

## Clinical Electives Registration

### Step 1: Login to Empower Student Information System

URL: <https://student.mssm.edu>

### Step 2: Navigate to Students Records >> Course Registration

The screenshot shows the Icahn School of Medicine at Mount Sinai logo at the top. Below it is a navigation menu with four main tabs: "Student Records", "Financials", "ASCIT", and "Document Request Form". Under the "Student Records" tab, there are three sub-links: "Schedule Information" (with sub-links for "Unofficial Transcript" and "Current Schedule (Summary)"), "Course Tools" (with sub-links for "Course Registration" and "Course Catalog Search", both of which are circled in red), and "Search Functions" (with a sub-link for "Student Holds Inquiry").

### Step 3: Find Electives

#### a. Click Add/Courses

The screenshot shows the "Registration Summary" page for student Nelson Pe. At the top, there are navigation tabs for "Student Records", "Financials", "ASCIT", and "Document Request Form". The page title is "Registration Summary" and "2016-17 Catalog". A table shows enrollment counts for the student, with columns for "Classes", "Registered", "Pending", and "Waitlist". Below this, a table shows "Classes Successfully Registered for Listed Below" with columns for "Action", "Start", "End", "Weeks", "Duration", "Type", "Dept-Crse", "Sect", "Credits", "Loc.", "Start Date", "Days", "Time", "Sess", and "Instructor". A red box highlights the "Add Courses" button. Below the table, it says "No Enrollments" and "Credits: 0". There is also a section for "Pending Registration" which says "No Pending Registration -- Click Add Course button to add courses from Course Catalog" and "Credits: 0".

#### b. See list of available electives:

The screenshot shows the "Classes Available" page for student Nelson Pe. At the top right, it says "Logged in as Nelson Pe | LOGOUT | Home". Below the navigation tabs, the page title is "Classes Available" and "2016-17 Catalog". There are filters for "Department", "Type", and "Course Tag", all set to "\*\*\*Select\*\*\*". A "Return to Course Registration" button is visible. Below the filters is a table of available elective courses with columns for "Interested?", "Code", "Description", and "Status". The table lists 14 courses, including "Medical Humanities in Clinical", "Anesthesia in Cardiac Surgery", "Transplant Anesthesia at Mount", "Anesthetic Management of Acute", "The Management of Acute and Ch", "Basic Course in Anesthesia", "Clinical Dermatology at Mount", "Adult Endocrinology at Mount S", "Adolescent Medicine", "Addiction Advanced Clerkship a", "Clinical Wound Care", and "Uro-Oncology".

## Step 4: Searching Electives

- Click Checkbox on left hand side to move electives you are interested in to the top of the list.

Logged in as Nelson Pe | LOGOUT | Home

Student Records | Financials | ASCIT | Document Request Form

### Classes Available

#### 2016-17 Catalog

[Return to Course Registration](#)

Filter by: Department:  Type:  Course Tag:

Interested? Clear		Code ?	Description ?	
<input checked="" type="checkbox"/>	<a href="#">Detail</a>	ANE-006	Basic Course In Anesthesia	<a href="#">Sched</a>
<input checked="" type="checkbox"/>	<a href="#">Detail</a>	DER-0073	Clinical Dermatology at Mount	<a href="#">Sched</a>
<input checked="" type="checkbox"/>	<a href="#">Detail</a>	URO-0017	Uro-Oncology	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	AMH-0017	Medical Humanities In Clinical	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	ANE-0002	Anesthesia In Cardiac Surgery	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	ANE-0010	Transplant Anesthesia at Mount	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	ANE-0022	Anesthetic Management of Acute	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	ANE-0024	The Management of Acute and Ch	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	MED-1332	Adult Endocrinology at Mount S	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	PED-0001	Adolescent Medicine	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	PSY-0273	Addiction Advanced Clerkship a	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	SUR-0311	Clinical Wound Care	<a href="#">Sched</a>

[Return to Course Registration](#)

- Mouse hover over "Detail" button to reveal elective description and other information"

Interested? Clear		Code ?	Description ?	
<input checked="" type="checkbox"/>	<a href="#">Detail</a>	ANE-006	Basic Course In Anesthesia	<a href="#">Sched</a>
<input checked="" type="checkbox"/>	<a href="#">Detail</a>	DER-0073	Clinical Dermatology at Mount	<a href="#">Sched</a>
<input checked="" type="checkbox"/>	<a href="#">Detail</a>	URO-0017	Uro-Oncology	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	AMH-0017	Medical Humanities In Clinical	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	ANE-0002	Anesthesia In Cardiac Surgery	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	ANE-0010	Transplant Anesthesia at Mount	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	ANE-0022	Anesthetic Management of Acute	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	ANE-0024	The Management of Acute and Ch	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	MED-1332	Adult Endocrinology at Mount S	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	PED-0001	Adolescent Medicine	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	PSY-0273	Addiction Advanced Clerkship a	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	SUR-0311	Clinical Wound Care	<a href="#">Sched</a>

**Course Detail** ANE 006  
**Basic Course In Anesthesia**

**Info**

**Course Notes**

**Level(s):** 3, 4

**Level Description:** THIS ELECTIVE IS NOT AVAILABLE TO OSTEOPATHIC AND FOREIGN VISITING STUDENTS

**Week(s):** 1, 2, 3, 4

Year round

**Days of Week:** Monday through Friday

**Time:** 7:00 A.M. - 4:30 P.M.

**Number of Students:** 5

**Location:** Klingenstein Clinical Center, 8th floor, Room 8-32

**Faculty**

Course Director / Instructor  
Michael Chietero, MD, Associate Professor of Anesthesiology and Pediatrics, Director, Medical Student Education, Department of Anesthesiology  
[michael.chietero@mountsinai.org](mailto:michael.chietero@mountsinai.org)  
Phone: (212) 241-4441

**Description:** A 4-week course designed for students contemplating a career in anesthesia or desiring a more in-depth exposure than that provided during their one-week rotation. Students are assigned to an

**Step 5: Choosing Elective**

a. Click "Sched"

**Classes Available**

**2016-17 Catalog**

[Return to Course Registration](#)

Filter by: Department  Type  Course Tag

Interested? Clear	Code	Description	Sched
<input checked="" type="checkbox"/>	<a href="#">Detail</a> ANE-006	Basic Course In Anesthesia	<a href="#">Sched</a>
<input checked="" type="checkbox"/>	<a href="#">Detail</a> DER-0073	Clinical Dermatology at Mount	<a href="#">Sched</a>
<input checked="" type="checkbox"/>	<a href="#">Detail</a> URO-0017	Uro-Oncology	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a> AMH-0017	Medical Humanities In Clinical	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a> ANE-0002	Anesthesia In Cardiac Surgery	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a> ANE-0010	Transplant Anesthesia at Mount	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a> ANE-0022	Anesthetic Management of Acute	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a> ANE-0024	The Management of Acute and Ch	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a> MED-1332	Adult Endocrinology at Mount S	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a> PED-0001	Adolescent Medicine	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a> PSY-0273	Addiction Advanced Clerkship a	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a> SUR-0311	Clinical Wound Care	<a href="#">Sched</a>

[Return to Course Registration](#)

b. Choose elective duration – example: 2 weeks, 3 weeks, 4 weeks

**Classes Available**

**2016-17 Catalog**

**URO-0017 Uro-Oncology**

[Return to Class List](#)

Duration  Location

Select/Process	Enroll Type	Week Start End	Duration Weeks	sect Cr	Location	Start Date	Bldg/Rm	Days	Time	Primary Faculty	Registration Counts Max
<input type="checkbox"/>	Credit	28 53	2	ε2 0	Mount Sinai Hospital	<input type="text" value="***Select Dates***"/>	TBD/TBD	MTWRF	09:00/17:00	Phillips,L	5
<input type="checkbox"/>	Credit	28 53	3	ε3 0	Mount Sinai Hospital	<input type="text" value="***Select Dates***"/>	TBD/TBD	MTWRF	09:00/17:00	Phillips,L	5

[Return to Class List](#)

<input type="checkbox"/>	<a href="#">Detail</a>	PED-0001	Adolescent Medicine	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	PSY-0273	Addiction Advanced Clerkship a	<a href="#">Sched</a>
<input type="checkbox"/>	<a href="#">Detail</a>	SUR-0311	Clinical Wound Care	<a href="#">Sched</a>

[Return to Course Registration](#)

c. Select dates for elective

Sel	Enroll Type	Week Start End	Duration Weeks	sect Cr	Location	Start Date	Bldg/Rm	Days	Time	Primary Faculty	Registration Counts Max
<input type="checkbox"/>	Credit	28 53	2	ε2 0	Mount Sinai Hospital	<input type="text" value="***Select Dates***"/>	TBD/TBD	MTWRF	09:00/17:00	Phillips,L	5
<input type="checkbox"/>	Credit	28 53	3	ε3 0	Mount Sinai Hospital	<input type="text" value="***Select Dates***"/>	TBD/TBD	MTWRF	09:00/17:00	Phillips,L	5

[Select/Process](#)

01/16/2017 - 01/29/2017

01/23/2017 - 02/05/2017

01/30/2017 - 02/12/2017

02/06/2017 - 02/19/2017

02/13/2017 - 02/26/2017

02/20/2017 - 03/05/2017

02/27/2017 - 03/12/2017

03/06/2017 - 03/19/2017

03/13/2017 - 03/26/2017

03/20/2017 - 04/02/2017

03/27/2017 - 04/09/2017

04/03/2017 - 04/16/2017

04/10/2017 - 04/23/2017

04/17/2017 - 04/30/2017

04/24/2017 - 05/07/2017

05/01/2017 - 05/14/2017

05/08/2017 - 05/21/2017

05/15/2017 - 05/28/2017

05/22/2017 - 06/04/2017

**Step 5: Choosing Elective (con't)**

d. Complete selection; click "Select/Process" button

Sel	Enroll Type	Week Start	Week End	Duration Weeks	Sect Cr	Location	Start Date	Bldg/Rm	Days	Time	Primary Faculty	Registration Counts Max
<input checked="" type="checkbox"/>	WL Credit	28	53	2	E2 0	Mount Sinai Hospital	Dtl 01/30/2017 - 02/12/2017	TBD/TBD	MTWRF	09:00/17:00	Phillips,L	5
<input type="checkbox"/>	WL Credit	28	53	3	E3 0	Mount Sinai Hospital	Dtl ***Select Dates***	TBD/TBD	MTWRF	09:00/17:00	Phillips,L	5

[Select/Process](#) [Return to Class List](#)

**Step 6: Department Approval**

- a. Elective registration is Pending Department Approval
- b. Click "See Detail" to Return to Registration Screen

### Registration

**You have 0 Successful Registration and 1 Pending Registration.**  
**Click See Detail button to see the result.**

[See Detail](#)

c. Class will appear under **Pending Registration** section of registration page.

**Classes Successfully Registered for Listed Below**

[Add Courses](#) [View Schedule](#)

Action	Week Start	Week End	Duration	Type	Dept-Crse	Sect	Credits	Loc.	Start Date	Days	Time	Sess	Instructor
No Enrollments													
Credits: 0													

**Pending Registration**

[Reprocess Pending Issues](#)

Delete	Week Start	Week End	Duration	Type	Dept-Crse	Sect	Credits	Loc.	Start Date	Days	Time	Sess	Instructor	Issues	Desired Priority
<a href="#">Delete</a>	28	53	2		URO-0017 E2	Uro-Oncology	0	MSH	01/30/2017 - 02/12/2017	MTWRF	09:00/05:00	ELEC	Phillips,L	<a href="#">View(1)</a>	WL
<b>Pending Dept Approval</b>															
<a href="#">My Current Waitlist</a>															
Credits: 0															

**Step 7: Approval**

- a. Students will receive an email once the elective is either Approved or Denied by the Department
- b. Elective will now appear on list of **Registered** courses

**Registration Summary**

2016-17 Catalog

Student: Nelson Pe

Classes	Registered	Pending	Waitlist
Student Enrollment Counts	Total -> 1	0	0
Current Registration Window	Registered	Priority	Waitlist
Medical School Clinical Electives Registration	Limits -> 52	99	99
Currently Remaining	51	99	99

**Classes Successfully Registered for Listed Below**

[Add Courses](#) [View Schedule](#)

Action	Week Start	Week End	Duration	Type	Dept-Crse	Sect	Credits	Loc.	Start Date	Days	Time	Sess	Instructor
<a href="#">Drop</a>	28	53	2		URO-0017 E2	Uro-Oncology	0	MSH	01/30/2017 - 02/12/2017	MTWRF	09:00/05:00	ELEC	Phillips,L
Credits: 0													

**Pending Registration**

No Pending Registration -- Click [Add Courses](#) button to add courses from Course Catalog

Credits: 0

### Step 8 (optional): Dropping elective

- a. Click Drop on left hand side
- b. Elective Director and/or Coordinator will be notified of the change

**Classes Successfully Registered for Listed Below**

[View Schedule](#)

Action	Week	Weeks	Start	End	Duration	Type	Dept-Crse	Sect	Credits	Loc.	Start Date	Days	Time	Sess	Instructor
<span style="border: 1px solid red; padding: 2px;">Drop</span>	28	53			2		URO-0017	E2	Uro-Oncology	0	MSH	01/30/2017 - 02/12/2017	MTWRF	09:00/05:00	ELEC Phillips,L
Credits: 0															

**Pending Registration**

No Pending Registration -- Click Add Courses button to add courses from Course Catalog

Credits: 0															
------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--