VSAS and the Away Elective Process

Class of 2018
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.
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
  - AAMC Website Information [https://services.aamc.org/20/vsas/](https://services.aamc.org/20/vsas/)
  - AAMC Compendium – Non VSAS [https://services.aamc.org/eec/students/](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.
  - 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
Visiting Student Application Service (VSAS)

2017 Student Overview
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 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 Core Clerkships
Includes dates core clerkships have been/will be completed.

Your Elective Requests
The electives and dates you are requesting

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.
Step 3: Review Host Requirements

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

Institution Information - University College of Medicine

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.

Availability

Does the institution accept MD students for elective opportunities?

- YES

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

8

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
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.
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.

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.
Step 6: Track Applications

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

<table>
<thead>
<tr>
<th>Date Applied</th>
<th>Date Released</th>
<th>Course Desc</th>
<th>Order</th>
<th>Preferred Date</th>
<th>Scheduled Date</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
</table>
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