

COLLEGE OF MEDICINE
COURSE ENROLLMENT FOR MSIII STUDENTS

As a third year medical student (MSIII), you are scheduled in your required clerkship rotations according to the track you were given in the [Track Selection Process](#). The Registrar's Office will schedule you in all of your required third year clerkships. If you need to postpone a clerkship for any reason, please refer to the Clerkship Tracks and [Clerkship Policies](#)

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