OVERVIEW

As discussed in the topic called Remove a Class Section from the Schedule, there are two ways that a class can be removed from the schedule. The first, deleting the class section, can only be used if Print has not been turned on and no students are registered for the class. The second, canceling a class, is to be used when Print is turned on and/or students are registered for the section.

After Print = √

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Curriculum Management > Schedule of Classes > **Maintain Schedule of Classes**.

    The **Maintain Schedule of Classes** search screen appears.

2. Click **Look up Academic Institution** and select CASE1.

3. Click **Look up Term** and select the appropriate term from the list.

4. Click **Search**.

5. All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class.

6. The **Basic Data** tab appears. Find the section that needs to be cancelled by clicking the **Show next row** button on the **Class Sections** groupbox header until it appears. Confirm the class section selected by viewing the number the **Class Section** field.

7. Locate the **Schedule Print** checkbox. If the box is checked, then the section must be cancelled in order to be removed from the schedule because it has been made public to students. If there is no checkmark, then the section can be deleted. See the topic called *Remove a Single Class Section* for directions.

8. Click the **Enrollment Control** tab.

9. Click the **Cancel if Student Enrolled** option to drop all students from the class.

10. Click the **Class Status** list.

11. Click the **Cancelled Section** item.

12. Click the **Cancel Class** button.

13. A **Send Notification** screen appears with a pre-populated message and the email addresses of all students who were registered for the section. You may edit the message if necessary.

14. Click **Send Notification**.

The class is now cancelled and any enrolled students have been dropped.

15. Click **Save**.

This completes the process of canceling a class section.

Refer to the remaining job aids in this section to assist with additional edits to the schedule of classes.