

CLASS SCHEDULE CHECKLIST

The purpose of this checklist is to assist schedule preparers in ensuring they have completed ALL steps necessary to creating, canceling and modifying classes *after* the following time periods: Schedule Published, Enrollment, and First Day of Class.

After class schedule is published (printed/online):

- CANCEL CLASSES (Do NOT Delete Classes)**



Does instructor have information loaded to CANVAS? Instructor must save CANVAS material before you can cancel the class. It will be best to zero cap, deselect Print Sched, notify instructor and THEN cancel the class (after instructor saves their CANVAS material).

- CANCEL AND REBUILD FOR CHANGES TO CLASSES :**
 - Session Code
 - Start/End Date,
 - Location (off-campus, on-campus, etc.)
 - Unit Value
 - Meeting times/days
 - Class Attribute (SPDG, SFIN)

- CHECK FOR ENROLLED STUDENTS WHEN CANCELING CLASS SECTION:**



If you have saved the Class Cancellation, and students are still enrolled, YOU MUST NOTIFY your campus Admissions Office!

- CREATING A NEW CLASS SECTION**
 - Deselect 'Print Sched'
 - Enrollment/Waitlist Cap must be "0"- until items below are completed
 - Variable Units (if applicable)
 - Honors Section (if applicable)
 - Calculate Class Section Dynamic Dates (if applicable)
 - Dynamic Date Refund Deadline (if applicable)
 - Generate Permission numbers
 - Open Entry/Open Exit for regular session (1) class (if applicable)
 - Send request to VPI to extend add deadline
 - Click 'Print Sched'
 - Enter Enrollment/Waitlist Cap

After Enrollment Begins:

- All of the above

After First Day of Class:

- All of the above and
- If class did not meet, cancel the class with effective date equal to the class start date.
- If class met, cancel class with effective date equal to the last class meeting and calculate instructor pay.