

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:

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution: = UFLOR

Term: = 2181

Subject Area: = enc

Catalog Nbr: begins with 3414

Academic Career: =

Campus: begins with

Session: =

Class Nbr: =

Class Section: begins with coln

Description: begins with

Course ID: begins with

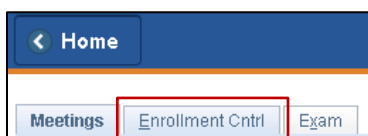
Course Offering Nbr: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

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.

Cancel Class	02/16/2018
Enrollment Status	Open
Requested Room Capacity	19
Enrollment Capacity	4
Wait List Capacity	0
Minimum Enrollment Nbr	

8. Click the **Class Status** dropdown menu
9. Select **Cancelled Section**
10. Check the **Cancel if Student Enrolled** check box

Meetings | **Enrollment Cntrl** | Exam

Course ID 023281 Course Offering Nbr 1
 Academic Institution University of Florida
 Term Spring 2018 Undergrad
 Subject Area ENC English Composition
 Catalog Nbr 3414 Hypermedia

Enrollment Control

Session 1 Regular Academic Session Class Nbr 21565
 Class Section TEST Component Lecture Event ID
 Associated Class 1 Units 3.00

*Class Status Active (dropdown menu open showing: Active, **Cancelled Section**, Stop Further Enrollment, Tentative Section)

Drop Consent No Special Cc (dropdown)

1st Auto Enroll Section
 2nd Auto Enroll Section
 Resection to Section

Auto Enroll from Wait List **Cancel if Student Enrolled**

Cancel Class (grayed out)

Enrollment Status Open
 Requested Room Capacity Total
 Enrollment Capacity 19 0
 Wait List Capacity 0
 Minimum Enrollment Nbr

NOTE: The **Cancel Class** button is now orange, which means it is active

11. Click the **Cancel Class** button

Enrollment Control

Session 1	Regular Academic Session	Class Nbr 21565
Class Section TEST	Component Lecture	Event ID
Associated Class 1	Units 3.00	
*Class Status <input type="text" value="Cancelled Section"/>	Cancel Class	02/16/2018
Class Type Enrollment	Enrollment Status Open	
Add Consent <input type="text" value="No Special Cc"/>	Requested Room Capacity <input type="text" value="19"/>	Total
Drop Consent <input type="text" value="No Special Cc"/>	Enrollment Capacity <input type="text" value="19"/>	0
1st Auto Enroll Section <input type="text"/>	Wait List Capacity <input type="text"/>	0
2nd Auto Enroll Section <input type="text"/>	Minimum Enrollment Nbr <input type="text"/>	
Resection to Section <input type="text"/>		
<input type="checkbox"/> Auto Enroll from Wait List	<input type="checkbox"/> Cancel if Student Enrolled	

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Procedures

Office of the University Registrar
352-392-1374
registrar.ufl.edu