COURSE SCHEDULING: CANCEL A SECTION

This instruction guide will walk you through the process of canceling a course section.

NAVIGATION

Use the following navigation to navigate to the Maintain Schedule of Classes page:

1. Click the NavBar icon
2. Click Main Menu
3. Click Student Information System
4. Click Curriculum Management
5. Click Schedule of Classes
6. Click Maintain Schedule of Classes

PROCESS

Use the following steps to use the closed course override:

1. Enter the Term. If you do not know the term number, use the magnifying glass icon to search for the term.
2. Enter the Subject Area
3. Enter the Catalog Nbr
4. Enter the Class Section
5. Click the Search button

6. Click the Enrollment Cntrl tab
7. Check to see if there are any student’s enrolled in the section

If there are student’s enrolled, you **MUST** notify them of the cancellation. You can retrieve a list of students by going to the Class Roster. Click [here](#) for instructions on emailing students on the class roster.

**QUICK TIP!**
If students are enrolled in the section, the Cancel Class button will be grayed out. Additionally, you can see in the Enrollment Capacity row, there are 4 students enrolled.

8. Click the **Class Status** dropdown menu
9. Select **Cancelled Section**
10. Check the **Cancel if Student Enrolled** check box
NOTE: The **Cancel Class** button is now orange, which means it is active

11. Click the **Cancel Class** button

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**FOR ADDITIONAL ASSISTANCE**

**Technical Issues**  
The UF Computing Help Desk  
352-392-HELP  
[helpdesk.ufl.edu](http://helpdesk.ufl.edu)

**Policies and Procedures**  
The Office of the University Registrar  
352-392-1374  
[registrar.ufl.edu](http://registrar.ufl.edu)