

# Elective Instruction Type

## Overview

Institutions will be able to indicate the Instruction Type for their elective offerings. This will provide more clarity on an institution’s offerings and provide additional criteria for applicants to search on. Students will be able to search for electives based on instruction type, along with the other details of all electives being offered.

## Adding Electives in Bulk

When using the [Elective Catalog Template](#) (or exporting a previous catalog), there is a new column to indicate the Instruction Type (more details can be found in the [Elective Catalog File Requirements job aid](#)). You will be able to indicate if your electives will meet **In Person**, **Virtual**, **In Person and Virtual**, or **Other**.

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InstructionType	electiveType e
In Person	Clinical
In Person	Clinical
In Person	Clinical
In Person and Virtual	Clinical
In Person	Clinical
Virtual	Clinical

## Adding Individual Electives

When adding an individual elective to a catalog, you will be required to select the Instruction Type for the elective. Select from the dropdown field the appropriate type:

Instruction Type \*

In Person

In Person

Virtual

In Person and Virtual

Other

## Editing Instruction Type

Editing the instruction type can be accomplished for individual electives. Navigate to the elective details page for the elective that requires the edit. Based on the status of the Catalog, you will see the available options for editing the instruction type.

Catalogs that are in a **Visible** or **Inactive** status: Instruction type can be changed at any time, to any type.

Catalogs that are in an **Active** or **Closed** status: Some instruction types cannot be changed; available options will be displayed in the Instruction Type menu. The chart below shows available options.

Instruction Type Change	Allowed
In person > Virtual	Yes
In person > In person and Virtual	Yes
In person > Other	No
Virtual > In person	No
Virtual > In person and Virtual	No
Virtual > Other	No
In person and Virtual > In person	Yes
In person and Virtual > Virtual	Yes
In person and Virtual > Other	No
Other > In person	No
Other > Virtual	No
Other > In person and Virtual	No

## FAQ

- What if I am offering an elective that will meet in person, and offer an option for that elective to meet virtually?
  - You would create two entries for the elective in your catalog; one with the instruction type set as **In Person** and the second with the instruction type set to **Virtual**.
- Why am I not able to change the instruction type for some of my electives?
  - The ability to change the instruction type for electives that are in Active or Closed catalogs may be limited; available options will be displayed. This is to ensure that these changes will not negatively impact applications that have been submitted for your review.

To see a complete list of job aids, please visit our [training page](#). 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 by [email](#).