1. Student Submits Elective Request

A. Student logins into MedSIS and submits Elective Request by completing one of the following:
- Creating a new Elective request using the Elective Request Wizard
- Submitting a previously created Elective Request that was saved as a draft
- Submitting a new request based on a previous completed elective experience that is still valid

If the preceptor is not known when submitting a request, ensure the Preceptor field is left blank.

B. Upon submitting the request, the Student will receive a notification with the details of the request. An email notification will be sent to placement contact to Approve, Edit or Decline elective. The request will be updated with the status "Pending Placement Contact Response".

2. Placement Contact Response

The placement contact will perform one of three actions:

- Approve Elective: The student has been approved to participate in the elective based on the request submitted. An email notification is sent to the placement contact and student with the updated status (go to 3).
- Decline Elective: The student has been declined to participate in the elective based on the request submitted. The placement contact must enter comment as to why the elective was declined. An email will be sent to both the student and the placement contact with the updated status and the comment entered.
- Edit Elective: Placement contact edits details of the elective. A comment is required as to the reason for any changes. Can then either Approve (see 2A) or Decline Elective (see 2B) with changes. The comments and any changes made will be included in the notification email

3. Student Response

Once the elective has been approved by the placement contact, the student must then Confirm, Decline or Edit the elective:

- Confirm Elective: Elective is now confirmed. Both the student and the placement contact receive an email notification about the updated status. If the preceptor is known at the time of the initial request, this completes the workflow. Otherwise, the preceptor needs to be added once it is known (go to 4).
- Decline Elective: Elective status is changed to declined (the elective will not be taking place). Both the student and the placement contact receive an email notification about the updated status.
- Edit Elective: Elective Status is changed to "Pending Placement Contact Response". An email will be sent to the placement contact for them to respond to the request with the modified details (go to 2).

4. **Once Preceptor is known for a Confirmed Elective (should be done before elective begins).**
   (Only required if the preceptor was not known at the time of the initial request).

   A. Placement contact emails student with details (name, email) of preceptor
   B. Student logs into MedSIS, edits their Elective Request with the details of their preceptor and submits their changes. An email notification will be sent to the placement contact with the updated details.

   ## It is the student's responsibility to edit the request with the details of the preceptor.

   C. Status remains confirmed. The elective application is complete.