

COORDINATOR INSTRUCTIONS

ADVANCED STUDIES ELECTIVES & REQUIRED COURSES

UMASS MEDICAL STUDENTS ELECTIVE REQUESTS:

1. A list of available electives and elective forms can be found on the Student Affairs website at <http://www.umassmed.edu/studentaffairs/electives/ummsstudent.aspx>
2. Students aspiring to participate in an elective must e-mail or hand deliver a completed elective request form to the elective **Coordinator** (director or his/her contact person) for approval and signature.
3. Upon receipt, the coordinator should review the student's elective request to determine the student's eligibility and elective availability.
4. If there is an available elective slot, the coordinator should complete the Internal Elective Form's "Yellow Coordinator Section" according to the instructions on the form. The completed form should then be emailed to electives@umassmed.edu and cc'd to the student for confirmation.
5. The coordinator's e-mail header serves as the elective department's official signature of approval.
6. Upon receipt of the approved elective form, the Office of Student Affairs (OSA) will add the elective to the student's People Soft Student Administration (PSSA) schedule.
7. An elective must be on the student's schedule for the student:
 - a. to be enrolled in the elective
 - b. be covered by malpractice insurance
 - c. get credit for the elective
 - d. to generated an evaluation form
8. One week after the start date of the elective, the Registrar's Office will e-mail the student's evaluation form to the elective coordinator for completion - or - the coordinator will be sent a link from E*Value to complete an online evaluation form. Please note: Only a few Advanced Studies courses use E*Value.
9. Please be sure that all UMass Medical Student approved elective forms are sent to electives@umassmed.edu.
10. At the start of each elective month, coordinators will receive a list of the students (both UMass and visiting students) who have been approved for electives for review. Coordinators should contact the Office of Student Affairs immediately with any discrepancies.

VISITING STUDENT ELECTIVES REQUESTS:

- U.S. Allopathic Medical Students from LCME Accredited Schools (**MD**)
 - U.S. Osteopathic Medical Students from COCA Accredited Schools (**DO**)
 - International Visiting Students
1. **U.S. VISITING MEDICAL STUDENTS** apply for 4th year electives **online** through the AAMC's Visiting Student Application Service (**VSAS**). Coordinators can schedule electives for Medical Students on VSAS after Student Affairs (Janice M. Robert) makes the student's application(s) eligible.

If you need access, training, or an instruction manual for VSAS, please contact Janice.Robert@umassmed.edu. US, Canadian and Puerto Rican Visiting Medical Students apply through VSAS. Additional information can be found on the OSA website at: www.umassmed.edu/studentaffairs/electives/visiting.aspx

2. **INTERNATIONAL VISITING MEDICAL STUDENTS:** The University of Massachusetts Medical School (UMMS) welcomes students who are in good academic standing and are in their final clinical year of medical school education to participate in our International Visiting Student Elective program.

All international visiting students must apply for electives through the Office of Student Affairs by **paper application**. International visiting student forms and guidelines can be found on our website at <http://www.umassmed.edu/studentaffairs/advanced-studies/international/>. Coordinators can contact Janice M. Robert at Janice.Robert@umassmed.edu or 508-856-8019 if they have any questions or concerns.

- a. **Guidelines:** Eligible International medical students complete and mail the International UMMS application with supporting documentation to the Office of Student Affairs for processing. Applications that are incomplete or do not meet our guidelines are not reviewed by the International committee.
- b. **Committee Reviewed Applications:** Applicants that meet are guidelines are carefully reviewed by the committee to determine if they will be considered for an elective. Applicants are reviewed after the fall (April 1st) and spring (August 1st) application deadlines.
- c. **International Elective Requests:** The Office of Student Affairs sends elective request e-mails to Coordinators on behalf of selected students. The elective request e-mail includes the student's requested elective dates and sites along with a copy of the student's application, photo, CV, letters of recommendation, and transcript for coordinator review.
- d. **Coordinator Review:** Coordinator may use the same departmental criteria they use for U.S. visiting students to review international students' applications. Some international students are paired with an UMass student to facilitate leadership and guidance. If the student is determined to be eligible for an elective, then the coordinator or his/her elective contact person determines whether there is an open elective slot available. International Visiting Students are only allowed to take type B1, B2 and C electives.
- e. If there is an available elective slot, the coordinator or their elective contact person responds to the Student Affairs elective request e-mail with the student's 'report to' information.

3. **U.S. AND INTERNATIONAL VISITING ELECTIVE ASSIGNMENTS:**

- a. **US Visiting Students:** After the Elective Coordinators or his/her contact person schedules the student for an elective on VSAS, the coordinator then releases the Visiting Student's VSAS elective offer e-mail with "report to" information to the student.
- b. **International Visiting Students:** The Office of Student Affairs e-mails an elective offer with "report to" information to the student.
- c. **Accepted Electives:** Once a visiting student accepts an elective they will be added to the PeopleSoft Student Administration (PSSA) database. At the start of each elective month, coordinators will receive a list of the students (both UMass and visiting students) who have been approved for electives for review. Coordinators should contact the Office of Student Affairs immediately with any discrepancies.

4. **U.S. AND INTERNATIONAL VISITING STUDENT EVALUATIONS:** Our Visiting Student guidelines and elective offer emails state: "Please give a copy of your school's Evaluation Form directly to the Coordinator of the approved elective for completion. The Office of Student Affairs does not handle evaluations.

Some Allopathic and Osteopathic schools upload a generic evaluation form to VSAS for coordinators to download and complete.

Visiting Student Elective Applications must be processed through the Office of Student Affairs in order for the student to receive credit. Verbal or written communication with individual departments/ physicians does not constitute acceptance to any elective.