COVID-19/VSLO Technical Guidance

Overview

On April 15 access to VSAS was suspended for two weeks; however, we have now determined that the suspension will extend to the week of May 11th. This suspension provides participating institutions—and the academic community at large—to review and revise national and institution-specific policies around visiting student opportunities due to COVID-19. We want to support our institutional partners by giving them time to make those important decisions and work to ensure that students are given equal consideration in the application and training cycle.

VSAS will reopen the week of May 11th. At that time, you should be prepared to update your institutional information, important dates and to close months in which you are not receiving visiting students.

What does my institution need to do?

- Update your institution information to reflect updated institutional policies related to COVID-19.
- Update your institution’s important dates.
- Cancel or close months in which you are not receiving visiting students.
- Update elective information.

Update Institution Information

If your institutional policies regarding visiting students have changed due to COVID-19, you should update your institution information.

This can be accomplished through the Institution Information section in the Institution Profile.

Review and make updates to the Institution Description as applicable. To view how this information is displayed to users reading your institution page, review the Institution Summary in the Institution Profile dropdown. If you have an update on visiting students on your website, please place that link here so students can be easily directed to your website for the most updated information.
Update Important Dates

If your institutional policies regarding visiting students have changed due to COVID-19, you need to update the Important Dates.

This can be accomplished through the Institution Information section in the Institution Profile.

The last section is where you can review and update the important dates.
Close or Cancel Scheduled Offerings

If your institutional policies regarding visiting students have changed due to COVID-19, you may need to close certain dates to which students can apply.

There are two ways that this can be accomplished: At the catalog level, or at the individual elective level.

Updating the scheduled offering at the catalog level will apply to all electives in the catalog. Updating an individual elective will only impact that elective.

Follow the steps detailed in the Closing Catalogs, and Closing or Canceling Electives job aid to make the individual elective or catalog changes necessary.

Close/Edit Dates at the Catalog Level

Navigate to the catalog you wish to update, scroll to the Scheduled Offerings section, and select Edit:

Close or edit the dates as necessary:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/04/2020</td>
<td>05/20/2020</td>
</tr>
<tr>
<td>06/01/2020</td>
<td>06/26/2020</td>
</tr>
<tr>
<td>06/29/2020</td>
<td>07/24/2020</td>
</tr>
</tbody>
</table>
Close/Edit Dates at the Elective Level

Navigate to the catalog you wish to update, scroll to the Catalog Electives section, find the elective to be updated, and select **Edit**:

![Edit button](image)

Navigate to the Elective Schedule section, select **Edit**, and make updates to scheduled offerings as necessary. If you have provided custom dates for the elective, be sure to review those dates as well:

![Schedule Offerings](image)

**Note**: If you allow applicants to select their own dates, you may need to update the elective information to indicate any dates that are not available for applicants to apply to.

**Update Elective Information**

If your institutional policies regarding visiting students have changed due to COVID-19, you may need to update some information displayed for your elective offerings.

Navigate to the catalog you wish to update, scroll to the **Catalog Electives** section, find the elective to be updated, and select **Edit**:

![Elective Details](image)

Review the **Elective Details** and make necessary updates. Any important information for applicants can be added to the “**Additional Information**” section and will be displayed to applicants when reviewing the elective details.

If you allow applicants to select their own dates and need to indicate any dates that are **not** available to an applicant, add this information in the “**Additional Information**” section.

**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](mailto:).**