

COLLEGE OF MEDICINE
COURSE ENROLLMENT FOR MSI AND MSII STUDENTS

As a first or second year medical student (MSI or MSII), you do not need to schedule your required courses. The Registrar's Office will schedule you in all required courses for your current year of study. However, if you want to enroll in an elective, you will need to add the elective to your schedule via [MyUpstate](#) or on an [Add/Drop](#) form according to the following procedures:

If you are using MyUpstate:

- Log on to MyUpstate and click the "Student Services" tab. Then click the "Course Enrollment" link from the Student Academic Information menu. Next click the "Course Enrollment" link from the Course Enrollment and Schedule menu. Select the appropriate term and click Submit. Then either add your courses by CRN (Course Reference Number) or perform a search for courses and add your courses. MyUpstate will send a system generated email to the Course Sponsor indicating that you have added his/her elective to your schedule and you will be on the roster for the elective.

If you are using an **Add/Drop Form**:

- List the desired course(s) on the Add/Drop form
- Obtain the signature from the Course Sponsor or obtain their approval to enroll in the elective via email and attach the email confirmation to the Add/Drop form
- Return the completed Add/Drop form to the Registrar's Office