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.**

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.

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."**

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