

# CAMPUS SOLUTIONS CLASS CANCELLATION

---

Campus Solutions has three distinct time periods where schedulers must carefully process any changes/updates to the Class Schedule pages:

- Class Schedule is published
- Students are enrolled
- Class has started

It is critical that schedulers are mindful of materials published in **Canvas** by the faculty and/or assignments submitted by students. These data are **deleted from Canvas when a class section is cancelled**. **Faculty must be notified prior to class cancellations to save data or all student assignments will be lost permanently.**

## Class Schedule Published (prior to registration):

If you are changing Session Code, Start/End Dates, Location (off-campus, on-campus, etc.), unit value, meeting days/times or class attributes and the class schedule has been printed or posted online, you must cancel the section. Other fields may be updated per the process outlined in the Job Aid.

### Process

1. Contact the instructor to move and save any materials to their Canvas developmental shell.
2. Uncheck Print Sched box.
3. Change CAP to zero.
4. Once instructor has saved Canvas data, cancel class by selecting Cancelled Class on the Enrollment Ctrl tab with today's date.
5. Create new section and notify the instructor.

## Students Enrolled or After Class Begins:

If you are changing a section once students are enrolled or the class has begun, it must be cancelled, follow these steps closely.

### Process

1. Contact the instructor to move and save any materials to their Canvas developmental shell.
2. Uncheck Print Sched box.
3. Change status to Stop Further Enrollment.
4. Create new class section.
5. Notify Admissions & records so they can move students from the cancelled class to the new class.
6. Once instructor has saved Canvas data, cancel class.
7. Change Stop Further Enrollment to Cancelled Section and enter the date before the class start date if the class never met, or backdate to the date of the last class meeting date if the class met. The date **MUST** be prior to the Drop Deadline.
8. Verify that no students are enrolled, if students are still enrolled, contact the Admissions & Records office. Students will need to be manually dropped from of the cancelled section.
9. Notify the instructor.