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/_LYNYcMXCEib8clVd2CBqw/form type/_c6e60FeEeigyc4jrYoQ/popupform](https://webforms.utmb.edu/frevvo/web/tn/forms/user/giflynn/app/_LYNYcMXCEib8clVd2CBqw/form type/_c6e60FeEeigyc4jrYoQ/popupform), and includes elective course description attachment

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

**REMINDER:** All B-forms must be submitted at least 4 months in advance to start of rotation. This is to ensure that affiliation agreements are in place by the time the rotation starts.

**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 review by the Elective Committee.*

**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.

**Required Documents submitted by the student:**
- B-form
- Acceptance Letter with confirmed dates
- Course Description from the institution
- C-form filled out by the student

**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.