Class Section Cancellation Guide

1. Confirm that the class isn’t part of a combined section.

*To check if a section is part of a combined section, look the class up in Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

Then, locate the correct section number (use arrows if more than one section is built).

If the class is combined, a blue “Combined Section” hyperlink will appear on the Meetings Tab and the Enrollment Control Tab.

The “Combined Section” text will only appear if a section is combined.

If the class is combined, you must submit a Class Section form for the Registrar’s Office to cancel the class.

If the class is not part of a combined section, proceed to Step 2.
2. Identify if the class has a DENPOOLMET class attribute.

In Curriculum Management > Schedule of Classes > Maintain Schedule of Classes on the Basic Data Tab look for a DENPOOLMET class attribute.

If more than 2 attributes exist, click on View All.

If you see the DENPOOLMET attribute, you will need to submit a Cancelled Class Alert Form prior to cancelling. Proceed to Step 3 before submitting the form.

3. Identify if the class has been roomed (prior to optimization)

In Curriculum Management > Schedule of Classes > Maintain Schedule of Classes on the Meetings Tab look for a Facility ID.

Example of class that has been roomed:
Example of class that has NOT been roomed:

If the field is populated (roomed) and optimization hasn’t occurred yet, you can proceed to the next step.

If the field is populated and it is past the optimization date (refer to the Production Calendar on the CM Website and/or the Classroom Calendar from the Rooming Coordinator), you will need to submit a Cancelled Class Alert Form prior to cancelling.

--This will alert the Rooming Coordinator that the room is available for use.

Proceed to Step 4.

4. **If the class has a DENPOOLMET attribute AND/OR is roomed, complete this step. Otherwise, skip and proceed to Step 5.**

- Submit a Cancelled Class Alert Form, accessible at [www.ucdenver.edu/registrar](http://www.ucdenver.edu/registrar) Faculty & Staff > Curriculum Management > Forms.
- Log in with your University Credentials.

See example on the next page.
Use the sample below to fill out and submit the alert, then proceed to Step 5.

Cancelled Class Alert Form
Example:

This is what your email confirmation will look like:
5. **Identify if students are enrolled.**

Pull up the Class Roster by going to Curriculum Management > Class Roster > Class Roster.

If students are enrolled, it looks like this:

![Class Roster](image1)

If there is no enrollment, it looks like this:

![Class Roster](image2)

If students are enrolled, proceed to the next step.

If there is no enrollment, skip ahead to Step 7.

6. **Notify Students.**

To notify students, pull up the Class Roster by going to Curriculum Management > Class Roster > Class Roster.

From the dropdown, you will notify **Enrolled** students and also **Waiting** students (screenshot below only shows “enrolled” but if a student is waitlisted, then “waiting” is also be an option from the dropdown).

**NOTE:** Do not choose “ALL” from the dropdown. Doing so would include students who have already dropped the class. Dropped students do not need to be notified about the section being cancelled.
After making your selection, click on “Notify All Students” at the bottom of the screen.

This brings you to an email form:

- Optional: Add the instructor/department chair to either the CC or BCC field
- Put the class information in the Subject line
- Add Message Text to alert students that the class is cancelled (and perhaps the reason why)

Then click “Send Notification” and proceed to the next step.

A copy will automatically be sent to your University email address.
7. Cancel the class.

In Curriculum Management > Schedule of Classes > Maintain Schedule of Classes, go to the “Enrollment Control Tab.”

What a class looks like prior to cancelling:

Class Status is ACTIVE
2 students are enrolled

A) If students are enrolled, check “Cancel if Student Enrolled”. If not, leave blank.

2 students are enrolled, so select this box.

B) Change Class Status to “Cancelled Section” and change Enrollment Capacity and Wait List Capacity to 0 (zero).

C) Click “Cancel Class” and wait until the button greys out. The cancel date will appear.

You’re done!
Congratulations!