

Cancel a Class

Introduction

Class sections that either rolled forward from a prior term or were added and are not going to be offered should be deleted or cancelled.

If the class section has not been made available to students in Class Search yet, then you should *delete* it. Once a section has been made available in Class Search but is no longer going to be offered, it should be *cancelled*. If the class has already started and needs to be cancelled, contact courses@case.edu.

This guide should be used when one or more class sections need to be cancelled. Please see the guide [Remove a Section](#) for directions on how to delete a class section.

Cancel a Class

1. [Login to SIS](#) with your CWRU ID and associated passphrase. From the Staff Home page, select the **SOC WorkCenter** tile, and then choose **Maintain Schedule of Classes**.

Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

The **Maintain Schedule of Classes** search screen appears.

2. Look up **Academic Institution** and select CASE1.
3. Click **Look up Term** and select the appropriate term from the list.
4. Click **Search**.

All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class from the search results.

5. Select the class from which a section should be deleted. The **Basic Data** tab appears.
6. Find the section to be cancelled by clicking the **Show next row** button on the **Class Sections** box header.
7. Confirm the class section selected by viewing the number in the **Class Section** field.

8. Locate the **Display in Class Search** checkbox. If the box is checked, then the section must be cancelled because it has been made public to students. If there is no checkmark, then the section can be deleted. See the guide [Remove a Section](#) for directions.
9. Go to the **Enrollment Control** tab.
10. Click the **Cancel if Student Enrolled** checkbox to drop all students from the section.
11. Choose **Cancelled Section** from the **Class Status** drop-down menu.
12. Click the **Cancel Class** button.
13. A **Send Notification** screen appears with a pre-populated message and the email addresses of all students who are registered for the section. Edit the message as necessary.
14. Click the **Send Notification** button. The class is now cancelled and any enrolled students have been dropped.
15. Use the **Return to the Schedule of Classes** link to go back to your class section. Click **Save**.

This completes the cancellation process.