Stony Brook Medicine

Phase III Electives

Use Chrome or Microsoft Edge to open links

Setting up Electives

https://cbase.som.sunysb.edu/cbase2/public/course_info/electives_info.cfm

Start here: I want to schedule…

Away Electives

- Browse the many available electives in VSLO.
- For non-VSLO institutions, browse the institution's website for application instructions, and submit your entire application to Jeanine Fazzini in the Office of Student Affairs; we will submit everything for you.
- Do not update Mask Fit, Background Check, etc. unless required by the site. Requirements are institution-specific, so read their course descriptions carefully to stay organized.

Once you choose a site for your away elective, please follow the instructions below:

- Check to see if we have an affiliate agreement at https://cbase.som.sunysb.edu/cbase2/public/course_info/affiliate_info.cfm. If not, request one at affiliate agreement. You cannot go to an away site without having liability insurance.
- Once accepted to an away site, complete an Elective Approval Form at Elective Approval for Away Electives in the US and submit to Jeanine Fazzini, along with proof of acceptance from the site, 30 days prior to your start date.
- Once your elective is approved by the Office of Student Affairs, the elective will be added to CBase.
- If you do not submit the Elective Approval Form to the Office of Student Affairs for final approval, the elective will not be scheduled in CBase and you will not get credit for the elective.
- VSLO Resources and Tutorials: https://students-residents.aamc.org/attending-medical-school/article/how-use-vslo-application-service/.

Research Electives

SCP Research Requirement: Submit a Drop/Add form indicating your 8-week block of time and submit to Rhonda Kearns in the Office of Academic Affairs. Rhonda.Kearns@stonybrookmedicine.edu

All other research electives:

- Research electives are a minimum of 4 weeks and a maximum of 8 weeks. More than 8 weeks will need pre-approval by Dr. Strano-Paul in the Dean's Office. Requests for research completed previously will not be approved.
- A research supervisor is required for all research electives.
- Off campus research electives need a SB faculty sponsor.
- Complete the Research Elective Approval Form https://cbase.som.sunysb.edu/share/docs/public/Research_Electives_on_and_off_campus_Updated_2023.pdf
- How to write the learning objectives: https://www.aamc.org/system/files?file=2019-07/learning-objectives.pdf
- Submit proof of Citi training
- Submit proof of IRB approval
- Bring completed forms and required documentation to Jeanine Fazzini for Dr. Strano-Paul's approval 30 days prior to the start date.
- Once approved, the elective will be added to CBase.
- If you do not submit the Research Elective Approval Form to the Office of Student Affairs for final approval, the elective will not be scheduled in CBase and you will not get credit for the elective.

On Campus Electives

You can view a list of available electives at: https://cbase.som.sunysb.edu/cbase2/public/course_info/electives_info.cfm. The elective search feature is at: https://cbase.som.sunysb.edu/cbase2/public/course_roster/elective_search.cfm

Electronic Registration:

- Please read the course descriptions carefully for any prerequisites and/or restrictions.
- If the course director entered Defined Periods of Time, you may register for the elective electronically through your CBase Add/Drop (under Registration) as long as it's >14 days from the start date. You will see a grid showing your available blocks of time in your Drop/Add view. Click "submit changes" after you add each elective.

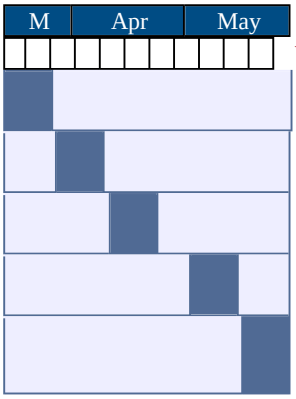
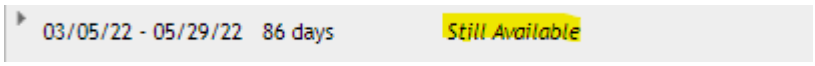
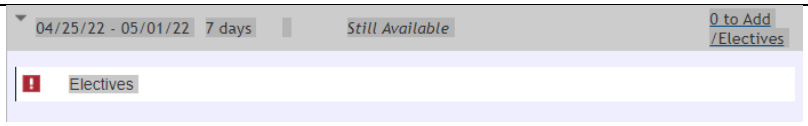
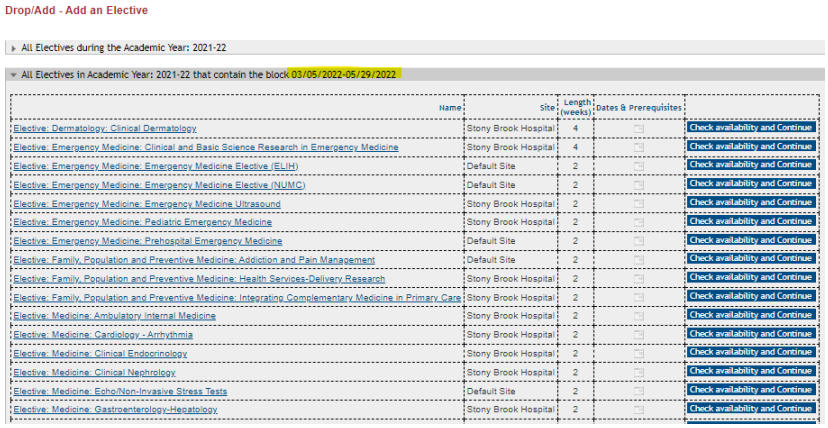
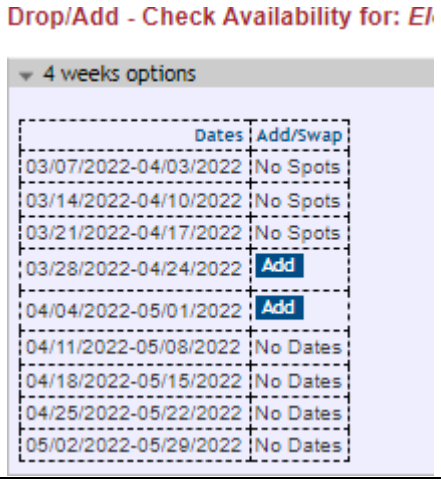
Paper Registration:

- If there are no Defined Periods of Time entered in CBase by the course director, you will need to submit a Drop/Add form to the course director for approval https://cbase.som.sunysb.edu/share/docs/public/Drop-Add_Form_Fillable_New_September%202022.pdf
- Once the elective has been approved by the course director, the signed Drop/Add form must be submitted to Jeanine Fazzini in the Office of Student Affairs for Dr. Strano-Paul's approval >14 days prior to the start date.
- Once approved, the elective will be added to CBase.
- If we do not receive the signed Drop/Add form for approval, the elective will not be scheduled in CBase, and you will not get credit for the elective.

If you have any questions, please stop by the office to speak with Caroline Lazzaruolo and/or Jeanine Fazzini or email: caroline.lazzaruolo@stonybrookmedicine.edu and/or jeanine.fazzini@stonybrookmedicine.edu.
Phone 631-444-9547 / Fax 631-444-9376

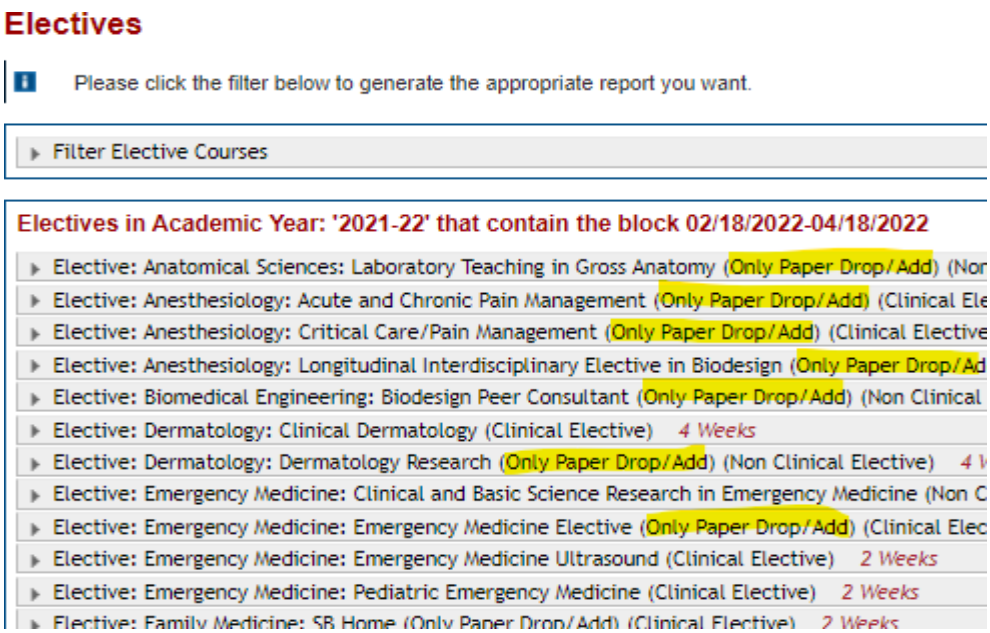
Setting Up Electives: https://cbase.som.sunysb.edu/cbase2/public/course_info/electives_info.cfm

Registering for Electives in CBase Electronically (not paper drop/add)

Go to: **CBASE > Registration > Drop/Add**	
In your drop/add view, a grid will appear showing your schedule and where you may have free time in your schedule to register for electives	*03/14/202205/29/2022*  Courses Information and Roster Electives 
Where you see "Still Available," click on the dropdown arrow and click on "Electives."	
A list of electives during your "available dates" will populate.* Read the course prerequisites. Click on the "Check availability" button for the electives you're interested in taking. **Note: this list does NOT include paper drop/add electives.*	
After you click "Check availability," this is where you will see if there are available spots; if your free time is available, you click on the "Add" button and then scroll to the bottom and click on the "Submit Changes" button.	

Setting Up Electives: https://cbase.som.sunysb.edu/cbase2/public/course_info/electives_info.cfm

Registering for Electives in CBase via Paper Drop/Add

Electives Course Search:	https://cbase.som.sunysb.edu/cbase2/public/course_roster/elective_search.cfm
The list of electives will populate, and you'll be able to see whether an elective is clinical vs non-clinical and whether the elective is "only paper drop/add."	
For departments that require use of a paper drop/add form, reach out to the course director/coordinator and express your interest in taking their elective and give them the dates you're available. If they approve, send them a paper drop/add form for signature.	https://cbase.som.sunysb.edu/share/docs/public/Drop-Add_Form_Fillable_New_Updated_2022.pdf Signed drop/add forms need to be returned to Jeanine.fazzini@stonybrookmedicine.edu for Dr. Strano-Paul's approval and entry into CBase.

VSLO FAQs

When do students get access to VSLO?

Students will get access to VSLO in December. An email with information on how to create an account will be sent directly from VSLO. Although you may have access to VSLO in December, you may not have the ability to apply to a particular institution because their elective catalogs may not be available. However, you can start creating your profile and application with the standard required documents. The opening of elective catalogues are handled by each individual institution and is not the responsibility of VSLO or the RSOM.

How much do we pay for application fees?

The VSLO program charges a nominal fee for each application processed through VSLO. Additional application fees are set by each institution regardless of requested dates for that elective. We encourage you to investigate any institution-specific fees when deciding to apply for an away rotation.

When are the catalogs for away opportunities published?
Most schools publish their catalogs between February and May. With few exceptions, the majority of institutions start their application process in April or May.

Where can I learn to use the VSLO system as a medical student?
The AAMC offers annual VSLO (Visiting Student Learning Opportunities) training webinars for students. These sessions are available in December and February, with no cost to attend. Registration details will be sent out by the AAMC and will also be posted in TGIF. If you cannot attend a live session, the AAMC will post video recordings of the training on their VSLO website. While the VSLO system is designed to be user-friendly for students, home schools, and host schools, challenges may arise with site-specific requirements. To stay organized and ensure smooth applications, it's important to track the specific requirements for each school you are applying to.
https://students-residents.aamc.org/attending-medical-school/vslo-application-student-training

How do I get my transcript uploaded?
Your application in VSLO must be completed first. The RSOM will upload your transcript prior to releasing your application(s).

How long does it take for my application(s) to be released by RSOM?
In general, the turnaround time is 2-4 business days atfer the day of submission. If your application has not been released within 4 business days, please send an inquiry e-mail to Jeanine.fazzini@stonybrookmedicine.edu

Do VSLO schools require Letters of Good Standing (LOGS)?
Typically, no. Good Standing is verified in VSLO by RSOM as part of the standard verification process, which includes malpractice insurance, completion of clerkships, projected graduation date, HIPAA, OSHA, etc. If a site requires a LOGS, we will comply if the school specifically requests it.

What immunizations should I get in preparation for away rotations?
Most institutions will use the AAMC Standardized Immunization Form (SIF); however, this requirement is institution driven. Therefore, some of your away rotations may have their own institutional immunization form to complete.

What if the rotation requires a Letter of Recommendation (LOR)?
These are not standard requirements. If the Host institution requires a LOR, you must then have the letter writer email an attachment of the LOR written on your behalf to jeanine.fazzini@stonybrookmedicine.edu, with your name on the subject line. The letter must come from the letter writer directly. Once received, it will be upload to VSLO. You will then be able to see the document designation in your VSLO portal and be able to assign it to the specific school(s). Please be advised that this document will remain private.

What if the away rotation that I applied for requires a Criminal Background Check (CBC) report?
The standard verification question regarding CBC will be updated by RSOM to "yes" in VSLO. If the Host institution requires an official report, you can get one at www.criminalwatchdog.com. The CBC conducted when you first entered medical school CANNOT be used. Additionally, some schools may have their own CBC requirements.

What if the away rotation that I applied for requires a Drug Screening (DS) report?
The standard verification question regarding drug screening will be updated by RSOM to "no" in VSLO. If the Host institution requires an official report, you can go to Student Health Services and have the screening done. Additionally, some schools may have their own drug screening requirements. If the Host institution requires a drug screening less than six (6) months old, please comply with their directions.

What if the away rotation that I applied for requires OSHA Certification within one year of scheduled rotation?
The initial verification will be certified by RSOM in VSLO. If they require an official certificate, you can upload one to your "Documents" in VSLO. It is the student's responsibility to upload this certificate in VSLO upon request from the Host institution.

What if the away rotation that I applied for requires a copy my HIPAA Certificate?
The initial verification will be certified by RSOM in VSLO. If they require an official certificate, you can upload one to your "Documents" in VSLO. It is the student's responsibility to upload this certificate in VSLO upon request from the Host institution.

What if the away rotation that I applied for requires more liability insurance than what is currently provided to us?
RSOM protects our students at a coverage of $1M/$3M per incident and aggregate respectively. If the rotation requires a higher coverage (ex. $2M/$5M), the student is responsible for the cost of the difference. This is a rare occurrence; however, should it happen, please email Jeanine.fazzini@stonybrookmedicine.edu for a company to contact.

What if the away rotation that I applied for requires a copy of my BLS/ACLS cards?
RSOM verifies your BLS/ACLS training in VSLO. However, if requested by your host institution, the student is responsible for uploading a copy of their BLS/ACLS cards.

What if the away rotation that I applied for requires a copy of my Mask Fit Certificate?
RSOM will certify Mask Fit in VSLO. However, if an official certificate is requested by the host institution, it is the responsibility of the student to upload it into your "Documents" in VSLO.

Is my picture appropriate for the VSLO application?
You should always use a professional-looking headshot photo on your application. The photo should not have you wearing hats or anything that may not be considered unprofessional. A suggestion is that you wear a professional top, suit jacket, or white coat in the picture. Have this picture available as an electronic file ready to be uploaded.

What if the institution that I want to do my rotation with does not have an Affiliation Agreement with RSOM?
This is important and should be taken into consideration by students when applying for an away rotation that requires a new Affiliation Agreement. Although we do not want students to be deterred from applying, the student must understand that affiliation agreements take time to be put into place, sometimes 2-3 months. If the student finds out that an Affiliation Agreement is needed, they must communicate with RSOM as soon as possible. Request form: affiliate agreement.

May I apply for rotations outside of VSLO?
Yes. If you can't find a program on VSLO, that doesn't mean they don't have an away elective! Search online for the institution you're interested in and look at their visiting student webpage. Look for the course coordinator's contact info and ask for requirements / timelines if you can't find them. NYU, Columbia, and Stanford are common ones that RSOM students apply to that are not on VSLO. NYU's online information varies by specialty. If you find an opportunity outside of VSLO, the first step is to complete all required paperwork and submit everything to jeanine.fazzini@stonybrookmedicine.edu so she can complete the application and submit everything on your behalf.

Things to start taking care of before you apply, in the event they are required for your anticipated site:

- BLS Card / ACLS Card
- Flu Vaccine Card (valid within one year)
- Proof of titers, PPD (valid within one year)
- Headshot photo
- Step 1 Score Report, if available; save to your computer upon receipt; get a replacement at https://apps.nbme.org/nlesweb/#/records/orderHistory. The RSOM verifies in VSLO that our students are not required to complete Step 1 until after clerkships. However, successfully passing Step 1 is a requirement to advance to Phase III (the 4th year).
- CV
- Immunization form https://www.aamc.org/download/440110/data/immunizationform.pdf. Complete before going to health services. A nurse can verify the immunizations without a physician. To see which of your vaccinations/titers student health has on file, go to: https://stonybrook.medicatconnect.com/home.aspx.
    - Some programs require their own immunization forms; check requirements.
    - You may need copies of vaccinations if you use an outside physician.
    - Try to have all programs' forms filled out to avoid going to SHS several times.
    - If a physical exam is involved, you'll need an appointment because a physician will be required.
    - Consider updating your SB Heath Assessment while you are already at SHS; CBase > Resources > Downloads > Health Assessment Form