Making Changes to Requirements

This document is designed to explain what happens when changes are made to requirements. This includes all three levels of requirements: Institution, Catalog, and Elective levels. 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 ET), or <u>by email.</u>

What happens when I DEACTIVATE a requirement?

From time to time, you may review your requirements and find you no longer need to collect certain items. In those instances, you can deactivate the requirement. Before you deactivate a requirement, however, please be aware of what may be impacted by making this change:

- Impact for <u>new applications</u> (applications that have not been submitted yet): These applications will not be required to complete the deactivated requirement. When you receive the application, you will not see this fulfilled requirement.

  What will be displayed to the various users in VSLO?

  - <u>Host Institutions</u>: This requirement will not display, as the student was not required to complete it.
  - <u>Home Institutions</u>: This requirement will not display, as the student was not required to complete it.
  - <u>Student users</u>: This requirement will not display, as the student was not required to complete it.

- Impact for <u>already submitted applications</u>: This requirement will be completed; however, it will no longer be displayed in VSLO. *If you need the contents of the fulfilled requirement, we recommend that you download/export/save this information before deactivating the requirement*

  What will be displayed to the various users in VSLO?

  - <u>Host Institutions</u>: The requirement will no longer be displayed for already submitted applications. *If you need the contents of the fulfilled requirement, we recommend that you download/export/save this information before deactivating the requirement*
  - <u>Home Institutions</u>: The requirement will no longer be displayed for already submitted applications.
  - <u>Student Users</u>: The requirement will no longer be displayed to the student when they are tracking their applications and viewing the requirements for the impacted applications.

What can I do for fulfilled requirements that are no longer displayed?

- If a host institution needs the contents of the fulfilled requirement, you will need to download/export/save the information before the requirement is deactivated.

What happens when I REACTIVATE a requirement?

From time to time, you may review your requirements and find you need to collect certain items that were previously deactivated. In those instances, you can reactivate the requirement. Before you reactivate a requirement, however, please be aware of what may be impacted by making this change:

- Impact for <u>new applications</u> (applications that have not been submitted yet): These applications will be required to complete the requirement. When you receive the application, you will see this fulfilled requirement.

  What will be displayed to the various users in VSLO?

  - <u>Host Institutions</u>: This requirement will be displayed, as it is required to be completed for submission. If the requirement is a student responsibility, the student will need to complete the requirement before submitting their application.
  - <u>Home Institutions</u>: This requirement will display, as it is required to complete for submission. If the requirement is a home responsibility, the home institution will need to complete the requirement before submitting their application.
  - <u>Student users</u>: This requirement will be displayed, as this was required to submit the application.

- Impact for <u>already submitted applications</u>: This requirement will be displayed; however, it will be displayed in VSLO as Incomplete.

  What will be displayed to the various users in VSLO?

  - <u>Host Institutions</u>: The requirement will be displayed in VSLO; however, it will be displayed as Incomplete. This is due to the requirement not being activate at the time the application was submitted.
  - <u>Home Institutions</u>: The requirement will be displayed in VSLO; however, it will be displayed as Incomplete. This is due to the requirement not being activate at the time the application was submitted.
  - <u>Student Users</u>: The requirement will be displayed to the student as Incomplete when they are tracking their applications and viewing the requirements for the impacted applications.

What can I do if I need the incomplete requirements to be fulfilled for already submitted applications?

- A host institution will be able to Request a Resubmission for the requirement listed as Incomplete.
- A home or student user who wishes to complete the requirement will need to contact the host institution and ask the host to Request a Resubmission.

Changes to Active Requirements

From time to time, you may review your requirements and find you need to make edits to active requirements. Before you edit a requirement, however, please be aware of what may be impacted by making a change:

Changing the Effective Date of a Requirement

The effective date is your way of indicating to applicants when certain requirements are required for electives that start on or after a specific date. If you change the effective date to a future date, be aware of the following impact:

- Impact for <u>new applications</u> (applications that have not been submitted yet): These applications that to do not fall on or after the new effective date will not need to complete the requirement. Applications with dates that fall on or after the new effective date will need to complete the requirement.

- Impact for <u>already submitted applications</u>: This requirement will be completed; however, it will no longer be displayed in VSLO. *If you need the contents of the fulfilled requirement, we recommend that you download/export/save this information before deactivating the requirement*

  What will be displayed to the various users in VSLO?

  - <u>Host Institutions</u>: The requirement will no longer be displayed for already submitted applications. *If you need the contents of the fulfilled requirement, we recommend that you download/export/save this information before deactivating the requirement*
  - <u>Home Institutions</u>: The requirement will no longer be displayed for already submitted applications.
  - <u>Student Users</u>: The requirement will no longer be displayed to the student when they are tracking their applications and viewing the requirements for the impacted applications.

What can I do for fulfilled requirements that are no longer displayed?

- If a host institution needs the contents of the fulfilled requirement, you will need to download/export/save the information before the requirement is deactivated.

Changes to Active Requirements

From time to time, you may review your requirements and find you need to make edits to active requirements. Before you edit a requirement, however, please be aware of what may be impacted by making a change:

Changing/Updating a Form to be Completed and Uploaded

You may have a document that is required to be completed as part of the application process and uploaded to submit an application. (examples include an ID Badge Request Form, or a Housing Request Form.) If you update this form to be completed, be aware of the following impact:

- Impact for new applications (applications that have not been submitted yet): These applications will see the new form and will be able to complete the form and upload it.

- Impact for already submitted applications: This requirement will be completed; however, it will contain the previous version of the form.

  What will be displayed to the various users in VSLO?

  - Host Institutions: The requirement will be complete but will display the previous version of the form.
  - Home Institutions The requirement will be complete but will display the previous version of the form.
  - Student Users: The requirement will be complete but will display the previous version of the form.

What can I do if I need the updated form completed?

- If a host institution needs the updated form to be completed, you will need to Request a Resubmission of the requirement and include in the comments that there is a new form that needs to be downloaded and completed.

Changes to Active Requirements

From time to time, you may review your requirements and find you need to make edits to active requirements. Before you edit a requirement, however, please be aware of what may be impacted by making a change:

Changing the Phase of a Requirement (Pre-Decision to Post-Decision)

You may have a requirement that is to be completed as part of the pre-decision phase and need to change when you collect the requirement. If you change the phase, be aware of the following impact:

- Impact for <u>new applications</u> (applications that have not been submitted yet): These applications will be required to complete the requirement as a post-decision requirement, if offered an elective opportunity.

- Impact for <u>already submitted applications</u>: This requirement will be displayed; however, it will be displayed in VSLO as Incomplete.

What will be displayed to the various users in VSLO?

- <u>Host Institutions</u>: The requirement will be displayed in VSLO; however, it will be displayed once an offer is made to an applicant.
- <u>Home Institutions</u>: The requirement will be displayed in VSLO; however, it will be displayed once an offer is made to an applicant.
- <u>Student Users</u>: The requirement will be displayed to the student if an offer is made to the student. The student will be able to review and make updates to the requirement before submitting it to the host for a final review.

Changes to Active Requirements

From time to time, you may review your requirements and find you need to make edits to active requirements. Before you edit a requirement, however, please be aware of what may be impacted by making a change:

Changing the Phase of a Requirement (Post-Decision to Pre-Decision)

You may have a requirement that is to be completed as part of the post-decision phase and need to change when you collect the requirement. If you change the phase, be aware of the following impact:

- Impact for <u>new applications</u> (applications that have not been submitted yet): These applications will be required to complete the requirement as a pre-decision requirement, and you will receive this fulfilled requirement with the application.

- Impact for <u>already submitted applications</u>: This requirement will be displayed in some areas of VSLO; however, it will be displayed in VSLO as Incomplete.

  What will be displayed to the various users in VSLO?

  - <u>Host Institutions</u>: The requirement will be displayed in VSLO; however, it will be displayed as Incomplete in the Student Detailed view. This is due to the requirement not being activate at the time the application was submitted. This requirement will not be displayed in the processing steps (Determine Eligibility, Schedule, Approve) steps, as this requirement was not active as a pre-decision requirement at the time of submission.
  - <u>Home Institutions</u>: The requirement will be displayed in VSLO; however, it will be displayed as Incomplete. This is due to the requirement not being activate at the time the application was submitted.
  - <u>Student Users</u>: The requirement will be displayed to the student as Incomplete when they are tracking their applications and viewing the requirements for the impacted applications.

What can I do if I need the updated form completed?

- As each of these requests are unique, if a host institution needs the requirement to be completed, please [contact the help desk](#), so VSLO can review your specific case.

Changes to Active Requirements

From time to time, you may review your requirements and find you need to make edits to active requirements. Before you edit a requirement, however, please be aware of what may be impacted by making a change:

Changing the Responsibility of a Requirement (Student Fulfils or Home Fulfills)

You may have a requirement that is to be fulfilled by a student or the student's home institution and now wish to change who will be required to fulfill the requirement. If you change the responsibility, be aware of the following impact:

- Impact for new applications (applications that have not been submitted yet): The new responsible party will be required to complete the requirement, and you will receive this fulfilled requirement with the application.

- Impact for already submitted applications: This requirement will be displayed in some areas of VSLO; however, it may be displayed in VSLO as Incomplete.

  What will be displayed to the various users in VSLO?

  - Host Institutions: The requirement will be displayed in VSLO; however, it will be displayed as Incomplete in the Student Detailed view. This is due to the requirement not being activate at the time the application was submitted. This requirement will not be displayed in the processing steps (Determine Eligibility, Schedule, Approve) steps, as this requirement was not active as a pre-decision requirement at the time of submission.
  - Home Institutions: The requirement will be displayed in VSLO; however, it will be displayed as Incomplete. This is due to the requirement not being activate at the time the application was submitted.
  - Student Users: The requirement will be displayed to the student as Incomplete when they are tracking their applications and viewing the requirements for the impacted applications.

What can I do if I need the updated form completed?

- As each of these requests are unique, if a host institution needs the requirement to be completed, please contact the help desk, so VSLO can review your specific case.

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