ELECTIVES AND ELECTIVE LOTTERY

ELECTIVE LOTTERY

The elective lottery is designed to provide the greatest flexibility possible in choosing electives. The elective lottery operates on the principle that what a student takes is more important than which period it is taken, but that students want some control over both factors. The steps of the elective lottery are as follows:

1. Each MS III student will be given twelve lottery numbers.

2. Students request their course preferences via the web through MyUpstate.

3. Once the elective lottery has been run, students' schedules are available through MyUpstate.

SUBMITTING COURSE PREFERENCES FOR THE ELECTIVE LOTTERY

1. Log onto MyUpstate and select the link for the elective lottery.

2. List the electives by priority (highest priority first) in Round 1. Enter the course prefix (i.e. ANAT) and the four digit course code (i.e. 0408).

3. Period Choice – List all acceptable periods for the first choice elective with the highest priority period listed first followed by the second choice, etc. The period choices should not be listed in sequence unless that is the student's priority. Continue this for all listed courses.

4. Repeat this process for Rounds 2 and 3. Courses may be repeated from one group to the next. You will not be scheduled for the same course twice. Complete Rounds 4 -12, remembering that your schedule will be completed with courses from this group.

5. Be sure to list the total number of credits you want scheduled for your fourth year. The computer will stop scheduling courses for you when that number has been reached. Request forms cannot be processed without this number.

COMPUTER PROCESSING FOR THE ELECTIVE LOTTERY

The steps taken by the computer in assigning courses on the basis of your Elective Lottery Request Form will be as follows:

1. Read your requests for Round 1.

2. Using the lottery numbers assigned for that round, find the student who gets first priority.

3. Look at that student's first course preference.

4. Look at the first period choice for that course.

5. See if there is a space available in that course during the period the student wants it.

6. If there is a space, it will be reserved for that student. The student with the next priority will be found and the processing will start again at Step 3.

7. If there is no space available, the process will look at the next period choice for that course preference and start again at Step 5.

8. If all period choices for that elective have been tried and no space is available, the process will look at the next elective preference and start again from Step 4.

9. After a course is assigned, all remaining requests from Round 1 are discarded.

10. If no course can be assigned from Round 1, the process will go to the requests in Round 2 to assign a course, but the remaining requests in Round 2 will not be discarded. In other words, every student will receive a course for each of the first three rounds as long as there are available courses anywhere on the form.

11. This will be repeated for Rounds 2 and 3.

12. Rounds 4 - 12: After the first three rounds have been completed, Rounds 4-12 requests will be used to complete each student's schedule one course at a time to the credit limit specified by the student or until

all course requests have been exhausted. Students will be assigned the courses and in the priority listed receiving the first available period listed for that course.

ELECTIVE SCHEDULE CHANGES AFTER THE ELECTIVE LOTTERY

After the elective lottery is complete, students may make changes to their schedules in accordance with the following guidelines:

1. Students are responsible for insuring that their electives are scheduled in accordance with the rules and regulations governing electives.

2. Electives can be added or dropped via MyUpstate or on an Elective Add/Drop form. MyUpstate can only be used for adding or dropping electives as offered in the Course Selection Book and prior to the end of the add/drop period (two weeks before the start of the period). All other adding and dropping must be done by completing an Elective Add/Drop form.

3. Taking an elective for an amount of credit or period other than as listed in the Course Selection Book requires the completion of the Elective Add/Drop form.

4. A student may drop an elective course without incurring an academic penalty by notifying the instructor prior to the start date of the course, unless further restrictions appear in the course description. Any student who fails to attend a scheduled elective course without following proper procedures to drop the course, will receive a "WF" grade. The "WF" grade is considered an academic deficiency and is subject to review under the rules of promotion and graduation, as are all deficient grades received by any student. Electives should be dropped at least two weeks before the beginning of the elective, whenever possible. Failure to do so deprives other students of selecting the elective. It is also unfair to a department that is expecting a student to take the elective as they may have made special arrangements to assure the student will receive a good learning experience.

5. SUNY policy mandates the collection of an Add/Drop Late Fee of $20 per transaction after the designated Add/Drop period. The designated add/drop period ends two weeks prior to the start of the period. Specific dates for each period are listed alongside the period dates at the front of the Course Selection Book. Please note: There is a drop box located outside the door of the Office of the Registrar, Room 203, Campus Activities Building. Any Add/Drop Forms placed in that box prior to 8:00 AM on the Monday that the Late Fee is to be charged, will be exempt.

6. Please note that some electives indicate in the elective description that the elective may not be dropped unless a suitable replacement is found. This should be kept in mind before signing up for an elective which has this requirement.

7. Students are permitted to take electives for non-credit. As such, no record of this elective would appear on the student's academic transcript. However, a letter from the department or sponsor of the experience may be forwarded to the Office of the Registrar to become a permanent part of the student's academic record.

8. The SUNY Upstate Medical University does not automatically cover students for liability insurance when registered for an extramural elective experience (a course not sponsored by SUNY Upstate faculty). If the extramural elective experience requires that the student be covered by SUNY Upstate Medical University liability insurance, special arrangements can be made. It is the student's responsibility to notify the Office of the Registrar or the Binghamton Student Affairs Office if such coverage is required by completing the Add/Drop Form and so indicating. This process should be completed at least four months prior to the extramural experience.

9. Credit for electives can be recorded only when the appropriate procedures, as outlined above, have been completed. This includes the payment of any required fees, if applicable.