

Non-VSLO Institutional and Inpatient Electives

Step 1A

Student applies to Host Institution

Step 1B

Student completes online B form, https://webforms.utmb.edu/frevvo/web/tn/forms/user/giflynn/app/_LYNYcMXCEeib8cIVd2CBqw/formtype/_c6e60FeBEigyc4jrxJYoQ/popupform, and includes elective course description attachment

*Direct any questions to enrollment.services@utmb.edu

Step 2

Enrollment Services will mail any requested documents checked off on B Form to host institution

Step 3

Fran Dawe in the Office of Clinical Education will contact Host Institution and begin the process of securing an affiliation agreement.

***This process can take 4-6+ months. The agreement must be in place prior to the start of the rotation. Be sure to have a backup plan just in case.**

Step 4

Student receives acceptance letter from Host Institution and attaches to B form (or may provide directly to enrollment.services@utmb.edu).

*If you are not accepted or change your mind about participating in the elective please let us know.

**If you are seeking EM Selective credit you will need a signature from Dr. Luke Murphy, Emergency Medicine Selective Director.

***If you are seeking AI credit you will need a signature from the Assistant Dean of Educational Affairs, in the Office of Clinical Education.

Step 5

Once ALL documents are received from the student AND the affiliation agreement is in place, the elective will be submitted to the Electives Committee for approval.

Step 6

Once approved by the Electives Committee, Enrollment Services will create the course in MyStar and enroll the student.

Step 7

The student is responsible for submitting the External Course Evaluation form to the host institution for course credit. The host institution must return it directly to enrollment.services@utmb.edu. Evaluation forms received from students will not be accepted.