

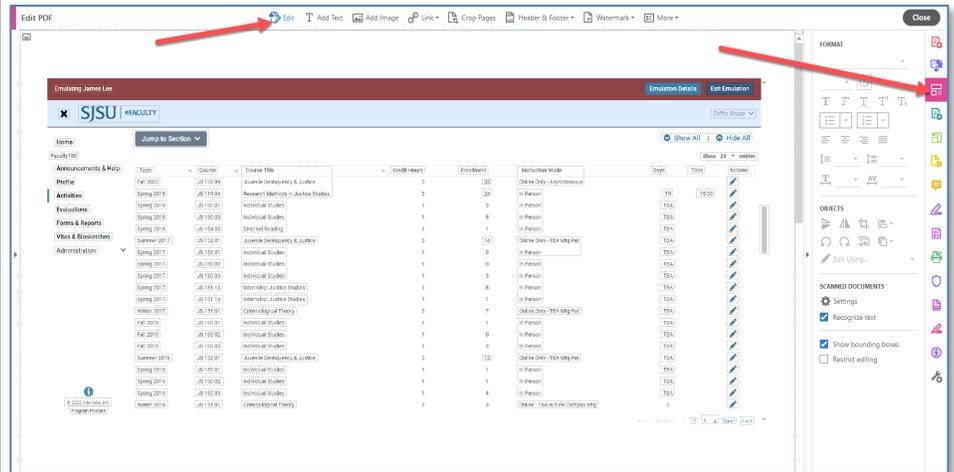
**eFaculty QuickTip: Separating Unwanted Materials From Your Packet**

Faculty members with multiple department reviews can request that [Faculty Services](#) provide them with a copy of their packet after their materials have been uploaded and before the packet is submitted to the department.

It is easy to delete information showing in your packet using Adobe Acrobat Pro. Please follow the link and request the software if you do not have Adobe Acrobat Pro.

<https://www.sjsu.edu/it/services/collaboration/software/instructions.php>

To delete information using Adobe select the edit tool. This method will allow you to delete unwanted information.



Delete courses from packet undergoing evaluation in a different department.

Classes Taught at SJSU

Fall 2020

Semester	Course Prefix	Course Number	Section	Course Title
Fall 2020	NURS	145	03	Adult Care Clinical Practicum II
Fall 2020	OT	44	06	Basics of Care

Spring 2020 **Edit/remove course for another department**

Semester	Course Prefix	Course Number	Section	Course Title
Spring 2020	NURS	145	01	Adult Care Clinical Practicum II
Spring 2020	NURS	44	07	Adult Care Clinical Practicum I

Fall 2019

Semester	Course Prefix	Course Number	Section	Course Title
Fall 2019	NURS	145	01	Adult Care Clinical Practicum II
Fall 2019	NURS	44	03	Adult Care Clinical Practicum I

Use the cursor to select the section you want to delete.

Classes Taught at SJSU

Fall 2020

Semester	Course Prefix	Course Number	Section	Course Title
Fall 2020	NURS	145	03	Adult Care Clinical Practicum II
Fall 2020	OT	44	06	Adult Care Clinical Practicum I

Spring 2020

Semester	Course Prefix	Course Number	Section	Course Title
Spring 2020	NURS	145	01	Adult Care Clinical Practicum II
Spring 2020	NURS	44	07	Adult Care Clinical Practicum I

Fall 2019

Semester	Course Prefix	Course Number	Section	Course Title
Fall 2019	NURS	145	01	Adult Care Clinical Practicum II
Fall 2019	NURS	44	03	Adult Care Clinical Practicum I
Fall 2019	NURS	44	06	Adult Care Clinical Practicum I
Fall 2019	NURS	44	07	Adult Care Clinical Practicum I

The course is removed from the document.

Classes Taught at SJSU

Fall 2020

Semester	Course Prefix	Course Number	Section	Course Title
Fall 2020	NURS	145	03	Adult Care Clinical Practicum II

Spring 2020

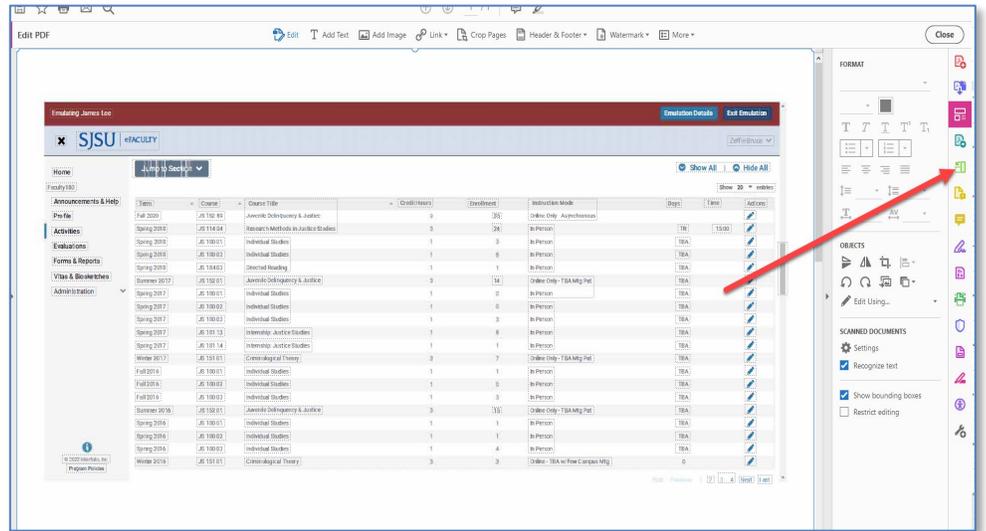
Semester	Course Prefix	Course Number	Section	Course Title
Spring 2020	NURS	145	01	Adult Care Clinical Practicum II
Spring 2020	NURS	44	07	Adult Care Clinical Practicum I

Fall 2019

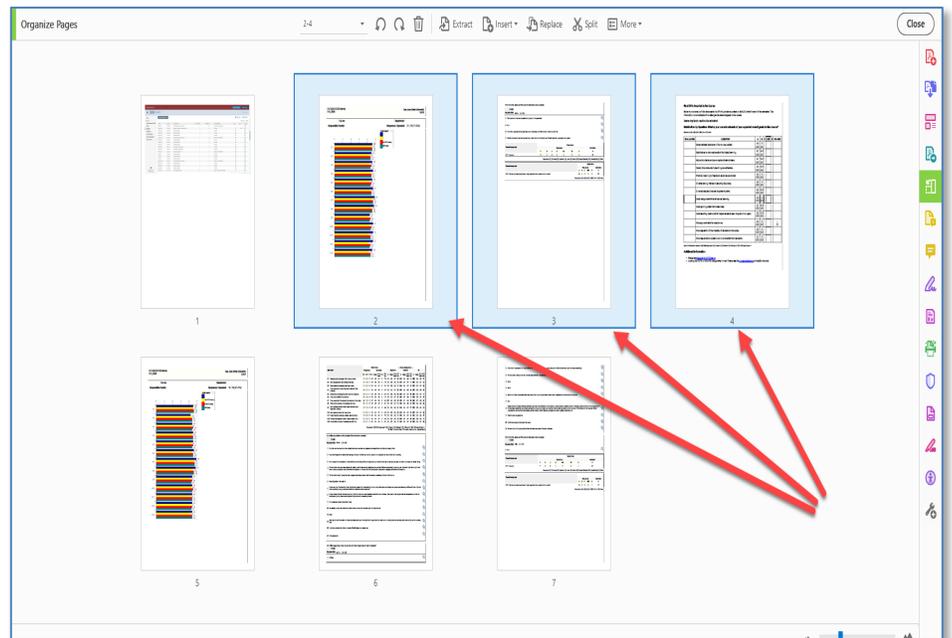
Semester	Course Prefix	Course Number	Section	Course Title
Fall 2019	NURS	145	01	Adult Care Clinical Practicum II
Fall 2019	NURS	44	03	Adult Care Clinical Practicum I
Fall 2019	NURS	44	06	Adult Care Clinical Practicum I
Fall 2019	NURS	44	07	Adult Care Clinical Practicum I

**Deleting Pages from the Packet**

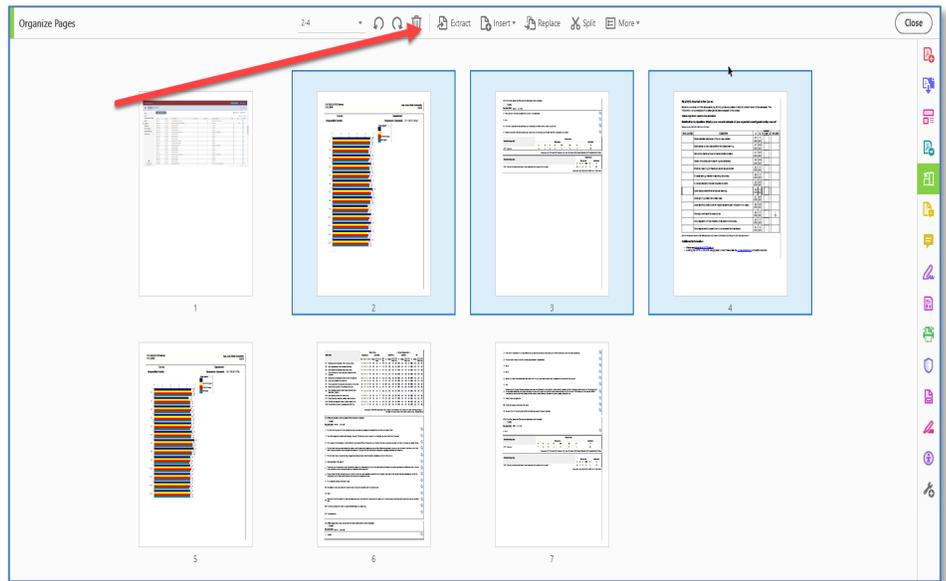
Select the "Organize Pages" tool in Adobe Acrobat Pro.



Select the pages to delete.



Select the trash can to delete page.



Unwanted pages are removed from the packet.

