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.

8. **Signature**

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<th>Approved by</th>
<th>Date</th>
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<td>Department Head of Clinical Education</td>
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9. **Distribution List**

- Internal

10. **Revision History**

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<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
<th>Approval Date</th>
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