

VSAS and the Away Elective Process

Class of 2018



C.A.R.E.
Career and Residency Exploration Program

Today's Meeting Agenda

- Quick Review of Distribution of Requirements
- Review of Course Scheduling & Registration Process of Senior Coursework
- Extramural (Away) Electives Process – VSAS Overview
- Questions???

Distribution Requirements

- No more than 8 weeks of clinical electives in any one **subspecialty** discipline will count towards the 16 week elective graduation requirement.
- No more than 8 weeks of **away (extramural)** clinical electives will count towards the 16 week elective graduation requirement.
- No more than 8 weeks of **research** electives will count towards the 16 week elective graduation requirement.
Research elective credit only gets counted as research — it does NOT get counted toward the subspecialty or extramural maximums.

Distribution Requirements

- No more than 4 weeks of advanced clinical course credit will be granted for **non-clinical** based electives.
 - Specifically, students may not exceed taking 4 weeks of History of Medicine, Biomedical Ethics, Curriculum Dev., Literature and Medicine, Medical Toxicology, etc...
- With permission, ICU Requirement (2 weeks) can be completed at another U.S. LCME accredited medical school; PC2 (Geriatrics) at select medical schools.
- All other required coursework must be completed at SUNY Downstate.
- *Please note: Students are permitted to register and take additional electives over and above the 16-week elective requirement.*

Course Scheduling & Registration

Course Scheduling & Registration

- The Course Catalog for Spring 2017, Fall 2017 & Spring 2018 can be found on the Office of the Registrar website at <http://sls.downstate.edu/registrar/com/index.html>
- Registration instructions are posted on our website.

Fall 2017 and Spring 2018 Course Scheduling & Registration

- Students are assigned a time ticket for **Fall 2017** registration and a different time ticket for **Spring 2018** registration.

Within [myDownstate Banner Self-Service](#)

- Click on “On-line Registration Tools”
- Then select “Registration Eligibility”
- You are registering real-time for your coursework!

Make sure to check both terms!

Extramural & Other Special Electives

➤ Extramural (Off-Campus) Electives

➤ Purpose

- *“Audition Electives”*
- *Obtain Letters of Recommendation*
- *Be exposed to different clinical experiences*

➤ Timing of application and actual rotation

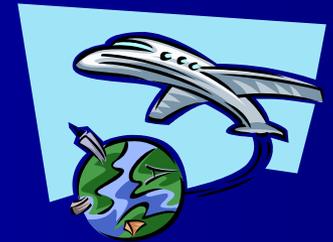
➤ Website information

http://sls.downstate.edu/registrar/com/course_selection_book/clinical_curriculum/sen_extramural.html

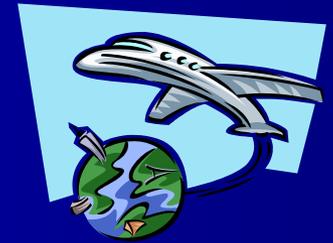
➤ AAMC Website Information <https://services.aamc.org/20/vsas/>

➤ AAMC Compendium – Non VSAS

<https://services.aamc.org/eec/students/>



Extramural & Other Special Electives



- Process to receive credit, liability coverage issues
- Research Electives, International Electives, Global Health in Developing Countries, **GHLO**

Extramural & Other Special Electives Application

- Three Step Process –
 - Identify where
 - Through VSAS
 - Through AAMC Extramural Electives Compendium
 - Individual Institution website
 - Apply either through VSAS or outside of VSAS through individual institutions
 - Submit paperwork to receive credit

Extramural & Other Special Electives

- Process to receive credit, liability coverage issues
 - Review list of current Agreements in the Office of the Registrar.
 - **If not listed, send contact information to Office of the Registrar and we will try to secure an agreement.**
 - Complete **Proposal for Extramural/Tailor-Made Form.** Attach acceptance letter/email. Obtain required signatures.
 - See instructions for background check/drug testing http://sls.downstate.edu/student_affairs/CBCDT.html

VSAS OVERVIEW

- Week of January 30th - Receive email from AAMC with Tokens for access for academic year 2017-2018



Tomorrow's Doctors, Tomorrow's Cures

Visiting Student Application Service (VSAS)

2017 Student Overview

Learn

Serve

Lead



Association of
American Medical Colleges

What is the VSAS Application?

Your Contact Information

- ❖ Full Name
- ❖ AAMC ID
- ❖ Address
- ❖ Phone Number
- ❖ Email Address
- ❖ Emergency Contact
- ❖ Citizenship and Visa, if applicable

Your Core Clerkships

Includes dates core clerkships have been/will be completed.

Your Elective Requests

The electives and dates you are requesting

Your Identification Information*

- ❖ Last four digits of SSN
- ❖ Date of Birth
- ❖ Gender

* This is only displayed to host if you accept their elective offer

Your Verification Data

Supporting verification data is supplied by your home school (*i.e. indicating you're in good academic standing and the amounts of your liability insurance coverage*)

Your Supporting Documents

- ❖ Transcript
- ❖ Photograph
- ❖ Curriculum Vitae (CV)
- ❖ Immunization Form
- ❖ Other Supplemental Documentation

How do I use VSAS?

- 1 Receive Access to VSAS
- 2 Complete Application Profile
- 3 Review Host Requirements
- 4 Upload & Assign Documents
- 5 Search for & Apply to Electives
- 6 Track Applications

Step 1: Receive VSAS Authorizations

Request authorizations from your visiting student coordinator or student affairs office.

You will then receive a *VSAS: New User Instructions* e-mail with login information.

To: Melissa
Subject: VSAS: New User Instructions

Dear Student User,

Welcome to the Visiting Student Application Service (VSAS)! Please use VSAS when applying for away electives at participating host institutions. A full list of host institutions can be found at <http://www.aamc.org/vsas/students>.

Each host institution will make their electives available for application on a date of their choosing. You may review those institution-specific application dates in VSAS through your 'Institutions' tab.

USER INFORMATION
AAMC username - STUDENT
AAMC registered email address - student@medschool.edu
AAMC ID - 11111111 (this is not your AAMC password)

LOG IN INSTRUCTIONS
1. Go to <http://services.aamc.org/20/vsas/>
2. Enter your AAMC user name
3. Enter your AAMC password (previously used for AMCAS, MCAT or Careers In Medicine)
4 Click 'Login'

FORGOT YOUR PASSWORD?
1. Go to https://services.aamc.org/dsportal/index.cfm?fuseaction=login.request_password&thread=accounts.availableSystems
2. Enter your AAMC username
3. Enter your AAMC registered e-mail address
Note: this is the email address used when you first created this account for AMCAS, MCAT or Careers in Medicine. If you no longer have access to it, please contact VSAS for assistance.

RESOURCES
VSAS QuickStart card - <http://www.aamc.org/vsas/studentquickstart.pdf>
VSAS Student web site - <http://www.aamc.org/programs/vsas/students/>
Host Institution Application Requirements - access through your VSAS 'Institutions' tab

AUTHORIZATIONS
School of Medicine has issued you 10 authorizations. Each authorization allows you to apply for one elective/date combination. Request additional authorizations through your school.

Please do not hesitate to contact us at vsas@aamc.org or (202) 478-9878 if you have any questions or concerns.

Sincerely,
VSAS

Step 2: Complete Application Profile

Provide core clerkship and contact information.

Main | **Institutions** | **Application** | **Documents** | **Electives** | **Tracking**

Application

You may edit your profile information at any point by using the "Edit" buttons. If you have already submitted an application, all changes will be sent to your home school and host institutions.

Contact Information Edit

Name	Galagar Michael Ananary
AAMC ID	12144792
SSN	*****9999
Birth date	01/12/1979
Gender	M
School	University of Tennessee Health Science Center Coll of Med
Email Address	arafti@aaamc.org
Home Phone	123-123-1234
Mobile Phone	
Address	123 Fake Street Disney, CA 12345
Emergency Contact	Sam 220.222.2234

Photograph

Clerkships Edit

Internal Medicine	02/15/2009
Surgery	--
Pediatrics	--
Ob/Gyn	--
Psychiatry	--
Family Medicine	--
Neurology	--

Verification Status

Your school verifies your data *only* after you submit your VSAS application(s).

Status	Verified
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[View Questions](#)

VSAS
Visiting Student
Application Service



Step 3: Review Host Requirements

Review host application requirements, institution information, and when each will begin accepting applications.

[Main](#) [Institutions](#) [Application](#) [Documents](#) [Electives](#) [Tracking](#)

Institution Information - University College of Medicine

[Return to previous page](#)

Additional Application Requirements

In addition to the VSAS application, we require:

Personal Statement
Fingernail and Hand Hygiene Form - [Download form here](#)

Please upload ALL additional requirements into VSAS.

Important Dates

- ▶ Catalog Published: April 5
- ▶ Applications Accepted: May 1
- ▶ Applications Processed: June 1 for Aug-Oct electives and Aug 1 for Nov-Mar electives

[Sign up for Alert](#)

Documents

[Immunization Form](#)

VSAS Application Requirements

- ✗ Photograph
- ✓ Curriculum Vitae
- ✓ Transcript
- ✓ Immunization Form

Availability

Does the institution accept MD students for elective opportunities?

What is the maximum number of weeks MD students can take electives?

Step 4: Upload & Assign Documents

Upload your CV, photo, immunization forms, and supplemental documentation.
Assign those documents to a specific host institution or elective application.

Only your medical school can upload transcripts.

Main	Institutions	Application	Documents	Electives	Tracking
Documents					
Photo					
Acceptable photo file formats include: a JPG, GIF, or PNG image under 1 MB. Only one photo may be uploaded per applicant.					
 ms01.jpg Uploaded on 02/22/2012 Edit Delete					
Assigned to: All (5) Host Institutions View Details					
Curriculum Vitae					
Acceptable CV file formats include: a DOC, PDF or TIFF file under 2 MB. Only one CV may be uploaded per applicant.					
 CV.pdf Uploaded on 02/22/2012 Edit Delete					
Assigned to: All (5) Host Institutions View Details					
Transcript					
Your transcript can <i>only</i> be uploaded by your home school. Assign your transcript to one or more host institutions only after it has been uploaded. Students do not have the ability to view the contents of their uploaded transcript file.					
 Not Uploaded Your transcript can only be uploaded by your home school.					
Assigned to: N/A					
Immunization Forms (2 of 5)					
Immunization forms can only be uploaded <i>during and after</i> submission of your VSAS application(s). To access a host institution's immunization form in advance, use your Institutions tab .					
Acceptable file formats include: a DOC, PDF or TIFF file under 3MB. Only one file can be uploaded per institution, please merge multiple files into one.					
 SOM (Required) Download Host Template Not Uploaded Upload					
 Health (Optional) Immunization.pdf Uploaded on 02/22/2012 Edit Delete					

Step 5: Search for & Apply to Electives

Search through elective opportunities and save those you are interested in. When ready, select from your saved electives and submit an application.

Main Institutions Application Documents **Electives** Tracking

Saved Electives (0)

Elective Search Results

Note for Students: You cannot apply to a host institution's 2012-2013 electives until they make them available for application. Use your [Institutions tab](#) to review each institution's application date.

Search for electives

Catalog Year:

Keywords:

Specialty:

State:

Institution:

Campus:

Site:

Elective Starts In:

Available to MD students
 Available to DO students
 Available to international students
 Institution does not charge processing/tuition fees

[Start New Search](#)

Elective Search Results

records: 1 - 25 of 356

Elective	Specialty	Institution	Availability	Duration	Catalog
705-544: Clinical Genetics	Medical Genetics	MS College of Medicine Texas Children's Hsp, BTGH,	MD DO	4 weeks	2011
2: Pediatric Special	Pediatrics	MS College of Medicine AAMC	MD DO	4 weeks	2011
410-502: Obstetric Anesthesiology	Anesthesiology	MS College of Medicine Ben Taub Hosp.	MD DO	4 weeks	2011
520-516A: Care of the Normal New	Pediatrics	MS College of Medicine Ben Taub General Hosp.	MD DO	4 weeks	2011
430-505: Pediatric Dermatology	Dermatology	MS College of Medicine Texas Children's Hosp.	MD DO	4 weeks	2011
450-503A: Outpatient Geriatrics at f	Internal Medicine	MS College of Medicine Ben Taub Hosp.	MD DO	4 weeks	2011
450-526F: VAMC Academic Clinical	Internal Medicine	MS College of Medicine Veteran's Affairs Hosp.	MD DO	4 weeks	2011
450-515B: Clinical Cardiology	Internal Medicine	MS College of Medicine Kelsey Seybold Clinic	MD DO	4 weeks	2011
450-515C: Cardiology Consult (BTC	Internal Medicine	MS College of Medicine Ben Taub Hosp.	MD DO	4 weeks	2011
450-515D: Cardiology CCU	Internal Medicine	MS College of Medicine	MD DO	4 weeks	2011

print export

Step 6: Track Applications

Accept or decline received offers and monitor application statuses through your *Tracking* tab.

Main | **Institutions** | **Application** | **Documents** | **Electives** | **Tracking**

Applications

View by: Status School Date

Summary | **Scheduled Electives (0)** | **Elective Offers (2)** | **Pending Apps. (6)** | **Denied/Ineligible Apps. (0)** | **Declined Offers (0)** | **Dropped Electives (0)**

Accept or decline each elective offer by clicking the appropriate button. Please note the date on which each offer expires.

Date Applied	Date Released		Course De	Order	Preferred Date	Scheduled Date	Status	
02/09/2009	02/09/2009		EM: Emergen Any Medic	2	03/11/2009 - 04/08/2009	03/11/2009 - 04/08/2009	Offered Expires: 02/23/2009	Accept Decline
02/09/2009	02/09/2009		Obs 201.3: I Any Medic	1	03/27/2009 - 04/10/2009	03/27/2009 - 04/10/2009	Offered Expires: 02/23/2009	Accept Decline

 print  export rows:2

VSAS ADDITIONAL INFORMATION

- Use the 4:3:2 Rule
 - Apply to 4 institutions
 - Select 3 date blocks
 - Plan on getting 2 electives
- The School can only verify you once you have submitted your application and applied for electives.

VSAS ADDITIONAL INFORMATION

- You must request your Medical School transcript and pay \$5 at the Bursar in order for the Office of the Registrar to upload it.
- Upload your Immunization form(s) only after you apply.
 - If the Host school does not have a template, use the AAMC version posted in VSAS
- VSAS will notify you each time something has been uploaded/updated/etc.

What's Coming Up?

TIMELINE

- Mid-Feb Time Tickets Available for Fall 2017 (July-Dec 2017) & Spring 2018 (Jan-May 2018)
- Feb 27 **Clinical Schedule Planner DUE**
 - Signed by your Clinical Assistant Dean
- Feb 28 Additional Help Meetings re: **Away Electives and VSAS**

What's Coming Up?

TIMELINE

- Feb 28 On-line Registration begins according to time-ticket
- March 15 On-line registration ends for everyone
(Date Change)
- May 1 Schedule changes for Fall 2017 and Spring 2018 begin

Need Help?

- Assistance with your individual senior schedule, some resources:
 - Your Clinical Assistant Dean
 - Specialty Advisors
 - Any of us
 - Upperclass students