

Visiting Student Learning Opportunities (VSAS & GHLO) Fact Sheet - Class of 2021

VSLO Home School Contact

Curriculum Office, Harrison Education Commons Bldg.

3rd Floor Acad. Affairs Suite, GB 3341

Phone: (706) 721-3219

Email: curriculum@augusta.edu

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

WHAT IS VSLO/Vsas/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 in late 2018**, 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/>

Students should be aware of the following:

- Students will pay fees based on the number of electives they apply to, regardless of the number of dates selected for each. The first three electives are covered by a base fee of \$40 USD. Each elective thereafter is \$15 USD.
- 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 to access VSLO.
- Attention to detail is very important as you apply to programs! Program openings, application paperwork and deadlines vary widely.

VSAS TUTORIALS AND VSAS 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/attending-medical-school/article/students/>

You will be invited via email to access VSAS on the morning of JANUARY 21, 2020. 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 VSAS Application Service” page here: <https://students-residents.aamc.org/attending-medical-school/article/students/>



residents.aamc.org/attending-medical-school/article/how-use-vslo-application-service/. If you do not receive an invite on January 21, 2020, 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.

VSAS FEES

Students will pay fees based on the number of electives they apply to, regardless of the number of dates selected for each. The first three electives are covered by a base fee of \$40 USD. Each elective thereafter is \$15 USD.

VSAS ACCEPTANCES / NON VSAS ACCEPTANCES

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 extramural form. Then you must submit the form to the department's coordinator for departmental approval (list of coordinators attached and on the curriculum webpage), 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 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 go to a VSAS elective without being registered for it!**
- Please refer to the Phase 3 section of the curriculum office webpage <https://www.augusta.edu/mcg/coffice/phase3.php> for course registration instructions and forms.
- Once the Curriculum Office receives the approved course form with all the required documents, 4th Year Director Dr. Fly will approve the elective, and we will enroll you in the elective.
- **Only 2 off campus electives 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.

SCHEDULING CONFLICTS

If the elective you'd like to attend has rotation start and/or end dates that do not correspond 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 elective that borders an away elective, you may contact the MCG department coordinator to request permission to miss that time.
- ❖ 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 4TH YEAR SCHEDULE IS NOT SET IN STONE, EVEN AFTER THE LOTTERY RESULTS ARE RELEASED, AND EVEN IF A DIFFERENT ROTATION FOR A REQUIRED COURSE IS NOT AVAILABLE NOW, IT MAY BE AVAILABLE LATER IN THE YEAR.** 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 sign up for those blocks cautiously so that you aren't dropping them at the last minute.

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

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

- Transcript Type : Official
- Issue To: curriculum@augusta.edu
- Street Line 1: VSAS
- City: Augusta
- State: GA
- Zip : 30912
- Click Continue
- Number of Copies: 1



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- Print Transcript:
 - Delivery Method: Pickup
 - Reason for Request: Certification
- Click Continue, then Submit Request

Your transcript will be sent directly to the VSAS Coordinator in Curriculum, and we will upload it to VSAS once prompted with a request. **We will only be prompted by the VSAS system to upload your transcript when you have submitted a complete application.** 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.

- You may request another transcript later in the semester if you need your final clerkship grades reflected in your VSAS profile. Follow the same request steps for the first transcript, and we will either email a transcript directly to the host institution or upload it to VSAS if requested.

SCHOOL SEAL

Paper applications may require the official school seal. The school seal is only available through the Registrar's Office- which is on the Summerville Campus. They will email the class directly for times/dates that they will be on the Health Sciences Campus.

- They don't have a digital seal as of yet, but if you email your form to them, they will print it out and stamp it for you to pick up.

Office Hours: M-F 7:30 a.m. - 5:00 p.m.

Rains Hall (1st Floor)

2500 Walton Way

Augusta, GA 30904

Phone: 706-446-1430 or 706-446-1431

Fax 706-667-4958 registrar@augusta.edu

<http://www.augusta.edu/registrar/>

NOTARY

If your forms only require a notary, please call or email Jennifer Boone (706-721-3219/curriculum@augusta.edu) to set up an appointment to come by the Curriculum Office in the Harrison Education Commons Building.

- Please note – Jennifer Boone will be out on maternity leave from early December – late February. The registrar's office on the Summerville Campus, as well as the GME Office on the Health Sciences Campus can also notarize documents.
- There is no fee for students.



USMLE TRANSCRIPTS

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. You may print and/or purchase your official USMLE transcript at the website below.

<http://www.usmle.org/transcripts/>

BACKGROUND CHECKS - STATE OF GEORGIA

While applying for audition electives, you may encounter programs that require a background check for application. **The Curriculum Office does not keep copies of previously submitted background checks.** State background checks are provided at no cost to students through the Augusta University Public Safety Office. You may access the request form at the following site:

https://www.augusta.edu/police/divisions/documents/2016_student_bg_consent.pdf

Requests cannot be faxed or emailed. All form submissions must have your original signature. When dropping off and/or picking up – you are required to provide two forms of identification, your driver's license and your Augusta University MCG student ID. Additionally, Public Safety cannot email or fax completed background checks to third parties or to programs. There is a 24-48 hour turnaround time to conduct the background check so plan accordingly to accommodate application deadlines. For additional information, please contact the Public Safety Office directly:

Public Safety, HT Building Police Bureau
(State of Georgia Background check only)
(706) 721-2911

BACKGROUND CHECKS - FEDERAL

Some programs require a federal background check rather than a state issued one. Public Safety cannot perform federal background checks. Though not endorsed by Augusta University or this office, students have used the national background check agencies below with success and satisfaction. Expect to incur fees for these services.

<http://www.precheck.com/>

<http://www.advantagestudents.com/> (also manages 10 panel drug screen if required for application)

<http://www.psibackgroundcheck.com/>

IMMUNIZATION RECORDS AND DRUG SCREENS

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.



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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

- 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. Please instruct faculty to send their recommendation letters to 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 a letter of good standing for your application upon request. Please email curriculum@augusta.edu and allow 1 week at most for turnaround- usually we can get a letter to you within a day or two.

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, 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

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

*****OSHA Certification** – 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/>

******IV Fluid Start/Venipuncture Procedures** - requires a letter or email from an attending or resident stating that you can perform these procedures under general supervision.

MEDICAL MALPRACTICE AND AFFILIATION AGREEMENTS

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 current malpractice policy is always available on the Phase 3 webpage - <https://www.augusta.edu/mcg/coffice/phase3.php>.

- If you are applying to a rotation at the University of Florida, we have a special malpractice policy with them. Please contact curriculum@augusta.edu if you need a copy of this policy. In addition, MCG is under no circumstances able to indemnify UF, so they require that students purchase additional coverage through the UFSIP at a fee of \$100 per student, per rotation (max \$200). Payment is due to UF prior to the rotation start date. MCG will not pay this fee, and we require a statement via email prior to signing their verification form that the student will absorb the cost of this rotation.
- 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 just as soon as you are made aware of them.

POLICY REGARDING EMERGENCIES ARISING DURING OFF-CAMPUS ELECTIVES

This policy covers all students who are participating in off-campus electives, both inside and outside of the United States, no matter whether the elective is at an LCME accredited medical school or not. Take the opportunity to review all the policies when you have a moment to do so. We need to know where all of our students are and how to contact them immediately in case of emergencies, evacuations, natural disasters, etc.

The policy is located on our website at

<https://www.augusta.edu/mcg/coffice/documents/emergenciesoffcampus.pdf>.

CAMPUS ASSIGNMENTS

Students who are assigned to the UGA Partnership campus in Athens are invited under a separate campus in VSAS and are managed by the UGA Partnership coordinator, Courtney Gray (cmgray@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 VSAS account.

- All away rotations are registered as Augusta courses. **Off-Campus Elective Forms and International Elective Forms must be processed through the Curriculum office in Augusta for a student to receive credit for the course.**

INTERNATIONAL ELECTIVES THROUGH VSLO

MCG Students from all campuses are able to apply to international elective opportunities outside of the U.S. through the VSLO system, or through outside application sources. All international electives must be approved by Curriculum/Dr. Fly, and the Global Health director 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), 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.