Clinical Electives Registration

Step 1: Login to Empower Student Information System
URL: https://student.mssm.edu

Step 2: Navigate to Students Records >> Course Registration

Step 3: Find Electives
a. Click Add/Courses

b. See list of available electives:
Step 4: Searching Electives

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

b. Mouse hover over “Detail” button to reveal elective description and other information"
Step 5: Choosing Elective

a. Click “Sched”

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

c. Select dates for elective
Step 5: Choosing Elective (con’t)

d. Complete selection; click “Select/Process” button

![Select/Process button]

Step 6: Department Approval

a. Elective registration is Pending Department Approval

b. Click “See Detail” to Return to Registration Screen

![Pending Dept Approval]

Registration

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

See Detail

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
Step 8 (optional): Dropping elective

a. Click Drop on left hand side

b. Elective Director and/or Coordinator will be notified of the change