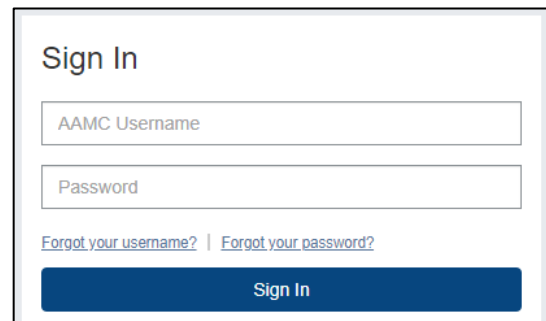


VSAS CATALOG – EDITING ELECTIVES

Log in to VSAS:

<https://apps.aamc.org/vsas/institution.html>



Sign In

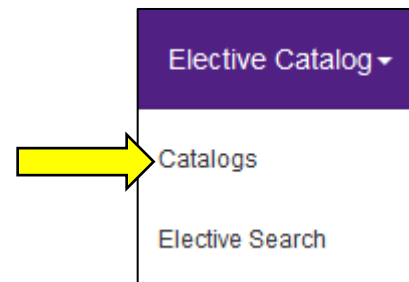
AAMC Username

Password

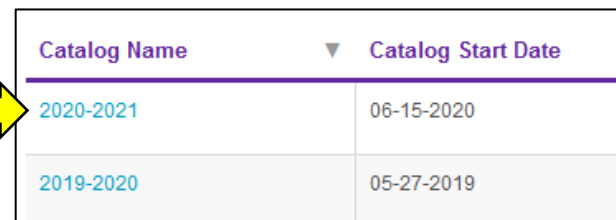
[Forgot your username?](#) | [Forgot your password?](#)

Sign In

In the top menu bar in purple, click on ELECTIVE CATALOG, then click on CATALOGS



Sort table by most recent catalog order by clicking on CATALOG NAME header in the first column. Then click on 2020-2021.



Catalog Name	Catalog Start Date
2020-2021	06-15-2020
2019-2020	05-27-2019

In the CATALOG ELECTIVES section, search for your elective. You can search by course number or title. Leave the search bar empty to view all electives.

Catalog Electives

Enter search criteria here

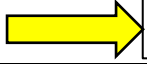


Coordinators can view all electives, but please only make edits to your specific elective!

To edit available dates, click on the SEE MORE hyperlink in the OFFERINGS column.

Offerings

First Offering: 06/15/2020
Last Offering: 05/03/2021
[See More](#)

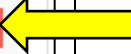
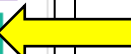


2 OPTIONS:

- **SCHEDULE OFFERINGS:** To open or close a standard section, click on the corresponding buttons.
- **CUSTOM DATES:** To add a custom section, enter the dates and click the ADD button.

Schedule Offerings

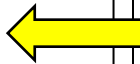
Start Date	End Date	Actions
07/13/2020	08/07/2020	Open
09/07/2020	10/02/2020	Close



Add another custom date:

Start Date End Date

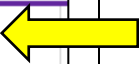
Add



Changes are saved automatically.

Be sure to check your "Elective Status." Closed courses are not visible to students. To open elective, follow the directions for ELECTIVE SCHEDULE (next page).

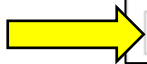
<input type="checkbox"/>	Elective Name	Elective Location	Available For	Specialty - Last Subspecialty Modified	Duration	Offerings	Elective Status
<input type="checkbox"/>	NEURO 7960-Adult Neurology Sub-Internship	U of U Medical Center	MD Clinical, DO Clinical	Neurology - 12/12/2019 05:33 PM by Anderson, Helen	4 Weeks	First Offering: 06/15/2020 Last Offering: 05/03/2021 See More	Closed



To edit your elective, find your elective then click on the EDIT button in the ACTIONS column at the end of the row.

Actions

Edit



This next screen will give you 3 areas that are open for edits:

- [Elective Details](#)
- [Elective Schedule](#)
- [Elective Requirements](#)

ELECTIVE DETAILS

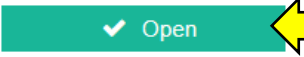
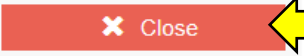
<h3 style="margin: 0;">Elective Details</h3> <div style="text-align: right; margin-top: 0;"> Edit </div>	
Update the following fields:	
<ul style="list-style-type: none"> Elective Name Specialty / Sub-Specialty Elective Type Duration Locations Available Slots 	<ul style="list-style-type: none"> MD/DO/MPH Applicants Clinical (MS3-MS4) / Pre-Clinical (MS1-MS2) Elective Web Link Elective Description Prerequisites Additional Information
Click UPDATE to save changes.	<div style="display: flex; justify-content: flex-end; gap: 10px;"> Cancel Update </div>

ELECTIVE SCHEDULE

<h3 style="margin: 0;">Elective Schedule</h3> <div style="text-align: right; margin-top: 0;"> Edit </div>											
RECOMMENDATIONS: <ul style="list-style-type: none"> Status options. OPEN = Accepting applications / CLOSED = Not accepting applications Leave 1 week limit for expiration Do not choose less than 40 days for auto-close. Can increase if needed. Max Number of Applications = Default is no limit. Update if needed. May applicants request their own dates = Department preference! Select YES if your department is willing to rotate students outside of the standard block schedule. 											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Elective Status</td> <td style="padding: 5px;"> <div style="display: flex; align-items: center;"> Closed ▼ </div> </td> </tr> <tr> <td style="padding: 5px;">How much time does the applicant have before an elective offer expires?</td> <td style="padding: 5px;"> <div style="display: flex; align-items: center;"> 1 ▼ weeks </div> </td> </tr> <tr> <td style="padding: 5px;"> When should this elective's blocks auto-close? <small>?</small> </td> <td style="padding: 5px;"> <div style="display: flex; align-items: center;"> 40 ▼ days </div> </td> </tr> <tr> <td style="padding: 5px;">Indicate maximum number of applications to be received before each elective offering closes</td> <td style="padding: 5px;"> <div style="display: flex; align-items: center;"> (No Limit) ▼ applications </div> </td> </tr> <tr> <td style="padding: 5px;">May applicants request their own dates?</td> <td style="padding: 5px;"> <input type="radio"/> Yes <input checked="" type="radio"/> No </td> </tr> </table>	Elective Status	<div style="display: flex; align-items: center;"> Closed ▼ </div>	How much time does the applicant have before an elective offer expires?	<div style="display: flex; align-items: center;"> 1 ▼ weeks </div>	When should this elective's blocks auto-close? <small>?</small>	<div style="display: flex; align-items: center;"> 40 ▼ days </div>	Indicate maximum number of applications to be received before each elective offering closes	<div style="display: flex; align-items: center;"> (No Limit) ▼ applications </div>	May applicants request their own dates?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<div style="border: 2px solid yellow; padding: 5px; background-color: yellow; font-weight: bold; font-size: small;"> Change to Open! Closed courses are not visible to students. </div>
Elective Status	<div style="display: flex; align-items: center;"> Closed ▼ </div>										
How much time does the applicant have before an elective offer expires?	<div style="display: flex; align-items: center;"> 1 ▼ weeks </div>										
When should this elective's blocks auto-close? <small>?</small>	<div style="display: flex; align-items: center;"> 40 ▼ days </div>										
Indicate maximum number of applications to be received before each elective offering closes	<div style="display: flex; align-items: center;"> (No Limit) ▼ applications </div>										
May applicants request their own dates?	<input type="radio"/> Yes <input checked="" type="radio"/> No										



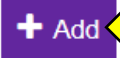
MANAGE SCHEDULED OFFERINGS

Open and close sections as needed by clicking on the action buttons.

Start Date	End Date	Actions
07/13/2020	08/07/2020	
06/15/2020	07/10/2020	

Add custom section dates as needed.

Add another custom date:

Start Date  End Date  

Click UPDATE to save changes.

ELECTIVE REQUIREMENTS

Elective Requirements

Add additional requirements for your specific elective. This section helps you gather additional documents to help you select the best qualified applicants for your rotation. It can also help you collect post-decision paperwork.

Examples:

- USMLE Step 1 or COMLEX-USA Level 1 scores
- Letter of recommendation from faculty member
- Personal statement / Letter of Intent
- List of Questions
- VA Forms
- IHC Forms

You can specify what needs to be submitted, who's responsible to upload it (applicant or home institution), and if it should be submitted with the application or post application (after offer is accepted).

Click UPDATE to save changes.

