

COORDINATOR INSTRUCTIONS

ADVANCED STUDIES: ELECTIVES & REQUIRED COURSES

UMASS MEDICAL STUDENTS ELECTIVE REQUESTS:

1. A list of available electives and elective forms can be found on the Student Affairs website at <http://www.umassmed.edu/studentaffairs/electives/ummsstudent.aspx>
2. Students wishing to participate in an elective must e-mail or hand deliver a completed elective request form to the elective coordinator for approval and signature.
3. Upon receipt, the coordinator should review the student's elective request to determine the student's eligibility and elective availability.
4. If there is an available elective slot, the coordinator should complete the Internal Elective Form's "Yellow Coordinator Section" according to the instructions on the form. The completed form should then be emailed to electives@umassmed.edu and cc'd to the student for confirmation.
5. The coordinator's e-mail header serves as the elective department's official signature of approval.
6. Upon receipt of the approved elective form, the Office of Student Affairs will add the elective to the student's People Soft Student Administration (PSSA) schedule.
7. If an elective is not on the student's schedule, he/she will not get credit for the elective.
8. One week after the start date of the elective, the Registrar's Office will e-mail the student's evaluation form to the elective coordinator for completion - or - the coordinator will be sent a link from E*Value to complete an online evaluation form. Please note: Only a few Advanced Studies courses use E*Value.
9. Please be sure that all UMass Medical Student approved elective forms are sent to electives@umassmed.edu.
10. At the start of each elective month, coordinators will receive a list of those students who have been approved for electives (UMass students and visiting students) for review. Coordinators should contact the Office of Student Affairs immediately with any discrepancies.

VISITING STUDENT ELECTIVES REQUESTS:

- US Allopathic Medical School Visiting Students- **MD** (LCME Accredited Schools)
 - US Osteopathic Medical School Visiting Students- **DO** (AOA Accredited Schools)
 - International Visiting Students
1. **US VISITING MEDICAL STUDENTS** apply for 4th year electives **online** through the AAMC's Visiting Student Application Service (**VSAS**). Coordinators can schedule electives for Medical Students on VSAS after Student Affairs (Janice M. Robert) makes the student's application(s) eligible.

If you need access, training, or an instruction manual for VSAS, please contact Janice.Robert@umassmed.edu. US, Canadian and Puerto Rican Visiting Medical Student guidelines can be found on our website at: www.umassmed.edu/studentaffairs/electives/visiting.aspx

2. **INTERNATIONAL VISITING MEDICAL STUDENTS:** The University of Massachusetts Medical School and/or our affiliated hospitals allow International Visiting Student electives to be taken if we have an established formal or informal exchange program with the international student's school.

All international visiting students must apply for electives through the Office of Student Affairs by **paper application**. Students can contact Janice M. Robert at Janice.Robert@umassmed.edu or 508-856-8019 to determine if we have an established exchange program with their school. International Visiting Student forms and guidelines can be found on our website at www.umassmed.edu/studentaffairs/electives/international.aspx.

- a. ***Guidelines:*** Eligible International medical students complete and mail the International UMMS application with supporting documentation to the Office of Student Affairs for processing. Applications that are incomplete or do not meet our guidelines are not reviewed by the committee.
- b. ***Committee Reviewed Applications:*** Applicants that meet are guidelines are carefully reviewed by the committee to determine if they will be considered for an elective. Applicants are reviewed after the fall and spring application deadlines.
- c. ***International Elective Requests:*** The Office of Student Affairs sends elective request e-mails to Coordinators on behalf of the students. The elective request e-mail includes the student's elective dates and site preferences along with a copy of the student's application, photo, CV, letters of recommendation, and transcript for coordinator review.
- d. ***Coordinator Review:*** Coordinator may use the same departmental criteria they use for US visiting students to review international students' applications. Some international students are paired with an UMass student to facilitate leadership and guidance. If the student is determined to be eligible for an elective, then the coordinator or his/her elective contact person determines whether there is an open elective slot available. International Visiting Students are only allowed to take type B1, B2 and C electives.
- e. If there is an available elective slot, the coordinator or their elective contact person responds to the Student Affairs elective request e-mail with the student's 'report to' information.

3. **ELECTIVE ASSIGNMENT:**

- a. ***US Visiting Students:*** After the Elective Coordinators or his/her contact person schedules the student for an elective on VSAS, the coordinator then releases the Visiting Student's VSAS elective offer e-mail with "report to" information to the student.
- b. ***International Visiting Students:*** The Office of Student Affairs e-mails an elective offer with "report to" information to the student.
- c. ***Accepted Electives:*** Once a visiting student accepts an elective they will be added to the PeopleSoft Student Administration (PSSA) database. At the start of each elective month, coordinators will receive a list of those students who have been approved for electives (UMass students and visiting students) for review. Coordinators should contact the Office of Student Affairs immediately with any discrepancies.

4. **VISITING STUDENT EVALUATIONS:** Our Visiting Student guidelines and elective offer emails state: "Please give a copy of your school's Evaluation Form directly to the Coordinator of the approved elective for completion. The Office of Student Affairs does not handle evaluations.

Some Allopathic and Osteopathic schools upload a generic evaluation form to VSAS for coordinators to download and complete.

Visiting Student Elective Applications must be processed through the Office of Student Affairs in order for the student to receive credit. Verbal or written communication with individual departments/ physicians does not constitute acceptance to any elective.