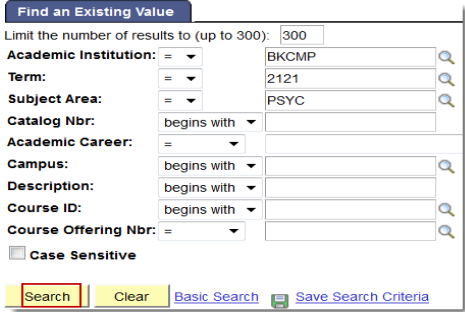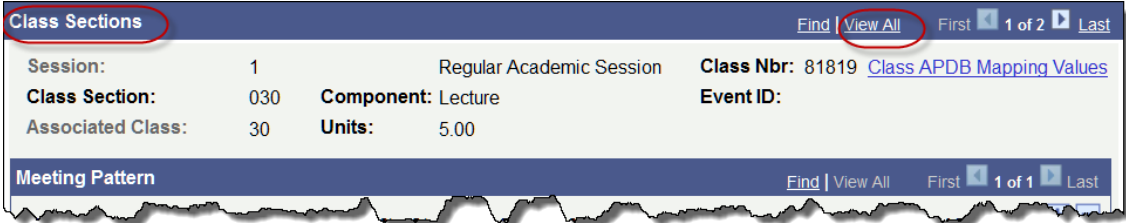# Canceling Courses with Enrollments

You can cancel courses with or without enrollments. These instructions will guide you in canceling courses with enrollments.

	Cancel Courses with Enrollments
1.	Notify the students enrolled that you are canceling the course. Cancelling courses with enrollments drops the students automatically and removes the facility ID, day, time, and instructor assignment without notification.
2.	Navigate to the **Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**
3.	On the **Find an Existing Value** page, enter your search criteria to retrieve the desired class and click [Search]
4.	Select the desired class section from the Search Results [Search]
5.	When the **Maintain Schedule of Classes** page appears, click the [Meetings] tab.
6.	The **Meetings** page appears. In the **Class Sections** area • Click **View All** • Navigate to the desired section

7.	In the **Meeting Pattern** area of the desired class section,

- Make a note of the *Facility ID, Building and Room Number* located in the **Meeting Pattern** section. If the Facility ID is assigned, you will need to provide this information to Academic Scheduling, after you cancel the course.

8.	Click the [Enrollment Cntrl] tab.

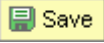| 9.	In the **Enrollment Control** section, click the **View All** tab, if you have more than one section. Navigate to the desired section.

Make sure you cancel the correct section. If you are cancelling a two component course, such as a course with a lecture and a lab, you must cancel both components. If you fail to cancel all components, partial courses will reappear in your queries/search engines and students will receive an error message of "class not found" when they go to register.

10.	In the **Enrollment Control** section, perform the following in the order shown:

- Check the Cancel if Student Enrolled box.
- Change Class Status from Active to Cancelled Section.
- Click the [Cancel Class] button (The Cancel Class button appears highlighted in yellow, after you change the Class Status).

11.	Click the [Save] button
12.	If the Facility ID was assigned, notify Analia Rodriguez (x2285) in Academic Scheduling and give her the Facility ID, Building, and Room number of the canceled course.