

MDCM360- Electives/ Vacation

The following provides detailed, step-by-step instructions for students on how to access and submit an elective request through MDCM360.

Topics on this page

- [MDCM360- Access Elective/ Vacation information](#)
- [MDCM360- Graduation Dashboard](#)
- [MDCM360- All Elective Requests](#)
- [MDCM360- All Vacation Requests](#)
- [MDCM360- Submit Elective Request](#)
 - [MDCM360- Submit Elective Request less than 4 weeks prior to start date](#)
- [MDCM360- Submit Vacation Request](#)
- [MDCM360- Cancel Elective Requests](#)
 - [MDCM360- Cancel Elective Request less than 4 weeks prior to start date](#)
- [MDCM360- Cancel Vacation Requests](#)

MDCM360- Access Elective/ Vacation information

Students will access the [MDCM360](#)

Login with McGill credentials

The **Home** page will be displayed

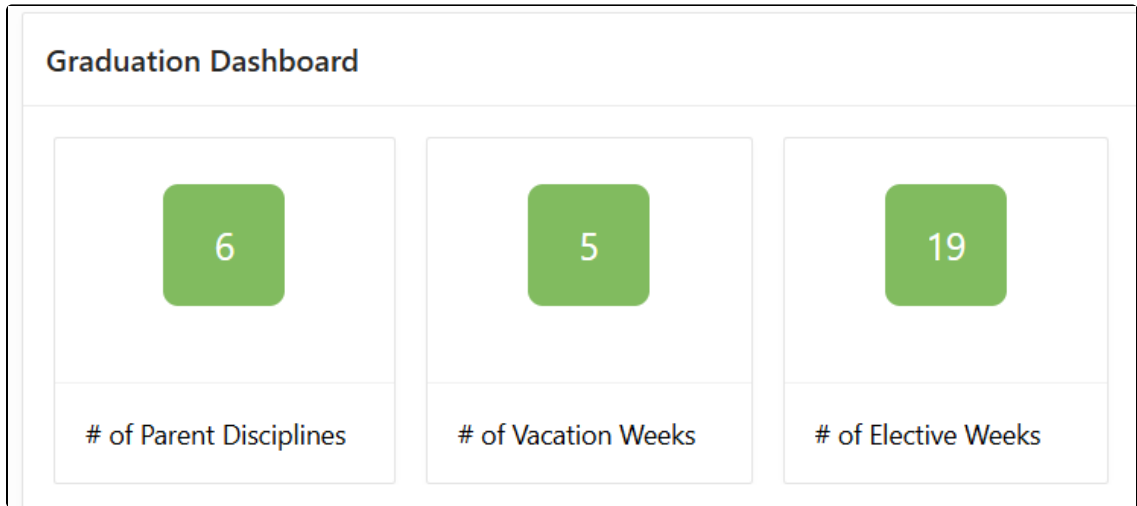
Select the **Electives/ Vacation** button from the top banner



The Electives/ Vacation Module will be displayed

MDCM360- Graduation Dashboard

The Graduation Dashboard provides counts of various elements required to graduate.



Counts may appear in various colors

Color	# of Parent Disciplines	# of Vacation Weeks	# of Elective Weeks
	Number of parent disciplines associated to the approved or submitted elective requests is greater than 3	Number of approved or submitted vacation weeks is between 5 and 7	Number of approved or submitted elective weeks is between 17 and 19
	Number of parent disciplines associated to the approved or submitted elective requests is less than 3	N/A	N/A
	Number of parent disciplines associated to the approved or submitted elective requests is equal to 3	N/A	N/A
	N/A	Number of approved vacation or submitted weeks is less than 5 OR greater than 7	Number of approved or submitted elective weeks is less than 17 OR greater than 19

MDCM360- All Elective Requests

All Elective Requests lists all submitted elective requests

All Elective Requests								
Request #	Start Date	End Date	Type	Location	Elective	# of Weeks	Status	Last Action
			McGill	McGill University - CUSM-MUHC Montreal General Hospital	Surgery:General Surgery:Night Float in Trauma Surgery	2	Approved	Approved
			McGill	McGill University - CUSM-MUHC Montreal General Hospital	Family Medicine:Family Medicine:Short Stay Unit	2	Approved	Approved
			McGill	McGill University - CUSM-MUHC Montreal General Hospital	Medicine:Internal Medicine Subspecialties – Respiriology:Respirology	2	Declined	Declined

Requests in the following Status will appear here:

Status	Definition
Submitted	Request submitted by student

Approved	Request approved by an Elective Coordinator
Declined	Request declined by an Elective Coordinator
Cancelled	Request has cancelled by an Elective Coordinator or student
Incomplete Rotation	Request has been indicated as incomplete by an Elective Coordinator

MDCM360- All Vacation Requests

All Vacation Requests lists all submitted vacation requests

All Vacation Requests					
Request #	Start Date	End Date	# of Weeks	Status	Last Action
			1	Approved	Approved
			2	Cancelled	Cancelled by Student
			2	Approved	Approved
			2	Cancelled	Cancelled by Student
			2	Approved	Approved

Requests in the following Status will appear here:

Status	Definition
Submitted	Request submitted by student
Approved	Request approved by a Vacation Coordinator
Declined	Request declined by an Vacation Coordinator
Cancelled	Request has cancelled by an Vacation Coordinator or student

MDCM360- Submit Elective Request

From the Home page, select the "Submit Elective Request" button	Submit Elective Request
The Elective Request form will appear	

Select the:

- Type
- Elective

The Parent Discipline and Entry Route will appear

×

Elective Details

Type: *
☒ McGill ☐ Quebec ☐ Canada ☐ USA ☐ Other

Elective:

▼

Site:

- Please select a value -

▼

Start Date:

YYYY-MM-DD

End Date:

YYYY-MM-DD

Submit

Close

Select the Site

×

Elective Details

Type: *
☒ McGill ☐ Quebec ☐ Canada ☐ USA ☐ Other

Elective:

▼

Site:

- Please select a value -

▼

Parent Discipline:

Entry Route:

Start Date:

YYYY-MM-DD

End Date:

YYYY-MM-DD

Submit

Close

Select the:

- Start Date
- End Date

Start Date:

YYYY-MM-DD

End Date:

YYYY-MM-DD

Additional information may be required if a research elective has been selected

Research Elective Approval Form: *

Upload Proof of Acceptance: *

Supervisor Name:

Supervisor Email:

Once all information is provided, select the "Submit" button

The request will appear under All Elective Requests with a "Submitted" Status

MDCM360- Submit Elective Request less than 4 weeks prior to start date

As indicated within the [UGME Electives and Observerships Policy](#), elective requests must be submitted at least 4 weeks (one academic period) in advance of the start date of the elective rotation.

Requests not adhering to the policy may result in a professionalism flag.

A notification will be sent to your McGill email address indicating that this issue is being referred to the UGME Professionalism Advisor as a possible professionalism concern in accordance with the UGME Policy on Student Professional Behaviours.

MDCM360- Submit Vacation Request

Either from the Home page, select the "Submit Vacation Request" button	Submit Vacation Request
The Vacation Request form will appear	
Select the: - Start Date - End Date	Vacation Details Start Date: YYYY-MM-DD End Date: YYYY-MM-DD Submit Close
Once all information is provided, select the "Submit" button	Submit
The request will appear under All Vacation Requests with a "Submitted" Status	

MDCM360- Cancel Elective Requests

Students can request approved electives to be cancelled by the Elective Coordinator.

Students can cancel elective requests in Submitted status .

Open an Elective Request to be cancelled	
--	--

Approved Electives: Submit Request to cancel The request will appear under All Elective Requests with a "Approved" Status and "A Cancel Request was Sent" as the last action. Once cancelled by the coordinator, The request will appear under All Elective Requests with a "Cancelled" Status and "Cancelled" as the last action.	Send Request to Cancel
Submitted Electives: Cancel Elective The request will appear under All Elective Requests with a "Cancelled" Status and "Cancelled by Student" as the last action	Cancel Elective

MDCM360- Cancel Elective Request less than 4 weeks prior to start date

As indicated within the [UGME Electives and Observerships Policy](#), if required, elective requests must be cancelled at least 4 weeks (one academic period) in advance of the start date of the elective rotation.

Requests not adhering to the policy may result in a professionalism flag.

A notification will be sent to your McGill email address indicating that this issue is being referred to the UGME Professionalism Advisor as a possible professionalism concern in accordance with the UGME Policy on Student Professional Behaviours.

MDCM360- Cancel Vacation Requests

Students can cancel vacation requests.

Open a Vacation Request to be cancelled	
Select "Cancel Vacation" The request will appear under All Vacation Requests with a "Cancelled" Status and "Cancelled by Student" as the last action	Cancel Vacation