Closing Catalogs, and Closing or Canceling Electives:

In case of a disruption in operations, host institutions may need to close/cancel electives or close a catalog for visiting students.

This job aid provides guidance to host institutions for how to close catalogs and the difference between closing and canceling electives, preventing visiting students from applying to the electives.

Closing Catalogs

If you decide to no longer accept any applications for a given catalog, you have the option to close the catalog. All applications received before the catalog is closed will still be available for review and processing; however, a closed catalog cannot be re-opened.

- Select Catalogs from the Elective Catalog dropdown:

  ![Select Catalogs](image)

- Select the catalog you wish to close, by clicking on the name.

- Select Closed in the Status dropdown, and click Update

  ![Select Closed](image)

- Review the pop-up window and select Yes- I'm sure.
Closing and Canceling Electives

There are two options to limit applications for individual electives: **Closing** and **Canceling** electives. Please review the differences between the two actions:

**Closing an elective:** This will prevent any new applications from being submitted; but all applications received before the elective is closed are still available for the Host to review and process. A closed elective can be easily reopened at a later date and all applications remain accessible to the Host while the elective is closed.

**Canceling an elective:** This will cancel the elective and prevent new applications from being submitted. Additionally, all previously received applications will be canceled including applications that have been accepted. You will **not** be able to reopen the elective later. When you are ready to offer the elective again in the future, you will need to recreate it as a new elective.

If you are not sure which option is appropriate for your institution, please contact the Client and Technical Support team for assistance by calling (202) 478-9878 (8:00 am -6:00 pm ET), or by email.

Closing Electives

This will prevent any new applications from being submitted; but all current applications are still available for the Host to review and process. A closed elective can be easily reopened at a later date and all applications remain accessible to the Host.

- In the **Catalog Details** page, navigate to the **Catalog Electives** section.
- On the left side of the page, check the box for the elective or electives you wish to close
• To select all electives on the page, select the grey box above the first elective; if you wish to select more than 10 electives at a time, update the Display option.

• Once the elective(s) you wish to close have been selected, choose Close Electives in the Select Bulk Action drop down.

• Review the pop-up window and select Yes- I’m sure.

When you are ready to re-open electives, follow the steps above, and select Open Electives instead.

If you have questions, please don’t hesitate to contact the Client and Technical Support team for assistance by calling (202) 478-9878 (8:00 am -6:00 pm ET), or by email.
Canceling Electives

This will cancel the elective and prevent new applications from being submitted. Additionally, all previously received applications will be canceled including applications that have accepted. You will not be able to reopen the elective later. When you are ready to offer the elective again in the future, you will need to recreate it as a new elective.

1. **Create an email template for a canceled elective**

   - Select **Email Templates** from the Institution Profile dropdown

   ![Email Templates screenshot](Image)

   - Select **Create New Template** on the top right of the Manage Email Templates page

   - Select **Canceled Elective** in the Choose a Template Type dropdown.

   - Enter a Template Name, reply to Email Address, and edit the Subject line, if applicable

   ![Template creation screenshot](Image)

   - Review and edit the Message Body. This message will be sent to applicants when you cancel an elective.

   - Click **Save** to save the template.

2) **Cancel all electives in the catalog.**

Canceling an elective will cancel:

- all applications currently being processed,
- all applications that have received an offer, and
- all applications that have not been released by the applicant’s home institution.
In the Catalog Details page, navigate to the Catalog Electives section.
For each elective, click Edit in the Actions column.
Once in the Elective Details page, navigate to the Elective Schedule section and click Edit.

Select the Elective Status dropdown. You will see two or three options depending on if applications have already been submitted for the elective.

- If you see two options, this indicates no applications have been submitted for this elective. There is no further action you need to take.

- If you see three options open, closed, or canceled, this indicates applications have been submitted, including applications that have not been released by the applicant’s home institution.

Select Canceled from the dropdown and review the warning popup message.
Click Update at the bottom of the section; the Elective Cancelation window will open.
Select the Canceled Elective email template you would like to use.

Review the “Reply to” Email Address, Subject, Message Body, and make any edits as necessary.
Use the arrows below the Template Name dropdown, to move between the notifications that will be sent to applicants.
Click Send Notifications and Cancel Elective at the bottom of the window. The elective will be updated to Canceled, and all applicants will receive an e-mail message notifying them of the cancelation.
Repeat the steps above for each elective in your catalog.

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