Course Registration Procedures (Bioethics)

I.  Purpose

This Procedure outlines steps registering for courses in the Bioethics (BIOE) programs at Albert Einstein College of Medicine (“Einstein”).

II.  Scope

This Procedure applies to all students enrolled in any of the Bioethics programs: Master’s in Bioethics (MBE), Certificate, or stand-alone course enrollment.

III.  Procedure

III.A.  Academic Calendar(s)

BIOE courses offered through Einstein typically operate on a semester system. Academic calendars for these BIOE courses are posted and updated on the Bioethics website. The calendars posted here do not describe semesters at other schools (such as the medical curriculum at Einstein). It is the student’s responsibility to be informed about beginning and end dates for non-BIOE calendars and courses.

III.B.  Obligation to Register

Students not on pre-approved leave must register, each term, according to the published deadlines for relevant academic calendars. Students not registered by the deadlines will be considered non-matriculated and pertinent offices will be notified. Failure to register can also lead to dismissal from the program. The Program Director can grant deferred registration, but a request should be made prior to deadlines.

Note: As a reminder, instructions for registering are emailed to all students prior to each registration period, but students are responsible for registering before deadlines even if this email message is for some reason not received.

III.C.  Prior to Each Semester

The Program Administrator and Registrar will send email notification of courses that are available and deadlines for registration in the semester to come. Before the beginning of term, students should discuss their curricular plans with their faculty advisor, though actual confirmation of courses occurs individually, when the student self-registers online, and not through the advisor.
III.D. Special Note for Cross-Registration

MBE students who wish to take a course that is not on our program's list of pre-approved range of courses, but within an Einstein program, will have to cross-register; this a process involving several steps. All efforts to have the course approved for credit toward the MBE must be resolved in advance of the given semester or be considered unsuccessful. For details about the process, approvals to obtain and the process of application, students should download the Cross-Registration Form (Bioethics), BIOE-FRM-2018-007.

III.E. Actual Registration

Self-registration for all Certificate and Masters students will be done online through Banner®.

III.F. After Successful Registration

Registration information for each semester will be available through Banner. It is the student's responsibility to verify the information and bring any issues to the attention of the Registrar.

IV. Definitions

None.

V. Effective Date

Effective as of: 1 August 2018

VI. Procedure Management and Responsibilities

The Einstein Cardozo Master of Science in Bioethics Program Office is the Responsible Office under this Procedure. Einstein’s Executive Dean is the Responsible Executive for this Procedure. Einstein’s Director of the Einstein Cardozo Master of Science in Bioethics Program is the Responsible Officer for the management of this Procedure.