Visiting Student Learning Opportunities (VSAS & GHLO)
Fact Sheet - Class of 2019

VSLO Home School Contact
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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 will be merging into one Visiting Student Learning Opportunities system as of January 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. Beginning on January 22, 2018, students will be able to access the application service to discover and apply for electives. 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.
- Attention to detail is very important as you apply to programs! Program openings, application paperwork and deadlines vary widely.

SCHEDULING CONFLICTS
Please note that our rotation dates have changed this year and no longer correspond with month begin and end dates, and that this may cause scheduling conflicts with the elective offering dates of other institutions.

- 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 request the MCG department’s permission to miss that time (please contact the department coordinator).
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, AND EVEN IF A DIFFERENT ROTATION FOR A REQUIRED COURSE IS NOT AVAILABLE NOW, IT PROBABLY WILL BE LATER.** Your options are to request time off for the following rotation block in order to complete the rotation, or move a required MCG course that conflicts with your away rotation to better fit your schedule.

**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/](https://students-residents.aamc.org/attending-medical-school/article/students/)

You will be invited via email to access VSAS on January 22nd, 2018. Please follow the instructions 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/how-use-vslo-application-service/](https://students-residents.aamc.org/attending-medical-school/article/how-use-vslo-application-service/). If you didn’t receive an invite, please contact the curriculum office immediately.

**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 and must do so by submitting an approved *Off Campus or International Elective Form*, located on the curriculum webpage. **PLEASE SUBMIT THIS FORM AS SOON AS YOU ARE ACCEPTED!**

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 faculty member or coordinator for departmental approval (list of coordinators attached), 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!** Please refer to the Phase 3 *Selective/Elective Checklist* for the signup instructions located on the Curriculum Office website at [http://www.augusta.edu/mcg/coffice/](http://www.augusta.edu/mcg/coffice/). A copy of the extramural form is also attached for your convenience.

Once the Curriculum Office receives the approved course form with all the required documents, we can enroll you in the elective. 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 add deadlines are strictly enforced.

**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 “jeboone@augusta.edu”

When prompted, enter the following information to provide delivery address:
- Transcript Type: Official  
- Issue To: jeboone@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**

VSLO will notify you via email alert when a transcript has been uploaded. 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 steps and we will submit a new transcript to VSAS.
Paper applications may require the official school seal. The school seal is 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.

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/

**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**

In your pursuit of 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: http://www.augusta.edu/publicsafety/police/records.php

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:

Constance Lewis (706) 721-8112
Public Safety, HT Building Police Bureau
(State of Georgia Background check only)
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.

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.

Student Health Services
Located in Pavilion II
1465 Laney-Walker Blvd, AF-1040
Augusta, GA 30912-9070
Phone: 706-721-3448
Fax: 706-721-7468
mailto:STUDENTHEALTH@AUGUSTA.EDU
http://www.augusta.edu/shs/

Though students are not considered employees, the Augusta Employee Health and Wellness Department will provide drug screen services for medical students that 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.

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, follow the directions here: [http://www.augusta.edu/mcg/ahactc/item_reprint_card.php](http://www.augusta.edu/mcg/ahactc/item_reprint_card.php). 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](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/](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.

**VSAS SUPPLEMENTAL DOCUMENTS**
Program requirements vary by institution. Be prepared to upload a variety of requested items into the VSAS Supplemental Documents section of your application. Below are examples of the more common application requests:

- Copy of your personal health insurance card
- Copy of your BLS and/or ACLS card with expiration date
- Copy of your HIPAA certification
- Copy of your OSHA completion certificate
- Step 1 Scores
• Proof of mask fit test completion (noted on your student immunization printout)
• Good standing letters – please contact the curriculum@augusta.edu to request one and it will be uploaded to your VSLO profile
• Augusta University MCG transcript (or transcripts from another institution if requested).
• Miscellaneous institution specific required documents

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 attached to your informational email, or you can request it by emailing curriculum@augusta.edu.

* Affiliation Agreements & Addendums: 2-3 month turnaround!
On occasion, a program will require higher 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.

***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 to if you need a copy of this policy.

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. The policy is located on our website at http://www.augusta.edu/mcg/coffice/ under the Catalog/Policies tab. Take the opportunity to review all the policies when you have a moment to do so.