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**Subject:** SPRING 2022 REGISTRATION: Info for students who need to register for BCH, MBI and IND courses in the School of Medicine & Dentistry (SMD)  
**Date:** November 12, 2021 at 1:38 PM  
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Dear students,

As you are already aware, spring 2022 registration begins this Monday.

Students who need to register for graduate-level courses offered through the School of Medicine and Dentistry (SMD) should read over the "Cross-School Registration Opportunities" attachment below to help guide them through registration.

Please note that students should not need instructor permission for any of the courses listed on the cross-schedule registration opportunities handout.

Unlike regular undergraduate course registration, be sure to

- select "Spring 2022 SMD Graduate Education" as the Academic Period
- select "Graduate" as the academic level
- select the course number with the "U" suffix, the system will not let you know if you made a mistake.

Quick Reference Cards to provide basic instructions for finding course sections and registering for courses is also attached.

Please note that this process only involves courses listed on the cross-school registration opportunities handout below and does not include independent research (395) course registration. Independent research courses are registered differently during the first two weeks of the spring quarter. Visit the Biology Department's Undergraduate Program [Independent Research website](#) for more information on this process.

Good luck!

Marianne Arcoraci  
Undergraduate Biology Office

## **Cross-School Registration Opportunities**

### **Arts, Science & Engineering/Eastman School of Music -> School of Medicine & Dentistry**

Undergraduate students enrolled in Arts, Science & Engineering or at the Eastman School of Music are eligible to enroll in graduate courses from the School of Medicine & Dentistry.

- Courses created for specifically for undergraduate enrollment will be designated with the letter U. These courses follow the College credit hour policy and will carry 4 semester credits.
- Other SMD graduate courses may also be taken by undergraduates with instructor permission, but will transfer to the College at the listed credit hour (typically 3 credits).
- The credit hours for independent studies with SMD faculty will be based on the required work for the course. Typically, three hours of work per week for the semester is expected for each credit hour (i.e. 12 hours per week for a four-credit independent study).
- To add these courses to your schedule (or register for them), students will need to look in the School of Medicine and Dentistry course offerings (NOT in AS&E course offerings).

- Students will be able to enroll, based on space and availability, when their enrollment appointment opens in AS&E. There will be no time delay between registration periods.

### Courses available for Spring 2022:

- BCH 412U - Advanced Topics in Bio Macromolecules
- IND 447U - Signal Transduction
- MBI 402U - Writing in Microbiology
- MBI 403U - Drug Discovery
- MBI 404U - Intro to Emerging Pathogens
- MBI 421U - Microbial Genetics and Physiology
- MBI 456U - General Virology
- NSC 531U - Integrative Neuroscience
- PM 410U – Intro to Data Management & Analysis
- PM 413U – Field Epidemiology
- PM 414U – History of Epidemiology
- PM 415U - Principles of Epidemiology
- PM 424U – Chronic Disease Epidemiology
- PM 442U – Nutritional Epidemiology
- PM 458U – Qualitative Health Research
- PM 486U – Medical Ecology in Global Context

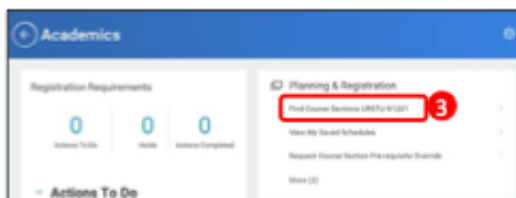
## Find Course Sections in UR Student for Students



Follow these steps to locate a course section in UR Student. Remember when finding a class, use **COURSE SECTION** links. Next; [Create a Saved Schedule prior to Registration](#) OR [Register when open](#).

### Find Course Sections

1. Log into [UR Student](#) using your Net ID and password
2. Click **Academics**
3. Under Planning & Registration, click **Find Course Sections**

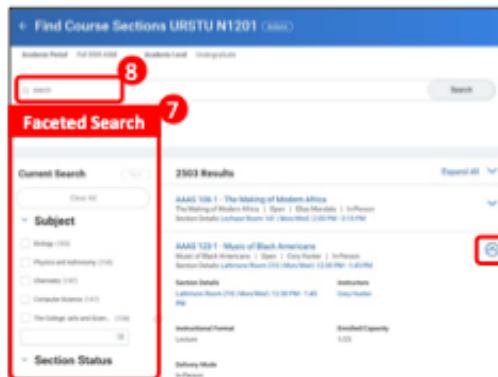


4. The report criteria now shows. In the **Academic Period** field, type the term you are looking for (i.e. Fall 2020), OR select **Current Period** or **Future Period** and choose the relevant academic period

**Tip:** Enter in additional academic periods for other schools course sections needed



7. Use the Faceted Search categories to narrow your search --OR--
8. Enter the course name/abbreviation in the search bar
9. Select the "carrot" to see the course section details



**Tip:** Right click on course section name and choose **See In New Tab** to not lose your place on the Find Course Sections report

10. If needed, look for required labs/discussions/workshops required with a lecture course



5. Select the **Academic Level** for the course section
6. Click **OK**



**Important Tip:** Remember to choose the [blue Course Section](#) links, seen here to the left. Course section names include a -1, -2, -3, -4 etc. Course section links are used when [creating saved schedules](#) and [registering for classes](#).

## UR STUDENT

updated 04/19/20

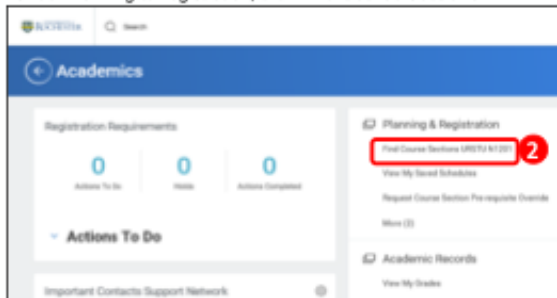
## DURING OPEN REGISTRATION: Register for a Course Section



Use this reference when preparing to register for a course section **DURING** open registration. Follow these steps to find and register for a course section.

### Find Course Sections

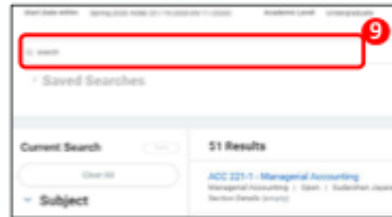
1. Log into [UR Student](#) and click **Academics**
2. Under **Planning & Registration**, click **Find Course Sections**



3. Click within the **Academic Period** field
4. Type the term you are looking for (**Fall 2020**), or select **Current or Future Period** and choose the future academic period
  - a) Select the specific **Academic Period** associated with the course you are looking to register for
5. Select your **Academic Level**
6. Click **OK**



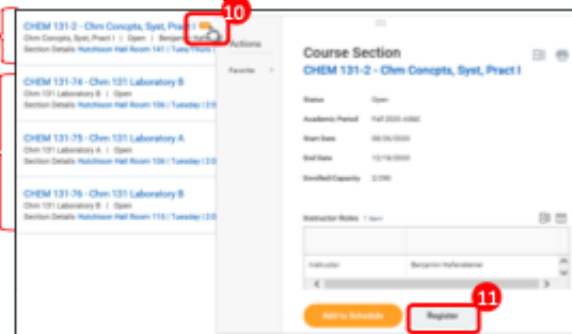
9. Enter the course section name/abbreviation in search



10. Hover over the course section name link best fitting your schedule and click the related actions button **...**
11. From the Actions window click **Register**

**Lecture section**

**Lab sections**



12. Select **Lecture, Labs** and **Workshops** as necessary
13. Click **Grading Basis** and choose **Audit** or **Graded** as needed
14. Click **Register**
15. View the completed course section registration from the **Successfully Registered Courses** report, or Click **View Registered Courses** for the complete view of course section registrations

## UR STUDENT

Updated 04/19/20

## Requesting Permission to Register



This Quick Reference Card shows students how to request permission to register for a course that is locked.

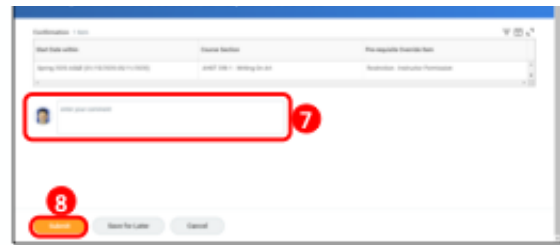
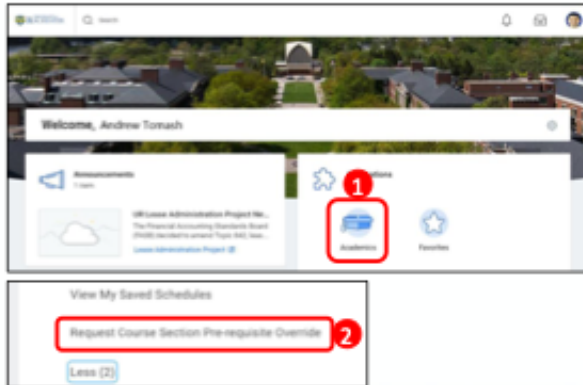
### Find Course Sections

1. Click **Academics** icon from your Home page
2. Under **Planning and Registration**, click **Request Course Section Pre-Requisite Override**
3. Enter **Academic Period & Academic Unit**
4. Enter **Course**
5. Enter **Course Section**
6. Click **OK** to continue
7. Enter **Comments** (include all relevant information you want the



Instructor to know about your request)

8. Click **Submit**
9. **Review** all information pertaining to your request
10. Click **Done** to complete the process. Your request is sent to the instructor for review



UR STUDENT

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