

OASIS Login Instructions:

- Go to OASIS url: oasis.med.brown.edu
- Authentication Required: Enter your Brown credentials (Brown username & password)

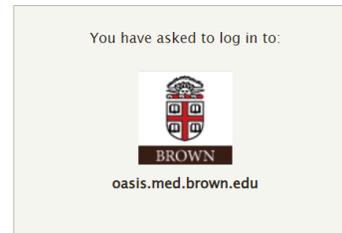
Authentication Required

Enter your Brown credentials

Username
jcarberr

Password

Log In

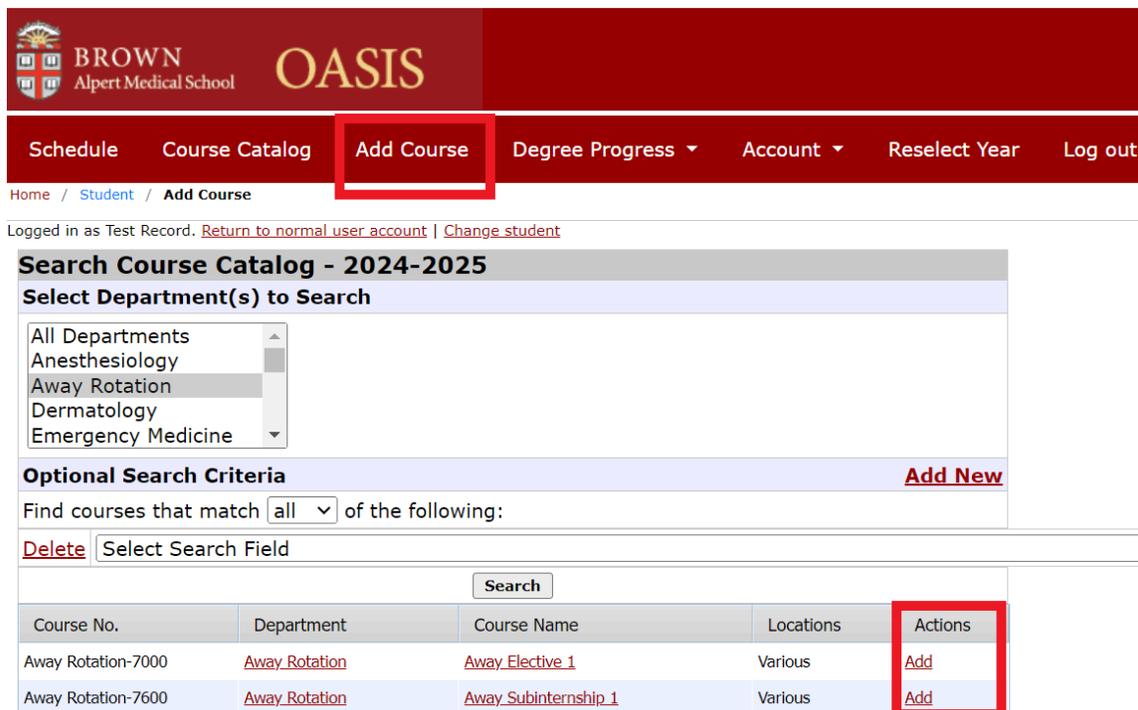


[Brown University](#) | [Login Help](#) | [myAccount](#) | New Users: [Activate your account now](#)

Forgot your password? [Faculty/Staff/Student](#) or [Alumni & Friends](#)

Add the Course:

- Select ‘**Away Rotation**’ department Select ‘all’ from ‘Optional Search Criteria’.
- Click on ‘Search’.
- Locate the desired course and click ‘Add’.
 - Away Rotation-7000 – Away Elective 1 **OR** Away Rotation-7600 – Away Subinternship 1



BROWN Alpert Medical School **OASIS**

Schedule Course Catalog **Add Course** Degree Progress Account Reselect Year Log out

Home / Student / Add Course

Logged in as Test Record. [Return to normal user account](#) | [Change student](#)

Search Course Catalog - 2024-2025

Select Department(s) to Search

All Departments
Anesthesiology
Away Rotation
Dermatology
Emergency Medicine

Optional Search Criteria [Add New](#)

Find courses that match **all** of the following:

[Delete](#) Select Search Field

Search

Course No.	Department	Course Name	Locations	Actions
Away Rotation-7000	Away Rotation	Away Elective 1	Various	Add
Away Rotation-7600	Away Rotation	Away Subinternship 1	Various	Add

Add yourself to the Waitlist:

- Start dates are monthly for a 4 week duration each. We understand that these dates/durations can vary.
- Select the start date closest to your requested time period.
- Submit your requested end date in the next step on the non-standard course form.
- Dates will be reviewed in the approval process.

Availability for Away Rotation-7000: Away Rotation: Away Elective 1							
Dates	Weeks	Credits	Location See Description	Auth. Required	Med4		Add
					Max.	Waiting	
04/29/2024 - 05/24/2024	4	4	Various	No	150	0	Wait
05/27/2024 - 06/21/2024	4	4	Various	No	150	0	Wait
06/24/2024 - 07/19/2024	4	4	Various	No	150	0	Wait
07/29/2024 - 08/23/2024	4	4	Various	No	150	0	Wait
08/26/2024 - 09/20/2024	4	4	Various	No	150	0	Wait
09/23/2024 - 10/18/2024	4	4	Various	No	150	0	Wait
10/28/2024 - 11/22/2024	4	4	Various	No	150	0	Wait
11/25/2024 - 12/20/2024	4	4	Various	No	150	0	Wait
01/01/2025 - 01/24/2025	4	4	Various	No	150	0	Wait
01/27/2025 - 02/21/2025	4	4	Various	No	150	0	Wait
02/24/2025 - 03/21/2025	4	4	Various	No	150	0	Wait
03/24/2025 - 04/18/2025	4	4	Various	No	150	0	Wait

Use the “Return to your Schedule” link:

- Navigate to the student schedule to complete the non-standard form.

Away Rotation-7000: Away Rotation: Away Elective 1

You have been added to the waiting list for this course and it is represented as such on your schedule. You may now enter data into the Away Elective Form on your schedule by clicking the "Away Elective" link.

You may [return to your schedule](#) or [add another course](#)

REQUIRED: Complete Non-Standard Course Form:

- Go to your waitlisted course. The row highlighted in green indicates that the course is waiting to be approved.
- Click on the ‘**Away Elective Info**’ link. This opens the non-standard course form.

04/29/2024 - 05/24/2024	Away Rotation-7000: Away Rotation Away Elective 1	Various	4 / 4	Waiting	Drop Away Elective Info
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Submission of the Non-Standard Course Form:

- **Update** the required fields on the form to complete the Away Rotation course submission process:
 - **Update** the required Host Institution fields please follow the example format below:
 - **Host Institution Away Rotation Title:** Orthopedic Surgery
 - **Host Institution Away Rotation Course ID or Number:** Ortho-3000
 - **Start Date (list alternative dates if they vary from AMS dates):** 04/29/2024
 - **End Date (list alternative dates if they vary from AMS dates):** 05/17/2024
 - **Credits Requested:** 3
 - **Total Weeks Requested:** 3
 - **Host Institution Name:** Harvard Medical School
 - **City, State:** Boston, Massachusetts
 - **Host Institution Contact Name:** ‘Contact Name’
 - **Host Institution Contact Email:** contactname@harvard.edu

Away Elective Information Close	
2024-2025 : Away Rotation-7000 - Away Elective 1	
Away Elective information for Test Record	
Eligibility: Only 4th year students are eligible to apply for away rotation(s).:	
Students can participate in a maximum of three 4-week away rotations. Scheduling more than 12 weeks away requires permission from the Senior Associate Dean of Medical Education.:	
Enrollment: To receive credit, students must be approved and registered in Oasis at least 30 days prior to the rotation start date. No retroactive credit will be granted.:	
Host Institution Away Rotation Title:	<input type="text"/>
Host Institution Away Rotation Course ID or Number (Ex. Ortho-3000):	<input type="text"/>
Start Date:	<input type="text"/> MM/DD/YYYY 
End Date:	<input type="text"/> MM/DD/YYYY 
Credits requested:	<input type="text"/>
Total weeks requested:	<input type="text"/>
Host Institution Name:	<input type="text"/>
City, State:	<input type="text"/>
Host Institution Contact Name:	<input type="text"/>
Host Institution Contact Email:	<input type="text"/>
AMS Records and Registration will drop any conflicting courses on your schedule once your away rotation has been approved by the Associate Dean for Student Affairs.:	

- Submit your offer letter:
 - Click on ‘Add Files’ to attach the offer letter.
 - Click on ‘Upload’ to save the offer letter in OASIS.
 - Click ‘Save’.

- This returns you to your schedule. Here you will see the initial date range selected in the green wait status row, and the dates entered in the non-standard course form circled below.

04/29/2024 - 05/24/2024	Away_Rotation-7000: Away_Rotation Away Elective 1 CRN: Term:	Various	4 / 4	Waiting	Drop Away Elective Info
View 04/29/2024-05/17/2024	Orthopedic Surgery			Ortho-3000	

- AMS Records receives notifications that you are added to the waitlist once the required non-standard course form information is updated.
- Submission of both the addition to the waitlist and fulfillment of the non-standard course form must be completed in order to initiate the approval process of schedule, credits, and weeks review.
 - If this is for Away Rotation - 7600 – Away Subinternship 1, AMS Records will send and obtain the completed External Subinternship Checklist from the host institution. This checklist is to ensure that the away rotation meets AMS’ subinternship requirements.
- AMS Records will send outreach with any questions to you, prior to the Associate Dean for Student Affairs’ review.

Final Steps in Approval Process:

- The Away Rotation request is reviewed for approval in OASIS by the Associate Dean for Student Affairs.
- Continue to check your schedule in OASIS during approval process
- The course is approved when you are no longer in the Waitlist status (*screenshot below*)

Test Record's Med4 Schedule for 2024-2025

Date	Course	Location	Weeks/ Credits	Actions
04/29/2024 - 05/24/2024	Away Rotation-7000: Away Rotation Away Elective 1 Comments: Added from waiting list after 0 days Reporting instructions (name and address/location): N/A CRN: Term:	Various	4 / 4	Drop Away Elective Info
View 04/29/2024-05/17/2024	Orthopedic Surgery			Ortho-3000

Post Approval:

- Upload** your preceptor name and email address into the OASIS non-standard course form in PDF format, **after** your course has been approved and the away rotation has started and click 'Save'. **Note:** Some host institutions do not complete outside evaluations. AMS Records keeps a running list of these institutions and will not assign a preceptor if the host institution is on our list. We will notify you if this is the case. After completion of the away rotation, it is the student's responsibility to contact the host institution to request their evaluation be sent to ams-records@brown.edu. We will input the evaluation information into OASIS.

1) Upload your signed, official offer letter. 2) After your away rotation has started, upload your preceptor name and email address.:

[offer information.pdf \(Delete\)](#)
[preceptor information.pdf \(Delete\)](#)

+ Add files
📁 Upload
🔔 Clear all

Additional comments:

Contact Email: ams-records@brown.edu:

Save
Cancel

FAQs

What if I can't find the exact dates that I would like to take the Away Rotation?

Select the start date closest to your time. Note that these Away Rotations must begin on a Monday. The Non-Standard Course form will allow you to request the end date, if it differs from the 'Add' end date. Away Rotations should not start during a vacation week.

Why am I adding myself to Away Rotation-7000 – Away Elective 1 or Away Rotation-7600 – Away Subinternship 1 if this is my 2nd or 3rd away rotation?

AMS Records & Registration will update your OASIS registration to reflect the correct course registration and order of Away Rotation registrations once it is approved by the Senior Associate Dean for Medical Education.

What if I need to add OR drop the Away Rotation course within 30 days of the start date?

Away Rotations are restricted to the 30 day add/drop period. Submit the [Late add/drop request form](#). This starts the process to request special permission from the Senior Associate Dean for Medical Education which is required.

I uploaded my preceptor information and do not see them assigned to complete my evaluation?

Some host institutions do not complete outside evaluations. AMS Records keeps a running list of these institutions and will not assign a preceptor if the host institution is on our list. In this case, the host institution will send their own evaluation that we will input into OASIS. **Note:** After completion of the away rotation it is the student responsibility to contact the host institution to request their evaluation be sent to ams-records@brown.edu.

What is the AMS Away Rotation policy?

- **Registration:** AMS Records & Registration will **drop any conflicting courses** on your schedule once your away rotation has been approved by the Associate Dean for Student Affairs.
- Away rotations cannot be taken concurrently with any other course.
- To receive credit for the away rotation, students must be registered in OASIS at least 30 days prior to the start date of the rotation. Retroactive adding of away rotations is not permitted.
- Students may drop the course, without prior approval, up to 30 days before the course start date.
- Med 4 students can be approved for a maximum of 3 away rotations without special permission from the Senior Associate Dean for Medical Education.