

Cancel and Rebuild a Class

If you have determined that a class needs to be cancelled and rebuilt, follow the procedure below (see the "Decision Flowchart: I need to edit a scheduled class" section of this training manual).

1. Schedule the new section in CU-SIS using the "How to Schedule a Class" procedure. Do not reactivate a cancelled class or type over an existing class. You will need to add a new row so you do not lose the history in CU-SIS.
2. Use a unique section number.
3. Cancel the class using the "How to Cancel Classes in CU-SIS" procedure.
4. Do not delete classes. This causes a class to be "orphaned" in the system and causes complex negative impacts. If you accidentally delete a class, email the Curriculum Manager in the Registrar's Office.