

## Applying to External Electives using Visiting Student Learning Opportunities (VSLO)

### **Before You Apply**

- 1. Access VSLO and Complete Your Profile**
  - a. Enrollment Services will grant access to VSLO in January. You will receive an email from AAMC once your access has been granted.
  - b. Sign in to VSLO using your AAMC account username and password or create an account if needed.
  - c. Follow the steps to complete your profile, providing personal and academic information.
- 2. Review Host Institution Information**
  - a. Review general information about the Host institutions you're interested in and their key application dates, deadlines, and fees.
- 3. Search For and Save Electives**
  - a. Search for elective opportunities by specialty, institution, and/or geographic location.
  - b. Save electives you're interested in for future consideration.

Note: Not all Host institutions will have their electives available for viewing at the same time. Review the Host institution's home page to determine when electives will be available to view and apply for.

### **Submitting Your Application**

- 4. Acknowledge Applicant Agreement**
  - a. Students must agree to the terms and conditions that govern their use of the VSLO application service, including truthfulness in their application materials, release of personal information, and acknowledgment that they must remain engaged and responsive during the elective application process.
- 5. Complete Host Requirements**
  - a. Requirements vary among Host institutions and the electives for which you are applying. Fulfill all requirements within the VSLO application service as you submit your applications.
- 6. Pay Application Service Fee**
  - a. The VSLO program charges a flat fee of \$15 per application. Application fees are per elective regardless of the number of requested dates for that elective.

### **After Submitting Your Application**

- 7. Home Institution (UTMB) Reviews Application – **VERIFICATION****
  - a. Once you submit your applications, Enrollment Services will verify your information and fulfill any additional requirements before releasing the application to Host institutions for review.
  - b. **When submitting your FIRST application, you must upload the following documentation before we can verify your application:**
    - i. **UTMB Annual Compliance Training Certificate** – Login to [utmb.learn](http://utmb.learn), click on My Transcripts, and click on the certificate icon for **General Compliance Training**. This allows us to verify your OSHA and HIPAA training.
    - ii. **Current ACLS and/or BLS Card** – Download from AHA Website.
    - iii. **Current proof of Mask Fit Test** – Contact Environmental Health & Safety at 409-772-8459 for a copy of certificate or to schedule a test.
    - iv. **Proof of Personal Insurance** – Upload a picture of your insurance card.

**Note: If the above information is NOT in your document center, the application will still be released but the verification will remain incomplete. This could cause a delay in response or denial of your application from the Host institution.**

**8. Track Your Application**

- a. Track the status of your applications as they move through the application review process through the Tracking tab.

**9. Resubmit a Requirement**

- a. A Host institution may request that you resubmit a requirement if information needs to be updated. You can resubmit the requirement through the Tracking tab.

**10. Withdraw or Reinstate Your Application**

- a. You can withdraw your application from electives you are no longer interested in.
- b. If you change your mind and the elective and dates are still available, you can reinstate your application.

**11. Accept, Decline, or Drop an Offer**

- a. You may accept or decline offers received from Host institutions. Please respond to an offer within the time allotted to ensure the Host institution can prepare for your visit.
- b. If you are denied from a rotation due to missing documentation, upload the documents to VSLO and notify the Host institution that you have updated your application.

**12. Complete Post-Decision Requirements**

- a. Host institutions may require you to submit additional post-decision requirements if you accept an elective offer. Pay attention to these requirements as failure to upload required documents may delay the rotation being added to your schedule.

***Once Accepted into a Rotation******Enrollment***

- **You must be in Offer Confirmed status in VSLO for the course to be added to your MyStar schedule and to receive credit for the elective.**
  - Offer Confirmed status indicates that both you and the Host institution have confirmed the rotation, and you are ready to attend. You are not covered by UTMB liability insurance unless you are officially enrolled in MyStar.
- Once your elective is in Offer Confirmed status, ES will automatically add the rotation to your schedule in MyStar. You do not need to notify us once you are accepted.
- If you change your mind about an elective that was already in Offer Confirmed, please let Enrollment Services know so we can remove it from your schedule.

**DO NOT ATTEND A ROTATION THAT IS NOT ON YOUR SCHEDULE IN MYSTAR. You will NOT be covered by UTMB liability insurance, and you will NOT receive credit for the rotation.**

***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.
- Please check the status of your grade/evaluation by checking MyStar. If there is not a grade, we have not received your evaluation.
- 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.

### ***Acting Internship and Emergency Medicine credit***

- Acting Internship credit
  - The course must include “Acting Internship,” “A/I,” or “Sub-Internship” in the title to count towards your A/I. If the course is not titled A/I, you must receive approval from Dr. Syed in the Office of Clinical Education to receive credit. A signed C Form is required.
  - Students can get credit for one of their A/Is at another institution, but the other A/I must be completed at UTMB. Any additional A/Is taken at other institutions through VSLO will count towards clinical elective credit.
- Emergency Medicine credit
  - The course must be approved by the UTMB Emergency Medicine director ***prior to the rotation***. A signed C form is required.
  - For 4-week rotations, 2 weeks of credit will go towards your EM Selective, and 2 weeks of clinical elective credit will be awarded.
  - Only one EM Selective is required. If you have already completed your EM Selective, an away rotation in Emergency Medicine will count towards clinical electives.