



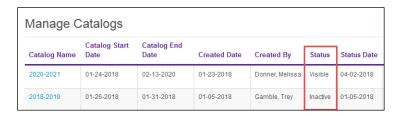
## **Delete Electives**

Host institutions may find it necessary to delete electives from a VSLO elective catalog as changes are needed. This Job Aid covers when and how electives can be deleted.

Please note: If you do not have permission to delete electives, please contact your institution's VSLO administrator for assistance.

## When can I delete electives?

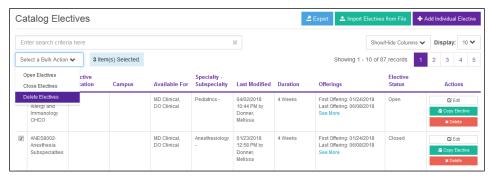
Electives can be deleted from catalogs that are in an Inactive or Visible status only. Catalogs in an Active status are open to receiving applications so you will need to close electives in these catalogs instead of deleting them.



## How do I delete electives?

Deleting an elective in an inactive or visible catalog is a permanent action and cannot be undone. To delete electives:

- Select Catalogs from the Elective Catalog menu at the top of your screen
- Click on the name of a catalog
- Click on the Catalog Electives link on the right side of your screen or scroll to the Catalog Electives section
- To delete an individual elective
  - Select the *Delete* button in the *Actions* column
- To delete multiple electives at a time
  - Select the checkbox next to each elective you wish to delete
  - o Select Delete Electives from the Select a Bulk Action drop down menu



If you have questions, please don't hesitate to contact our customer support team for assistance by calling (202) 478-9878 (8:00 am -6:00 pm EST), or by email.