

## 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](mailto:schedoffice@udel.edu) - we will cancel the course.