

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.

Manage Catalogs						
Catalog Name	Catalog Start Date	Catalog End Date	Created Date	Created By	Status	Status Date
2020-2021	01-24-2018	02-13-2020	01-23-2018	Donner, Melissa	Visible	04-02-2018
2018-2019	01-26-2018	01-31-2018	01-05-2018	Gamble, Trey	Inactive	01-05-2018

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
 - Select *Delete Electives* from the *Select a Bulk Action* drop down menu

Catalog Electives											
Enter search criteria here											
Select a Bulk Action											
Open Electives	Close Electives	Active	Station	Campus	Available For	Specialty - Subspecialty	Last Modified	Duration	Offerings	Elective Status	Actions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			MD Clinical, DO Clinical	Pediatrics -	04/02/2018 10:44 PM by Donner, Melissa	4 Weeks	First Offering: 01/24/2018 Last Offering: 06/08/2018 See More	Open	<input type="checkbox"/> Edit <input type="checkbox"/> Copy Elective <input type="checkbox"/> Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			MD Clinical, DO Clinical	Anesthesiology -	01/23/2018 12:58 PM by Donner, Melissa	4 Weeks	First Offering: 01/24/2018 Last Offering: 06/08/2018 See More	Closed	<input type="checkbox"/> Edit <input type="checkbox"/> Copy Elective <input type="checkbox"/> Delete

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](#).