

## Applying to External Electives using the B Form (Non-VSLO and Military Rotations)

*B Forms must be submitted 120 days prior to the start of the rotation*

### ***Before You Apply***

#### **1. Verify Application Process**

- a. Confirm that the rotation you are applying for does not utilize VSLO. If an institution does utilize VSLO for visiting student applications, you must apply through VSLO and not the B Form process.
- b. For military rotations – both active duty and non-active duty rotations require a B Form.

#### **2. Review Host Institution Information**

- a. Review general information about the Host institution you're interested in, confirming key application dates, deadlines, and fees.

### ***Submit Your Elective Application and B Form***

#### **3. Apply to Host Institution**

- a. Follow the instructions on the Host institution's website to apply for the elective. Most institutions will have a contact coordinator if you need to ask questions or confirm details about the application process.
- b. If the Host institution requires specific documents, you will request these via the B Form.

#### **4. Submit B Form to Enrollment Services**

- a. Once you have applied for a specific elective and know your potential rotation dates, you must fill out a B Form. B Forms authorize release of information to Host institutions and create a streamline process for approving away rotations.
- b. B Forms must be submitted 120 days prior to the start of the rotation.
- c. Initial B Form Submission: Fill out elective information and attach any documents that need to be completed by the Registrar's office. Enrollment Services will mail or email out any requested documents to the Host institution and sign off on the B Form.
- d. You will get an email once Enrollment Services has completed this step – **Please keep track of this email, as you will need to upload further documentation after acceptance.**

### ***After Host Institution Acceptance***

#### **5. Upload Acceptance Documents to B Form**

- a. If you are accepted into the elective, you will need to upload the following documents to the B Form (\*required):
  - i. **\*Acceptance Letter** – provided by the Host institution with confirmed dates
  - ii. **\*Course Description** – official course description directly from the Host institution
  - iii. **C Form** – Only needed if seeking A/I or EM credit for the rotation
    1. Acting Internship credit: C Form must be signed by Dr. Syed
    2. Emergency Medicine credit: C Form must be signed by the UTMB Emergency Medicine course director

***JSSOM Approval and Enrollment*****6. Affiliation Agreement**

- a. Once all documents have been submitted and verified by Enrollment Services, the B Form will go to the Office of Clinical Education so an affiliation agreement can be arranged with the Host institution.
- b. If UTMB and the Host institution are unable to come to an agreement, you will not be able to participate in the elective.

**7. Elective Course Committee Approval**

- a. Once an Affiliation Agreement is in place, the B Form will go to the Elective Course Committee for final review and approval.
- b. The ECC may ask you to provide additional information or documentation if needed to approve your elective.
- c. If the rotation is denied by the ECC, you will not be able to participate in the elective. You will not receive credit for the elective, and you will not be covered by UTMB liability insurance.

**8. Enrollment in MyStar**

- a. If your elective is approved by the ECC, the B Form will go back to Enrollment Services to get you registered for the course. You will receive a completion email once the course has been added to your schedule in MyStar, and the B Form process will be complete.
- b. If you decide to withdraw from the elective, please notify Enrollment Services so we can remove the course from your schedule.

***Scheduling Reminders***

- You can enroll in away rotations that do not line up with JSSOM periods, but you cannot be enrolled in more than one class at a time, per JSSOM policy.
- If you sign up for a course with off-period dates, Enrollment Services will automatically adjust your schedule to fit the course. You will not be able to sign up for another course during this time, including online only electives.
- If it fits with your schedule, you can take a 1-week or 2-week elective before or after an away rotation as long as the dates do not overlap.
- You must be in good academic standing to attend an away rotation. Students are not eligible to participate in away rotations if on Academic Warning.
- JSSOM only awards credit for rotations that are 2 or 4 consecutive weeks.

***Receiving Credit***

- Grades are determined by the External Course Evaluation, which must be completed by the supervising attending or faculty member during your rotation. The form needs to be completed and emailed to [enrollment.services@utmb.edu](mailto:enrollment.services@utmb.edu) directly from staff or faculty at the Host institution. Forms submitted by students or from non-institutional email addresses are not accepted.
- Enrollment Services will enter the grade in MyStar once your evaluation has been received. Please follow up with your rotation coordinator if you do not have a grade posted within 30 days of your rotation.
- Retroactive credit is not awarded for away rotations. You must be enrolled in the rotation in MyStar *prior to the course starting* to receive credit.