

## SCHEDULING ADVANCED STUDIES COURSES

NOT RECEIVED IN THE ADVANCED STUDIES E\*VALUE OPTIMAZATION SCHEDULE PROGRAM

House Mentor approval is not required if the elective is on your Proposed Education Plan (PEP).

### INTERNAL ELECTIVE PROCEDURES (ADDING AND DROPPING COURSES):

1. Log onto the *online elective list* located on the Student Affairs website at [www.umassmed.edu/studentaffairs/electives/UMMSstudent.aspx](http://www.umassmed.edu/studentaffairs/electives/UMMSstudent.aspx).
2. Record the elective coordinator/contact person's name and elective code from the elective's description. Use this information to fill out your internal elective form.
3. Download and complete the Internal Elective form from the website. Fill in the Add Section to add an elective or the Drop Section to remove an elective from your schedule. (Detailed instructions on the form).
  - a. E-mail the form to the elective coordinator for approval or denial.
  - b. After a coordinator assigns an elective to the student **or** approves the student's request to drop an elective, the coordinator e-mails the approved form to the [electives@umassmed.edu](mailto:electives@umassmed.edu) box and cc's the student. Please save the e-mail and approved form until your elective is added to your schedule. The coordinator or their assistant's e-mail header will serve as their official signature of approval.
4. After the Office of Student Affairs (OSA) receives, the coordinator's approved form in the [Electives@umassmed.edu](mailto:Electives@umassmed.edu) box; the elective is added or dropped from the student's PeopleSoft Schedule (PSSA). Otherwise, we will e-mail the student if additional approvals are needed.

PLEASE CHECK YOUR ONLINE PSSA SCHEDULE REGULARLY.

For information about Graduation Requirements, Elective Guidelines, and Changing or Withdrawing from an Elective, please download the Student Handbook from the Student Affairs website at <http://www.umassmed.edu/studentaffairs/>

### EXTERNAL ELECTIVE PROCEDURES:

#### ■ VISTING STUDENT APPLICATION SERVICE (VSAS)

The Office of Student Affairs (OSA) issues VSAS authorizations to the rising 3<sup>rd</sup> year students in December. Usually shortly after the Career's in Medicine Planning your 4<sup>th</sup> Year meeting.

- After the meeting, the Registrar's Office uploads students **TRANSCRIPTS** to VSAS.

#### **After authorization is issued:**

- VSAS will send you a detailed "VSAS: New User Instructions" e-mail containing all your login instructions. If you do not remember the e-mail address registered with your AAMC sign in, please contact VSAS for assistance at [vsas@aamc.org](mailto:vsas@aamc.org) or 202-478-9878.
- See VSAS Quick Start Card for instructions on how to use VSAS.

#### **After the student completes their profile and applies for an elective(s) on VSAS the OSA will:**

- Verify the student is in good academic standing, completed both HIPAA and Standard Precaution Modules (OSHA) for the current academic year, and passed Step 1, etc. See complete list of **Verification Statements** located at the link below. These verification statements are your **electronic Letter of Good Standing**.
- After verification, the student's application(s) are released by OSA to each host school the student applied to.

Please check the VSAS Host Institution links <https://services.aamc.org/20/vsas/public/schools/> for current information, required paperwork and additional fees before submitting an application.

Students can access a handout, tutorials and other resources from the link below.

[https://www.aamc.org/students/medstudents/vsas/vsas\\_resources/46300/students\\_resources.html](https://www.aamc.org/students/medstudents/vsas/vsas_resources/46300/students_resources.html)

## **EXTERNAL VISTING STUDENT ELECTIVE APPLICATIONS-PAPER**

Not all schools participate in VSAS. Access all visiting school elective applications by logging onto the AAMC's 'On-Line Extramural Electives Compendium' at <http://services.aamc.org/eec/students>.

### **Paper Applications and forms:**

- a. Complete UMMS External LCME elective form on the [AS Electives UMass Students' webpage](#). Please follow the directions on the form.
  - i. *Letter of Good Standing:* A letter will be processed automatically unless the "No Letter Required" box is checked. Students are required to annually pass (with a grade of 90) both BB Learn online courses; HIPAA and OSHA Standard Precaution Modules. OSA verifies both passing grades before generating a letter.
  - ii. Either OSA or the student can mail the application. (check the appropriate box)
  - iii. Email the UMMS External LCME form to [electives@umassmed.edu](mailto:electives@umassmed.edu) along with the visiting schools application and any other supporting documents or deliver to OSA room S1-131.
  - iv. *School Seal:* The Registrar's Office will stamp documents once the visiting schools' application is complete. *Transcripts* can be requested by downloading the '[Document Request Form](#)' or by going to the Registrar's Office in room S1-844.
- b. **Elective Fees.** Please review the visiting school's guidelines. Some schools require the check arrive with the application. Others only require a check if the student is assigned an elective.

## **AWAY ROTATION IMMUNIZATION FORMS**

Please submit all your external/host application immunization forms together if possible, to Student Health (SH), and include your name and date of birth on each form. Please allow 2-3 days for SH to complete these form(s).

The Student Health Secretary will email you if further information, labs or vaccines are needed or to notify you that your forms are complete.

**Please note:** Immunization forms can only be upload to **VSAS** after you have applied to the host institution.

If you are sick and **need medical care** while you are at an external rotation, please log onto the Student Health website for additional information. [www.umassmed.edu/studenthealth/Information/rotations.aspx](http://www.umassmed.edu/studenthealth/Information/rotations.aspx)

## **ELECTIVES ADDED OR DROPPED FROM YOUR PEOPLE SOFT SCHEDULE**

Students must forward their **coordinator approved UMMS elective form** or **external/visiting school's confirmation e-mail to the Office of Student Affairs** in order to be **enrolled in the elective, be covered by malpractice insurance and to receive credit** for the elective.

- All internal and external elective approvals (including VSAS) must be received **at least two weeks prior to the start date of the elective.**
- Student Affairs accepts elective approvals via hard copy or electronically, please forward electronic approval emails and forms to the [Electives@umassmed.edu](mailto:Electives@umassmed.edu) email box or drop off the documentation to room S1-131. The UMMS elective coordinator or external school's email header will serve as their official signature of approval.
- After we receive your approved UMMS elective form or external elective confirmation email, we will add your elective to your PeopleSoft schedule. **Your elective must be on your schedule in order for an evaluation form to be generated by the Registrar's Office during the first week of the elective.**

It is the student's responsibility to check his/her PeopleSoft schedule to insure that it is accurate with what the Office of Student Affairs has on file.