Adding Non-VSAS Institutional & Inpatient Electives

**Step 1A**
Student applies to Host Institution

**Step 1B**
Student completes online B form ([https://www.utmb.edu/meded/electives.asp](https://www.utmb.edu/meded/electives.asp)) and includes elective course description attachment

*Direct any questions to enrollment.services@utmb.edu

**Step 2**
Enrollment Services will mail any requested documents checked off on B Form to host institution

**Step 3**
Crystal Carpenter will contact Host Institution and begin the process of securing an affiliation agreement.

*This process can take 4-6+ months. The agreement must be in place prior to the start of the rotation. Be sure to have a backup plan just in case.

**Step 4**
Student receives acceptance letter from Host Institution and attaches to B form (or may provide directly to enrollment.services@utmb.edu).

*If you are not accepted or change your mind about participating in the elective please let us know.

***If you are seeking EM Selective credit you will need a signature from Dr. Bill Mileski.

***If you are seeking AI credit you will need a signature from Dr. Farr.

**Step 5**
Once ALL documents are received from the student AND the affiliation agreement is in place, Lori Ellis will seek approval from the Electives Committee.

**Step 6**
Once approved by the Electives Committee, Enrollment Services will create the course in MyStar and enroll the student.

**Step 7**
The student is responsible for submitting the External Course Evaluation form to the host institution for course credit.