

<b>OCE – Fourth Year Rotations: VSLO Student Enrollment</b>		<b>SOP #: CE.014</b>
Effective Date	7/1/2018	
Last Revision/Review	11/29/18, 8/28/19	

### 1. Purpose

The purpose of this procedure is to provide guidelines to the OCE staff for enrolling eligible third year students in the Visiting Student Learning Opportunities system (VSLO) in July of each academic year.

### 2. Related Policy/Authority

AAMC

VSLO

### 3. Faculty/Staff Responsibilities

Fourth Year Clerkship Coordinator

### 4. Definitions/Abbreviations

- A. AAMC - Association of American Medical Colleges
- B. VSLO - Visiting Student Learning Opportunities
- C. OCE - Office of Clinical Education

### 5. Procedural Steps

5.1. The fourth year coordinator will enroll all eligible third year students in VSLO by:

- 5.1.1. Obtaining the roster of eligible students advancing to third year from the Registrar;
- 5.1.2. Formatting the roster to reflect the .CSV roster template provided by VSLO; and
- 5.1.3. Uploading the roster template.

5.2. The fourth year coordinator will invite all students by selecting “Invite Students” under the Bulk Action in VSLO;

- 5.2.1. Students will receive an invitation to enroll in VSLO (the invitation expires within 30 days);

5.3. The fourth year coordinator can re-send the invitation per student, or in bulk.

### 6. Reports/Charts/Forms/Attachments/Cross References

[VSLO/VSAS](#)

[Roster Template-without-international mobility](#)

[Roster upload job aid](#)

### 7. Maintenance

The OCE will review this procedure as necessary.

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

### **8. Signature**

Signature on File	9/3/19
Irina Zhorzholiani, MBA Director of Clinical Education	Date

### **9. Distribution List**

Internal

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			