

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

Password

[Log In](#)

You have asked to log in to:



BROWN
oasis.med.brown.edu

[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 course that aligns with accepted Away Rotation:
 - Away Rotation-7000 – Away Elective 1: used for away rotations that will count as elective credit
 - Away Rotation-7600 – Away Subinternship 1: used for away rotations that will count as subinternship credit:
 - Completed External Subinternship Checklist must be completed by the host institution prior to adding yourself to the waitlist
 - Subinternships must be a minimum of 4 weeks
 - Some host institutions do not offer subinternships (Harvard Medical School, Perelman School of Medicine at the University of Pennsylvania, and Weill Medical College of Cornell University do not offer subinternships to visiting students)
- Make course selection: Away Rotation-7000 – Away Elective 1 OR Away Rotation-7600 – Away Subinternship 1
- Click ‘Add’.



The screenshot shows the OASIS web application interface. At the top, there is a navigation bar with the following items: Schedule, Course Catalog, **Add Course** (highlighted with a red box), Degree Progress, Account, Reselect Year, and Log out. Below the navigation bar, the user is logged in as 'Test Record' and is on the 'Add Course' page. The main content area is titled 'Search Course Catalog - 2024-2025'. Under 'Select Department(s) to Search', a dropdown menu is open, showing 'All Departments', 'Anesthesiology', 'Away Rotation' (highlighted with a red box), 'Dermatology', and 'Emergency Medicine'. Below this, there is an 'Optional Search Criteria' section with a dropdown menu set to 'all' and a 'Search' button. The search results are displayed in a table with the following columns: Course No., Department, Course Name, Locations, and **Actions** (highlighted with a red box). The table contains two rows: 'Away Rotation-7000' with 'Away Elective 1' and 'Away Rotation-7600' with 'Away Subinternship 1'. Both rows have an 'Add' button in the Actions column.

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 are reviewed in the approval process.

Availability for Away Rotation-7000: Away Rotation: Away Elective 1							
Dates	Weeks	Credits	Location See Description	Auth. Required	Med4		
					Max.	Waiting	Add
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

Use the “Return to your Schedule” link:

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

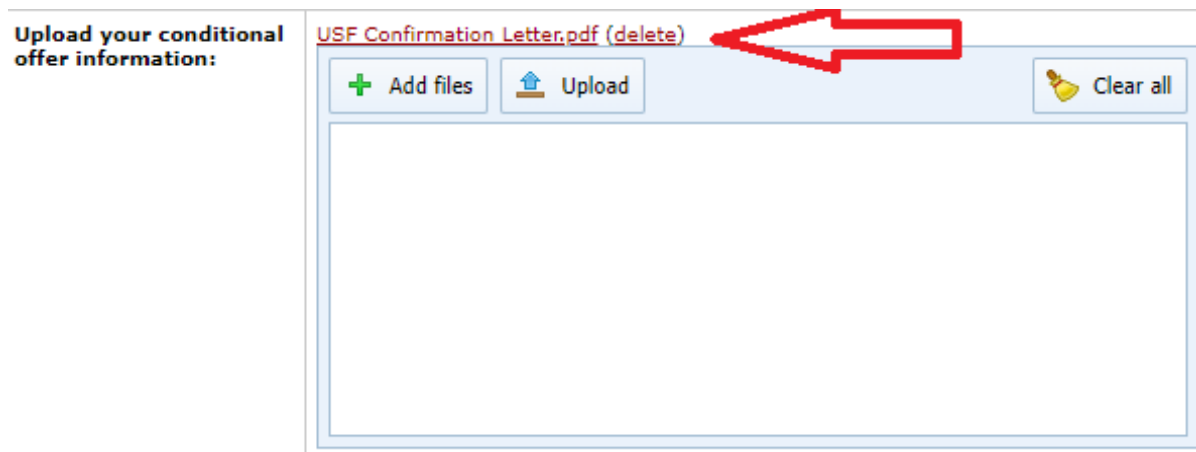
04/29/2024 - 05/24/2024	Away Rotation-7000: Away Rotation Away Elective 1	Various	4 / 4	Waiting	Drop Away Elective Info
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Submission of the Non-Standard Course Form:

- **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 our medical school dates):**
04/29/2024
 - **End Date (list alternative dates if they vary from our medical school 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.:	

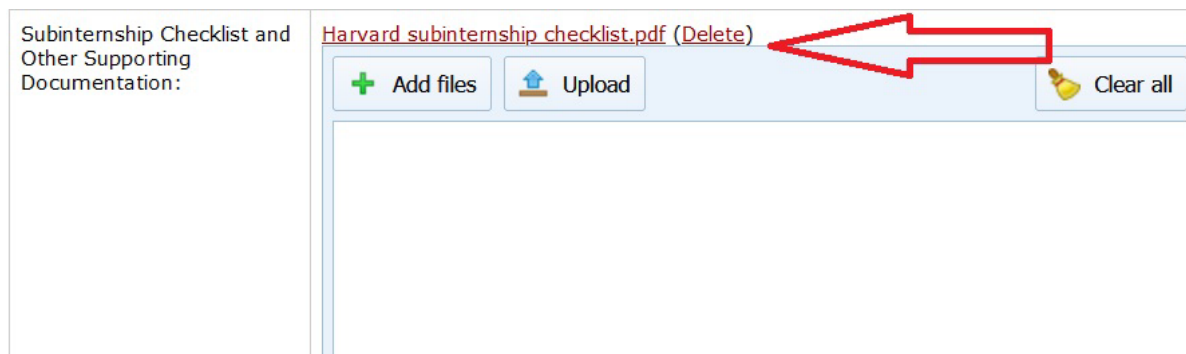
- Submit your offer information (conditional offers are acceptable):
 - Click on ‘Add Files’ to attach the offer letter.
 - Click on ‘Upload’ to save the offer letter in OASIS.
 - Click ‘Save’.



Subinternship Checklist Needed for Away Rotation-7600 – Away Subinternship 1:

- Submit your completed External Subinternship Checklist:
- ‘Add Files’ to attach the completed External Subinternship Checklist.
- ‘Upload’ to save the completed External Subinternal Checklist in OASIS.
- ‘Save’.

*Note: The checklist is to ensure that the away rotation meets the Warren Alpert Medical School’s subinternship requirements. **If you do not upload the completed External Subinternship Checklist 30 days prior to the start date of the away rotation, it will be processed as an away elective and you will receive elective credit for the away rotation.**



- 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	Various	4 / 4	Waiting	Drop Away Elective Info
View 04/29/2024-05/17/2024	Orthopedic Surgery			Ortho-3000	

- The Office of Records and Registration receives notifications that you are added to the waitlist once the required non-standard course form information is updated.
- **All elements below must be completed to initiate the approval process:**
 - Waitlist submission
 - Non-standard course form (all required information)
 - External sub-I checklist (sub-Is only)**If these are not received the approval cannot move forward.**
- The Office of Records and Registration will send outreach with any questions to you, prior to the Associate Dean for Student Affairs' review.

Final Steps in Approval Process (Part I):

- 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	

Required Clinical Training Agreement (Part II):

- **IMPORTANT:** A fully-executed clinical training agreement between the host institution and The Warren Alpert Medical School of Brown University is required a minimum of 30 days prior to the rotation start date. Please consult with the Records and Registration Office if you need to confirm that there is a current fully-executed clinical training agreement.

Post Approval:

- **Email** your preceptor first and last name and email to ams-records@brown.edu, **after** your course has been approved and the away rotation has begun.

- 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.
- **Note:** Some host institutions do not complete outside evaluations. The Office of Records and Registration keeps a running list of these institutions and will not assign a preceptor if the host institution is on our list.

- **Grading policy** – The Warren Alpert Medical School follows the Brown University grading scale (Honors and Satisfactory).
 - The host institution grading scale may vary from our grading scale (e.g., Honors with Distinction at Harvard = Honors at Brown; High Pass at NYU Grossman = Satisfactory at Brown.
 - Some host institutions only grade on a pass/fail grading system and this will be indicated on your official transcript with an * next to the Satisfactory grade: S*.

FAQs

What if I have only received a conditional offer?

Conditional offers are acceptable. Most offers will be conditional, considering there be some post-decision requirements you may need to complete for the host institution.

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?

The Office of 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 Associate Dean for Student Affairs.

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 Associate Dean for Student Affairs, which is required.

Although a documented late notice of an away rotation is one of the eligible reasons to potentially be approved for a late add request, the offer must have been sent within the 30 day add restriction period. If you have accepted the offer of the away rotation outside of the 30 day add restriction period, you will NOT be approved for this away rotation and will NOT receive credit.

What is the Medical School Away Rotation policy?

- **Registration:** The Office of 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.