

Class Cancellation



Terminology clarification: Courses exist at the catalog level; Classes exist at the Schedule of Classes level!

1.1 Cancelling a Class without enrollment

If nobody has enrolled in a class section and your department no longer wishes to offer it, all you need to do is to change the class status to "Tentative".

Processing Steps

Screen Shot

1. Search for the class you wish to cancel.

Navigation: Home > 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

Limit the number of results to (up to 300): 300

Academic Institution: = ▾ HMCMP

Term: = ▾ 2122

Subject Area: = ▾ SPAN

Catalog Nbr: begins with ▾ 207

Academic Career: = ▾ Undergraduate

Campus: begins with ▾ HSU

Description: begins with ▾

Course ID: begins with ▾

Course Offering Nbr: = ▾

Case Sensitive

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

2. Go to the **Enrollment Cntrl** tab. Ensure that you are in the section you wish to cancel (Tip: Use the Find feature).

[Basic Data](#) [Meetings](#) [Enrollment Cntrl](#) [Reserve Cap](#) [Notes](#) [Exam](#) [LMS Data](#)

Course ID: 014966 Course Offering Nbr: 1

Academic Institution: Humboldt State University

Term: Spring Semester 2012 Undergrad

Subject Area: SPAN Spanish

Catalog Nbr: 207 Spanish Level IV

3. Change the "Class Status" to "Tentative Section".

Enrollment Control Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 21343

Class Section: 1 Component: Lecture Event ID:

Associated Class: 1 Units: 4.00

*Class Status: Tentative Section **Cancel Class**

Class Type: Enrollment Enrollment Status: Open

*Add Consent: No Consent Requested Room Capacity: 27 Total

*Drop Consent: No Consent Enrollment Capacity: 25 0

1st Auto Enroll Section: Wait List Capacity: 99 0

2nd Auto Enroll Section: Minimum Enrollment Nbr:

Resection to Section:

Auto Enroll from Wait List Cancel if Student Enrolled

4. Then select the "Save" button.

Note:

This action will remove the class from the PeopleSoft class schedule and HSU online class schedule, remove the class from registration and prevent any further enrollment in the course.

Save [Return to Search](#) [Notify](#)

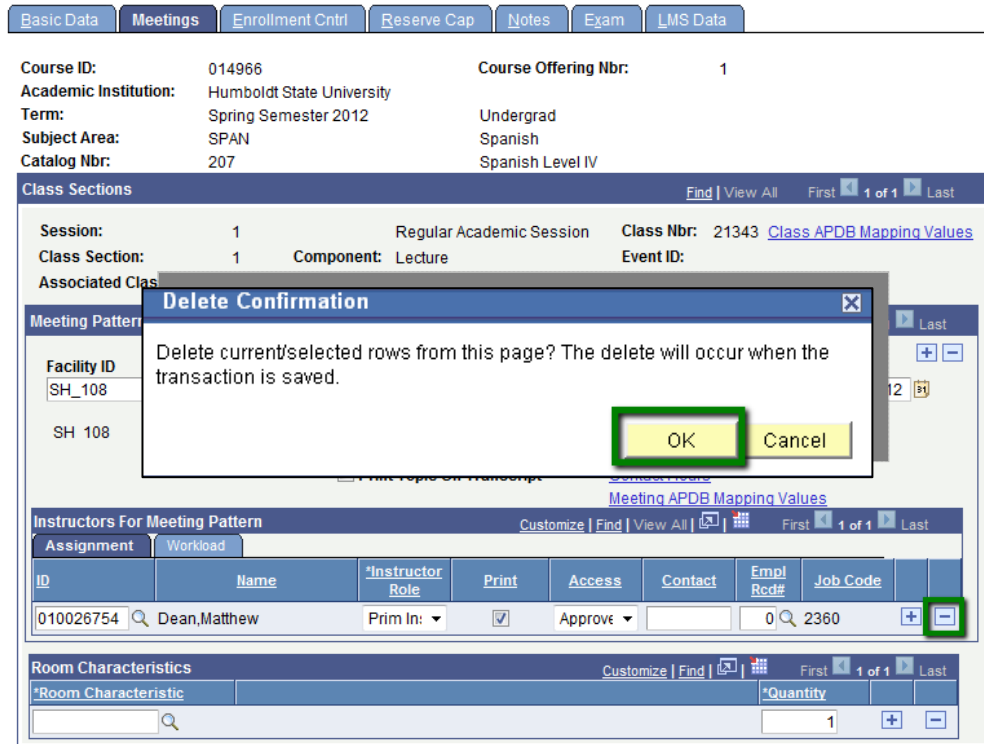
Processing Steps
Screen Shot

This action will not remove the class from its instructor's Faculty Center

5. To remove the class from Faculty Center, select the "Meetings" tab.
6. Select the minus "-" sign to the right of the instructor row'.
7. You will see a confirmation window pop up; select the "OK" button on it.
8. Then select the "Save" button at the bottom of the page.

Note:

Do not change the enrollment capacity to "0". Do not remove any information from the Meetings tab. Do not uncheck the "Print in Schedule" box on the Basic Data tab.



The screenshot shows the PeopleSoft interface for cancelling a class. The 'Meetings' tab is selected. A 'Delete Confirmation' dialog box is open, asking 'Delete current/selected rows from this page? The delete will occur when the transaction is saved.' The 'OK' button is highlighted with a green box. Below the dialog, the 'Instructors For Meeting Pattern' table is visible, with a minus sign (-) in the last column of the first row highlighted with a green box. The 'Save' button at the bottom left is also highlighted with a green box.

Session:	1	Regular Academic Session	Class Nbr:	21343	Class APDB Mapping Values		
Class Section:	1	Component:	Lecture	Event ID:			
Instructors For Meeting Pattern							
ID	Name	*Instructor Role	Print	Access	Contact	Empl Rcd#	Job Code
010026754	Dean, Matthew	Prim In:	<input checked="" type="checkbox"/>	Approve		0	2360

9. Email bookstore@humboldt.edu to let its staff know that the class will no longer be offered.

1.2 Cancelling a Class with enrollment

After registration begins, Departments can still cancel classes/sections. If enrollment exists in the class/section to be cancelled, please follow the steps outlined below.

Processing Steps	Screen Shot
------------------	-------------

1. Search for the class you wish to cancel.

Note:

If the class to be cancelled is a lab and/or activity, and you want to move students to another lab, please contact the Academic Scheduler to discuss.

Navigation: Home > 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

Limit the number of results to (up to 300): 300

Academic Institution:	=	HMCMP	
Term:	=	2114	
Subject Area:	=	ANTH	
Catalog Nbr:	begins with	104	
Academic Career:	=		
Campus:	begins with		
Description:	begins with		
Course ID:	begins with		
Course Offering Nbr:	=		

Case Sensitive

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

2. Go to the **Enrollment Cntrl** tab. Ensure that you are in the section you wish to cancel (Tip: Use the Find feature).

Basic Data	Meetings	Enrollment Cntrl	Reserve Cap	Notes	Exam	LMS Data
-------------------	----------	-------------------------	-------------	-------	------	----------

Course ID:	012868	Course Offering Nbr:	1
Academic Institution:	Humboldt State University		
Term:	Spring Semester 2012	Undergrad	
Subject Area:	ANTH	Anthropology	
Catalog Nbr:	104	Cultural Anthropology	

3. Change the **“Class Status”** to **“Stop Further Enrollment”**.

Note:

This action will remove the class from the PeopleSoft class schedule and HSU online class schedule, and prevent any further enrollment in the course. This action does not prevent the students from dropping the class from their schedule through the Student Center.

Enrollment Control Find | View All First 1 of 2 Last

Session:	1	Regular Academic Session	Class Nbr:	21041
Class Section:	1	Component: Lecture	Event ID:	
Associated Class:	1	Units: 3.00		

***Class Status:** Stop Further Enrollment **Cancel Class**

Class Type:	Enrollment	Enrollment Status:	Open
*Add Consent:	No Consent	Requested Room Capacity:	80 Total
*Drop Consent:	No Consent	Enrollment Capacity:	80 4
1st Auto Enroll Section:		Wait List Capacity:	99 0
2nd Auto Enroll Section:		Minimum Enrollment Nbr:	
Resection to Section:			

Auto Enroll from Wait List Cancel if Student Enrolled

Save Return to Search Notify

Note:

Do not change the enrollment capacity to “0”. Do not remove any information from the Meetings tab. Do not uncheck the “Print in Schedule” box on the Basic Data tab. The Registrar’s Office will do this with automated functions.

Processing Steps
Screen Shot

4. Notify students that the class is canceled using the **Class Roster**.

Navigation: Home > Curriculum Management > Class Roster > Class Roster

Class Roster

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

Find an Existing Value

Limit the number of results to (up to 200): 200

Academic Institution: begins with HMCMP

Term: begins with 2114

Subject Area: begins with ANTH

Catalog Nbr: begins with 104

Class Nbr: = 41056

Class Section: begins with

Session: =

Course ID: begins with

Course Offering Nbr: =

Search Clear Basic Search Save Search Criteria

Note:

Class information will carry forward from the class schedule to the class roster search page. Enter can enter the **Class Nbr** to go directly to the roster

5. Press the "Select All" link then select the "Notify selected students" button below. This will open up the Send Notification window allowing you to send an email.

Class Roster

Fall Semester 2011 | Regular Academic Session | Humboldt State University | Undergraduate

▼ **ANTH 104 - 1 (41056)**
 Cultural Anthropology (Lecture)

Days and Times	Room	Instructor	Dates
MoWe 9:00AM-9:50AM	BSS 166	Rebecca Robertson	08/22/2011 - 12/16/2011
TBA	Online course	Rebecca Robertson	08/22/2011 - 12/16/2011

*Enrollment Status: Enrolled

[Class Permissions](#)

Enrollment Capacity: 80 Enrolled: 79

Enrolled Students		Customize	Find	View All	First	1-79 of 79	Last	
Select	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt
1	010098475	Lumberjack,Notta		3.00	Undergraduate Degree Seeking - Kinesiology (Ex Sci/Hlth Prom)	Freshman	06/21/2011	
2	010178412	Handle,Axe		3.00	Undergraduate Degree Seeking - Biology (Marine)	Freshman	06/21/2011	

Select All Clear All

notifv selected students

Return to Search

Processing Steps
Screen Shot
Class Roster
Send Notification

6. The "To" field will automatically populate with your email address so you will get a copy of the email.

7. To notify Office of the Registrar who will complete the cancellation process, add r25class@humboldt.edu to the "BCC" field.

8. Also add bookstore@humboldt.edu to the "BCC" field.

9. The "BCC" field will populate with HSU email addresses of students to maintain confidently,

10. In the "Subject" field enter SUBJ, CAT NO, and SECTION to start the subject line.

11. Enter the content of the email in the "Message Text" field.

12. When you are done, select the "Send Notification" button.

Type e-mail addresses in the To, CC or BCC fields using a comma as a separator.

Notification from Izabella Gray

From: ig11@humboldt.edu

To: ig11@humboldt.edu

CC:

BCC: swa1247@humboldt.edu, mma3327@humboldt.edu, aa1974@humboldt.edu, fra1238@humboldt.edu, aab3457@humboldt.edu, tjb3765@humboldt.edu, zc4397@humboldt.edu, sac3145@humboldt.edu, r25class@humboldt.edu

Subject: ANTH 306 (23434) CANCELLED FOR SPRING 2012

Message Text: We regret to inform you that section 2 of ANTH 306 (23434) is being cancelled due to low enrollment. You must drop this class from your schedule within 1 week of this email, otherwise you will be administratively dropped by the Office of the Registrar. If you need to take ANTH 306 in order to graduate, please register in section 1, #23433, which still has open seats.

Best Regards
 Anthropology Department

SEND NOTIFICATION

Suggestion: Remind the students to go to Student Center and drop the course. If not done within a week, Office of the Registrar will drop them administratively. Offer alternative class(es) if available.