Instructions for Registration of Fourth Year Courses

Viewing Your Registration Time Tickets
Starting today, you can view your Registration Time Tickets.

You have been assigned three different time tickets: One for the fall 2012 semester, one for the spring 2013 semester and one for an add/drop period that will be the same for everyone in both the fall and spring semesters (May 14 – 18) (this is a change). Please make sure to check both semesters for your time tickets.

On-Line Registration
Beginning Thursday, April 26th you will access myDownstate at http://ect.downstate.edu/ and click on myDownstate. Select “Banner Self Service” to view your registration time ticket. Then, you will begin to register for your courses. Registration will begin at 7 pm for those of you with a time ticket that starts on April 26th.

Your Username and Password are the same as for New Innovations, PRIME and Lotus Notes.

You will register for Intramural electives (those which appear in our Course Catalog) and a required Subinternship in either Medicine or Pediatrics. All students must register for one of the required Subinternships. You are registering for the “month” in which you would like your subinternship ONLY. The individual department will contact you directly for site preferences.

Students who are active and who do not have a hold on their record will begin registration on April 26th, April 30th and/or May 7th. You will register for your fall courses and your spring courses depending on your time ticket. Please check both semesters for your registration eligibility.

Make sure you are in the desired semester when registering for your courses. CRN’s are term.

After the initial registration period, all students will be able to make changes to their schedule on-line during the week of May 14th – May 18th. After May 18th, no transactions can be made and all elective and required Subinternship changes for the fall semester will require a signature of the preceptor starting on June 4th. Refer to the ADD/DROP deadlines which can be found at http://sls.downstate.edu/registrar/class_mtg/index.html.

On-line registration will again be available for the spring 2013 semester starting on June 4 – December 3, 2012.

Course Catalog
You can review the Course Catalog through the document “3rd and 4th Year Catalog at a Glance” from the Office of the Registrar’s home page at http://sls.downstate.edu/registrar/com/index.html. It is important to read the course descriptions too. Please note that the course catalog is subject to change without notice throughout the academic year.

Use the “Sections and Availability 2012-2013” document to look up sections and the course codes you will need for registration. You will enter the 4-digit “CRN” (Course Reference Number) for registration. The CRN’s are specific to a particular semester. Therefore, please make sure you are in the correct term for which you are attempting registration.

Both the Course Catalog and the Sections and Availability documents are subject to change.
Instructions for Registration of Fourth Year Courses (con’t)

Clinical Schedule Planner
You will download and submit your completed Clinical Schedule Planner signed by your clinical assistant dean by Monday, June 4th (date change). Otherwise, your schedule may be dropped. The Clinical Schedule Planner for the Class of 2013 can be found at http://sls.downstate.edu/registrar/class_mtg/documents/ClinicalSchedulePlan2013_001.pdf

Other Scheduling Adjustments
Only intramural electives and subinternships are registered through this on-line registration process. All other registrations (i.e. research electives, off-campus electives, tailor-made electives, etc.) are done by using the "Proposal for Extramural/Tailor-Made Elective Form."

Changes to required clerkships can be made by completing a "Request for Clerkship Change Form" pending availability.

All forms can be found at http://sls.downstate.edu/registrar/forms.html

Questions?
If you have registration questions you may:
1. Visit the Office of the Registrar (Mon-Fri, 10am-5pm). Registrar staff will review how to use myDownstate Banner Student Information System and assist you with registering for classes.
2. E-mail the Banner Helpdesk at banner@downstate.edu. Please be specific regarding your question(s) and the best way to reach you, and we will respond.
3. Call the Banner Hotline at (718) 270-4795 (Mon-Fri, 9am-5pm). Please note that some issues may not be resolved immediately, and we may have to take your information and call you back.