COURSE SCHEDULING: CANCEL A SECTION

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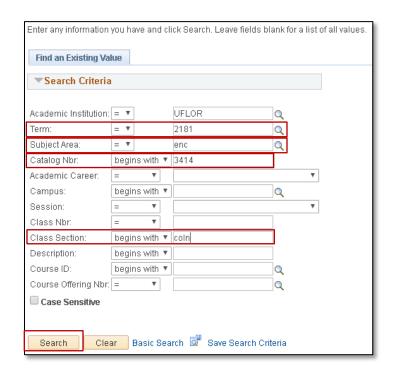
NAVIGATION

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

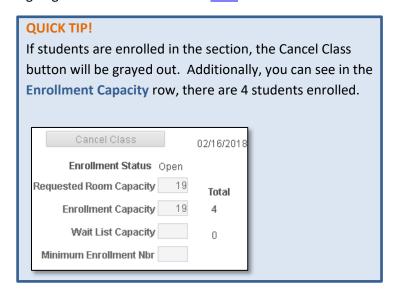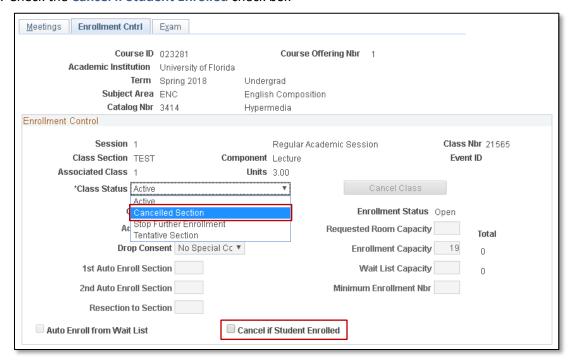6. Click the **Enrollment Cntrl** tab

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.
   >
   > | Cancel Class | 02/16/2018 |
   > |---|---|
   > | **Enrollment Status** | Open |
   > | **Requested Room Capacity** | 19 | Total |
   > | **Enrollment Capacity** | 19 | 4 |
   > | **Wait List Capacity** | | 0 |
   > | **Minimum Enrollment Nbr** | | |

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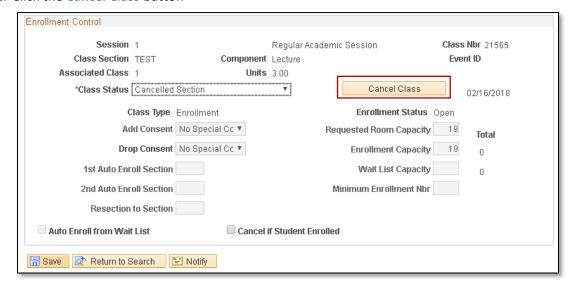10. Check the **Cancel if Student Enrolled** check box

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

11. Click the **Cancel Class** button

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