

# AWAY ELECTIVES GUIDE

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Students should follow the instructions below to ensure accurate and timely processing of all requested away electives. Failure to do so will result in the student's inability to participate in and get credit for the away elective.

## VSAS/Non-VSAS Electives

Away electives can be identified by searching one of the Web sites listed below:

1. **VSAS:** <https://services.aamc.org/20/vsas/>

*VSAS email authorizations will be issued by the Health Science Campus (HSC) Office of the Registrar at the end of January. At that time students may log into VSAS and set up their profile and review visiting institutions' Web sites, including the dates when applications may be submitted.*

2. **Non-VSAS:**

- a. AAMC Extramural Electives Compendium sponsored by U.S. Medical Schools  
<http://services.aamc.org/eec/students/>
- b. Web sites of hospitals not associated with a medical school

*Students may start researching sites in December and submit applications as early as January, but typically away sites do not start accepting applications until March.*

## Away Elective Application Process

1. **Elective Description Approval**

Before a student applies for an away elective, the elective must be approved by the UTCOM Clerkship Office and the Vice Dean for Medical Education. The student must email the elective description to the UTCOM clerkship coordinator in the department associated with the away elective for approval, preferably 60 days prior to the start of the clerkship.

Clerkship Coordinator contact information can be found at:

<http://www.utoledo.edu/med/md/curriculum/pdfs/coordinator-contact-roster.pdf>

Once the Clerkship Office has approved the course description, the Vice Dean will then review for final approval/disapproval. The Clerkship Coordinator will email the student the final decision within 7 days of the initial request.

The course description should be copied and pasted into the body of the email. The subject line of the email should read, "[Student Name]/Course Description."

2. **Application**

- a. VSAS Electives

- 1) If the away elective description is approved for credit at UTCOM, then the student should electronically file a VSAS application and pay any required fees.
- 2) VSAS will automatically notify the HSC Office of the Registrar of a pending application. If the application is not complete, the HSC Office of the Registrar may contact students for additional supporting documentation to complete their application, such as HIPAA certification, background checks, and immunizations.

- 3) After the complete application has been released to VSAS by the HSC Office of the Registrar, the student will be notified via VSAS if they are approved for the elective. The time for notification will vary depending on the host institution.

b. Non-VSAS Electives

- 1) If the host institution does not participate in VSAS, then a paper application for an away elective must first be submitted to the HSC Office of the Registrar.
- 2) If the application is not complete, the HSC Office of the Registrar may contact students for any required documentation, such as health insurance, HIPAA certification, liability insurance, etc.
- 3) After the application has been verified and processed, the HSC Office of the Registrar will notify the student via email that it is ready to be picked up to submit to the visiting institution.

### 3. Offer of Acceptance

- a. As soon as a student is accepted for an away elective, the student MUST EMAIL the offer, acceptance, dates of attendance, institution name, elective title, and contact information to the clerkship coordinator and the HSC Office of the Registrar ([HSCregistrar@utoledo.edu](mailto:HSCregistrar@utoledo.edu)). **Failure to do so will jeopardize the ability of the student to receive credit for the rotation; this will be strictly enforced.** (The student MUST use the official University-given email address for their communications.)

Clerkship coordinator contact information can be found at:

<http://www.utoledo.edu/med/md/curriculum/curriculum4/>.

- b. If an affiliation agreement is required by the away campus host institution, the student must contact the Office of Medical Education for the next steps.

### 4. Registration for Away Elective

- a. Students must register for away electives via the myUT portal (<http://myut.utoledo.edu>).
- b. Once elective registration opens each semester, students should register for the generic away elective in the appropriate discipline for any block that an away rotation is planned.
  - 1) If the dates of the elective do not align with UTCOM's academic calendar, the student must obtain a CRN number from the HSC Registrar's Office before registering for the away elective. Students must use Flex Time or the Capstone Course (fall and spring only) before and after the off-schedule elective to bring the student's schedule back in line with UTCOM's calendar.
- c. If a student wishes to make a schedule change within 30 days of the start of an elective, the student must obtain permission from the Clerkship Coordinator to drop and/or add a different elective. If the student is switching disciplines, the student must contact the coordinator of the elective to be added as well as the coordinator of the elective to be dropped for approval first. Students are not permitted nor guaranteed a spot in an elective if the student does not first obtain permission to make the schedule change.