

Frequently Asked Questions – Electives

General

Who do I contact with an Electives Question?

For process and general queries, it is recommended that you email electivesugme@umanitoba.ca.

For advice on Electives choices and planning, it is recommended that students discuss their situation with a mentor and or faculty member they trust to seek professional insight. Student Affairs is always available to provide assistance and insight on making informed Electives choices.

Why are there iterations within the application process?

In order to control and manage the workflow and pace of approvals, as well as to accommodate the range of factors involved in matching elective requests to opportunities, a phased approach (iterations) was determined to best meet the needs of students, departmental coordinators, and preceptors. Afternoon. In some cases, departments are very quick to approve electives, in others given the demand it can take some time. Patience within the Electives process is mandatory. With the Period Nine application window extending to the end of the summer, it is entirely possible that some electives will not get approved internally until the last minute. That being said, no student gets left behind with respect to internal electives.

Of note, students should be aware that the Electives Administrator handles both your internal/external electives as well as Visiting Student Electives for both Canadian and International students attending the University of Manitoba. The pace can be quite hectic from time to time.

When does the portal open and close?

The process of changing the status of the Electives portal is manual. Typically, noon is used as a common transition point to allow for advance planning and preparation. In some cases, arrangements can be made to adjust timings. Remember though, the electives process is a system and that there are many dependencies, constraints, and restraints.

Approvals

Will all of my elective applications be approved by the end of a particular iteration window?

No. Given the particular scheduling demands of a department, they may or may not be able to approve all electives until other scheduling demands have been addressed. For example, resident rotations, call schedules, resident electives, and Clinical rotations are all balanced against elective opportunities.

What is the latest date an elective can be approved for Period Nine (Sep – Dec)?

Electives can be approved up to 01 September of each academic year. While most student elective applications are finalized no later than mid-July, changes can occur right up to the deadline.

I submitted my electives for Period 9 but I did not receive a confirmation/receipt of my applications. They simply show as “pending” within my electives portal. Is this normal?

Yes. Your applications are automatically forwarded to the respective departments for consideration and approval. Please note that the approval process and timelines varies from department to department. In some cases it may take some time to receive an approval or rejection. This is why we require both primary and secondary alternatives for dated internal electives.

Situations

My Primary Dated Internal Elective was rejected. What happens now?

When a Primary Dated Internal Elective is rejected, the Electives Portal automatically informs the Secondary Dated Internal Elective Department and injects your application into their approval flow.

I have applied for some internal dated electives. My applications are pending. Is it possible to add another Third and Fourth choice as backups to my initial two internal dated electives?

No. However, you may apply for a flexible elective and state your most preferred dates in the comments. [You are allowed one flexible elective per period.](#)

I have applied for my electives and still have three (3) weeks open before the Holiday break. I don't want to do a three week elective. Can I conduct a two week and then a one week elective?

No. In accordance with the [Electives policy](#) an elective must be a minimum of two (2) weeks. There is no allowance for splitting the three (3) window. You may however break the time up with a self-study elective of one (1) week combined with an internal dated elective of two (2) weeks as an option. In cases such as this it is recommended that students discuss their situation with a mentor and or faculty member they trust to seek professional insight. There is no harm in asking hard questions such as this given the importance of the decision.

In the first iteration both my primary and secondary elective choices were rejected. I am now applying for an alternate internal dated elective within the second/third iteration. Am I given any preference against other students because I was previously rejected?

No. Decisions to accept students for electives are controlled by the respective Department. If you are applying for an elective in the second iteration, students who have applied for the first iteration are not given preference. Preference for electives is based on objectives and is intended not to be on a first come first approved basis.

Early Electives

I want to take an early elective. How do I achieve this?

For early electives, you first need to apply for an Early Elective within the portal - There is additional information contained at the following link. Do not forget to have a plan and to communicate your intentions and objectives as clearly as possible to assist in the approval process.

External Electives

Do I have to record my external elective within the Portal?

Yes. Each student must receive approval through the OPAL Electives Portal prior to the commencement of each elective. Retroactive approval and evaluation credit will not be granted for any elective not approved prior to the start date.

I provided approval for my External Elective. Why has it not been updated yet?

Again, we strive to enter approvals for External electives as they arrive. Unfortunately, at certain periods of the year, the approval workflow lags behind the pace of approvals. Your External Elective will be approved/entered into the system in due course. Immediate updates are not possible given the complexity of the electives process and overall level of user inputs.

I cancelled an External Elective. Do I need to send in the cancellation forms to the Administrator, Electives?

In terms of cancellation, so long as you conform to the deadlines established by the host university as well as our policy, we do not need the cancellation. You must remember though to delete the External Elective from your Gantt chart. Retain the documentation supporting your cancellation just in case it is needed.