Elective Application Portal

How-To Sheet

The Elective Application Portal allows students to sign up for electives and view their submitted applications. The portal also allows Faculty and Student Coordinators to Review, Approve, Decline and Export application submissions for their elective.

Student Applicants:

1. The students will go to the following link to apply for their desired elective:
   a. Elective Application Portal
2. They will then select their "Year" and the elective they would like apply to. They should then be able to answer the application questions and submit the application.
3. Once submitted, the student can view the submitted elective, along with the course number and start date.

Faculty and Student Coordinator:

1. Elective Application Reviewer Portal
   a. The faculty (and/or student coordinator) can:
      i. Review and Approve/Decline each application submitted for the elective.
      ii. Clicking the "Approves/Decline" button will send an email to each student reflecting your decision.
2. Elective Submissions Export
   a. The faculty (and/or student coordinator) can:
      i. Review the list of submissions for the elective, which will includes the applicants: First and Last names, TTUHSC email, and answers to the application questions.
      ii. Users can also export the list into an excel document.

* The assigned faculty and/or student coordinators need to be granted access to view the submitted applications in either of the above-mentioned websites.

Please email us at: Gauravhongalkar.vinayaka@ttuhsc.edu

And cc: Maureen.Eregie@ttuhsc.edu

If students have any concerns or questions regarding submitting the Elective application please email: Gauravhongalkar.vinayaka@ttuhsc.edu