2022-23 CUNY SOM M4 Elective Instructions Reference Guide
UPDATED 4-8-2022

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NOTE: Ms. Alston is covering for Ms. Bailey until May 2022. An anouncement will be sent to the class when Ms. Bailey returns. Until then please email Ms. Alston with M4 elective questions malston@med.cuny.edu.

Types of Electives

- **Intramural:** Electives at CSOM affiliated institutions that are obtained through the elective catalog
- **VSLO**: Domestic electives obtained and/or processed through the AAMC VSLO system
- **Non-VSLO:** Established electives offered at domestic institutions that are not processed in the VSLO 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. Students must register for a minimum of 9 credits per semester to be a full-time student.
4. All electives must be taken in 4 week blocks to be eligible for credit towards graduation.
5. 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.
6. Changes to intramural electives must be made **at least 4 weeks** prior to the elective start date.
7. **Extramural, independent, or research electives can not be taken without prior CUNY SOM approval.**
8. It is the student's responsibility to confirm the accuracy of their schedule in CUNYFIRST and to notify the Ms. Bailey, the M4 Coordinator of any errors.
9. Students must contact the Ms. Bailey, the M4 Coordinator to formally request changes to their core rotations or intramural electives on their 4th year schedule.
10. Changes to the 4th year core schedule can not be made without obtaining approval from CSOM. Do not contact hospitals directly.
11. 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)
12. In order to receive credit for any elective, all procedures and policies must be adhered to.
13. Failure to comply with deadlines, procedures and policies may result in the submission of a professionalism form.

Student must also adhere to all policies as indicated in the Student Handbook: https://med.catalog.cuny.edu/ including but not limited to:

- Attendance Policy: https://med.catalog.cuny.edu/mdprogram/attendancepolicy
- Student Duty Hours: https://med.catalog.cuny.edu/mdprogram/studentdutyhours
- Clinical Supervision: https://med.catalog.cuny.edu/mdprogram/policyonclinicalsupervision
- Teacher-Learner Expectations: https://med.catalog.cuny.edu/mdprogram/teacherlearner
- Mistreatment & Academic Integrity: https://med.catalog.cuny.edu/mdprogram/mistreatacadintegrity
- Needlestick/Occupational Exposure: https://med.catalog.cuny.edu/mdprogram/needlestick

Elective Grading Policy

Students will be awarded a final elective clerkship grade of Pass or Fail based upon the following components: Clinical Assessment and Responsibilities.

- Clinical assessment: Students must score an average of >3 on the clinical elective assessment form.
- Responsibilities-P/F: The professionalism component will be based upon timely completion of all clerkship requirements such as attendance to all required sessions and completion of any assignments. Students must successfully complete this professionalism component of the grade in order to pass the elective clerkship.

Policy on Attire:

- You must wear your hospital ID badge in an easily viewable location above the waist.
- Always bring your white coat. Your coat must be clean, pressed and worn at all times.
- Students should dress and accessorize in a manner that projects a professional image. Clothes and work shoes must be clean, neat and in good repair.
- Button-down shirts (with or without ties), professional tops, or blouses, pants, slacks, khakis, skirts, or dresses are appropriate.
- Dress shoes, low heels, or flats are appropriate.
- Jewelry should be minimal and understated.

Students should avoid:

- Bare-back tops, halter tops, midriff tops, spandex or other form fitting material tops and low-cut necklines.
- T-shirts, jeans, sweatshirts, sweat pants, shorts, mini-skirts (skirts that are shorter than finger-tip length) and spaghetti-strap dresses.
- Clothing or accessories bearing pictures or writing that states or implies unprofessional, illegal, distasteful or suggestive language/activities.
- Sunglasses inside (without medical reason).
- Head coverings, except for professional, medical or religious reasons or for reasons related to practice or Board of Health regulations.
- Slippers and/or open-toe shoes, such as flip flops or sandals.
- Excessively worn, ripped, frayed or wrinkled items.
- Any attire that would be worn for sports activity, except for athletic shoes worn by students involved in providing patient care services.
- Artificial fingernails of any type. Muted colors of nail polish are preferred. Nails must be neat.
- Facial piercing on eyebrows, lips or tongue or three or more earrings on one ear.
- Visible tattoos must be covered.

M4 REGISTRATION INSTRUCTIONS

2022 Fall Semester Blocks 1-6
2023 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 CUNY SOM.
   3. To make a change request, email Ms. Bailey: Mbailey@med.cuny.edu

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 7:00 am on April 18, 2022 until 11:59 pm on April 22, 2022. 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: Mbailey@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 CUNY SOM elective catalog and domestic VSLO electives, **ALL** 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 CUNY SOM Registrar's Office - SOMregistrar@med.cuny.edu

Revised 4/8/2022

Domestic VSLO Extramural Elective Instructions

☐Identify opportunities in VSLO 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 CUNY SOM to the host institution. There is no need to inform us.

☐If needed, request an official transcript to be included with your VSLO 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 elective offer is received:

1. Immediately email your official offer/application decision **and** the elective description to Ms. Bailey, Mbailey@med.cuny.eduto obtain final approval before proceeding further. **All VSLO electives must be approved by CUNY SOM 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 elective is approved and confirmed, please proceed with the following:

1. **Every** domestic **extramural** 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).
2. Save file as **last name, first name DW - block #.pdf** and email completed form to: Mbailey@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 Mbailey@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 VSLO FAQ's is available at the Career Advising Site at https://www.ccny.cuny.edu/csom/career-advising

Revised 4/8/2022

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 Mbailey@med.cuny.edu.

☐ If an offer is received:

1. Immediately email your official offer/application decision and the elective description to Ms. Bailey, Mbailey@med.cuny.edu 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 **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)
2. Save file as **last name, first name DW - block #.pdf** and email completed form to: Mbailey@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 Mbailey@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.

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4th year Non-VSLO Elective Proposal Form

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 : Mbailey@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

Students' name: Citymail:

Elective Institution:

Location:

Elective title:

Name of supervisor: Email:

Elective Description/Summary:

Desired elective block Start Date: End Date:

Alternative elective block Start Date: End Date:

Additional comments/special instructions:

SAMPLE

Student signature: Date:

For Office of Student Affairs use ONLY

New affiliation agreement required: yes ☐ no ☐

Independent Malpractice Insurance required: yes ☐ no ☐

Approved: yes ☐ no ☐ pending ☐

Elective course number Elective Topic # of credits

Signature Date:

Associate Dean, Office of Student Affairs, for the Elective Oversight Committee

Comments:

revised 12/19/2019

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, Mbailey@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 extramural 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, Mbailey@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 Mbailey@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 **there is no affiliation agreement**, malpractice insurance must be obtained independently (instructions on page 12)

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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 Mbailey@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

Student's name: _____ Citymail: _____

Mentor's name: _____ Mentor's Email: _____

Start Date: _____ End Date: _____ Desired elective block(s): _____

(Please use a Monday start date) (Please use a Friday end date)

---

1. Type of Project: ☐ Research ☐ Independent
2. Title of Project: _____
3. Location of Project: _____
4. Project Description in detail and your role (min 150 words narrative):

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).

SAMPLE

6. Additional Comments:

Student Signature: 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.

Mentor's Signature: Date:

Mentor's Title:

SAMPLE

For Office of Student Affairs u NLY approved: yes ☐ no ☐

Signature Date:

Associate Dean, Office of Student Affairs, for the Elective Oversight Committee

Elective Course Number Elective Topic # of credits

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 applications:

a. Official transcripts **are only sent electronically to host institutions**. It will automatically be included in all VSLO Elective applications processed during a given semester, at no cost.
b. To make a request, submit a VSLO Transcript Request Form(found at https://www.ccny.cuny.edu/csom/career-advising) to Mbailey@med.cuny.edu.
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)

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

Extramural Affiliation Agreements

An Affiliation Agreement is a legal agreement between the extramural Host institution and CUNY SOM that is required by NYS for a CUNY SOM 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 CUNY SOM 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

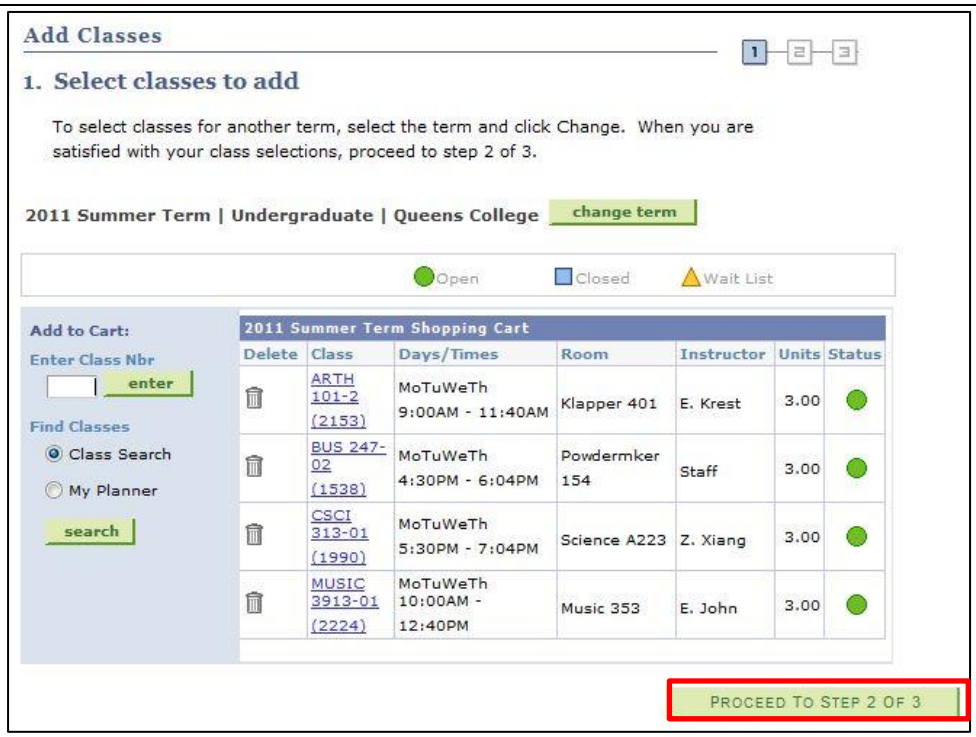
Once obtained, please forward documentation of coverage for the elective to Ms. Marsha Bailey, Mbailey@med.cuny.edu

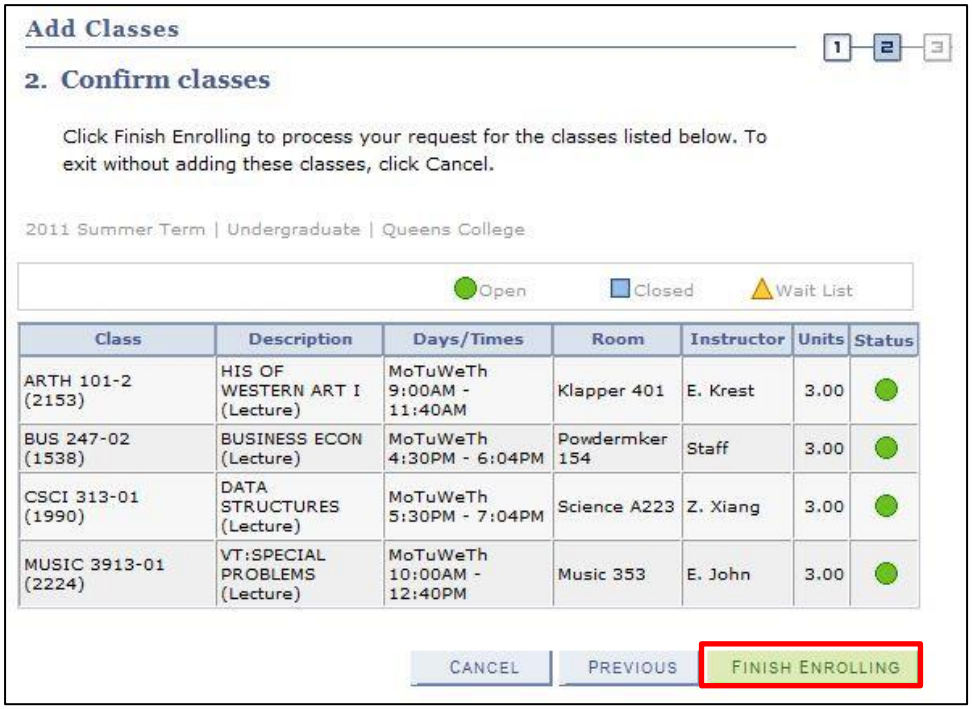
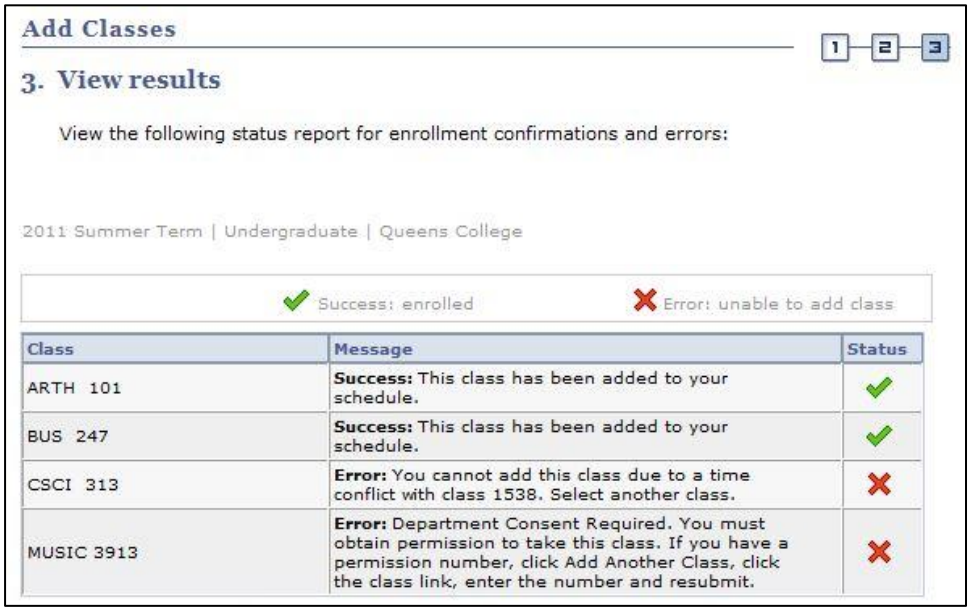
APPENDIX A: CUNYFIRST CLASS ENROLLMENT QUICK REFERENCE GUIDE

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.

Note: Parts of images may be obscured for security reasons.

Step	Actions
1.	**Enter https://home.cunyfirst.cuny.edu in your browser's address bar:** • **Enter your Username and Password and click the Go icon.** • **From the Enterprise Menu, select the HR/Campus Solutions link.**
2.	**Navigate to: Self Service > Student Center.**
3.	 On the **Student Center** page in the **Academics** section, click the **Enroll** link.
4.	 The **Add Classes** page with the **1. Select classes to add** section displays. Confirm that all selected sessions are on display in your Shopping Cart. If not, use the **Classes Shopping Cart** step sheet to put additional preferred sections in your **Shopping Cart** from **My Planner**, using **Class Search** or entering class section

	numbers.
5.	**Click the PROCEED TO STEP 2 OF 3 button.**
6.	 The **Add Classes** page, with the **2. Confirm classes** section displays. Examine the **Status** icons to ensure your chosen classes are available. Select the **FINISH ENROLLING** button.
7.	

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2011 Summer Term | Undergraduate | Queens College

Open Closed Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
ARTH 101-2 (2153)	HIS OF WESTERN ART I (Lecture)	MoTuWeTh 9:00AM - 11:40AM	Klapper 401	E. Krest	3.00	
BUS 247-02 (1538)	BUSINESS ECON (Lecture)	MoTuWeTh 4:30PM - 6:04PM	Powdermker 154	Staff	3.00	
CSCI 313-01 (1990)	DATA STRUCTURES (Lecture)	MoTuWeTh 5:30PM - 7:04PM	Science A223	Z. Xiang	3.00	
MUSIC 3913-01 (2224)	VT:SPECIAL PROBLEMS (Lecture)	MoTuWeTh 10:00AM - 12:40PM	Music 353	E. John	3.00	

CANCEL PREVIOUS FINISH ENROLLING

Add Classes

3. View results

View the following status report for enrollment confirmations and errors:

2011 Summer Term | Undergraduate | Queens College

Success: enrolled Error: unable to add class

Class	Message	Status
ARTH 101	**Success:** This class has been added to your schedule.	
BUS 247	**Success:** This class has been added to your schedule.	
CSCI 313	**Error:** You cannot add this class due to a time conflict with class 1538. Select another class.	
MUSIC 3913	**Error:** Department Consent Required. You must obtain permission to take this class. If you have a permission number, click Add Another Class, click the class link, enter the number and resubmit.	

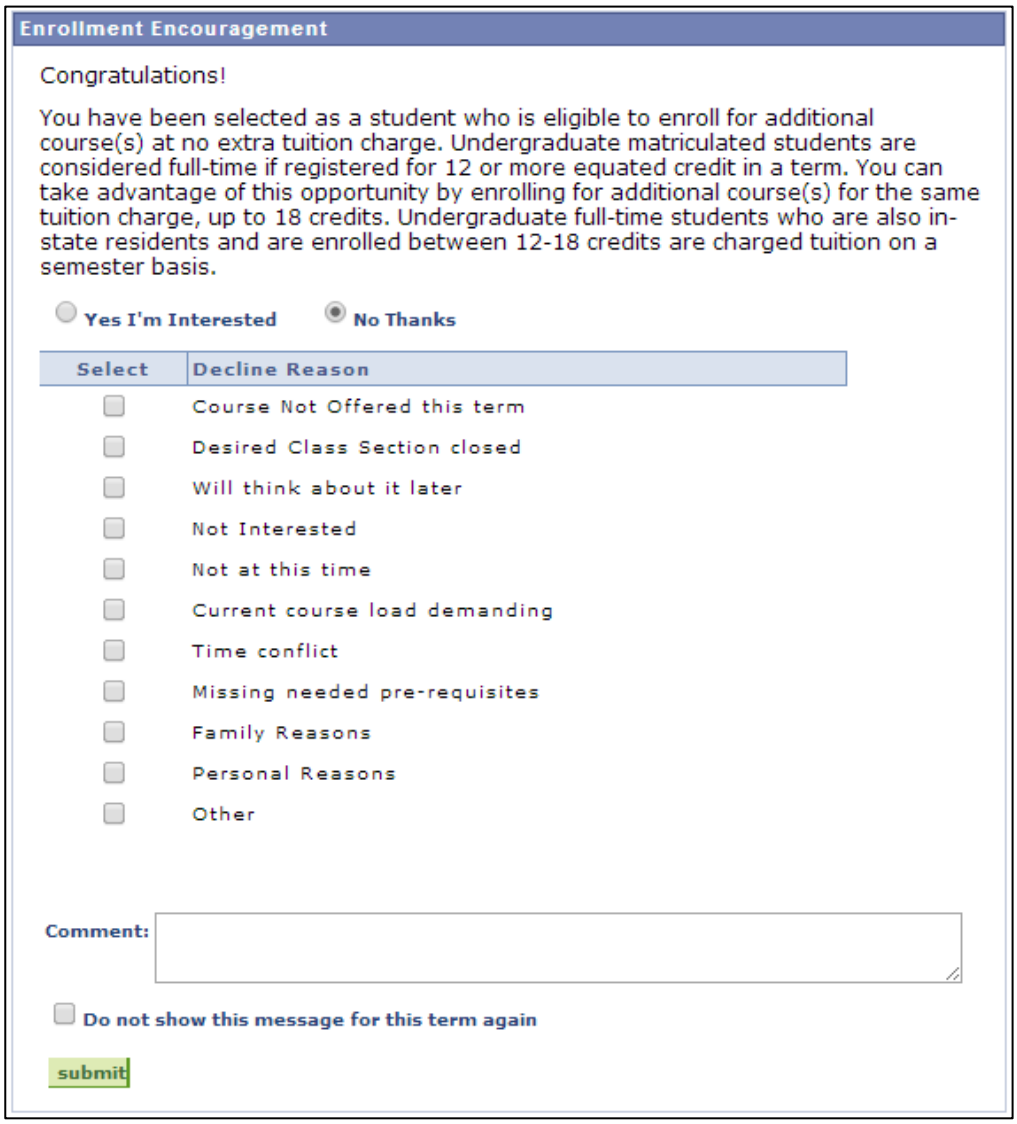
The **Add Classes** page, with the **3. View results** section displays.

Note: The Message column will indicate Success and the Status column will show a green check mark in the Status column to indicate successful registration for a class.

Note: Courses with errors remain in your shopping cart. You may take actions to correct these errors and enroll later.

Enrollment Encouragement

Students who are eligible to enroll for additional courses at no extra tuition charge will see the 'Enrollment Encouragement' message at the bottom of '**View Results'** page as shown in the screenshot below.



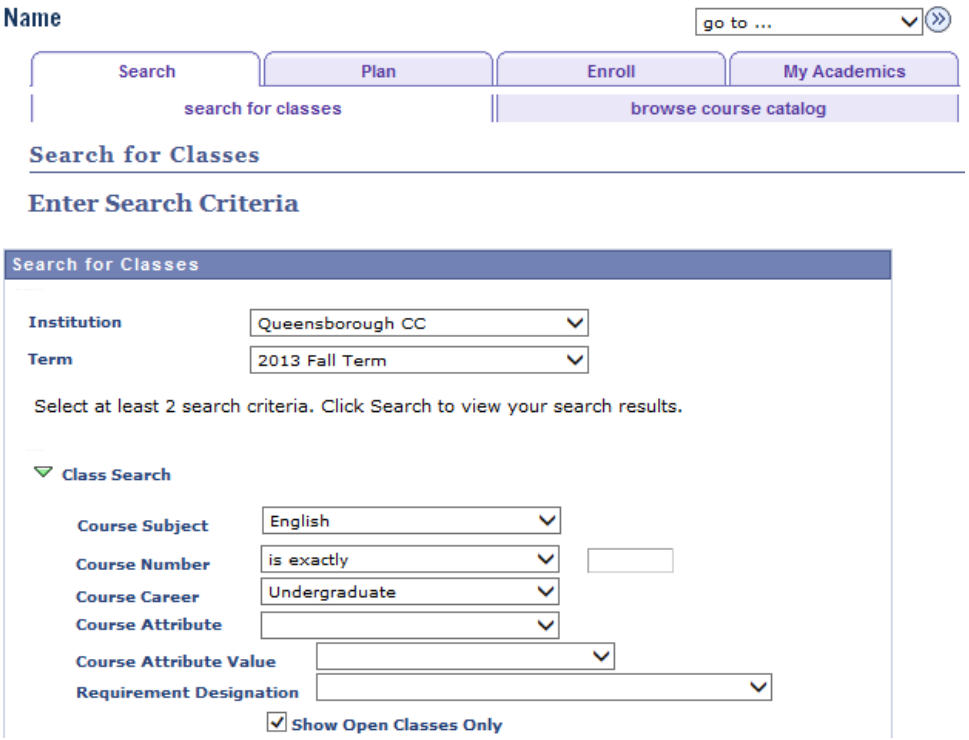
	Student interested in enrolling for additional courses will click on **'Yes I'm Interested'**. Students who do not wish to enroll for additional courses will click on **'No Thanks',** which will reveal a list of reasons due to which the student prefers to decline from enrolling into additional courses. 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.

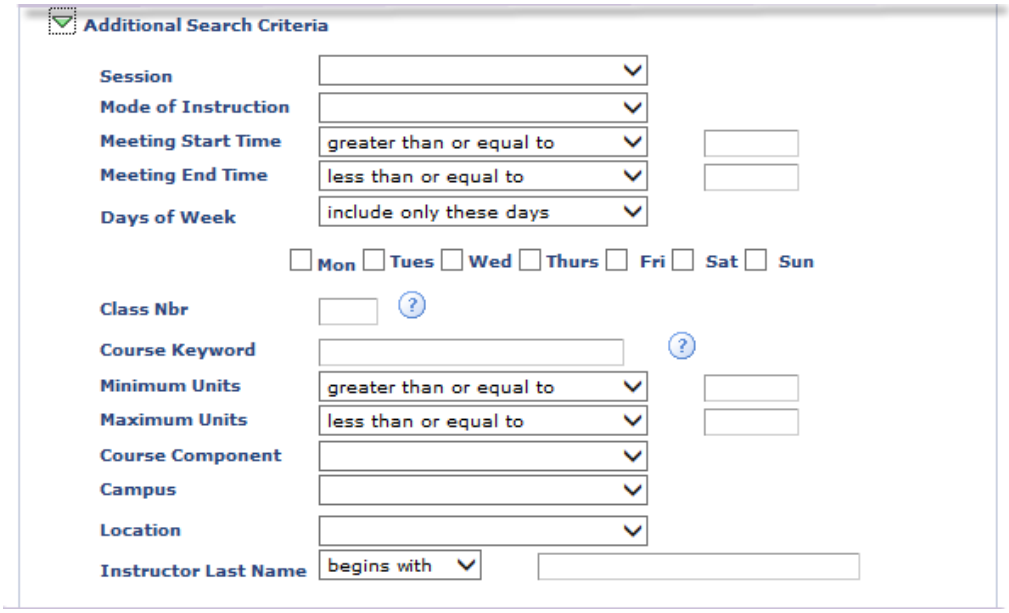
APPENDIX B: CUNYFIRST SCHEDULE OF CLASSES QUICK REFERENCE GUIDE

View Schedule of Classes

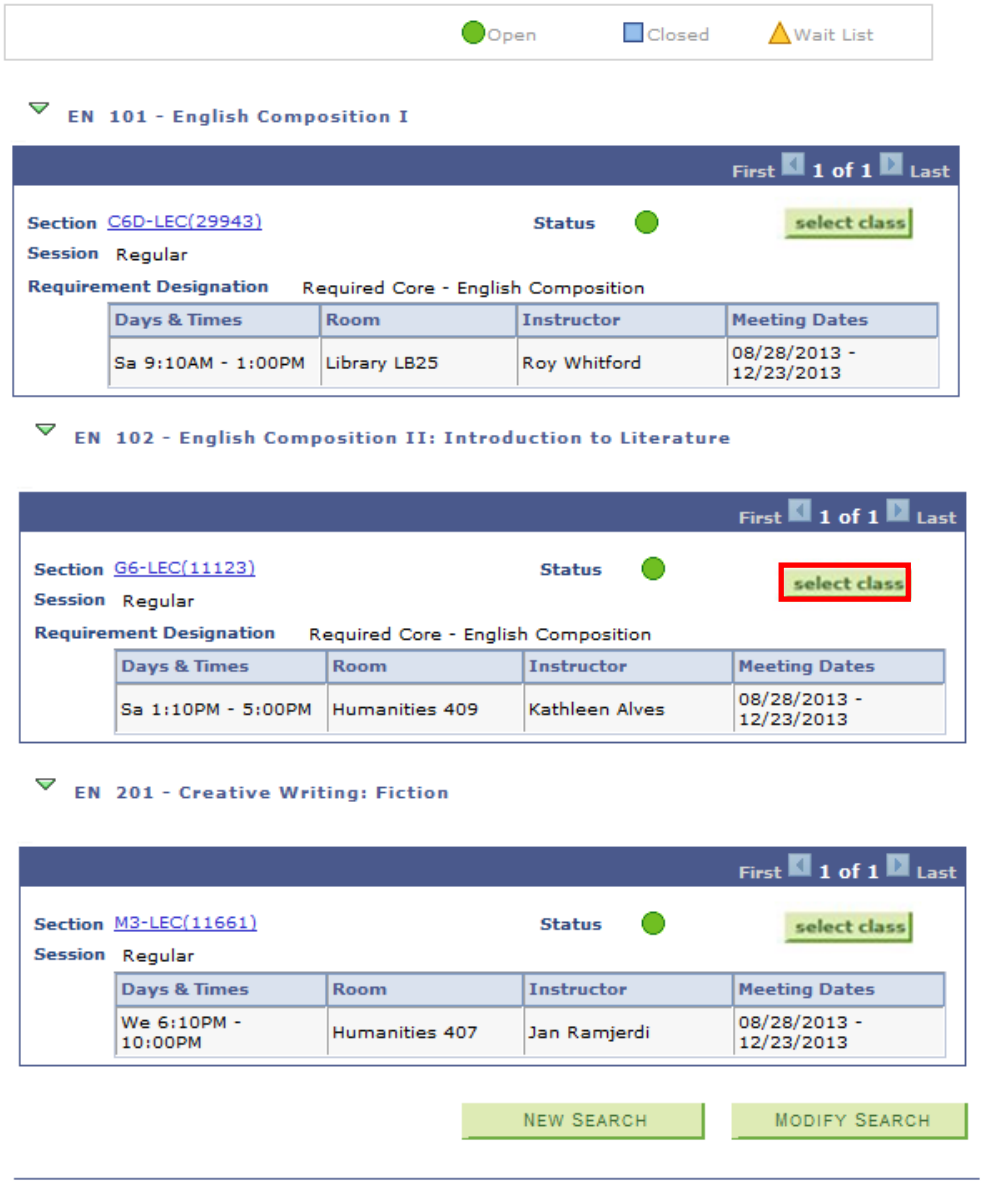
Students are able to use self-service to view the schedule of classes for a term and add classes to their planner, shopping cart or enroll.

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 **Go** icon. • From the **Enterprise Menu**, select the **HR/Campus Solutions** link.
2.	Navigate to: ***Self Service > Student Center***.
3.	 In the upper right corner, select the **SEARCH FOR CLASSES** button.
4.	 On the **Search for Classes** page in the **Enter Search Criteria** section, from the **Institution** dropdown arrow, select the correct college or school.
5.	From the **Term** 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 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.  ***Note: Class Nbr is the section code shown in parentheses after a Course Number.***
11.	Click the **Search** button.

12.

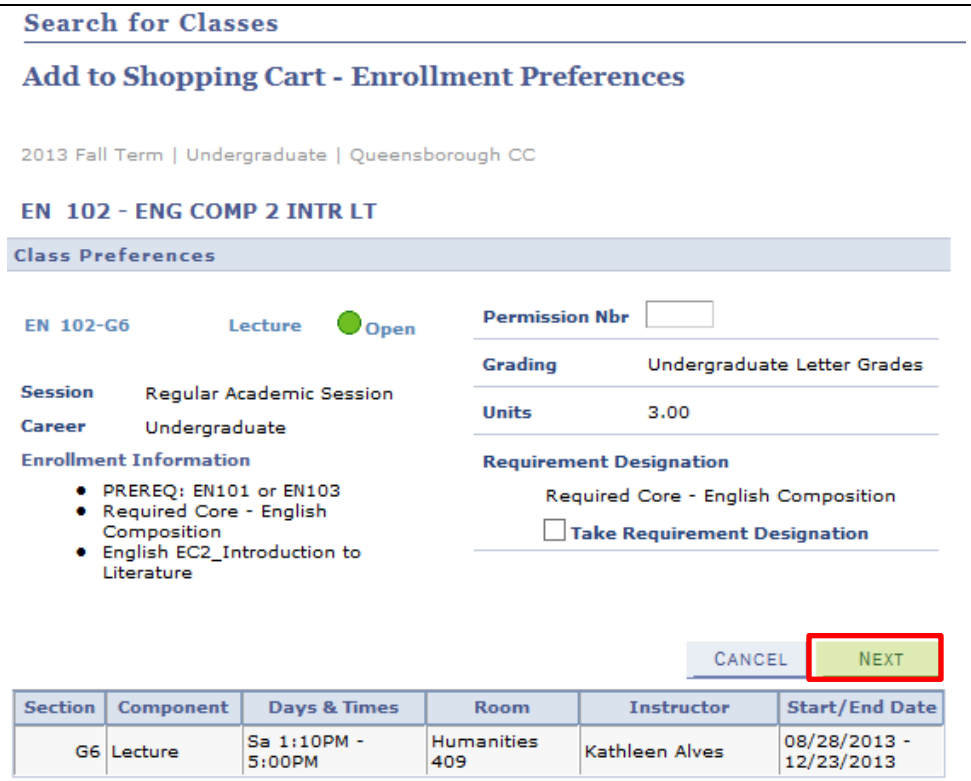


On the **Search for Classes** page in the **Search Results** area, courses that meet your criteria are listed in alphabetical order. Each Section has a separate row that displays the Section, Status, Session, Requirement Designation, Days & Times, Room, Instructor and Meeting Dates.

Use the **New Search** button to begin a new class search. Use the **Modify Search** button to specific additional for the current class search.

Note: Status displays as either an Open icon or a Closed icon.

13.

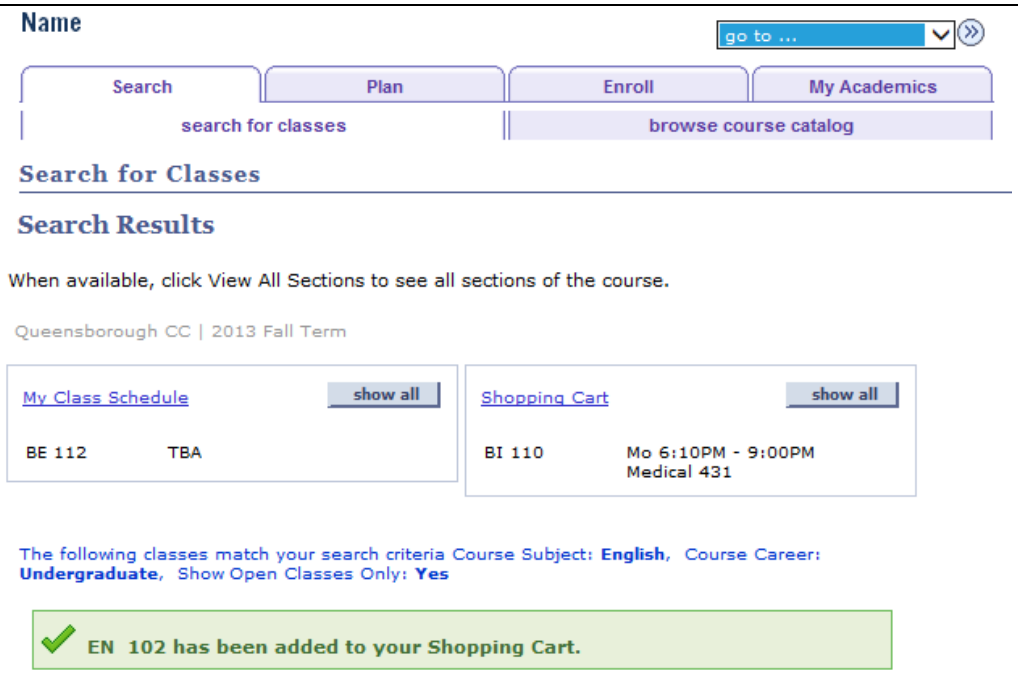


Click the **select class** button to display the class preferences including: Permission Nbr (number), Grading, Session, Units, Enrollment Information and Requirement Destination.

Also displayed are the Section, Component, Days & Times, Room, Instructor, and Start/End Date.

Note: Students may be provided with a Permission Number by the Registrar or the Advisor to allow temporary overrides for adding classes into the shopping cart. Enter the number in the 'Permission Nbr' field on this page before clicking the 'NEXT' button.

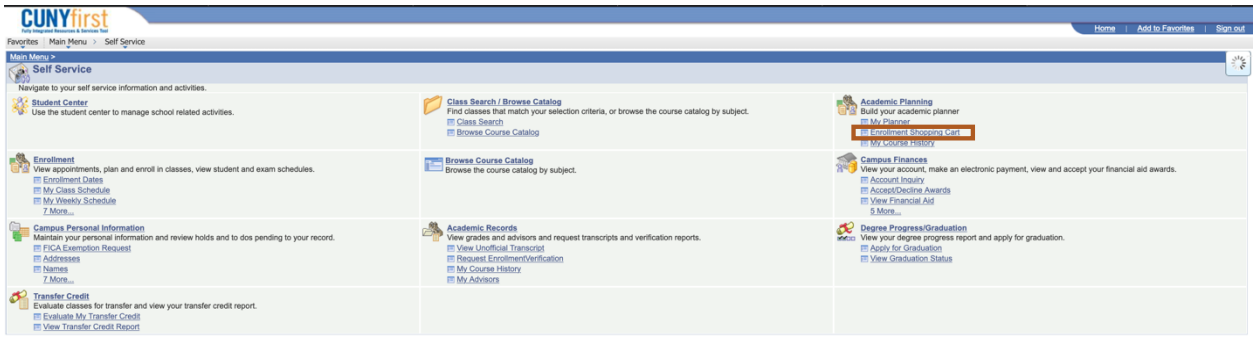
14. Click the **NEXT** button to add this class section to your **Shopping Cart**.

15.	 On the **Search for Classes – Search Results** page, a message displays to indicate that the class has been added to your Shopping Cart. ***Note: Adding a class to your shopping cart does not hold a seat for you and is not enrolling in a class.***
	End of Procedure.

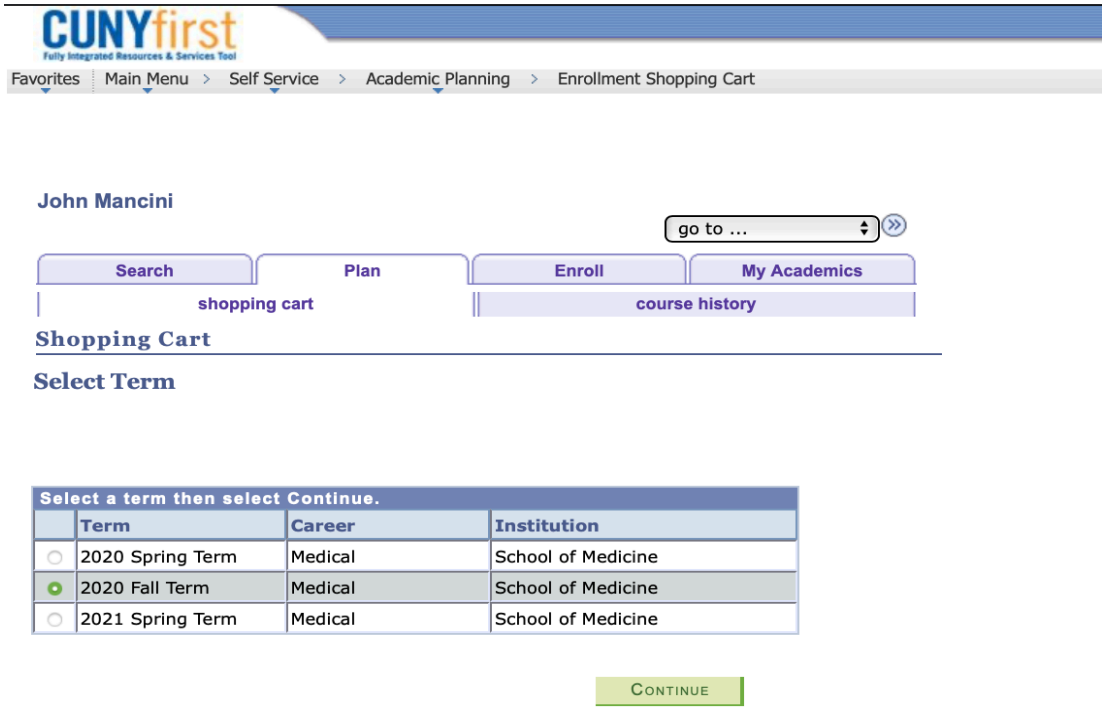
APPENDIX C: CUNYFIRST REGISTRATION CSOM STUDENT VERSION

M4 Elective Registration Guide

1. Click on enrollment shopping cart.



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.



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

change term

Open Closed Wait List

Add to Cart:

Enter Class Nbr

enter

Find Classes

Class Search

My Planner

search

2020 Fall Term Shopping Cart

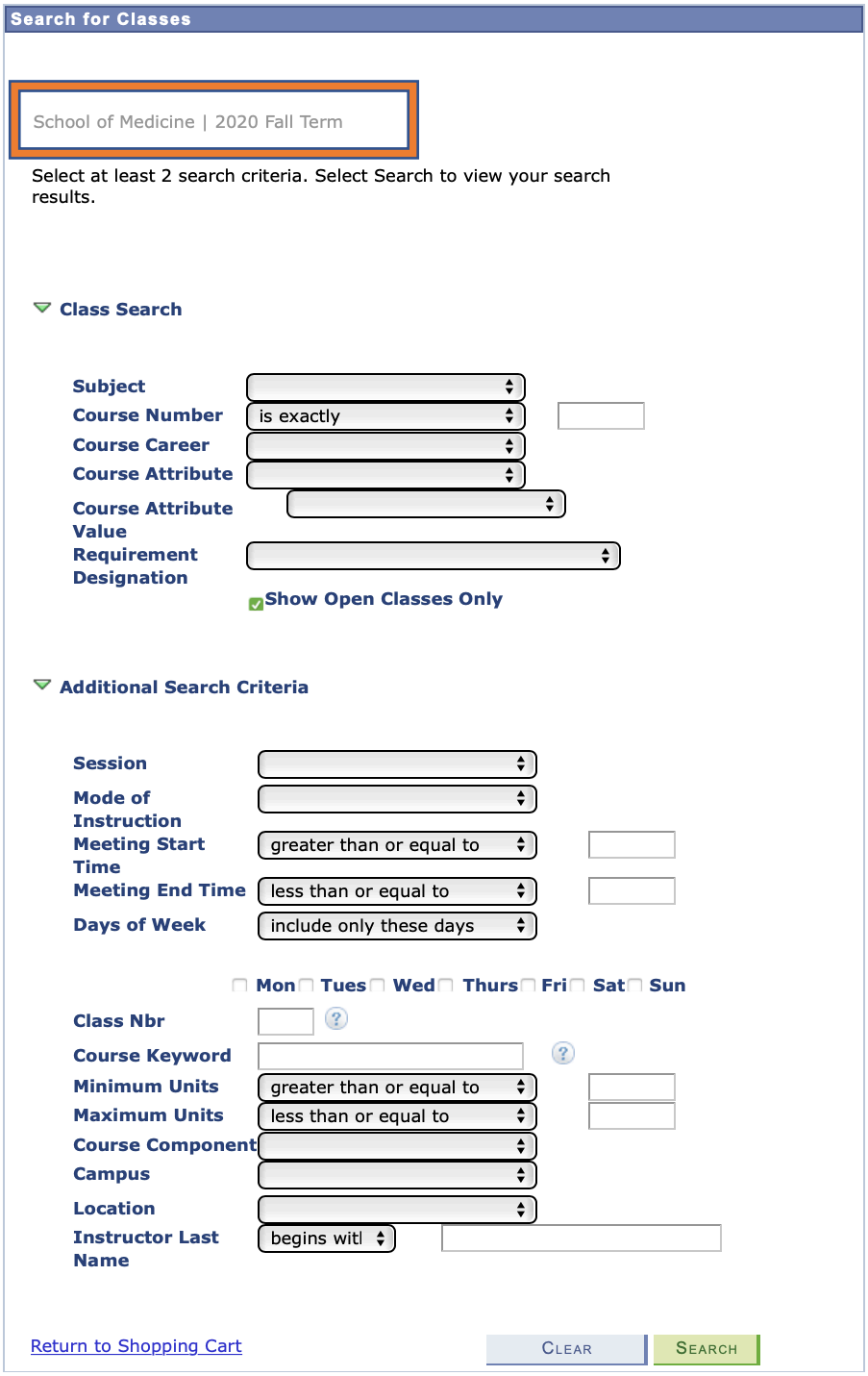
Your enrollment shopping cart is empty.

My 2020 Fall Term Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
MED 70059-3A (38864)	M4 Internal Medicine Elective (Clinical)	TBA	TBA	Staff	4.00	✔
MED 70059-6H (42651)	M4 Internal Medicine Elective (Clinical)		TBA	L. Auerbach	4.00	✔
MED 72009-4ASI (53440)	Sub-Internship (Clinical)		TBA	L. Auerbach	4.00	✔
MED 73009-2CSI (53448)	Intensive Care Clerkship (Clinical)		TBA	L. Auerbach	4.00	✔

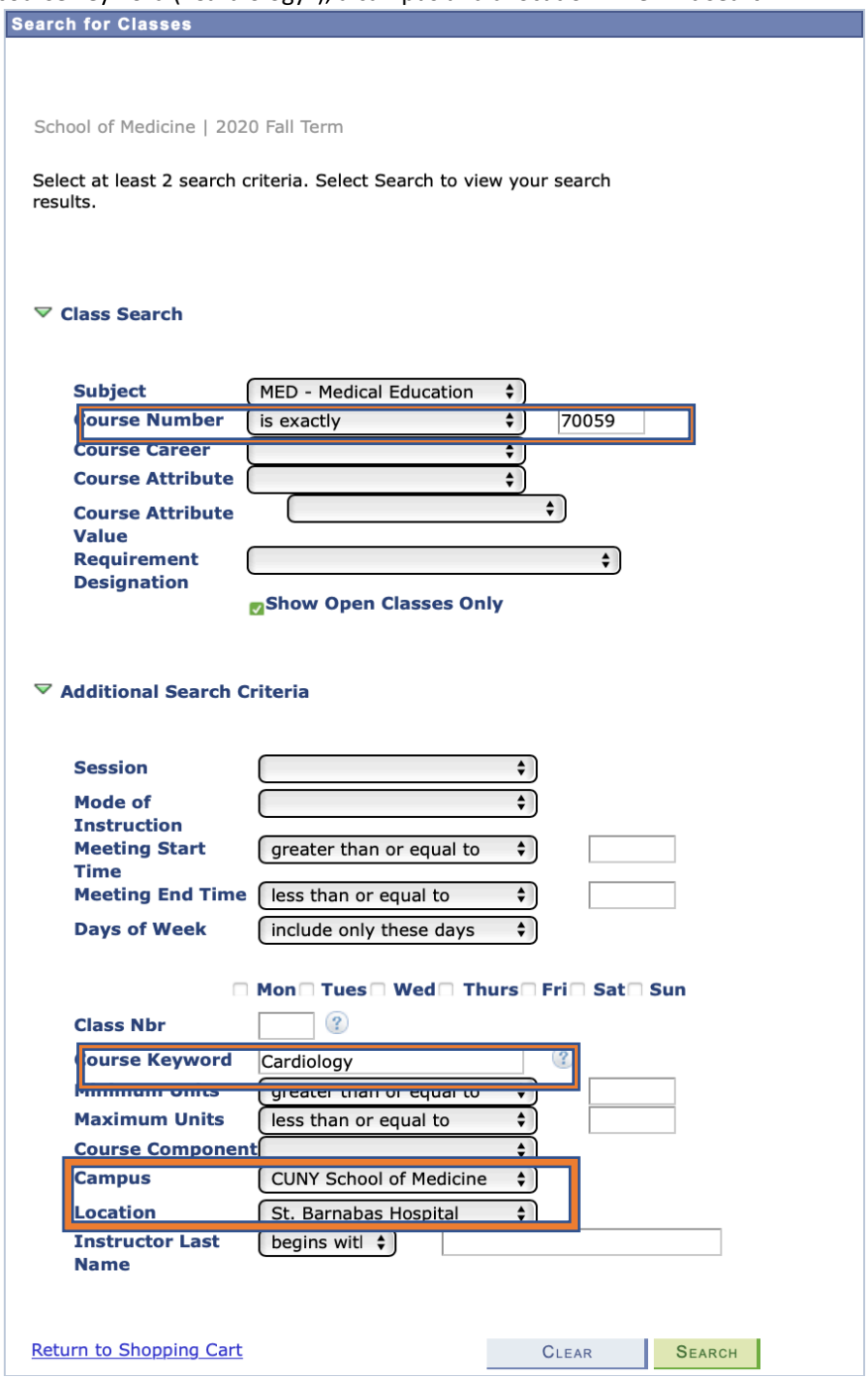
4. Because you used the green search bar, the semester locks at the top, so you do not have to manually input it. This becomes relevant later.



5. 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	Topic	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@sbhn 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



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**).

6 class section(s) found

MED 70059 - M4 Internal Medicine Elective

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
38838	1A-CLN Clin Sci 2	TBA	TBA	Lisa Auerbach	07/06/2020 - 07/31/2020			In Person	select

Topic: Cardiology
Class Attributes: ZERO Textbook Cost

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
38858	2A-CLN Clin Sci 2	TBA	TBA	Staff	TBA			In Person	select

Topic: Cardiology
Class Attributes: ZERO Textbook Cost

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
38864	3A-CLN Clin Sci 2	TBA	TBA	Staff	TBA			In Person	

Topic: Cardiology
Class Attributes: ZERO Textbook Cost

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
38869	4A-CLN Clin Sci 2	TBA	TBA	Lisa Auerbach	09/28/2020 - 10/23/2020			In Person	select

Topic: Cardiology
Class Attributes: ZERO Textbook Cost

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
38878	5A-CLN Clin Sci 2	TBA	TBA	Lisa Auerbach	10/26/2020 - 11/20/2020			In Person	select

Topic: Cardiology
Class Attributes: ZERO Textbook Cost

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
38884	6A-CLN Clin Sci 2	TBA	TBA	Lisa Auerbach	11/23/2020 - 12/18/2020			In Person	select

Topic: Cardiology
Class Attributes: ZERO Textbook Cost

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	Open	**Career**	Medical
Class Number	38864	**Dates**	8/31/2020 - 9/25/2020
Session	Medical, Clinical Sci 2	**Grading**	Basic Science Grades
Units	4 units	**Location**	St. Barnabas Hospital
Instruction Mode	In Person	**Campus**	CUNY School of Medicine
Class Components	Clinical Required	**Topic**	Cardiology

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TBA	TBA	Staff	TBA

Enrollment Information

Class Attributes ZERO Textbook Cost

Class Availability

Class Capacity	30	**Wait List Capacity**	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/Other Materials

Textbooks to be determined

9. Hit select

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
38838	1A-CLN Clin Sci 2	TBA	TBA	Lisa Auerbach	07/06/2020 - 07/31/2020			In Person	select

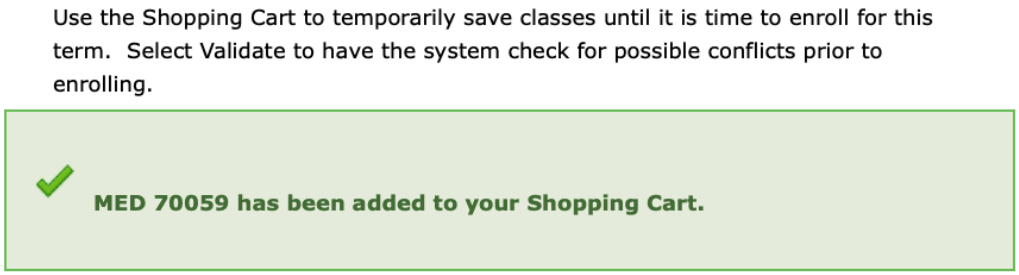
Topic: Cardiology
Class Attributes: ZERO Textbook Cost

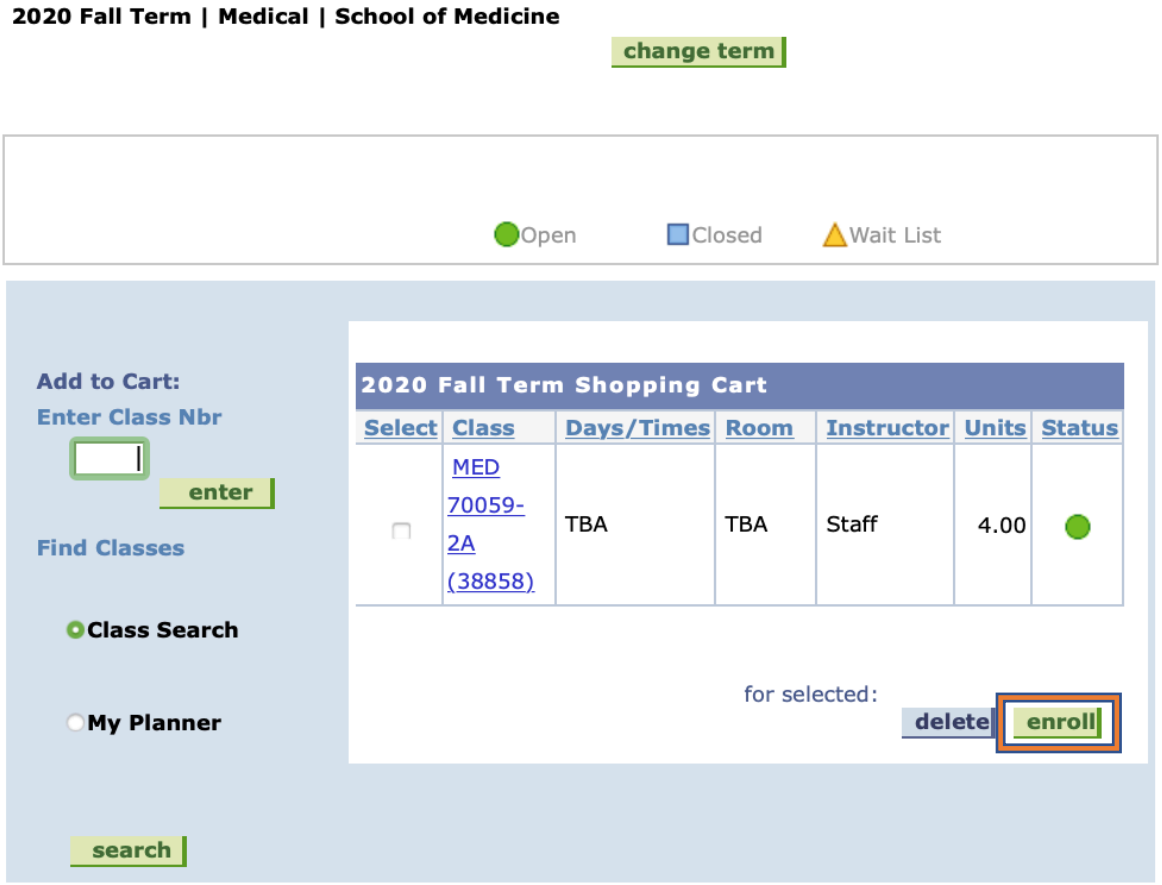
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	Bookstore Link	Instruction Mode	
38858	2A-CLN Clin Sci 2	TBA	TBA	Staff	TBA			In Person	select

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.





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**

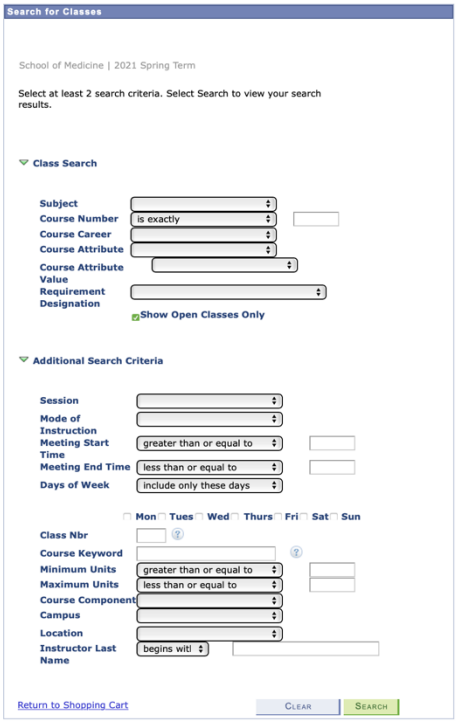


Figure 1

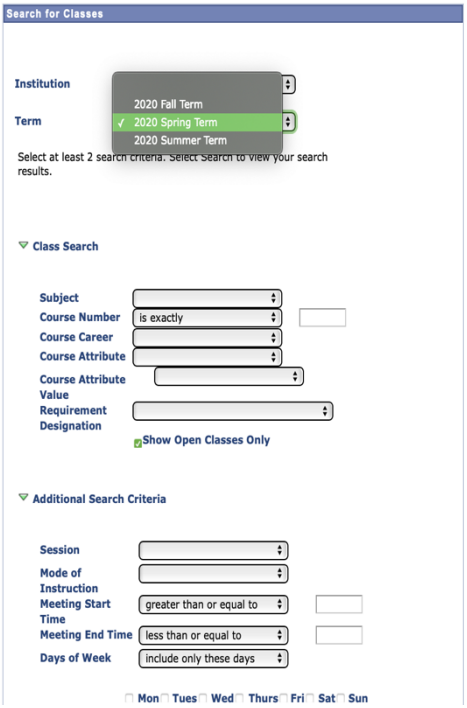


Figure 2

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