
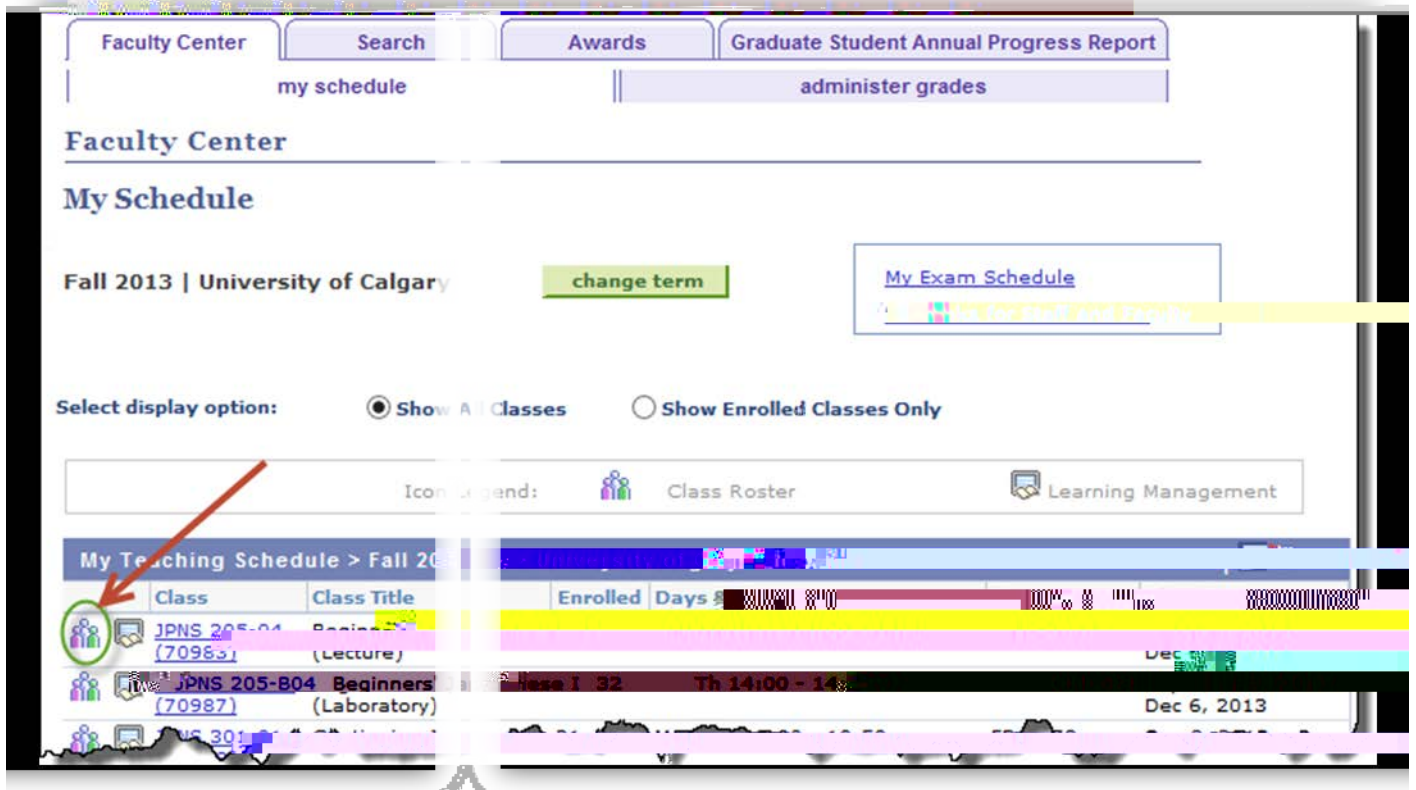


The following steps explain how to cancel a class. There are three steps involved and outlined as follows:

1. Contact the Scheduling Office to notify them the class is being cancelled
2. Contact the Students by email from the Class Roster
3. Cancel the class from either Maintain Schedule of Classes or Schedule Class Meetings from the Enrolment Control tab.

After logging into PeopleSoft and navigating to the Faculty Centre > My Schedule or Faculty Centre > Class

Roster, any classes that you are allowed to administer will display. The icon for the class roster will be displayed for each class. Notifying students can be completed from the Class Roster. For example click on the icon for JPNS 205-04. 



Class	Class Title	Enrolled	Days	Time	Term
JPNS 205-04 (70985)	Beginners (Lecture)				Dec 2013
JPNS 205-B04 (70987)	Beginners (Laboratory)		Th	14:00 - 14:30	Dec 6, 2013
JPNS 301					

2. Clicking on the radio button for adds a column in the class roster that will allow you to select individual students or notify all students.

Click the option.

After notifying the 1) Scheduling Office and 2) the students the third step 3) Cancelling a Class must be completed from the Enrolment Control tab.

NOTE: When cancelling a class that has an examination associated with it please contact the Examinations and Grades department via examinfo@ucalgary.ca

1. Click the [Curriculum Management](#) link.

[Curriculum Management](#)

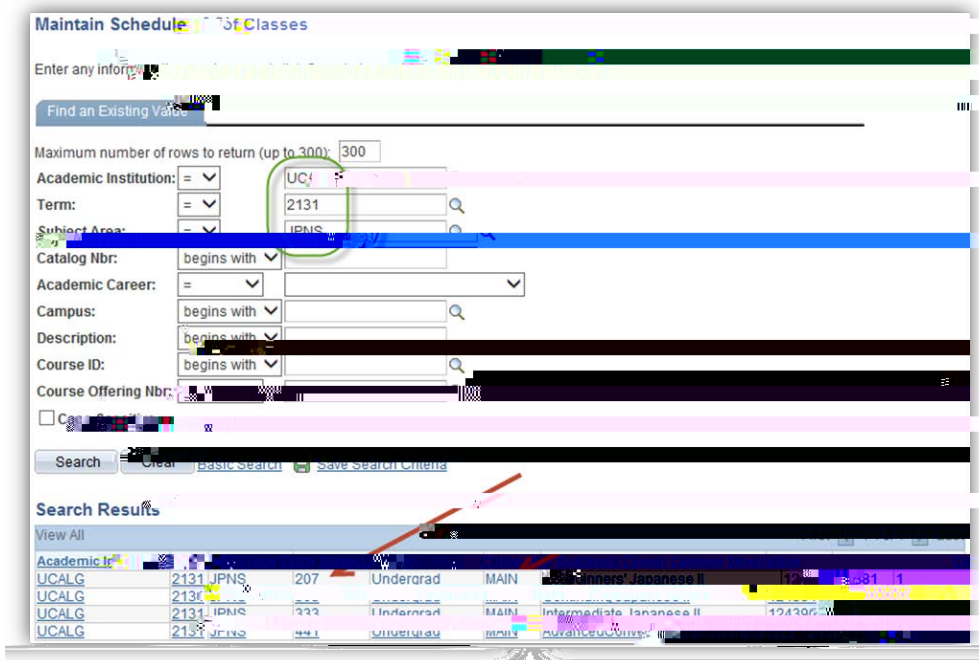
2. Click the [Schedule of Classes](#) link.

[Schedule of Classes](#)

3. Click the [Maintain Schedule of Classes](#) link.

[Maintain Schedule of Classes](#)

4. Enter the desired term, subject area and catalog number and/or any other search criteria you have and press Search or Enter. The results will display in the grid below. For example, select JPNS 207 anywhere on the line. Enter the exact search criteria to open the specific class.



Maintain Schedule of Classes

Enter any information to search for a class.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Academic Institution: UCALG

Term: 2131

Subject Area: JPNS

Search Results

Academic Inst	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr	Class Status	Class Type
UCALG	2131	JPNS	207	Undergrad	MAIN	Japanese I	124206	1	Active	1
UCALG	2131	JPNS	208	Undergrad	MAIN	Japanese II	124207	1	Active	1
UCALG	2131	JPNS	209	Undergrad	MAIN	Japanese III	124208	1	Active	1
UCALG	2131	JPNS	210	Undergrad	MAIN	Japanese IV	124209	1	Active	1

5. Click the [Enrollment Control](#) tab.

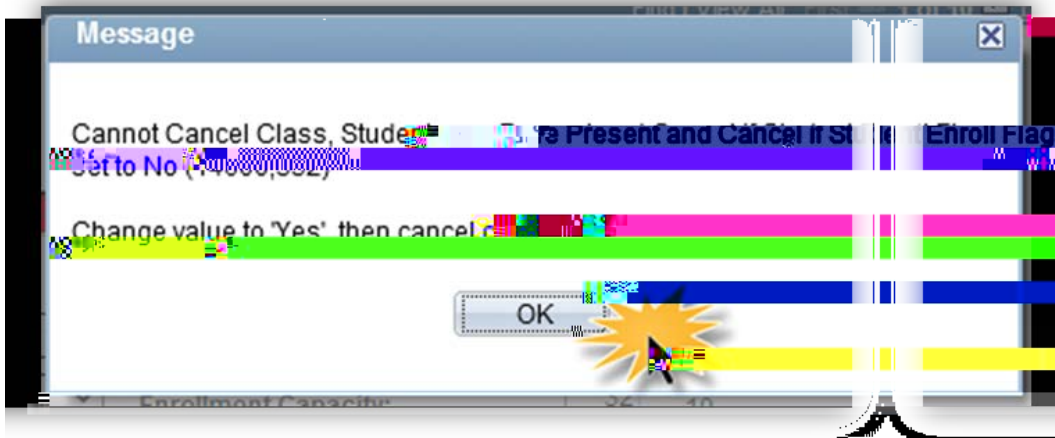
[Enrollment Control](#)

6. Cancelling a class begins with the Class Status. The default for Class Status is always Active.

Click the list.

7. Click from the drop down menu.

8. If you receive this warning message you will need to check Cancel If Student Enrolled checkbox.



Click the button.

9. You must change the Cancelled Section back to Active.

Click the Class Status list.

10. Click on

11. Once the Class Status is changed to Active, click the checkbox for Cancel if Student Enrolled. If enrolment has begun for a class which is to be cancelled then this checkbox must be checked in order to cancel the class. This checkbox is considered a safety mechanism to prevent accidental cancellation of a class.

Click the option.

 Cancel if Student Enrolled

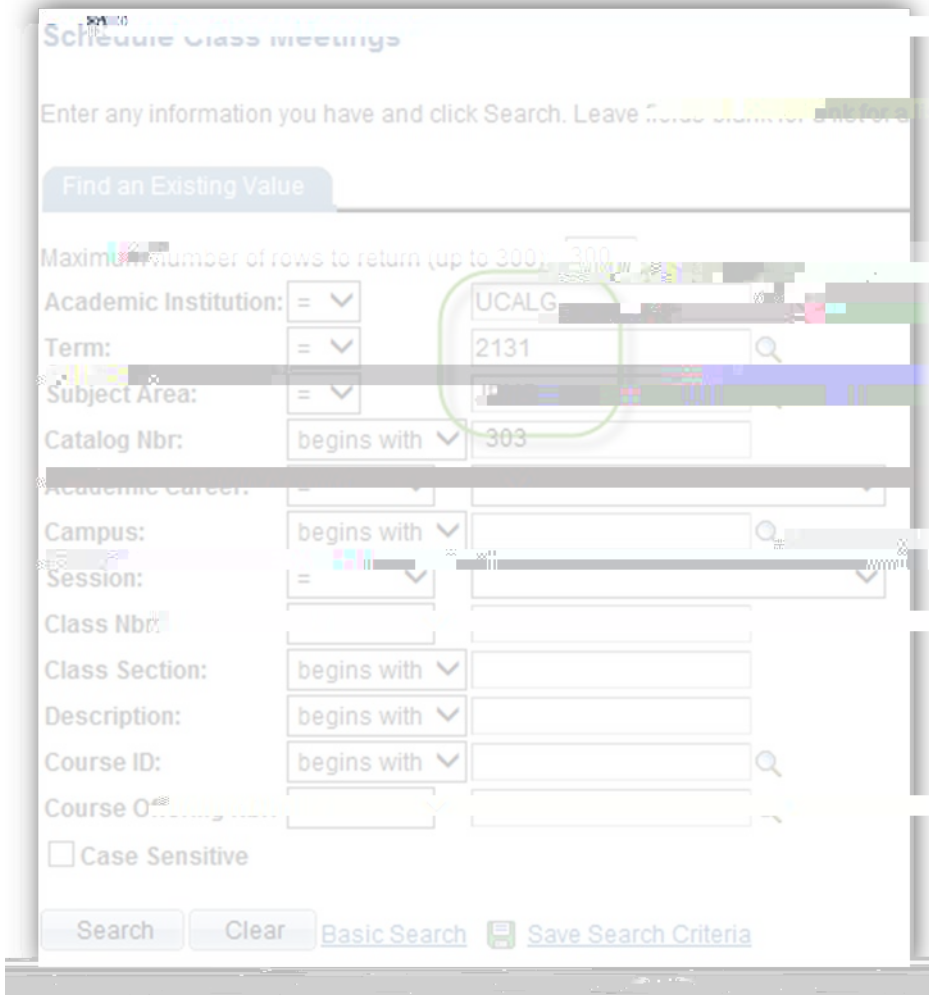
12. Change the Class Status back to Cancelled Section.

Click the list.

3. Click the [Schedule Class Meetings](#) link.

[Schedule Class Meetings](#)

4. Enter any search criteria you have and press Enter or Search. For this example we will use the term 2131 and JPNS 303.



5. Click the [Enrollment Cntrl](#) tab.

[Enrollment Cntrl](#)

6. The Class Status defaults to [Active](#). Click the Class Status list.

[Active](#)

7. Select [Cancelled Section](#) from the drop down menu.

[Cancelled Section](#)

8. If you receive this warning mess 118.26ge you will need to check Cancel If Student Enrolled checkbox.

