

# UPSTATE

MEDICAL UNIVERSITY

## COLLEGE OF MEDICINE COURSE ENROLLMENT FOR MSIV STUDENTS

As a fourth year medical student (MSIV), you are initially scheduled in your electives for your MSIV year through the [Elective Lottery](#). After the elective lottery, you can add or drop electives via [MyUpstate](#) or on an [Add/Drop](#) form according to the following procedures:

If you are using MyUpstate:

- To Add an Elective: 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.

-To Drop an Elective: Log on to MyUpstate and click the "Student Services" tab. Then click the "Course Enrollment" link from the Student Academic Information menu. Then click the "Course Enrollment" link from the Course Enrollment and Schedule menu. If you have not previously selected a term while using MyUpstate, select the term from the menu and click Submit. Courses may be dropped by selecting the "Dropped" option available in the Action field menu. Then click the "Submit Changes" button located at the bottom of the page. The course will be removed from the Current Schedule section once you have successfully dropped the class.

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 or drop 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

### **Late Fees for Adding or Dropping Electives after the Add/Drop Period**

By [SUNY Policy](#) Policy Title:Fees, Rentals, and Other Charges, Document Number:7804; Effective Date:September 20, 2011), campuses are required to define an Add/Drop period and charge a late fee of \$20.00 for any add or drop that occurs after the defined Add/Drop period has ended. Since electives start at various times throughout the academic year in defined periods, the College of Medicine has defined the Add/Drop period as up to two weeks prior to the start of the period for the elective. Any add or drop for a course that is in a period less than two weeks away will be assessed the late fee and can only be processed on an Add/Drop form and not via MyUpstate. The add or drop will not be processed without the payment of the late fee. Please refer to the Course Selection Book for applicable dates for late fees for a given academic year.

PLEASE NOTE: Your schedule and your academic transcript will only reflect an Add or a Drop if the Add/Drop form has been filed with the Registrar's Office and payment of any late fee has been made as applicable. You can confirm an Add or a Drop has been processed by checking your schedule in MyUpstate or contacting the Registrar's Office. Failure to submit the Add/Drop form or to pay the late fee, if applicable, will result in a final grade being recorded as determined by the course grading policy. It is the responsibility of the student to process a course add or drop, to adhere to the deadlines, and to remit the late fee if applicable.