To cancel a course:

If you need to have a course cancelled, please:

1. Set the enrollment control to ‘stop further enrollment’

   **Navigation:** Curriculum Management > Schedule of Classes > Maintain Schedule of Classes > Enrollment Cntrl tab

2. If there are students enrolled:
   a. Notify them that the class is going to be cancelled
   b. Drop the students from the class

3. Email the schedoffice – schedoffice@udel.edu - we will cancel the course.