed with the following:

Every domestic **extramural** elective requires completion of the CUNY Off-Campus Activity Participation, Waiver and Emergency Contact Form

(form available at https://www.ccny.cuny.edu/csom/career-advising)

Save file as last name, first name DW - block #.pdf and email completed form to: Ms. Bailey,

M4coordinator@med.cuny.edu

Evaluations:

- □ Elective evaluations are processed electronically and instructions will be sent directly to Elective Preceptor. At least one week before the beginning of all **extramural** electives, please provide the following information to M4coordinator@med.cuny.edu:
 - Elective preceptor's name and email address
 - Elective title
 - Elective block number
- □ It is the responsibility of the student to ensure that evaluation forms are submitted to CSOM by the elective supervisor/preceptor in order to receive credit towards graduation.
- □ The *Student Assessment of Elective Form* should be submitted electronically via LCMS+ to be utilized as a resource to future students considering the same elective.

NOTE: If a clinical domestic extramural elective requires malpractice insurance and <u>there is no affiliation</u> <u>agreement</u>, malpractice insurance must be obtained independently (instructions on page 11)

4th year Independent/Research Elective Proposal Form

Instructions: complete this form with the mentor who has agreed to supervise your project. Save pdf as: **last name, first name IR proposal block#.pdf** and send via email to Ms. Bailey M4coordinator@med.cuny.edu

Suggested timeline:

- 8 weeks before start date: finalize project and get signature of mentor. Submit proposal for review.
- No proposal will be accepted less than 6 weeks before elective start date.
- If needed, request transcripts online: https://www.ccny.cuny.edu/csom/transcripts



5. In consultation with your preceptor, what is the expected outcome by the end of the 4 week elective? (eg paper, presentation, or acquisition of specific skills).

6. Additional Comments:

Date:

To be completed by the elective mentor:

I have reviewed this student's proposal and agree to 1) supervise this student and 2) submit an evaluation of the student's achievement of the project's objectives and quality of final project, as described in items 4 and 5 above, at the end of the elective period.



Comments:

Extramural Elective Official Transcript Requests

- If there is a HOLD on your record, this request will not be processed.
- Allow 2-3 business days for processing by the registrar.

For VSLO/VSAS applications:

- Official transcripts are only sent electronically to host institutions. It will automatically be included in all VSLO/VSAS Elective applications processed during a given semester, at no cost.
- b. To make a request, submit a VSAS Transcript Request Form(found at https:// www.ccny.cuny.edu/csom/career-advising) to <u>M4coordinator@med.cuny.edu</u>.
- c. Please allow 2-3 business days for it to be uploaded to your application.
- d. Submit only one transcript request. If an updated transcript is required, please email the M4 coordinator.

For all other extramural elective applications: (if required)

- Submit an online request for each elective application using this link <u>https://www.ccny.cuny.edu/csom/transcripts</u>, as directed by the elective institution's application requirements.
- b. The transcript will be sent directly to the elective institution by the CSOM Registrar.
- c. Unfortunately, the Office of Student Affairs cannot send the transcript used for VSAS to the other institutions, except as part of a VSLO application and sent electronically through the VSAS.
- d. Questions/issues related to online transcript requests should be directed to the CSOM Registrar's Office <u>SOMregistrar@med.cuny.edu</u>

Extramural Affiliation Agreements

An Affiliation Agreement is a legal agreement between the extramural Host institution and CSOM that is required by NYS for a CSOM medical student to have malpractice coverage during an away/extramural clinical rotation. These agreements may take several months to establish. A current list of affiliation agreements can be found at Career Advising site at https://www.ccny.cuny.edu/csom/career-advising. This list is updated regularly as new agreements are established. If there is an established agreement, proof of CSOM Malpractice Liability Coverage will provided if required for an elective application.

How to Obtain Independent Malpractice Insurance

If you are approved for a clinical domestic extramural elective and **there is no affiliation agreement**, you will need to obtain malpractice Insurance independently (see link below). In order to obtain a quote, you should confirm with host institution their malpractice requirements and that they will accept the malpractice insurance.

https://www.academicgroup.com/ampi-for-med-students.html

You can receive a 15% discount on the policy. In order to get it you must do two things:

1) In the online application type: CSOM/REFERRED by DR. SAINTONGE

2) Email/call Maria Lenti (see below) to let her know you have submitted the application so she can flag it to apply the discount.

Each elective requires its own policy unless it is at the same institution and in the same type of specialty. If you have questions about obtaining a policy you can call/email Ms. Lenti directly.

Maria Lenti Academic Health Professionals 99 Park Avenue, 23rd floor New York, NY 10016 Email: Maria.lenti@academicgroup.com Phone (646) 808-0602 Fax (646) 808-0601

Once obtained, please forward documentation of coverage for the elective to Ms. Marsha Bailey, <u>M4coordinator@med.cuny.edu</u>

APPENDIX A: CUNYFIRST CLASS ENROLLMENT QUICK REFERENCE GUIDE



Class Enrollment

Students may use self-service to enroll in classes. A step by step wizard guides students through the enrollment process of adding classes.

	Enter https:/// Enter your l From the End Academics Search Plan Enroll My Academics other academic.	home Usern nterpr Navig	Cunyfirs ame and ise Men ate to:	st.cuny.edu ir d Password a u, select the Self Service >	n your bro nd click ti HR/Campo Student Student	owser's he (0) (us Solu Center.	addr Go ic tions	ess b on. i link.
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	 Class Search My Planner 	Û	BUS 247- 02 (1538)	MoTuWeTh 4:30PM - 6:04PM	Powdermker 154	Staff	3.00	•
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		Û	MUSIC 3913-01 (2224)	MoTuWeTh 10:00AM - 12:40PM	Music 353	E. John	3.00	•
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	Student interested in enrolling for additional courses will click on 'Yes I'm Interested'. Students who do not wish to enroll for additional courses will click on 'No Thanks' , which will reveal a list of reasons due to which the student prefers to decline from enrolling into additional courses. Students can select one or more of the options listed under the 'Decline Reason' column. Clicking on the checkbox next to the 'Do not show this message for this term again' will prevent the enrollment encouragement message from appearing again while the student enrolls for additional courses for the semester. Note: Eligible students are only allowed to enroll for a maximum for 18 credits per semester at no additional tuition charge. Interested students can enroll for additional classes by adding them into their Shopping cart from My Planner, using Class Search or entering class section numbers and then going through the Class enrollment process. Note: Student can are also encouraged to use the Comment box within the enrollment encouragement message to post any additional comment or reasons in case their reason to decline enrollment is not listed in the given set of options.
8.	Click on 'submit' to post the feedback.
	End of Procedure.

APPENDIX B: CUNYFIRST SCHEDULE OF CLASSES QUICK REFERENCE GUIDE



View Schedule of Classes

Students are able to use self-service to view the schedule of classes for a term and add classes to their planner, shopping cart or enroll.

	Note: Parts of images may be obscured for security reasons.					
Step	Action					
1.	Enter https://home.cunyfirst.cuny.edu in your browser's address bar:					
	 Enter your Username and Password and click the O Go icon. From the Enterprise Menu, select the HR/Campus Solutions link. 					
2.	Navigate to: Self Service > Student Center.					
3.	SEARCH FOR CLASSES In the upper right corner, select the SEARCH FOR CLASSES button.					
4.	Name go to V (>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>					
	Search Plan Enroll My Academics					
	search for classes browse course catalog					
	Search for Classes					
	Enter Search Criteria					
	Search for Classes					
	Institution Queensborough CC V					
	Term 2013 Fall Term V					
	Select at least 2 search criteria. Click Search to view your search results.					
	♥ Class Search					
	Course Subject English V					
	Course Number is exactly V					
	Course Attribute					
	Course Attribute Value					
	Requirement Designation					
	On the Search for Classes page in the Enter Search Criteria section from the					
E	Institution — dropdown arrow, select the correct college or school.					
5.	From the Term I dropdown arrow, select the correct term.					



6.	In the Class Search Criteria section from the Course Subject dropdown arrow, select on the correct subject. Note: At least two search criteria must be selected in this section.
7	Enter the Course Number shown in the Course Catalog or leave it blank to list all of
1.	that subject's courses.
8.	From the Course Career dropdown arrow, select the correct career.
	Note: Addditional criteria (i.e., Course Attribute, Course Attribute Value, or Requirement Designation) may be selected.
9.	Uncheck the Show Open Classes Only checkbox to view both open and closed sections.
10.	To narrow the search results click the Additional Search Criteria disclosure triangle and add additional criteria.
	Session
	Mode of Instruction
	Meeting Start Time greater than or equal to V
	Meeting End Time less than or equal to V
	Days of Week include only these days V
	Mon Tues Wed Thurs Fri Sat Sun
	Class Nbr 🥘
	Course Keyword
	Minimum Units greater than or equal to V
	Maximum Units less than or equal to ∨
	Course Component
	Campus V
	Location V
	Instructor Last Name begins with V
	<i>Note: Class Nbr is the section code shown in parentheses after a Course Number.</i>
11.	Click the Search button.



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13.	Searc	h for Class	ses						
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	2013 Fall Term Undergraduate Queensborough CC								
	EN 102	2 - ENG COM	P 2 INTR LT						
	Class Pr	eferences							
	EN 102-	-G6 L	ecture Open	Permissio	on Nbr				
		Grading Undergraduate Letter Grades							
	Session Regular Academic Session Carpor Units 3.00								
	Career Undergraduate Enrollment Information Requirement Designation								
	:	PREREQ: EN10: Required Core	1 or EN103	Red	quired Core - English	signation Core - English Composition			
		Composition	troduction to	ı 🗌	Take Requirement D	esignation			
	-	Literature							
					CANCE	EL NEXT			
	Section	Component	Days & Times	Room	Instructor	Start/End Date			
	G6	Lecture	Sa 1:10PM - 5:00PM	Humanities 409	Kathleen Alves	08/28/2013 - 12/23/2013			
				1	c i				
	Click the select class button to display the class preferences including: Permission Nbr (number) Grading Session Units Enrollment Information and Requirement								
	Destination.								
Also di		so displayed are the Section Component Days & Times Room Instructor and							
	Start/En	d Date.		npononi, Day		n, mendeter, and			
	Note: S	tudents ma	v be provided	with a Perm	ission Number I	bv the Registrar	or		
	the Adv	isor to allo	w temporary o	verrides for	adding classes	into the shoppir	ng		
	cart. En the 'NE.	ter the nun XT' button.	nber in the 'Per	rmission Nb	r' field on this p	age before click	ing		
14.	Click the	NEXT butt	on to add this c	lass section t	o your Shopping	g Cart.			



15.	Name		go	to 💙 📎					
	Search Plan Enroll My Acad								
	search fo	orclasses	browse cou	irse catalog					
	Search for Classes								
	Search Results								
	When available, click View A	All Sections to see all sec	tions of the course.						
	Queensborough CC 2013 Fall Term								
	My Class Schedule	My Class Schedule Shopping Cart show all							
	BE 112 TBA	В	I 110 Mo 6:10PM - 9 Medical 431	9:00PM					
	The following classes match Undergraduate, Show Ope	n your search criteria Cour en Classes Only: Yes n added to your Shopp	se Subject: English , Course i ng Cart.	Career:					
	On the Search for Cla that the class has been Note: Adding a class not enrolling in a class	sses – Search Res added to your Sho to your shopping ss.	ults page, a message pping Cart. <i>cart does not hold a</i>	e displays to indicate a seat for you and is					
	End of Procedure.								

APPENDIX C: CUNYFIRST REGISTRATION CSOM STUDENT VERSION

M4 Elective Registration Guide

1. Click on enrollment shopping cart.

CUNYfirst		Home Add to Favorites Sign.out
Favorites Main Menu > Self Service		
Main Menu >		
Self Service		8
Navigate to your self service information and activities.		
Student Center Use the student center to manage school related activities.	Isas Search: Browse Catalog Find cases that match your selection oriteria, or browse the course catalog by subject. Class Search Browse Course Catalog	Bull your addrein planning Bull your addrein planner El My Planner Enclanner Risconn Can El My Coolne Fallory
Terrollment Terrollme	Browse Source Catalog by subject.	Communit Finances Were your account, make an electronic payment, view and accept your financial aid awards. The Account Insurin Community of the Enancial Add Shore
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Transfer Credit Evaluate classes for transfer and view your transfer credit report. Evaluate Nutry Transfer Credit Were Transfer Credit Siver Transfer Credit Report		

2. Note that when applying for electives, **you must apply for two separate semesters.** In the class of 2021's case, it was the 2020 Fall Semester and the 2021 Spring. Note this and initially choose Fall 2020.

C	UNYfirst			
vorite	s Main Menu > Self Se	rvice > Academic Plann	ing > Enrollment Shop	ping Cart
•	•	÷		
Joh	n Mancini		g	o to 🗘 📎
	Search	Plan	Enroll	My Academics
1	shopping	cart 🏢	course	history
Sho	opping Cart			
Sel	ect Term			
Sel	ect a term then select	Continue.		
	Term	Career	Institution	
\circ	2020 Spring Term	Medical	School of Medicine	
0	2020 Fall Term	Medical	School of Medicine	
\circ	2021 Spring Term	Medical	School of Medicine	
			CONTIN	

3. Now it is time to locate the courses you'd like to register for. The registration catalogue provided lists the course number but not the class number, so you are unable to use the "Enter Class Nbr" box on the page. Instead, use the green search bar.

2020 Fall Term | Medical | School of Medicine



▼ My 2020 Fall Term Class Schedule

		✔Enr	olled	Dropped	<mark>≜</mark> Wait	Listed
Class	Description	Days/Times	Room	Instructor	Units	Status
<u>MED 70059-3A</u> (<u>38864)</u>	M4 Internal Medicine Elective (Clinical)	ТВА	ТВА	Staff	4.00	~
<u>MED 70059-6H</u> (<u>42651)</u>	M4 Internal Medicine Elective (Clinical)		ТВА	L. Auerbach	4.00	~
MED 72009-4ASI (53440)	Sub-Internship (Clinical)		ТВА	L. Auerbach	4.00	~
MED 73009-2CSI (53448)	Intensive Care Clerkship (Clinical)		ТВА	L. Auerbach	4.00	~

4. Because you used the green search bar, the semester locks at the top, so you do not have to manually input it. This becomes relevant later.

Search for Classes
School of Medicine 2020 Fall Term
Select at least 2 search criteria. Select Search to view your search
results.
✓ Class Search
Subject
course career
Course Attribute
Course Attribute
Value
Requirement Ç
Show Open Classes Only
▼ Additional Search Criteria
Session \$
Mode of
Instruction
Meeting Start greater than or equal to \$
Time Mosting End Time (loss than an equal to 1)
Days of Week include only these days
□ Mon □ Tues □ Wed □ Thurs □ Fri □ Sat □ Sun
Class Nbr
Course Keyword
Minimum Units Greater than or equal to
Maximum Units less than or equal to
Location ¢
Instructor Last begins witl \$
Name
Deturn to Shapping Cart
CLEAR SEARCH

 Locate the elective you'd like to apply for on the course catalogue. For example, we have the following Cardiology elective. The course number you will be inputting is MED 70059

Course Name	Торіс	Course #	Description	Elective Director & Contact Email	Coordinator & Contact Email	# Spots	Overall Rating	Blocks Offered
Internal Medicine	Cardiology	MED 70059	One student will be evaluating both inpatients and outpatients on the general cardiology consult team and the second student will shadow interventional cardiology and EP physicians. The two students will each spend time on both services. The learning of reading EKGs will be emphasized as well as receiving an introduction to non-invasive cardiology studies.	Dr. Malcom Phillips mphillips@sbhny.org	Betty Iannaccio biannaccio@sbh n y.org	2		1-11

6. Now, it is time to input the course number MED 70059. Additionally, to further narrow your search, input course keyword ("Cardiology"), a campus and a location. Then hit search

Search for Classes		
School of Medicine 2020 Fall Term		
Select at least 2 search criteria. Select Search	h to view your search	
results.		
✓ Class Search		
Subject MED Medical Edu	antion A	
Subject MED - Medical Edu		
	• 70059	
Course Career		
	,	
Course Attribute	Ţ	
Requirement	.▲	
Designation		
Show Open Clas	ses Only	
Additional Search Criteria		
Session	•	
	•	
Mode of	¢	
Meeting Start areater than or en	ual to 🗘	
Time		
Meeting End Time less than or equa	to 🗘	
Days of Week include only these	e days 🗘	
□ Mon □ Tues □ We	d 🗆 Thurs 🗆 Fri 🗆 Sat 🗆	Sun
Class Nbr		
Course Keyword	2	
Calibiology		
Maximum Units		
Maximum onits less than or equa		
Compus		
Location St. Barnabas Hos	pital 🗘	
Instructor Last begins witl \$		
name		
Return to Shopping Cart	0	Sectory.
Recurr to Shopping CdFt	GLEAR	SEARCH

7. Now you should have specific options for the elective you'd like. Choose the one that corresponds with the block you'd like. To be completely sure you're picking the correct one, you can click on the sequence of numbers under class (this is the actual class

number that can be used to sign up directly mentioned in **Step 3**).

	70050 - M4	Internal Medici	no Electivo						
ΈD	70059 - M4		he Elective						
							Peakstara	Instruction	
lass	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Link	Mode	
3838	<u>1A-CLN</u> Clin Sci 2	ТВА	ТВА	Lisa Auerbach	07/06/2020 - 07/31/2020	•		In Person	select
opic:	Cardiology								
lass	Attributes: ZE	RO Textbook Cos	t						
	- ··		_				Bookstore	Instruction	
lass	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Link	Mode	
3858	2A-CLN Clin Sci 2	ТВА	ТВА	Staff	ТВА	•		In Person	select
opic:	Cardiology								
lass	Attributes: ZE	RO Textbook Cos	t						
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lass	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
						-			
3864	<u>BA-CLN</u> Clin Sci 2	IBA	IBA	Staff	ТВА			In Person	
3864	<u>Clin Sci 2</u> Cardiology	IBA	ТВА	Staff	ТВА	•		In Person	
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ilass	Clin Sci 2 Cardiology Attributes: ZE Section 4A-CLN Clin Sci 2	TBA RO Textbook Cos Days & Times TBA	t Room TBA	Staff Instructor Lisa Auerbach	TBA Meeting Dates 09/28/2020 - 10/23/2020	Status	Bookstore Link	In Person Instruction Mode In Person	select
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B864 Opic: Class B869 Opic: Class	Cardiology Attributes: ZE	TBA RO Textbook Cos Days & Times TBA RO Textbook Cos	t Room TBA	Staff Instructor Lisa Auerbach	TBA Meeting Dates 09/28/2020 - 10/23/2020	Status	Bookstore Link	In Person Instruction Mode In Person	select
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lass ass ass ass ass ass ass ass ass ass	Cardiology Attributes: ZE Section 4A-CLN Clin Sci 2 Cardiology Attributes: ZE Section 5A-CLN Clin Sci 2 Cardiology Attributes: ZE Cardiology Attributes: ZE	TBA RO Textbook Cos TBA RO Textbook Cos Days & Times TBA RO Textbook Cos TBA RO Textbook Cos	t Room TBA t Room TBA t Room TBA t Room TBA t Room	Staff Instructor Lisa Auerbach Lisa Auerbach Lisa Auerbach	TBA Meeting Dates 09/28/2020 - 10/23/2020 Meeting Dates 10/26/2020 - 11/20/2020 Meeting Dates	Status Status Status Status	Bookstore Link Bookstore Link Bookstore Link	In Person Instruction Mode In Person Instruction Mode In Person In Person Instruction Mode	select
8864 opic: lass 3869 opic: lass 3878 opic: lass ass 3884	Cardiology Attributes: ZE Section 4A-CLN Clin Sci 2 Cardiology Attributes: ZE Section 5A-CLN Clin Sci 2 Cardiology Attributes: ZE Cardiology Attributes: ZE	TBA ERO Textbook Cos TBA ERO Textbook Cos Days & Times TBA ERO Textbook Cos Days & Times TBA TBA	TBA t TBA t TBA t t Room TBA TBA	Staff Instructor Lisa Auerbach Lisa Auerbach Instructor Lisa Auerbach	TBA Meeting Dates 09/28/2020 - 10/23/2020 - 10/26/2020 - 11/20/2020 - 11/23/2020 -	Status Status Status Status	Bookstore Link Bookstore Link Bookstore Link	In Person In Struction Mode In Person	select

8. **OPTIONAL** this is what displays if you click on the number. You'll note an inability to select block three and that's because the sample student already had this block in their

schedule (the 1/30 in the class)

MED 70059 - 3A M4 Internal Medicine Elective

School of Medicine | 2020 Fall Term | Clinical

Class Details							
Status Class Number 3 Session Units 4 Instruction Mode Class Components	Open 88864 Medical, Clinical Sci 2 4 units In Person Clinical Required	Career Dates Grading Location Campus Topic	Media 8/31, Basic St. B CUNY Cardi	cal /2020 - 9/25/2020 : Science Grades arnabas Hospital Y School of Medicine iology			
Meeting Informatio	n						
Days & Times	Room	Instructor	Me	eting Dates			
ТВА	ТВА	Staff	ТВ	A			
Enrollmont Informa	tion	1	,				
Class Attributes Class Availability Class Capacity	ZERO Textbook	Cost Wait List Capacit	ÿ	0			
Enrollment Total	1	Wait List Total		0			
Available Seats 29 Description This is a 4-week clinical elective that may provide an overview of the delivery of comprehensive care in the office and in the hospital, managing both common and complex illnesses of adults, and the elderly. This elective may offer experiences in inpatient or outpatient areas.							
Textbook/Oth <u>er Ma</u>	terials						
Textbooks to be det	ermined						

9. Hit select

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
<u>38838</u>	<u>1A-CLN</u> Clin Sci 2	ТВА	ТВА	Lisa Auerbach	07/06/2020 - 07/31/2020	•		In Person	select
Topic: Class	Cardiology Attributes: ZE	RO Textbook Cos	t						
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
38858	2A-CLN Clin Sci 2	ТВА	ТВА	Staff	ТВА	•		In Person	select
Topic: Class	Topic: Cardiology Class Attributes: ZERO Textbook Cost								

10. Now it's in your cart. You can now rinse and repeat **Steps 3-9** to add any additional electives. Ensure you always hit that green search bar in **Step 3**. Finally, you can hit

enroll and it should appear with green checkmarks after clicking through two screens.

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.



11. For the Spring Semester—in the class of 2021's case it was Spring 2021—things are bit different because CUNY Med Students are granted permission to sign up for courses in a semester that isn't available to the general public yet. As a result, the semester doesn't come up in the drop down menu when you start a new search, and that's why you need to use the green search button mentioned in **Step 3**. It locks in the Spring 2021 semester as an option. Hit change term, then hit Spring 2021 semester, and now the green search bar. **Figure 1 is with the green search bar, figure 2 is using the general search function**

Search for Classes	Search for Classes
	Search for Glasses
School of Medicine 2021 Spring Term	
Select at least 2 search criteria. Select Search to view your search results.	Institution 2020 Fall Term Term 2020 Spring Term 1 2020 Spring Term 2020 Spring Term 1 2020 Spring Term 2020 Spring Term 1 2020 Spring Term 2020 Spring Term 1 2020 Spring Term
♥ Class Search	Select at least 2 search criteria. Select Search results.
Subject : Course Number : Course Career : Course Attribute : Course Attribute :	Stars Sauch
Course Attribute	
Requirement (Designation gShow Open Classes Only	Subject Course Number is exactly
♥ Additional Search Criteria	Course Attribute
Session Mode of Instruction Meeting Start greater than or equal to Pays of Week (include only these days Pays of Week (include on	Course Attribute Value Requirement Designation BShow Open Classes Only
Mon Tues Wed Thurs Fri Sat Sun	- Auditional Search Oriena
Course Keyword Minimum Units Greater than or equal to Maximum Units Less than or equal to Course Component Comput Campus Location Instructor Last Name	Session Mode of Instruction Meeting Start Greater than or equal to Time Meeting End Time Days of Week Include only these days Include only these days
Return to Shopping Cart CLEAR SEARCH	□ Mon □ Tues □ Wed □ Thurs □ Fri □ Sat □ Sun

Figure 1

Figure 2

12. Once you've registered for BOTH INDIVIDUAL semesters, you are done registering for M4 electives.

APPENDIX D: CUNYFIRST WAITLIST REGISTRATION INSTRUCTIONS

Guide to Enrolling in Waitlist for a Full (Closed) Class

- 1. Login to CUNYfirst at https://home.cunyfirst.cuny.edu
- 2. Select HR/Campus Solutions, then Self Service followed by Student Center
- 3. In the **Academics** section, click the Enroll link

Academics	
Search Plan Enroll	(i) You are not enrolled in classes.
My Academics	enrollment shopping cart ▶
other academic 🔻 测	

 On the Add Classes page, select class by entering the Class Nbr→ Press Enter option or Find Classes→ Class Search→ Press Search option. Remember to uncheck the <u>"Show Open Classes Only"</u> box when using the Class Search option. <u>Please note: Not all classes offer wait list.</u>

Fall 2021 / School of Me	edicine		
	Open	Closed	▲ Wait List
Add to Cart:	Fall 2021 Term Shopping Cart		
27743 enter	Your enrollment s	hopping cart is en	npty.
Find Classes OR Oclass Search			
O My Planner			
search			

• If the class is offering a waitlist option, you will see the following Wait list icon.

Add Classes									
1. Select classes to add - Enrollment Preferences									
2014 Spring Term Undergraduate Borough of Manhattan CC MED 70019 – M4 Anesthesiology Elective									
MED 70019 1SI	Lecture	🛆 Wait List	Wait List	:	✓ Wait lisi	t if class is fu			
MED 70019 - 15 School of Medicine : Class Details	I M4 Anes 2021 Fall Term	thesiology E Clinical	ective						
Status Class Number	Open 27743		Car Da	reer tes	Medical 7/5/2021 - 7	/30/2021			
Session	Medical, Clin	ical Sci 2	Gra	ding	Basic Science	e Grades			
Units	4 units		Loc	ation	Staten Island	1 University			
Class Components	In Person Clinical Requ	ired	Са	npus pic	CUNY School Anesthesiolo	of Medicine gy			
Meeting Information	m								
Days & Times	Room	Instruct	or	Meetir	ng Dates	Topic			
ТВА	ТВА	Cynthia 9 Juana Ca Lisa Auer Marsha B Marvia A	imith, rmona, bach, ailey, ston	07/05/ 07/30/	2021 - 2021	Anesthesiolog	У		

• Click on the Wait List check box and click Next.

```
Verify info
```

MED 70019 has been added to your Shopping cart									
2014 Spring Term Undergraduate Borough of Manhattan CC									
		Open	Closed	▲Wait List					
Add to Cart:	* MED 70019 - M4	Anesthesiology Elective							
Find Classes	Class Section 39361 15B-CLN Clin Sci 2	Days & Times Ro TBA TB	om Instructo A Lisa Auert Marsha Ba	Meeting Dates bach, 07/05/2021 - alley 07/30/2021	Status				
O My Planner									
			PR	OCEED TO STEP 2	2 OF 3				
Add Classes				[]	-2 3				
2. Confirm classe	S								
Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.									
		Open	Closed	▲Wait List					
* MED 70019 - M4 Anesthesi	ology Elective								
Class Section Days 8 39361 15B-CLN Clin Sci 2	Times Room TBA	Instructor Lisa Auerbach Marsha Bailey	Meeting Dates , 07/05/2021 - 07/30/2021	Status					
		CANCEL	PREVIOUS	FINISH ENROL	LING				

- 5. rmation and click Proceed to Step 2 of 3 and then click on Finish Enrolling.
- 6. You will receive a message that the class is closed & have been placed on the waitlist with assigned number.

Add Classes		1 -2-3
3. View results		
View the following status report for enrollment confirmations and errors:		
2014 Spring Term Undergraduate Borough of Manhattan CC		
Success: enrolled K Error: unable to add class		
Class	Message	Status
MED 70019	Message: Class 39361 is full. You have been placed on the wait list in number 1	· 🖌

Please Note the following:

-Wait list does not guarantee students will be enrolled (registered) in their class sections.

-Students will be automatically enrolled depending on their position on the wait list & the availability of seats in the class. Students will need to check their schedule for updates.

-If you have exceeded maximum credits per term or wait list is full, you will not be able to add the class.