

## System Access & Navigation

- Online Senior Registration System: <http://grad-registration.uchicago.edu>
- Log in using your cNet ID and password. The system will default to a screen that lists your registrations for the current quarter.
- Above your course registrations is a selection box that allows you to change the quarters that you are viewing. Be sure to hit 'Select' when changing quarters. A message will appear that the quarter view has been changed.

## Available Courses

- Nearly all Pritzker senior electives/selectives are available in MedReg. A few courses/departments require special scheduling, which affects how registrations are managed. Not appearing in MedReg are courses in Orthopaedics, Radiation Oncology, ACLS, Pritzker Morning Report and all readings, research and preceptorship/study away. Additionally, courses offered in the graduate divisions are not in MedReg - CABI, CPHY, CPNS, ECEV, EVOL, IMMU, MPMM, NPHP, NURB, ORGB.
- To add a course that is not in MedReg, please contact the departmental coordinator and complete the add/drop form. The form can be found on the Pritzker web site: [Pritzker Add/Drop Form](#)

## Adding a Course

- In the registration system, beneath the quarter selection field on your quarterly registration summary page is a link to 'Add Courses'. Clicking this link will send you to a course search engine that lists all courses in a department for the specified quarter.
- To see all the courses listed in a department for a given quarter, select the department and leave everything else blank then hit 'Search'.
- Once you've narrowed your course search by department, you will see a list of all course Titles and Numbers offered by the department in the specified quarter. Hit 'Select and Continue' and you will see the various sections with date ranges.
- Find the section number and date range of the course you wish to add and click the 'Add' button. If the course is full, a notification will appear that the course cannot be added.
- All course registrations are held for departmental approval. **Course registrations will be processed on Tuesdays and Thursdays only.**
- If you have mistakenly requested a course addition, you can simply remove it from your schedule summary screen. If the course appears as 'Locked' you will need to contact the department to drop.
- Please contact the departmental coordinator to receive approval for rotations that allow an increase of the number of weeks for more credit.

## Dropping a Course

- On the quarter summary screen, there is a 'Delete' function next to the course listing that will remove the course from your schedule. Pressing this will trigger a prompt that asks if it is ok to delete the course. Be sure you double-check that the course it is asking you to drop is actually the course you are intending to drop.
- Unless the department marked the course as 'No Drop' all drops are instantaneous. Please be Careful!
- 'Locked' courses are courses you can add, but cannot drop without a replacement or departmental consent. These are typically Sub-Internships, Emergency Medicine courses, sections at NorthShore and several courses in the department of Medicine. Please contact the department to drop 'Locked' courses.
- The department performs a lot of scheduling in advance of the start of a rotation. Please be sure you also notify the departmental coordinator if you need to drop a rotation that is scheduled to start within seven days and the department hasn't marked the section 'no drop'.

### **Restrictions and Losing Registrations**

- Restrictions – If your university account has a Category 2 restriction (unpaid tuition, library fines, housing fees), you will not be able to add courses. **VERY IMPORTANT:** If you have a Category 2 restriction that carries from one quarter into the next, **all courses for future quarters will be dropped and released to the open market.** We will monitor the quarterly restrictions list and send email notification to your university email address to avoid any courses from being dropped.

### **Summary**

- All course registration requests will be processed on Tuesday and Thursday only.
- Make all registration requests through MedReg – verbal approval from the department or attending cannot be tracked and may lead to over enrollment.
- Send notification to the department if you need to drop the week before the start of the rotation.
- The Senior Lottery website does not update from MedReg. We will soon deactivate the Senior Lottery Results page as these registrations will quickly change now that MedReg is open. cMore will contain the most accurate registration information showing a tally of your senior year registrations for all four quarters of the upcoming academic year.