



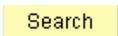
Canceling Courses with No Enrollments

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



Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution:

Term:

Subject Area:

Catalog Nbr:

Academic Career:

Campus:

Description:

Course ID:

Course Offering Nbr:

Case Sensitive

[Basic Search](#)

3. Select the desired class section from the Search Results

View All First 1-3

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course
BKCMP	2121	PSYC	100	Undergrad	MAIN	Explorations in Psychology	003256	1
BKCMP	2121	PSYC	290	Undergrad	MAIN	Psychology as a Profession	003263	1
BKCMP	2121	PSYC	291	Undergrad	MAIN	Interpersnal & Grp Proc Skills	003264	1

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

Basic Data **Meetings** **Enrollment Cntrl** **Notes** **Textbook**

Course ID: 003256 **Course Offering Nbr:** 1

Academic Institution: Cal State Univ., Bakersfield

Term: Winter 2012 Undergrad

Subject Area: PSYC Psychology

Catalog Nbr: 100 Explorations in Psychology

Class Sections Find | View

*Section: Nbr:

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*.

The screenshot shows the 'Enrollment Control' window with the following details:

Session:	1	Regular Academic Session	Class Nbr:	10716
Class Section:	01	Component: Lecture	Event ID:	
Associated Class:	1	Units: 5.00		
*Class Status:	Cancelled Section			Cancel Class
Class Type:	Enrollment	Enrollment Status:	Closed	

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

8. Click the  button