

Non-VSLO External Elective Rotations

Step 1: Apply to Host Institution and Submit B Form

- Once you have applied for your elective, you will fill out the B form to request documents from Enrollment Services. Please use this link, <https://utmb.us/ajm> to start the B-form process. Enrollment Services will mail out any requested documents to the Host Institution and sign off on the B form. 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 to the B form after acceptance.**

Step 2: Acceptance and Finalize B Form

- If you are accepted into the elective, you will need to upload the ALL the following documents to the B form:
 - Acceptance Letter – provided by the Host Institution with confirmed dates
 - Course Description – provided by the Host Institution
 - C Form – with official course dates
 - If you are seeking EM Selective credit, your C form must be signed by Dr. Luke Murphy – Emergency Medicine Selective Director
 - If you are seeking AI credit for the elective, your C form must be signed by Dr. Misha Syed – Assistant Dean of Educational Affairs, Office of Clinical Education
- If you have any questions regarding the documents above, please contact Enrollment Services at enrollment.services@utmb.edu. If you are denied or no longer interested in the elective, please let Enrollment Services know.

Step 3: Affiliation Agreement Process

- Once Enrollment Services has reviewed your documents, your B form will be sent to the Office of Clinical Education to acquire an affiliation agreement with the Host Institution. **This process can take several months if an agreement is not already in place.**
- If an affiliation agreement is finalized, your B form will be sent to the Elective Course Committee for approval.
- If UTMB and the Host Institution are unable to come to agreement, you will not be able to participate in the elective for credit and will not be covered by UTMB liability insurance.

Step 4: Elective Course Committee Approval and Enrollment

- Once an affiliation agreement is in place, your elective will be sent to the Elective Course Committee for approval.
- If approved, Enrollment Services will be notified so the course can be added to your schedule in MyStar. You will get an email notification once you are registered in the course.

Step 5: Evaluation and Credit

- You are responsible for submitting the External Course Evaluation form to the Host Institution. The completed evaluation must be filled out by the Host Institution and returned directly to Enrollment Services using the following email: enrollment.services@utmb.edu. Evaluation forms sent by students will not be accepted.