



## Visiting Student Learning Opportunities (VSAS/VSLO) Fact Sheet - Class of 2024

### ***VSLO Home School Contact***

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Curriculum Website: <http://www.augusta.edu/mcg/coffice/>

### ***WHAT IS VSLO/VAS/GHLO?***

**VSAS** is the abbreviation for the Visiting Student Application Service and **GHLO** is the abbreviation for Global Health Learning Opportunities. **These two systems merged into one Visiting Student Learning Opportunities system – VSLO** - so students will be able to apply for both U.S.-based and global rotations/experiences in one easy-to-navigate site. This web based program is used to apply to rotations at institutions where you are considering a residency position or for experiences which will enhance your career. Most institutions will utilize this system for processing applications. Login using this link: <https://students-residents.aamc.org/attending-medical-school/article/visiting-student-learning-opportunities/>

### ***VSLO TUTORIALS AND VSLO AUTHORIZATIONS***

AAMC has a wealth of online tutorials and information to assist you. Please visit the site below for additional resources, or if you need help navigating the system: <https://students-residents.aamc.org/amcas-tools-and-tutorials/amcas-tools-and-tutorials>

**You will be invited via email to access VSLO on the morning of MONDAY JANUARY 30, 2023.** Please follow the instructions in the email to set up your account, and to search and apply for electives. Please check out the “How to Use the VSLO Application Service” page here: <https://students-residents.aamc.org/visiting-student-learning-opportunities/how-use-vslo-application-service> . If you do not receive an invite by the end of the day on January 25, 2023, please contact the curriculum office immediately.

- If you have used other AAMC services (AMCAS, MCAT, etc.), you will then sign into the VSLO application service with your AAMC Account username and password. Otherwise, you will be able to create an AAMC Account.
- After you edit and complete your VSLO profile, you will be able to review host institution information and search for electives.

### **VSLO FEES**

- The VSLO program charges a flat fee of \$15 per application. Application fees are per elective regardless of requested dates for that elective.

### **VSLO ENROLLMENT & CREDIT INFO**

When you accept an elective offer through VSLO (or any audition elective outside of VSLO), you must enroll in the elective in order to receive credit!

- To enroll, submit an approved **Off Campus Elective Form**, located on the curriculum webpage in the PHASE 3 or FORMS sections - <https://www.augusta.edu/mcg/coffice/phase3.php>.
- All schedule changes must be discussed with your advisor, and you must complete the ENTIRE student section of the off-campus elective form. Then you must submit the form to the department's coordinator for departmental approval (list of coordinators can be viewed here: <https://www.augusta.edu/mcg/coffice/phase3.php>), along with proof of acceptance and a course description attached. **It is very important that you complete this process as soon as you accept an offer through the VSLO system - failure to do so will mean that you will not receive credit for the course!**
- You are allowed to apply for rotations outside of the VSLO system, but must provide additional information with your form – instructions are on the off campus elective add form.
- You are only covered under MCG's malpractice insurance policy if you are registered for your away rotation through curriculum. We also verify on your profile page in VSAS that you are a student in good standing and are taking this course for credit, so your offer can be voided if you are not registered – **you cannot get credit for a VSAS elective without being registered for it!**
- Once the Curriculum Office receives the approved course form with all the required documents, 4<sup>th</sup> Year Dean Dr. Fly will approve the elective, and we will enroll you in the elective.
- **If in-person rotations are restricted for your VSLO season, we will inform you of any changes to these policies:**
  - ONE 4 week away elective or TWO 2 week away electives will count for ONE graduation elective requirement.
  - The courses you select must be rigorous enough to meet the standards of our regular length electives. This is up to the discretion of the department and Dr. Fly.
  - Only TWO 4- week away electives, or (TWO 2-weeks plus a 4 week rotation) may count towards graduation credit. If you take an extra elective (that does not count towards

graduation credit), you must still enroll in the elective to be covered under medical malpractice and liability insurance.

- Please check POUNCE and One45 frequently to make sure that you are registered for all coursework. If you do not see the rotation listed on both systems, you are not properly enrolled! Drop deadlines are strictly enforced – you are representing MCG while on away rotation and we do not want to inconvenience other schools.

### **SCHEDULING CONFLICTS**

If the elective has start and/or end dates that do not line up with MCG's rotation dates:

- ❖ Your first step, once you are accepted to an away rotation that is in conflict with an existing MCG elective you are scheduled for, is to ask the host institution if they have any ability to allow you to rotate in the dates you are available. If they do not have flexibility, and if the difference is only a day or two and you want to keep a scheduled MCG course that borders an away elective, you may contact the MCG department coordinator to request permission to make up the time missed. The MCG department is not obligated to work around your away rotation schedule.
- ❖ If the scheduling conflict is more than a few days, you will have to request to change your MCG schedule to allow you the time off to complete an away rotation. Your options are to request time off for the following rotation blocks in order to complete the rotation, or move a required MCG course that conflicts with your away rotation to better fit your schedule.
- ❖ Please be aware that your interview schedule from November – January may prevent you from keeping a scheduled away rotation in those months, so be cautious in signing up for those blocks so that you aren't dropping those rotations at the last minute.
  - NOTE – many institutions used virtual interviews in 2022-2023 due to COVID-19. This may or may not continue going forward, so you may have more flexibility to attend away rotations during your interview season.

### **MCG TRANSCRIPTS**

VSAS requires an official medical school transcript, and this transcript must be uploaded by the MCG Curriculum Office. To submit a transcript request, please follow the following steps:

Login to POUNCE  
Select "STUDENT" Tab  
Select "STUDENT RECORDS"  
Select "REQUEST OFFICIAL TRANSCRIPT"  
At "ISSUE TO" enter [curriculum@augusta.edu](mailto:curriculum@augusta.edu)

When prompted, enter the following information to provide delivery address:

- Transcript Type : Official
- Issue To: [curriculum@augusta.edu](mailto:curriculum@augusta.edu)

- Street Line 1: VSAS
- City: Augusta
- State: GA
- Zip : 30912
- Click Continue
- Number of Copies: 1
- Print Transcript:
  - Delivery Method: Pickup
  - Reason for Request: Certification
- Click Continue, then Submit Request

Your transcript will be sent directly to the Curriculum via email (we will receive an alert) and we will upload it to VSLO once prompted. VSLO will notify you via email alert when we have uploaded your transcript. If you don't get this alert within 1 week, please make sure that you contact curriculum to follow up.

- Our suggestion is to wait until all of your clerkship grades appear on your transcript to submit a transcript request, so that you do not have to submit multiple requests.
- Digital transcripts are free for students.
- If you need a new transcript uploaded later in the year, follow the same request steps for the first transcript, and we will upload it to VSLO.

### ***SCHOOL SEAL***

Paper applications may require the official school seal. **The school seal is only available through the Registrar's Office- on the Summerville Campus.**

- They do not have a digital seal, but if you email your form to them, they will print it out and stamp it for you to pick up or can email it back to you. [registrar@augusta.edu](mailto:registrar@augusta.edu)

### ***NOTARY***

If your forms only require a notary, please call or email Amy McIntyre (706-721-3417/[curriculum@augusta.edu](mailto:curriculum@augusta.edu)) to set up an appointment to come by the Curriculum Office in the Harrison Education Commons Building.

- You can use any notary you like, but there are several in the academic affairs office and on the AU campus in Augusta.
- There is no fee for students.

### ***USMLE SCORE REPORTS***

Since away rotations are reserved for "4<sup>th</sup> year" students, some programs will require your Step 1 exam results for application. Your Step 1 results & transcript should be available 3-4 weeks after your testing date, so you may have to wait to apply to VSLO applications until you receive them, since we must verify that you have passed step 1 for you to be eligible to apply to away rotations.

- Spots are not first come first serve in the initial application period, so this should not affect your ability to find a visiting rotation. Programs will usually not start alerting students until late April or May.
- Students are responsible for providing USMLE transcripts to programs requiring these reports. It is against National Board of Medical Examiners policy for schools to report board scores to a third party, and we do not hold your transcripts or have any access to them in the curriculum office. You may print and/or purchase your official USMLE transcript at the website below.  
<http://www.usmle.org/transcripts/>

### **BACKGROUND CHECKS**

We suggest that you use a nationwide check to apply to away rotations, even if you had a state background check done recently – most programs will require a national check. Though not endorsed by Augusta University or this office, students have used the national background check agencies listed on the AAMC VSLO site - <https://students-residents.aamc.org/attending-medical-school/article/students-us-pursuing-electives-us/> with success and satisfaction. Expect to incur fees for these services. Precheck is most often used by our students - <http://www.precheck.com/>

### **IMMUNIZATION RECORDS**

Immunization records are typically required for elective applications. You may obtain a copy of your current immunization record at <https://osh.augusta.edu/> using your Outlook user name and password. Please allow 24-48 hours for processing.

- Your Mask Fit (N94 Respirator) is located on your student health transcript.

Some applications require the use of the host institution immunization form along with your printed Augusta University copy. For forms that require a student health official's signature, you should allow a week or more for processing. Fees will be applied for this service. For additional information, please contact Student Health Services. <http://www.augusta.edu/shs/>

Student Health Services - Located in Pavilion II  
1465 Laney-Walker Blvd, AF-1040 Augusta, GA 30912-9070  
Phone: 706-721-3448

[STUDENTHEALTH@AUGUSTA.EDU](mailto:STUDENTHEALTH@AUGUSTA.EDU)

### **DRUG SCREENS**

- Most students purchase a drug screen through a nationwide background check service like precheck and go to a labcorp or other local lab to provide the sample.
- Though students are not considered employees, the Augusta Employee Health and Wellness Department will provide drug screen services for medical students who require them. You

would need to contact Employee Health at 706-721-3418 and set-up an appointment. When calling to schedule, you must specify whether you need a 5-panel or 10-panel drug screen. A 5-panel drug screen costs \$23.00 and a 10-panel drug screen costs \$46.00 (prices subject to change). Payment by check or money order is required at the time of your visit. Please allow a week for processing. Employee Health is located at 1515 Pope Avenue.

### ***FACULTY RECOMMENDATION LETTERS***

It is the student's responsibility to request faculty recommendation letters in advance so that the faculty member has plenty of time to send them in to curriculum.

- If the host institution requires MCG to upload your letters, please instruct faculty to send their recommendation letters to [curriculum@augusta.edu](mailto:curriculum@augusta.edu) with the student name & "recommendation letter" in the subject line so that we can upload the document to VSAS.

### ***GOOD STANDING LETTERS AND MISCELLANEOUS SIGNATURE REQUESTS – (1 WEEK TURNAROUND)***

The Curriculum Office will be happy to complete an updated letter of good standing for your application upon request. Please email [curriculum@augusta.edu](mailto:curriculum@augusta.edu) and allow 2 days for turnaround- usually we can get a letter to you that same day.

- If you require that your letter verify that you have received specific training or have completed specific procedures or checks, you must also submit copies of these documents along with your request. These items are as follows:
  - *Background check*
  - *\*BLS/ACLS*
  - *Drug screen*
  - *Immunizations*
  - *Personal health insurance*
  - *\*\*\*IV Fluid Start Procedures*
  - *\*\*\*Venipuncture Procedures*

***\*BLS/ACLS Cards*** –If you have misplaced your BLS or ACLS card and need a replacement or renewal, please see the training center's webpage: <https://www.augusta.edu/mcg/ahactc/>. For questions on how to enroll in training, please contact the Training Center:

#### Training Center Contact Information

706-945-2681 Office

(706) 945-2681 Cell

(706) 721-9746 Fax

Email: [wdeas@augusta.edu](mailto:wdeas@augusta.edu)



**\*\*HIPAA Certificates** may be obtained by going to the Workforce Learn Online website at <https://train.augusta.edu>. If you cannot locate a copy of your HIPAA transcript under USER PROGRESS, you should SELF ENROLL in the HIPAA Privacy Training 2021 course and retake it to print a new certificate.

**\*\*\*OSHA Certification/Blood Borne Pathogens**– go to the Environmental Health & Safety Online Training Module if you cannot locate your completion certificate. Perform the online training module and a certificate of completion will be provided. <http://www.usg.edu/facilities/training/pathogens/>

### ***MEDICAL MALPRACTICE INSURANCE***

All Augusta University Medical College of Georgia students are covered under medical liability/malpractice insurance in the amount of 3 million aggregate and 1 million per instance. The policy renews on July 1, and the current malpractice policy is always available on the Curriculum webpage - <https://www.augusta.edu/mcg/coffice/phase3.php>.

- On occasion, a program will require higher malpractice coverage amounts than currently in place. There are also instances where a program will require us to add you by (by name) to our existing policy. If you encounter this when accepted, notify our office immediately so that we may file an addendum to the policy. While we will manage this for you, it can take two-three months for the addendum to be finalized.

### ***AFFILIATION AGREEMENTS & Addendums: 2-3 month turnaround!***

Additionally, some programs will require an affiliation agreement between the two institutions. All affiliation agreement requests will need to be presented to the Curriculum Office and will be routed through the Legal Office. Finalization of agreements could take up to three months. Please let us know of these processing needs as soon as you are made aware of them.

We do not require affiliation agreements for our students to attend away rotations, but if the institution you are applying to requires one, please reach out to curriculum immediately.

### ***CAMPUS ASSIGNMENTS***

Students who are assigned to the UGA Partnership campus in Athens are invited under a separate campus in VSLO and are managed by the UGA Partnership coordinator, Zachary Jones ([zachary.jones1@uga.edu](mailto:zachary.jones1@uga.edu)). Athens students will follow most of the other directions in this document, but all VSAS actions (uploading transcripts, releasing applications, etc.) will be managed by the Athens coordinator, who should be the first point of contact for VSAS or away rotation needs.

- All other regional campus students are invited and managed through the Augusta VSLO account.



### ***INTERNATIONAL ELECTIVES THROUGH VSLO***

MCG Students from all campuses are normally able to apply to international elective opportunities outside of the U.S. through the VSLO system, or through outside application sources. Restrictions on travel may still exist due to COVID-19.

- All international electives must be approved by Curriculum/Dr. Fly, and the Global Health director Dr. Dan Kaminstein to ensure that students will be adequately supervised and safe, and that the elective will contribute to his/her medical education.
- Once you decide on an international elective with the help of your advisor or the Global Health Director Dan Kaminstein ([dkaminstein@augusta.edu](mailto:dkaminstein@augusta.edu)), you will apply for the elective through Study Abroad's Terra Dotta system - <https://augusta-sa.terradotta.com/>.
- Documents required for elective registration will be completed by the student within the Terra Dotta application and approved by Curriculum also within that system. Once a student's application is reviewed by Curriculum & Dr. Fly, you will be registered for the EMED 5007 course for credit.
- The application process can take some time and requires many documents and levels of approval, so make sure you start speaking to your advisor or the Global Health Director at least 3 months in advance.

Please email us with any questions you may have – [curriculum@augusta.edu](mailto:curriculum@augusta.edu).