

REGISTRATION



CLINICAL  
CURRICULUM



# Away Rotations 2026 - 2027



# Presentation Overview

- I. Away Rotation Basics\*
- II. Away Process: Applying For & Receiving Credit
- III. Q&A

\* Away Rotation = Away Elective = Away = Visiting Elective = Visiting Rotation

# I. Away Rotation Basics

# Away Basics

- ❖ Clinical course at a site not affiliated with UWSOM
  - ❖ Most are 4 weeks long
  - ❖ Usually offered at teaching hospitals that are either AAMC-member institution or have at least one Accreditation Council for Graduate Medical Education (ACGME) or American Osteopathic Association (AOA) accredited program.
- ❖ Purpose
  - ❖ Increase your competitiveness for residency applications
  - ❖ Residency “audition”
  - ❖ Provides training in and exposure to environments outside UWSOM
  - ❖ Personal (e.g., geography)

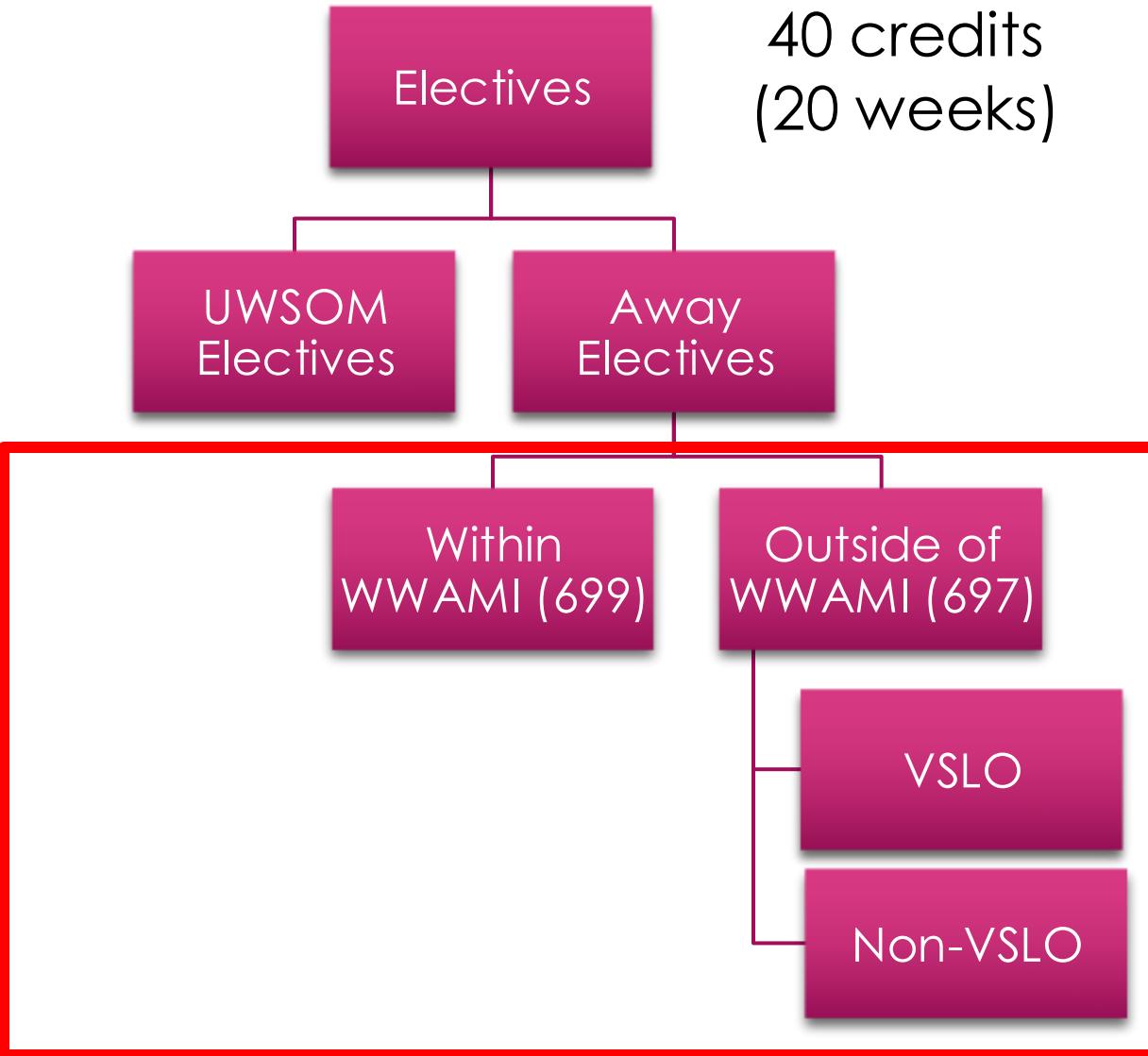
# Away Basics

- ❖ Not required to graduate
- ❖ May count as an elective toward graduation requirements

## EXPLORE & FOCUS PHASE



40 credits  
(20 weeks)



# Should You Take an Away?

- ❖ Answer depends on
  - ❖ Your desired specialty: Some specialties recommend Always
  - ❖ Your level of certainty about that specialty
  - ❖ Personal factors
- ❖ Help in deciding
  - ❖ Review UWSOM Specialty Guides for specialties that recommend Always (e.g., highly competitive specialties) (**Tip: Very important!**)
  - ❖ Your career advisor
  - ❖ Your specialty advisor

# General Timeline

Winter Quarter	Receive VSLO invitation Prepare application materials
Early March	Most program catalogs open (some may open earlier)
April/May	Peak application time
Summer Quarter – Early Autumn Quarter	Most Aways taken during this time

## **IMPORTANT!**

Aways must take place within a single SOM Clinical Quarter and cannot overlap with breaks or extend into another quarter. Exceptions can be made on a case-by-case basis for 697 aways at another LCME-accredited institution. All Special Assignment Electives must begin on a Monday and end on a Friday.



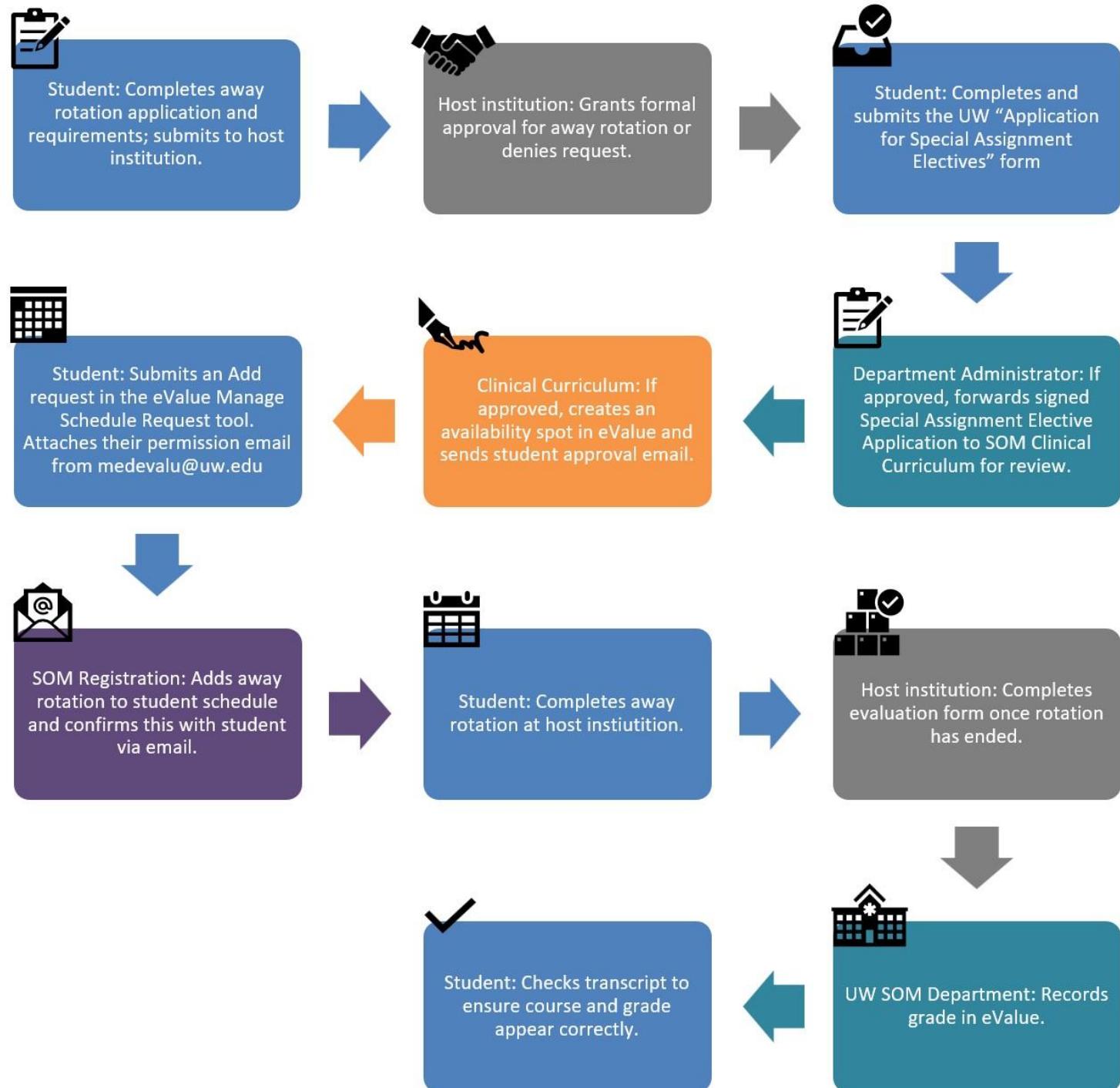
## II. Away Process: Applying For & Receiving Credit

## II. Away Process: Summary

- ❖ **BIG STEP 1:** Apply to the host institution & be accepted
  - Most host institutions use AAMC Visiting Student Learning Opportunities (VSLO)
  - If not using VSLO: Go to the institution's website, research visiting elective opportunities, and find application instructions (e.g., Google "Stanford School of Medicine visiting students")
- ❖ **BIG STEP 2:** Apply to the UW SOM department to be approved to receive clinical elective credit as a Special Assignment Elective.
- ❖ **BIG STEP 3:** Schedule with UW SOM Registration

# SUMMARY OF AWAY PROCESS

## AKA: HOW TO GET CREDIT FOR AN AWAY ELECTIVE



# BIG STEP 1: Applying to a Host Institution

# VSLO: First Things First

- ❖ Activate your invitation from VSLO
  - ❖ Expires after 28 days ([somreg@uw.edu](mailto:somreg@uw.edu) if expired)
- ❖ Find Participating Institutions
- ❖ Find Electives
- ❖ Learn how to use VSLO
  - ❖ How to Use VSLO
  - ❖ VSLO Tutorials
  - ❖ VSLO Essentials

# VSLO: Your To-Do List

- ❖ Complete application & profile
- ❖ Upload:
  - Professional photo
  - CV
  - Personal Statement or Letter of Intent
  - Immunization Forms from Health Sciences Immunization Program [myshots@uw.edu](mailto:myshots@uw.edu)
  - Compliance requirements [UWSOM Compliance](#)  
Background check, drug screen, OSHA/Universal Precautions, HIPAA
  - USMLE exam score report

# VSLO: Your To-Do List

- ❖ Have your official UW transcript sent to us to upload
  - Check your unofficial transcript **FIRST**, then order at [UW Registrar](#)
  - Request an official **third-party PDF** transcript be delivered to us:
    1. Click "I'm sending to myself or another individual"
    2. Select the icon for "Electronic: Delivered by Email"
    3. Enter recipient information as follows:  
>>> UWSOM  
>>> [somreg@uw.edu](mailto:somreg@uw.edu)
  - **DO NOT** request a paper/hard-copy transcript
- ❖ Need an updated transcript uploaded to VSLO? Same process as above.

# VSLO: SOM Reg To-Do-List

- ❖ **Verify:** Good academic standing, OSHA training, BLS training, mask fit testing, medical liability & malpractice insurance, HIPAA training, expected graduation date, passing score on USMLE Step 1, required core clerkship dates.
- ❖ **Upload:**
  - ❖ Letters of good standing (if needed)
  - ❖ Letters of recommendation (if needed – LOR Request form required required)
  - ❖ Official UW transcript



# Has UW SOM Registration uploaded my \_\_\_\_ yet? Check here.

[UPLOAD DOCUMENT](#)

Documents uploaded here can be used to fulfill host requirements when submitting applications.

 Enter document name[SHOW / HIDE](#)[REMOVE SELECTED](#)

<input type="checkbox"/>	Name ↑	Document Type ↑	Date Uploaded ↑	Uploaded By ↑	Actions
<input type="checkbox"/>	Transcript 3.pdf	Transcript (Document)	05/05/2021 02:48 PM	Home Institution	<a href="#">DOWNLOAD</a> <a href="#">REMOVE</a>
<input type="checkbox"/>	Hospital Picture.jpg	Other (Image)	03/30/2021 01:51 PM	Student	<a href="#">DOWNLOAD</a> <a href="#">REMOVE</a>
<input type="checkbox"/>	ID Badge Request Form.pdf	Other (Document)	04/27/2021 01:18 PM	Student	<a href="#">DOWNLOAD</a> <a href="#">REMOVE</a>
<input type="checkbox"/>	ID Badge Request Form.pdf	Other (Document)	03/10/2021 11:52 AM	Student	<a href="#">DOWNLOAD</a> <a href="#">REMOVE</a>
					<a href="#">DOWNLOAD</a>

## Pay and Submit

- Personal Information
- Academic Information
- Add Electives
- Requirements
- Preferences
- Application Summary
- Pay and Submit

## Also on Your To-Do List

Pay for and submit your elective applications.

### Electives

MEERM 504 - 1. SP Emergency Medicine - Sujay Host Both (Billings Cli)

\$15.00

Dates: 01/01/2025 - 01/31/2025

[SAVE FOR LATER](#)

Application(s) Total: \$15.00

(Tax, where applicable, will be calculated at checkout)

By submitting this application, you certify that the information submitted in connection with this application is complete and accurate to the best of your knowledge and not misleading or false; you consent to the use, transfer, and storage of your personal information as described in the [Applicant Agreement](#); and you reaffirm your agreement with the Applicant Agreement. A student may not apply for an elective if the student will have graduated from their home institution degree program before the elective end date.

[BACK](#)

[PAY & SUBMIT](#)

### Saved for Later

PEM350 - Pediatric Emergency Medicine - Any Host Hospital

Dates: 11/29/2021 - 12/10/2021

[ADD TO CART](#)

# Waiting for Responses

- ❖ Response time depends on host
  - May be notified months or weeks in advance
- ❖ Remember SOM Six-Week Deadline
  - **Late Drop Permission isn't guaranteed**
  - Contact the Clinical Departments for permission

## Track Your Applications

Awaiting My Action

Under Review

My Application History

Filter List...

X

Showing 1 – 5 of 5 records

Sort By: Application Status

Emergency  
Medicine

Any Host Hospital

05/31/2021 -  
06/11/2021Submitted on:  
04/27/2021Home Review 1

Complete

Host Review 1

In Progress

Student Decision



HIDE REQUIREMENTS

WITHDRAW

Requirement Name	Responsibility	Attachments	Status	Submitted Date	Last Updated Date	Updated By	Actions
Board Scores	Student	Resume.pdf	<span style="color: green;">✓ Complete</span>	04/27/2021 01:40 PM			<a href="#">OPEN</a> <a href="#">UPDATE</a>
COVID Question- Inst Pre	Student		<span style="color: green;">✓ Complete</span>	04/27/2021 01:40 PM			<a href="#">OPEN</a>
CV/Resume	Student	Resume Updated.pdf	<span style="color: green;">✓ Complete</span>	04/27/2021 01:40 PM			<a href="#">OPEN</a> <a href="#">UPDATE</a>
Letter of Recommendation	Home Institution	LoR for Adams - Dr Smith.pdf	<span style="color: green;">✓ Complete</span>	05/05/2021 02:57 PM			<a href="#">OPEN</a>
Transcript	Home Institution	Transcript 3.pdf	<span style="color: green;">✓ Complete</span>	05/05/2021 02:57 PM			<a href="#">OPEN</a>

# Accepting and Declining Offers

- ❖ Accept or decline the offer via VSLO or institution's application system
- ❖ If accepted, fulfill any post-decision requirements for conditional offers and submit for a final host institutional review
- ❖ **Don't forget to withdraw applications in VSLO**
- ❖ Already accepted an offer and want to withdraw?
  - Consult Career Advisors
  - Contact Host Program

# Withdrawing from Away Rotations

Track Your Applications

Awaiting My Action      Under Review      My Application History

Filter List... X

Showing 1 – 2 of 2 records      Sort By: Start Date

Application Type	Home Review	Host Review	Student Decision	Action Buttons
<b>Emergency Medicine</b> Any Host Hospital 12/05/2021 - 12/30/2021 Submitted on: 04/27/2021	Complete <span style="border: 1px solid red; padding: 2px;">✓</span>	Conditional Offer Made <span style="border: 1px solid green; padding: 2px;">✓</span>	Awaiting your decision Expiration: 11/23/2021	<span style="border: 1px solid green; padding: 2px;">SHOW REQUIREMENTS</span> <span style="border: 1px solid red; border-radius: 50%; padding: 5px; display: inline-block;">ACCEPT OFFER</span> <span style="border: 1px solid red; border-radius: 50%; padding: 5px; display: inline-block;">DECLINE OFFER</span>
<b>Brain Injury Elective</b> Alex Home/Host School 06/07/2021 - 06/25/2021 Submitted on: 04/28/2021	Complete <span style="border: 1px solid green; padding: 2px;">✓</span>	Requirement(s) Resubmission Requested <span style="border: 1px solid orange; padding: 2px;">i</span>	<span style="border: 1px solid green; padding: 2px;">SHOW REQUIREMENTS</span> <span style="border: 1px solid red; border-radius: 50%; padding: 5px; display: inline-block;">WITHDRAW</span>	

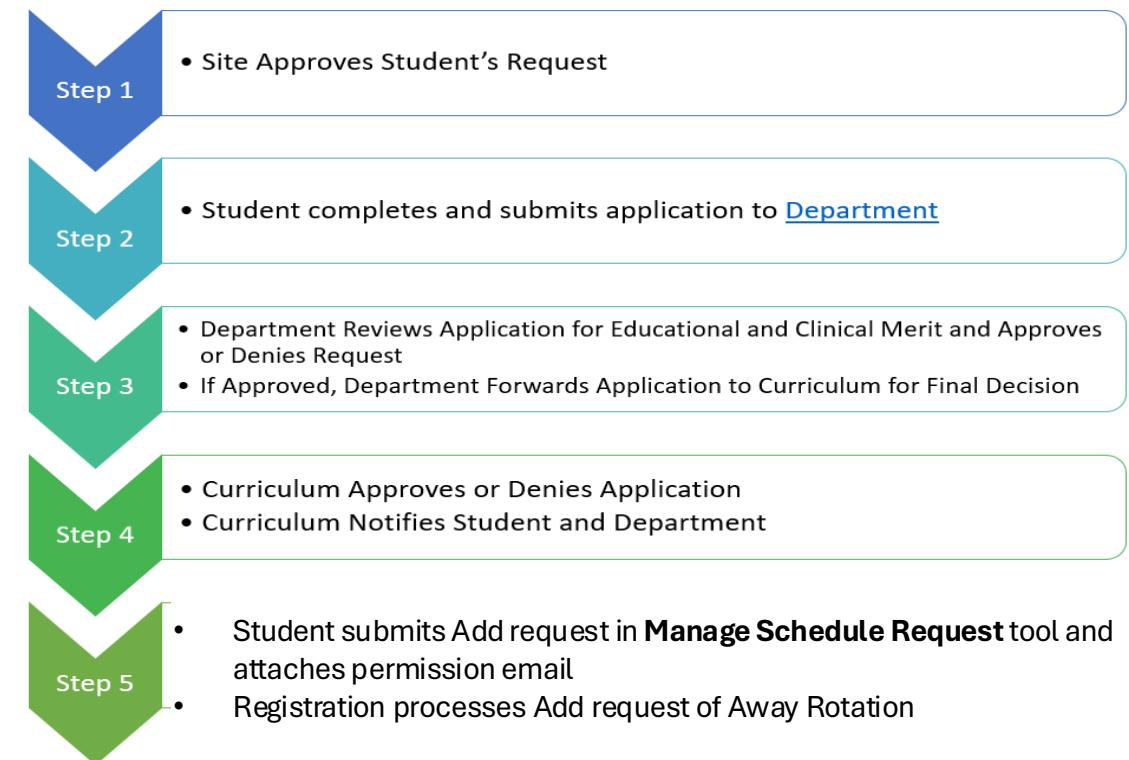
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**BIG STEP 2:**  
Applying to receive UW SOM Credit  
aka, Special Assignment Electives

# Special Assignment Electives: Receiving UW Credit – 697 (non WWAMI rotations)

- ❖ Students that want clinical elective credit for an away rotation must complete and submit a Special Assignment Elective application for approval.
- ❖ Students work with Department Admins corresponding with the elective; application submitted to Department.
- ❖ Department reviews/approves, then forwards to SOM Curriculum
- ❖ Curriculum reviews/approves, then sends email with next steps (registration)



# Special Assignment Electives: Receiving UW Credit – 699 (within WWAMI)

- ❖ Students work with providers at hospitals & clinics to set up one-off clinical experience within the WWAMI region (not done through VSLO)
- ❖ Process and application mostly the same as 697 process
  - ❖ Additional approval required- Regional Clinical Dean's Office (except Seattle area)
- ❖ Electives at non-LCME accredited institutions or non-ACGME accredited residency programs are permissible within the WWAMI region and require additional application information. Instructions are listed on at the top of the application and on our website.
- ❖ Clerkship must follow clerkship dates on UW SOM Clinical Calendar

# Special Assignment Electives - NOTES

- ▶ Please note the following:
  - ▶ Students cannot retroactively apply for SOM credit for their away rotations. Rotations **must** be approved and on the student's SOM schedule prior to the start date.
  - ▶ Special Assignment Electives only count towards clinical elective credit.
  - ▶ Application processing times may vary - can be up to 2 weeks for typical application. If a site is non-LCME or non-ACGME accredited it can take up to 2 months for approval. The earlier we get your applications the better!

**WEBSITE:** <https://education.uwmedicine.org/curriculum/by-phase/clinical/explore-and-focus/special-assignment-electives/>

**QUESTIONS:** [medevalu@uw.edu](mailto:medevalu@uw.edu)



# BIG STEP 3: Getting an Away Course on Your Schedule for Credit

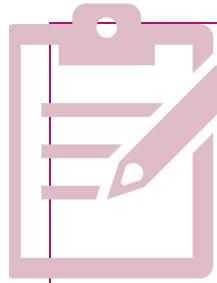
# To Add an Away Rotation to Your Schedule:

- ▶ Submit an Add request in the eValue Manage Schedule Request tool. Ensure you attach your permission email from medevalu@uw.edu as a PDF to your Add request.
- ▶ **YOU MUST DO THE ABOVE !**
- ▶ SOM Registration will make the schedule change in eValue and you will receive an email notification when processed.
- ▶ Remember to get department approval for courses dropped within 6 weeks of a course start date.

# Process Pitfalls

<b>You accepted away elective from host institution</b>	<b>You applied to the UW SOM Department/ Curriculum for approval</b>	<b>You submitted an Add request in Manage Schedule Request tool</b>	<b>You attached email permission to your Add request in eValue</b>	<b>You receive credit toward an elective for graduation</b>
Yes	No	No	No	No
Yes	Yes	No	No	No
Yes	Yes	Yes	No	No
<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes!</b>

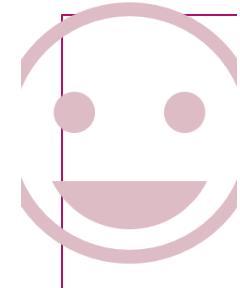
# Getting Credit



UW SOM Home  
Department will provide  
an evaluation form



Host institution will  
complete evaluation  
form and send back to  
UW home department.



UW Clinical Department  
records final grade in  
eValue

# Q & A: Questions?



Scheduling & Application Logistics: [somreg@uw.edu](mailto:somreg@uw.edu)

Special Assignment Electives: [medevalu@uw.edu](mailto:medevalu@uw.edu)

## Advising:

- Career Advisors: Sarah Thomson, Tonja Brown, Linh Ngo & Beth Hasseler [medadv@uw.edu](mailto:medadv@uw.edu)
- [Specialty Career Advisors](#)