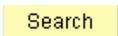## Canceling Courses with No Enrollments

You can cancel courses with or without enrollments. These instructions will guide you through the process of cancelling course with no enrollments. Remember, you should **never delete courses**; always use the Cancelled Section selection.

Cancel Courses without Enrollments

1. Navigate to the **Curriculum Management > Schedule of Classes > Maintain Schedule of Classes**

2. On the **Find an Existing Value** page, enter your search criteria to retrieve the desired class and click [Search]

3. Select the desired class section from the Search Results [Search]

4. When the **Maintain Schedule of Classes** page appears, click the [Enrollment Cntrl] tab.

5. 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.*)

6. Change **Class Status** from *Active* to *Cancelled Section.*

7. Click the **Cancel Class** button (The Cancel Class button appears highlighted in yellow, after you change the Class Status).

8. Click the **Save** button