College of Medicine
Class of 2012 Clerkship Lottery Swap Procedure

In the event you wish to swap your Clerkship Track assignment with a classmate, the following applies:

1. Students will have until **Monday, April 19th at 5 PM** to make a one-to-one swap with another student. We suggest you use the class listserv to post your desire to swap your clinical track. Students can check the listserv to hook up with other students who may also wish to swap.

2. You must swap the **entire** track for which you have been assigned, for both the fall and spring semesters. **Specific components of a track cannot be swapped.**

3. In order to make a swap, you and the person with whom you are swapping, must sign a "Clinical Schedule Adjustment Form" (see below) available in the Office of the Registrar. Once the form is completed and signed by both parties, please return it to Anne Shonbrun in the Office of the Registrar no later than **Monday, April 19th at 5 PM.**

4. You will be notified by e-mail by Friday, April 23th when the swap has officially taken place.

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**State University of New York**
Downstate Medical Center
Basic Science Building 1-112 Box 98

**College of Medicine Class of 2012**

**Clinical Schedule Adjustment Form 2010-2011**

Use this form to make a direct person-to-person swap of your Clinical Schedule. **Entire tracks** must be swapped for both the fall and spring semesters by Monday, April 19, 2010.

1. Student Name  
   (please print)

2. Student Name  
   (please print)

__________________________  __________________________
Student 1 signature     Date

__________________________  __________________________
Student 2 signature     Date