

How to Cancel a Section Prior to Enrollment

This job aid details the process for canceling a Section prior to enrollment.

- From the **Main Menu**, navigate to:
Curriculum Management>Schedule of Classes> Maintain Schedule of Classes.

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Maintain Schedule of Classes](#)

Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Institution =
 Term =
 Subject Area =
 Catalog Nbr begins with
 Academic Career =
 Campus begins with
 Description begins with
 Course ID begins with
 Course Offering Nbr =
 Academic Organization begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Enter the **Term**, **Subject Area** and **Catalog Nbr** of the class you would like to cancel in the Search Criteria section.

Maintain Schedule of Classes
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution = UCB01
 Term = 2188
 Subject Area = MATH
 Catalog Nbr begins with 16a
 Academic Career =
 Campus begins with
 Description begins with
 Course ID begins with
 Course Offering Nbr =
 Academic Organization begins with

Case Sensitive

Search **Clear** Basic Search Save Search Criteria

3. Select **Search**.

4. From the **Basic Data** tab, find the section you want to cancel by clicking the **arrows on right** (on Class Sections line).

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 114546 Course Offering Nbr 1
 Academic Institution UC Berkeley
 Term 2018 Fall Undergrad
 Subject Area MATH Mathematics
 Catalog Nbr 16A ANAL GEO & CALCULUS

Auto Create Component

Class Sections Find | View All First 1-2 of 20 Last

*Session 1 Regular Academic Session Class Nbr 22171
 *Class Section 001 *Start/End Date 09/22/2018 12/07/2018
 *Component LEC Lecture Event ID 000196157
 *Class Type Enrollment Section
 *Associated Class 1 Units 3.00 Associated Class Attributes
 *Campus BERK Berkeley Add Fee
 *Location MAIN UC Berkeley Main Campus
 Course Administrator
 *Academic Organization MATH Mathematics
 Academic Group CLS College of Letters and Science
 *Holiday Schedule UCB01 UCB Non-Instructional Days
 *Instruction Mode P In-Person
 Primary Instr Section 001

Class Topic
 Course Topic ID Print Topic in Schedule

Equivalent Course Group
 Course Equivalent Course Group Override Equivalent Course
 Class Equivalent Course Group

Class Attributes Personalize | Find | View All | 1-2 of 2 | Last

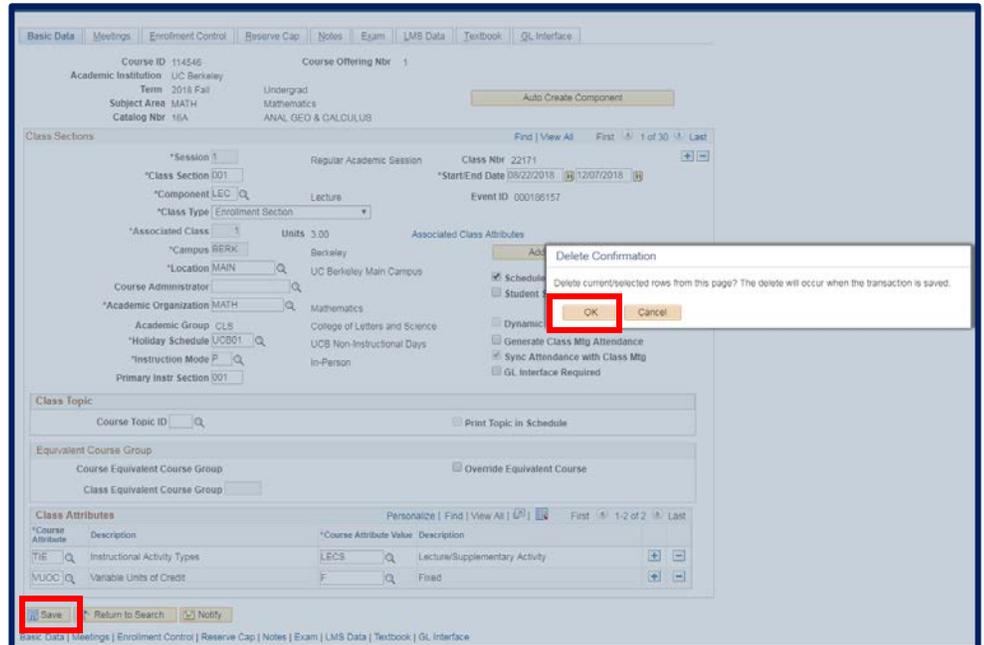
*Course Attribute	Description	*Course Attribute Value	Description		
TIE	Instructional Activity Types	LECS	Lecture/Supplementary Activity	+	-
VUOC	Variable Units of Credit	F	Fixed	+	-

Save Return to Search Notify

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

5. Once you are on the section you want to cancel, click the **minus** sign.

- You will then be prompted to confirm the cancellation. Select **OK**.



- Select **SAVE**.

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

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