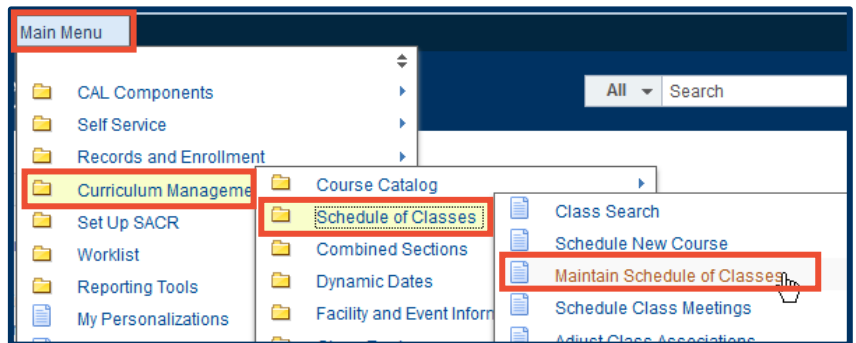


How to Cancel a Class Section after Enrollment

This document shows how to cancel a section when there are enrolled students. Prior to student enrollment, a class section can be deleted using the minus button at the top right of the Basic Data tab.

- From the **Main Menu**, navigate to:
Curriculum Management >
Schedule of Classes >
Maintain Schedule of Classes and search for your class.

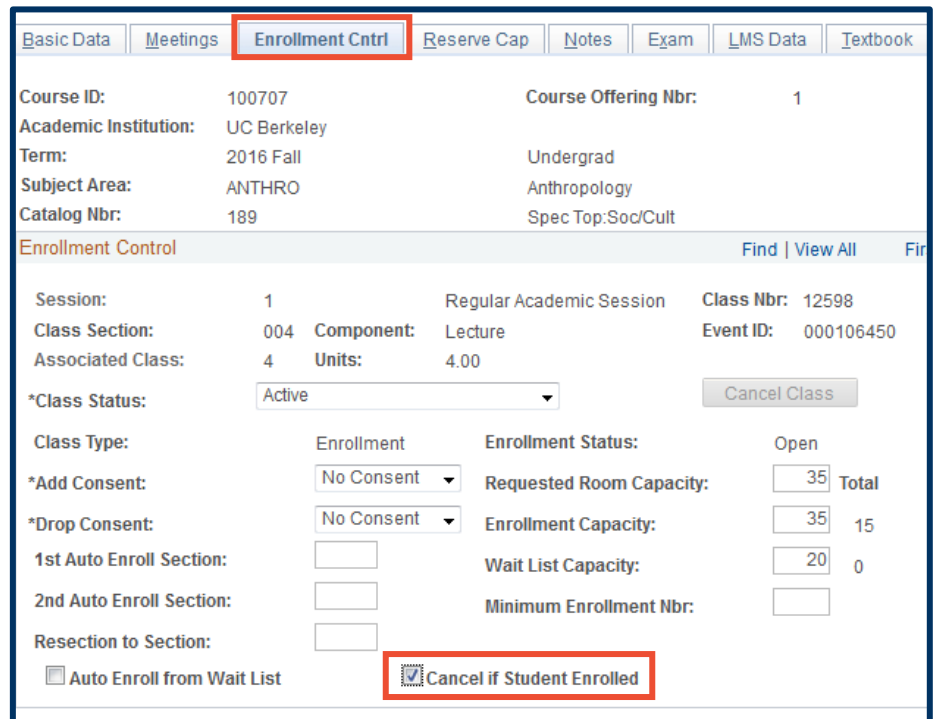


NOTES:

If you are cancelling a “Non-Enroll” (secondary) section, note that the students **will also be dropped from the main “Enrollment” section.**

Notify the students by email that the section will be cancelled (through the **Class Roster** or copy and paste them from the **Enrollment by Class** report). The system will not automatically notify students when a section is cancelled.

- On the **Enrollment Cntrl** tab, check the the **Cancel if Student Enrolled** check box.



3. Change the **Class Status** to “Cancelled Section.” This will activate the **Cancel Class** button.

The screenshot shows the 'Enrollment Control' form for Class Nbr: 12598, Event ID: 000106450. The 'Class Status' dropdown menu is open, showing options: Active, Cancelled Section (highlighted in blue), and Stop Further Enrollment. A red box highlights the 'Class Status' label and the dropdown menu. A 'Cancel Class' button is visible in the top right corner.

4. Click the **Cancel Class** button. This will drop any enrolled students from the class section.

The screenshot shows the 'Enrollment Control' form with the 'Class Status' dropdown set to 'Cancelled Section'. The 'Cancel Class' button is highlighted with a red box. The date '02/02/2017' is visible next to the button. At the bottom of the form, a 'Save' button is also highlighted with a red box.

5. Click the **Save** button to finish.

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>