AWAY ELECTIVES GUIDE

Students should follow the instructions below to ensure accurate and timely processing of all requested away electives, including those at institutions which participate in VSAS. 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/](https://services.aamc.org/20/vsas/)

   **VSAS authorizations are typically issued by the Health Science Campus (HSC) Office of the Registrar at the end of December of the third year. At that time students may log into VSAS and set up their profile and review visiting institutions’ Web sites.**

2. **Non-VSAS**:
   
   a. AAMC Extramural Electives Compendium sponsored by U.S. Medical Schools
      [http://services.aamc.org/eec/students/](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 Associate Dean for Clinical Undergraduate Medical Education. The student must email the elective description to the UTCOM clerkship coordinator in the department associated with the away elective for approval at least 60 days prior to the start of the clerkship. Elective descriptions are often online, so the student may simply include the link to the appropriate Web address. If the elective description is not online, please scan and attach to the email. The clerkship coordinator will email the student and Dr. Ali with the decision within 7 days of the initial request. Dr. Ali will then review for final approval/disapproval.

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). **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/](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](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.

   c. If a student has registered for a UT/UT affiliate elective during the block in question, he/she must drop the UT/UT affiliate elective at least 30 days before the start of the rotation. Permission to drop a UT/UT affiliate elective in order to take an away elective in less than 30 days from the start of the clerkship requires permission of the clerkship director and the Associate Dean for Medical Education or Student Affairs.

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**Important Guidelines for UTCOM Staff Members**

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<th>Email Notification of Decision</th>
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<td>Within 7 days of the receipt of the student’s request, the department must email their decision along with the course description to the student. Dr. Ali, Val King, and the HSC Office of the Registrar (<a href="mailto:hscregistrar@utoledo.edu">hscregistrar@utoledo.edu</a>) should be copied on this email. The subject line should read <strong>“(Student Name)/Course Description Approval Outcome.”</strong></td>
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<th>Record of Away Elective Information</th>
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<td>The associated department will record the location of the away elective in the MedEd systems.</td>
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