

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 Thoughing into PopleSoft and navigating to the Eaculty Centre MySchedule or Eaculty 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.



2. Clicking on the radio button for select individual students or notify all students.

adds a column in the class roster that will allow you to

Click the

option.



3. Scroll to the bottom of the grid of students and select . Note: if you wish to send an email to a selection of students and not all students, you may click the checkbox beside the applicable student(s).

Click the

link.

notify all students

4. The Send Notification composition page will display allowing you to include additional email information (e.g To: From: CC). For FOIP purposes all the students email addresses will be listed in the BCC (Blind Copy) area so that they remain anonymous to other students. Complete the desired information (Subject and Message Text). Include a signature line and contact information in the message text area.

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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 <u>examinfo@ucalgary.ca</u>

1.	Click the	link.

Output and some	Management
Curriculum	Manadement

2. Click the link.

Schedule of Classes

3. Click the

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.

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5. Click the

tab.

Enrollment Cntrl

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

# SA – Schedule of Classes (Timetabling)



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Active

7. Click from the drop down menu.

	Cancelled Section
-	

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

Message	11	×
Cannot Cancel Class, Stude <b>r - Cancel Class, Studer - Cancel Class</b> , Studer - Cancel Class, Studer - Cancel - C	E	Efiroli Flag
Change value to 'Yes' then cancel?		
OK		
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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.
Active	~



# SA – Schedule of Classes (Timetabling)



3. Click the

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.

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5. Click the

tab.

## Enrollment Cntrl

6. The Class Status defaults to . Click the Class Status list.

Active ------

7. Select

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.

