

How to cancel a section in Refine Mode

(in Design Mode, you delete a course instead of cancel)

1. IF STUDENTS ARE ENROLLED:

Email the students (copying ClassSchedule@tulane.edu) to notify them that the section will be canceled. (The Class Scheduling team will not approve the cancelation in CLSS workflow until they receive a copy.)

- a.) If you are the instructor, you can email the full student roster (including the waitlisters) directly from Gibson Online > Faculty tab. You can manually type in ClassSchedule@tulane.edu.
- b.) If you are the scheduler or dept. admin, you can add yourself as an instructor in CLSS, then follow a.) above.

2. Open the course in CLSS.

Edit Section – ANTH 3010-01: Hunters and Gatherers (CRN: 46787; CLSS ID: 7222)

Section Information

Title/Topic	Hunters and Gatherers (Default Value)	Part of Term	Full Term
Section #	01	Campus	Uptown
Credit Hrs	3	Inst. Method	Traditional
Status	Active	Visible	Yes
Special Approval	(None Assigned)	Schedule Type	Lecture
Grade Mode	Standard	Final Exam	Classroom Required
Cross-list With	Select section...	Restrictions	None
Prerequisites	None		

Section Attributes

- Global Perspectives
- Perspectives - Non European
- Social & Behavioral Sci

Course Attributes

- Global Perspectives
- Perspectives - Non European
- Social & Behavioral Sci

Instructor: McCall, Grant S (S01004138)

Room: DW 201 - Dirwiddie Hall 201 (30)

Schedule: TR 11am-12:15pm

Enrollment: 0 current, 0 prior

Enrollment Cap	Absolute Max	Wait List
25	35	999

Comments to Students

Bridge Tools | Cancel | Save Section

3. Remove any cross-listing.

If the course you intend to cancel is the parent in a cross-list, you will need to remove the cross-list from the child.

If there are multiple children, one of the child sections will need to become the parent. If the children are in a different department, you should alert the department.

Special Approval (None Assigned)

Grade Mode Architecture AR

Cross-list With ARCH 4042-14 **X**
ARCH 6052-04

4. Remove the meeting time

5. Change the instructor to “No Instructor” – but still at 100%.

6. Change Visible to “No.”

7. Change the status to “Cancelled.”

Edit Section – ANTH 3010-01: Hunters and Gatherers (CRN: 46787; CLSS ID: 7222)

Section Information

Title/Topic: Hunters and Gatherers (Default Value) | Part of Term: Full Term

Section #: 01 | Campus: Uptown

Credit Hrs: 3 | Inst. Method: Traditional

Status: **Cancelled** | Visible: **No**

Special Approval: (None Assigned) | Schedule Type: Lecture

Grade Mode: Standard | Final Exam: Classroom Required

Cross-list With: Select section... | Restrictions: Note

Prerequisites: None

Section Attributes

Billing LA Course College
Billing Regular
Global Perspectives
Perspectives - Non European
Social & Behavioral Sci

Course Attributes

Global Perspectives
Perspectives - Non European
Social & Behavioral Sci

Instructor: **No Instructor** | **Room**: No Room Needed | **Schedule**: **Does Not Meet**

Enrollment: 0 current, 0 prior | **Comments to Students**

Enrollment Cap: 25 | Absolute Max: 35 | Wait List: 999

Comments to Registrar

Bridge Tools | Cancel | Save Section

8. Save the Section

9. The course will still show on the CLSS list but will be crossed out; it will not show in ClassSchedule.

ANTH 2360 - Ancient Trade & Commerce			
ANTH 3010 - Hunters and Gatherers			
01	LEC	No Instructor	Does Not Meet
ANTH 3091 - Selected Cultural Systems			