

Class Section Cancellation Guide

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

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

Search Criteria

Academic Institution: = CUDEN
Term: = 2157
Subject Area: = arch
Catalog Nbr: begins with 5360
Academic Career: =
Campus: begins with
Description: begins with
Course ID: begins with
Course Offering Nbr: =
Academic Organization: begins with

Case Sensitive
Limit the number of results to (up to 800): 300

Search Clear Basic Search Save Search Criteria

*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.**

Basic Data Meetings **Enrollment Control** WL Resequencing Reserve Cap Notes Exam LMS Data

Course ID: 127606 Course Offering Nbr: 1
Academic Institution: CU Denver
Term: Fall 2015 UC Denver UGRD
Subject Area: ELEC Electrical Engineering
Catalog Nbr: 4802 Special Topics

Enrollment Control Find | View All First 1 of 1 Last

Session: DMR Regular Semester (Den) Class Nbr: 41770
Class Section: D01 Component: Lecture Event ID: 000141891
Associated Class: 1 Units: 3.00

*Class Status: Active Cancel Class

Class Type: Enrollment Enrollment Status: Open
*Add Consent: No Consent Requested Room Capacity: 20 Total
*Drop Consent: No Consent Enrollment Capacity: 10 2
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 Combined Section

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.

Course ID: 129532 Course Offering Nbr: 1
 Academic Institution: CU Denver
 Term: Fall 2015 UC Denver UGRD
 Subject Area: FINE Fine Arts
 Catalog Nbr: 1001 Introduction to Art

Class Sections: Find | View All First 1 of 7 Last
 *Session: DMR Regular Semester (Den) Class Nbr: 33081
 *Class Section: 001 *Start/End Date: 08/17/2015 to 12/12/2015
 *Component: LEC Lecture Event ID:
 *Class Type: Enrollment
 *Associated Class: 1 Units: 3.00
 *Campus: DC DC
 *Location: DC Denver Campus
 Course Administrator:
 *Academic Organization: D-VSLA Visual Arts
 Academic Group: ARTM College of Arts & Media
 *Holiday Schedule: DREG Downtown Regular Holiday
 *Instruction Mode: P In Person
 Primary Instr Section: 001

Class Attributes: Personalize | Find | View 2 | First 1-3 of 3 Last

*Course Attribute	Value
DCRQ Denver Core Requirement	Arts
DSPC Denver Special Course	DENPOOLMET Denver Pooled Course at Metro
GT GT Pathways	GT-AH1 Arts & Hum: Arts & Expression

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:



Course ID: 129532 Course Offering Nbr: 1
 Academic Institution: CU Denver
 Term: Fall 2015 UC Denver UGRD
 Subject Area: FINE Fine Arts
 Catalog Nbr: 1001 Introduction to Art

Class Sections: Find | View All First 1 of 7 Last
 Session: DMR Regular Semester (Den) Class Nbr: 33081
 Class Section: 001 Component: Lecture Event ID:
 Associated Class: 1 Units: 3.00

Meeting Pattern: Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
DKING205	36	MW	2:00PM	3:15PM	☑	☑	☐	☐	☐	☐	☐	08/17/2015 to 12/12/2015

 Topic ID: D_KING 205 Topic: Free Format
 Roll Facility ID: Print Topic On Transcript Contact Hours

Instructors For Meeting Pattern: Personalize | Find | View All | First 1 of 1 Last

ID	Name	*Instructor Role	Print	Access	Contact
		Prim In:	☑		

Room Characteristics: Personalize | Find | First 1 of 1 Last
 *Room Characteristic: *Quantity: 1

Academic Shift: Personalize | Find | First 1 of 1 Last
 Academic Shift:

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.

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
												01/19/2016 05/14/2016

ID	Name	*Instructor Role	Print	Access	Contact
100507504	Prock, Leslie Ann	Prim Ir	<input checked="" type="checkbox"/>	Approv	

*Room Characteristic	*Quantity
	1

--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 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:**

CANCELLED CLASS ALERT

Use this form if:

1. You are cancelling the class yourself, AND
2. It is either an MSU Pooled class or it has been assigned a room

NOTE: If you need the Registrar's Office to cancel a class (you will not be cancelling it yourself), STOP. You will need to submit a [Class Section Edit form](#).

CLASS BEING CANCELLED

Term * 2157 Session Code * DMR - Main Regular

Subject * ENGL Catalog Number * 1020 Section Number * 027 5-Digit Class Number (optional) 12345

REASON FOR ALERT

Is this an MSU Denver pooled class? *
 Yes
 No

Has the class been roomed? *
 Yes
 No

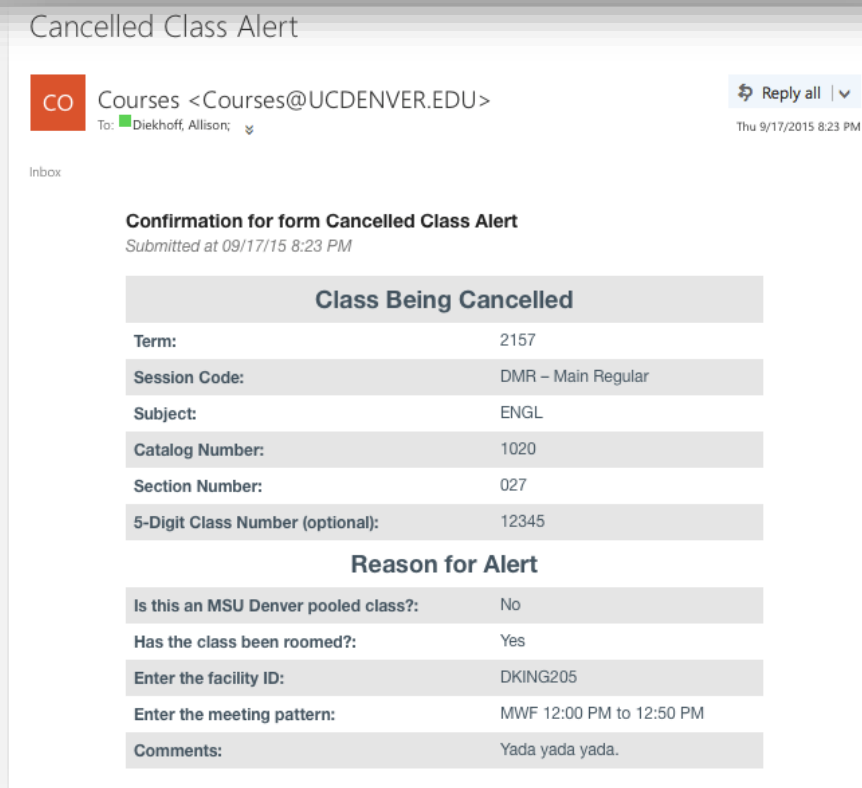
Enter the facility ID *
DKING205

Enter the meeting pattern *
MWF 12:00 PM to 12:50 PM

Comments
Yada yada yada.

Submit Form

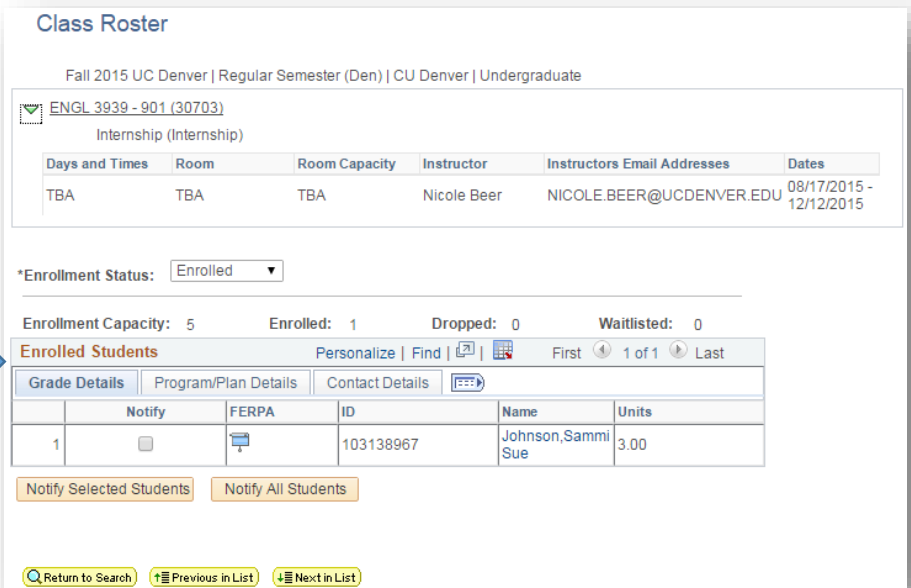
**This is what your email
confirmation will look like:**



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:



The screenshot shows the 'Class Roster' for 'Fall 2015 UC Denver | Regular Semester (Den) | CU Denver | Undergraduate'. The class is 'ENGL 3939 - 901 (30703) Internship (Internship)'. A table lists the class details:

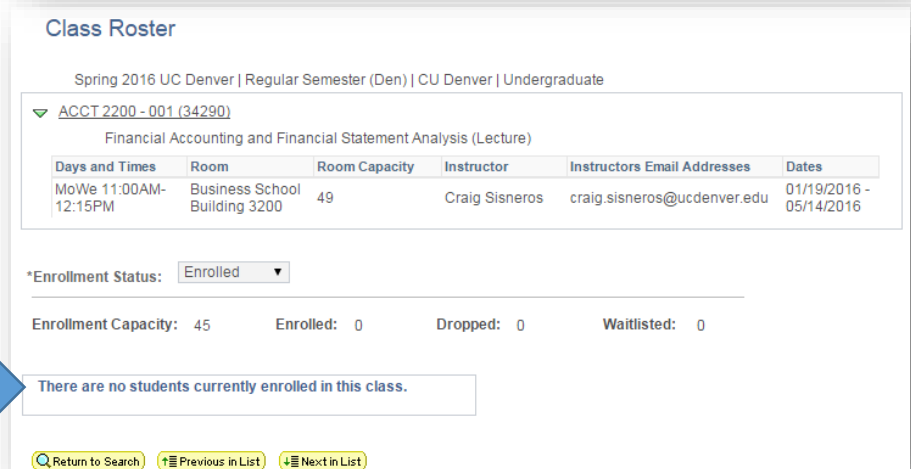
Days and Times	Room	Room Capacity	Instructor	Instructors Email Addresses	Dates
TBA	TBA	TBA	Nicole Beer	NICOLE.BEER@UCDENVER.EDU	08/17/2015 - 12/12/2015

Below the table, the enrollment status is set to 'Enrolled'. Summary statistics show: Enrollment Capacity: 5, Enrolled: 1, Dropped: 0, Waitlisted: 0. An 'Enrolled Students' section is active, showing a table with one student:

Grade Details	Program/Plan Details	Contact Details	Name	Units
1			Johnson, Sammi Sue	3.00

Buttons for 'Notify Selected Students' and 'Notify All Students' are visible. Navigation buttons at the bottom include 'Return to Search', 'Previous in List', and 'Next in List'. A blue arrow points to the 'Enrolled Students' section.

If there is no enrollment, it looks like this:



The screenshot shows the 'Class Roster' for 'Spring 2016 UC Denver | Regular Semester (Den) | CU Denver | Undergraduate'. The class is 'ACCT 2200 - 001 (34290) Financial Accounting and Financial Statement Analysis (Lecture)'. A table lists the class details:

Days and Times	Room	Room Capacity	Instructor	Instructors Email Addresses	Dates
MoWe 11:00AM-12:15PM	Business School Building 3200	49	Craig Sisneros	craig.sisneros@ucdenver.edu	01/19/2016 - 05/14/2016

Below the table, the enrollment status is set to 'Enrolled'. Summary statistics show: Enrollment Capacity: 45, Enrolled: 0, Dropped: 0, Waitlisted: 0. A message box states: 'There are no students currently enrolled in this class.' Navigation buttons at the bottom include 'Return to Search', 'Previous in List', and 'Next in List'. A blue arrow points to the message box.

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.

Class Roster


Summer 2015 UC Denver | Regular Semester (Den) | CU Denver | Undergraduate

▼ ACCT 3220 - 001 (11146)
Intermediate Financial Accounting I (Lecture)

Days and Times	Room	Room Capacity	Instructor	Instructors Email Addresses	Dates
MoWe 12:00PM-2:30PM	Business School Building 3100	49	William Strawser	william.strawser@colorado.edu	06/08/2015 - 08/01/2015

*Enrollment Status: 

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.

Class Roster

Send Notification

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

Notification from Allison Diekhoff

From: allison.diekhoff@ucdenver.edu


To:

CC:

BCC:

Subject:

Message Text:



[Return to Class Roster](#)

7. Cancel the class.

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

Course ID: 205317 Course Offering Nbr: 1
 Academic Institution: CU Denver
 Term: Fall 2015 UC Denver UGRD
 Subject Area: CHEM Chemistry
 Catalog Nbr: 4610 Chemical Res. Presentation

Enrollment Control Find | View All First 1 of 1 Last

Session: DMR Regular Semester (Den) Class Nbr: 35407
 Class Section: 001 Component: Lecture Event ID:
 Associated Class: 1 Units: 1.00

*Class Status: Active Cancel Class

Class Type: Enrollment Enrollment Status: Open
 *Add Consent: No Consent Requested Room Capacity: 15 Total
 *Drop Consent: No Consent Enrollment Capacity: 15 2
 1st Auto Enroll Section: Wait List Capacity: 10 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

Basic Data | Meetings | Enrollment Cntrl | WL Resequencing | Reserve Cap | Notes | Exam | LMS Data

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.

Course ID: 205317 Course Offering Nbr: 1
 Academic Institution: CU Denver
 Term: Fall 2015 UC Denver UGRD
 Subject Area: CHEM Chemistry
 Catalog Nbr: 4610 Chemical Res. Presentation

Enrollment Control Find | View All First 1 of 1 Last

Session: DMR Regular Semester (Den) Class Nbr: 35407
 Class Section: 001 Component: Lecture Event ID:
 Associated Class: 1 Units: 1.00

*Class Status: Cancelled Section Cancel Class 07/01/2015

Class Type: Enrollment Enrollment Status: Closed
 *Add Consent: No Consent Requested Room Capacity: 15 Total
 *Drop Consent: No Consent Enrollment Capacity: 0
 1st Auto Enroll Section: Wait List Capacity: 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

Basic Data | Meetings | Enrollment Cntrl | WL Resequencing | Reserve Cap | Notes | Exam | LMS Data

You're done!
Congratulations!