

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