

V.S.L.O.



Visiting Student Learning Opportunities

Phase 3 Away Elective Guide

Shared by the Office of the Registrar

acadreg@mcw.edu

mcw.edu/registrar

Please note that students must pass Step 1 before registering for an away elective

Special note from VSLO: VSLO will be unavailable in November for system modernization before launching the new platform in December. This timing reflects the period of lowest overall activity.

knowledge changing life



OBJECTIVE

- Students will understand the Office of the Registrar resources for away electives, as well as best practices for successful VSLO documentation & verification



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WHAT IS THE POINT OF AN AWAY ELECTIVE?



- Away electives are **not a degree requirement**, but they can contribute towards your seven required 4-week electives (47xxx)
 - Offers experience with a different hospital, medical record system, faculty, & patient population
 - Helps you decide what type of residency program is best for you
 - Increases competitiveness for residency applications
 - Some specialties may recommend or require students to complete an away elective
 - please contact Career Counselor in Student Affairs: Dr. Nai-Fen Su, mcwfusioncurriculum@mcw.edu, or your advisor for support

Visiting Student Learning Opportunities (VSLO) Application Service:

- *If students are interested in away electives, VSLO can help with*
 - **searching** for **4-week** away opportunities
 - **learning** about prerequisite requirements
 - **uploading** & transmitting supporting documents needed by the host institution
 - **submitting** & tracking applications



VSLO INVITATION FOR AWAY ELECTIVES



- Students will be emailed an **invite link on Tuesday, September 2**
- **Open link & create username login within 28 days** if you are considering away elective(s)



- VSLO invite expires 28 days after invitation in September, **so please check your MCW email regularly**



- Please **add a reminder in your phone/calendar** to check your MCW email the **first week of September** & create VSLO login within 28 days so that **you have access to VSLO if you decide to pursue away electives**

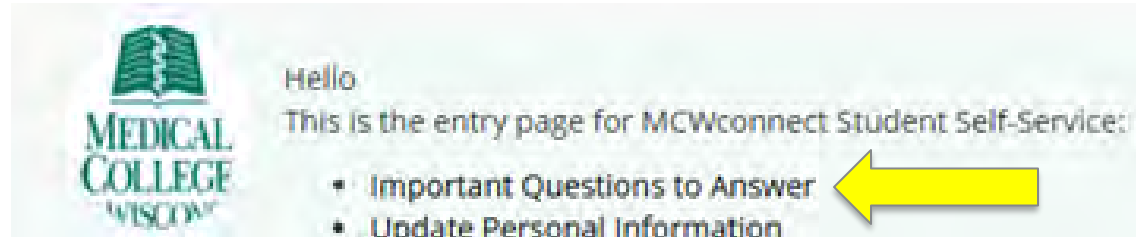
TRANSCRIPT & ACADEMIC STANDING AUTHORIZATION



- For MCW to release your application to host institutions with your transcript & academic standing, you must authorize this through MCWconnect



- From the "Student Self-Service" card, click on Open Student Dashboard
- Click "Important Questions to Answer" & say "yes" to authorization



We will automatically upload your transcript AFTER you submit your VSLO application(s)!

VSLO PREPARATION: 5 REQUIREMENTS

The Office of the Registrar will have a list of students who completed these requirements. If we do not have information on file for you, you will receive an email requesting proof if you plan to use VSLO:



- **1. BLS (Basic Life Support) Training:** Ensure you have your Ecard from American Heart Association (must be current/not expired). Contact Hannah Fuhrman for BLS questions.
- **2. Criminal Background Check:** Ensure you have completed a background check (likely in your CastleBranch account). Some host institutions require it to be within a certain time frame, so if needed, please contact Kursten Librizzi to order updated check. *Example: Stanford requires a background check within the last 2 years at the time of application.*
- **3. HIPAA (Health Insurance Portability & Accountability Act) Training:** Ensure completion in Brightspace Fall 2025: INTE-22200-080 – Thriving During Clerkship> Assessments>Quizzes>HIPAA Attestation.
- **4. Mask Fit Test:** Ensure completion of test. Contact Occupational Health to make appointment if needed - IOHFroedtert@Froedtert.com | 414-805-7997.
- **5. OSHA (Occupational Safety & Health Administration) & BBP (Bloodborne Pathogen) Training:** Ensure completion in Brightspace Fall 2025: INTE-22200-080 – Thriving During Clerkship> Assessments> Quizzes> BBP Attestation.



IMMUNIZATION RECORDS

- The Office of the Registrar does not manage or upload any immunization information
 - [Please click here for Occupational Health's Immunization Form for away electives](#)
 - IOHFroedtert@Froedtert.com | 414-805-7997



LETTER OF RECOMMENDATION

- *Some host institutions may* request a letter of recommendation
- We do **not** accept letters from students
 - **Letter writer** (or letter writer's office) must send to acadreg@mcw.edu
 - Once letter writer sends to acadreg@mcw.edu, we will upload the letter to VSLO for student to assign to applications as needed



DRUG TEST SCREENING

- *Some host institutions may* require our office to verify a drug screening
- Contact Occupational Health to schedule drug screening
 - IOHFroedtert@Froedtert.com
 - 414-805-7997
- Send copy of drug screening results to acadreg@mcw.edu when completed so we can verify in VSLO

Verification Questions

Description

The following questions must be answered by the student's home institution.

This student has successfully passed a drug test that screens for amphetamines, cannabinoids, cocaine, methamphetamines, opiates, and phencyclidine (note: screening upon matriculation is acceptable; if no drug screening is required by your institution, verify that independent drug screening results have been submitted to a school official and confirmed):

☐ Yes

☐ No

SAMPLE



MALPRACTICE & GENERAL LIABILITY INSURANCE

- *Some institutions may* ask students to upload the “MCW Medical Student Certificate of Professional Liability” from Risk Management: [Certificate of Insurance](#)
 - Coverage is no less than \$1,000,000 per occurrence & \$3,000,000 annual aggregate



Office of Risk Management

CERTIFICATE OF SELF-INSURANCE

THE MEDICAL COLLEGE OF WISCONSIN, INC. PROFESSIONAL LIABILITY INSURANCE PROGRAM

To Whom It May Concern:

This is to certify that all Medical College of Wisconsin **medical students** in **good standing** are insured by The Medical College of Wisconsin Professional Liability Insurance Program (“Program”), as approved by the Wisconsin Commissioner of Insurance.

The Program provides occurrence-type professional liability coverage in the amount of \$1,000,000 per occurrence and \$3,000,000 in aggregate per policy year for The Medical College of Wisconsin, Inc., including its **medical students** and Allied healthcare personnel, and for each of the College’s full-time or full professional effort faculty and staff physicians.

AFFILIATION AGREEMENT CONTACT INFORMATION

- *Some host institutions may* require an affiliation agreement
 - contact acadreg@mcw.edu for assistance
- If your VSLO application or host institution asks, MCW does **not** require an agreement for MCW students to rotate at other institutions



AWAY EVALUATION FORM

- MCW's "Student Evaluation for Away Clinical Elective" grade form, or the **host institution's preferred** grade evaluation form, must be completed within 30 days of the elective end date.
 - Grade evaluation form must be submitted to acadreg@mcw.edu

Medical College of Wisconsin Student Evaluation for Away Clinical Elective This section is completed by student:
Student Name:
Host School:
Course Contact Name and Title:
Rotation Start Date:

VSLO Video Tutorial: Press play for a *brief* student view of VSLO

The screenshot displays the AAMC VSLO application interface. At the top, the navigation bar includes 'Visit AAMC.org', 'Michael Smith', and a profile icon. Below this, the main navigation menu has 'Dashboard', 'My Application' (selected), 'Find Electives', 'Institutions', 'My Documents', 'Tracking', and 'Saved Electives'. The breadcrumb trail reads 'Visiting Student Learning Opportunities (VSLO) / Application / Requirements'. The 'Requirements' section is active, showing a list of steps: Personal Information, Academic Information, Add Electives, Requirements (selected), Preferences, Application Summary, and Pay and Submit. Two informational boxes are present: one stating that applications may have other requirements from the home institution, and another stating that a student may not apply for an elective if they have graduated from their home institution's degree program before the elective end date. The 'Any Host Hospital 1 Elective' section is expanded, showing 'Institution Requirements' as 'Incomplete'. A note indicates that these requirements only need to be completed once. Below this is a table of requirements.

Requirement Name	Attachments	Status	Actions
Board Scores	Resume.pdf	Complete	
COVID Question- Inst Pre		Complete	
CV/Resume	Resume Updated.pdf	Complete	

A red warning message at the bottom of the table states: 'Requirement Unlisted'.

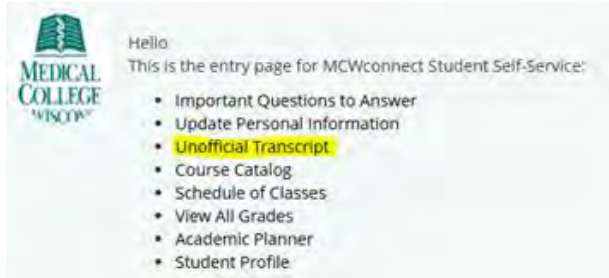
SAMPLE STUDENT VIEW

Professional Liability and Malpractice Coverage	Note: Students can upload any "Incomplete" item.	Incomplete	
School Evaluation Form	Note: Our office will upload any "Incomplete" item with "Home responsible requirement" <i>after you submit application</i> .	Incomplete (<u>Home responsible requirement</u>) ?	ASSIGN
Transcript	Note: Our office will automatically upload your transcript <i>after you submit application</i> . Students <u>do not need to email</u> to request their transcript.	To be completed by your <u>Home Institution</u> ?	

- VSLO application items labeled "**home**" responsibility, as underlined above, will be completed by the Office of the Registrar **AFTER** you submit your application.
 - Submitting your application does **not** immediately send it to the host institution.
 - The Office of the Registrar is automatically notified of incomplete requirements; we fulfill **home** institution requirements **before releasing** application(s) to the host institution.
 - We will contact students if we have any questions or concerns about home requirements.
 - Students do **not** need to contact the Office of the Registrar to request that the "home institution" items be completed.

SAMPLE STUDENT VIEW

- *Some host institutions may* ask the student to upload their transcript
 - Option 1: submit **unofficial transcript request** for free through MCWconnect
 - *on the Student Self-Service card, click on the Student Dashboard button*
- Option 2: use the **Official Transcript Request** card & click "Request Your Official Transcript" for a paid digital copy to be emailed to you



EM - Emergency Medicine

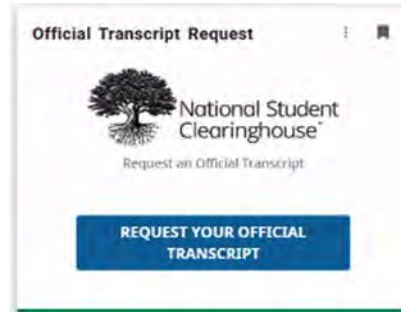
Institution: Stroger Cook County

Institution Type: Teaching Hospital

Elective Location: Hospital X

Application Requirements






Requirement Name	Responsibility
Transcript	Applicant
CV	Applicant
Photograph	Applicant



SAMPLE STUDENT VIEW

- Any requirement with “Home School” responsibility will be uploaded by MCW *after* student submits application

Application Requirements

Requirement Name	Responsibility	Notes
COVID-19 Vaccination Question	Applicant	
Transcript	Home School	
CV/Resume	Applicant	
AAMC Standardized Immunization Form	Applicant	Required after offer acceptance
Personal Statement	Applicant	
Flu Vaccination Record	Applicant	Required after offer acceptance
Affiliation Agreement	Home School	
Board Scores	Applicant	
Photograph	Applicant	
Letter of Recommendation	Home School	
UNC School of Medicine Evaluation Form	Home School	
Medical Liability and/or Malpractice Insurance Coverage	Home School	

SAMPLE STUDENT VIEW

- *Some host institutions may label the letter of good standing as the responsibility of the "applicant"*
 - email acadreg@mcw.edu to request a letter
- ***Do not** request a letter of good standing or "Dean/Registrar Letter of Support" if it's labeled a **"home school"** responsibility*
 - *our office will automatically upload the letter **after** you submit application & before we release it to host institution*

Requirement Name	Responsibility	Notes
CV/Resume	Applicant	
AAMC Standardized Immunization Form	Applicant	
Photograph	Applicant	Required after offer acceptance
Letter of Good Standing	Applicant	



Dean/Registrar Letter of Support

Description

Letter of support from the Dean/Registrar of the student's medical school, including verification that the student is in good academic standing and has completed all core clerkships as well as HIPAA training and respiratory fit testing. There should also be documentation of student health insurance and malpractice insurance. The letter should be written on the medical school's stationery, with the school's seal and the Dean/Registrar's original signature.

Requirement Contents Visible to Student: No

CLOSE

Deadlines: How long does it take for MCW to release my application(s) to the host institution?



- Do **NOT** wait until the host institution's application deadline to submit!
 - Just because you click "submit" does ***not*** mean that it's sent immediately to the host institution
- The Office of the Registrar needs an additional 1-2 business days **AFTER you submit** your application to verify all your information (OSHA, BLS, Mask Fit, etc.)
- Expect **additional delays** if you have **not completed a host institution's requirement**, such as an updated background check, drug screening, or other specific forms



NON-VSLO AWAY ROTATIONS

- For **any non-VSLO** away electives, such as for military students, complete the [non-VSLO approval form](#) that must be signed by the host institution & Dr. Raj Narayan.
- For **Global Health Away** electives, please contact Tiffany Frazer; a [non-VSLO form](#) must be signed by the host institution & Dr. Raj Narayan.



PHASE 3 PREPARATION

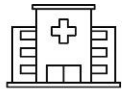


By 11:59pm Friday, August 22, please review these resources:

- [Phase 3 Away Elective Guide](#)
- [VSLO Informational Slides](#)
- [Registration Guide](#)



If you have any questions not addressed in the resources, please [submit your question\(s\) using this Qualtrics form](#) no later than 11:59pm on Friday, August 22. We will answer your submitted questions on Wednesday, August 27.



Please note: The Office of the Registrar is dedicated to supporting students; however, our office does not provide guidance on which courses & when may be most beneficial for your chosen specialty or residency program. For tailored advice, we recommend reaching out to curriculum@mcw.edu, your advisor, Dr. Nai-fen Su, careers@mcw.edu, or studentaffairsSOM@mcw.edu.



Examples of questions not to submit: How many away electives should I take if my specialty is anesthesiology? Would it be good or bad to take an away elective in November during interview season? Will my residency program think it's bad if I take a vacation in July & I don't do an away rotation?



VSLO RESOURCES

[VSLO Website](#)

[How to Use VSLO](#)

[Navigating VSLO: Full Video Tutorial for Students](#)

[VSLO FAQs](#)

thank
you

We appreciate your time reviewing this information.

If you have additional questions not addressed in the resources, please complete the [Question Form](#) **by 11:59pm on Friday, August 22.**