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. Contact the schedoffice – **we will cancel the course**