

CANCELLING A COURSE SECTION

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REVISION HISTORY

Version	Date	Name	Description
Update	7/21/17	M Stewart	Add step that if department wants students enrolled in section to be cancelled moved to another section, they need to do this before changing status to Pre-cancellation. Also, updated how Pre-cancelled report is provided to Academic Scheduling.

INTRODUCTION AND PURPOSE

How to cancel a course section (department scheduler's responsibility in this process).

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Academic Department

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training (bannersbx.ucr.edu) to follow along.

FORMS

The forms listed below are covered in this training.

Form	Form Name	Description
SSASECT	Schedule	Form where section's status can be updated to Pre-cancellation

PROCEDURES

1. After the Schedule of Classes is published online, any course section not being offered in the given term should be **cancelled**.
 - a. A course section may be deleted from the given term **before** the SOC is published online.
2. The academic department is responsible for the following tasks related to cancelling a course section:
 - a. Moving any students enrolled in a to-be-cancelled section to another section.
 - i. If students are not moved, Registrar's Office will simply drop them from the section(s) being cancelled
 - b. Updating the section **Status** to **Pre-cancellation** status.
3. Once enrolled students are moved from the section (or if section has no enrollment), update the section's status:
 - a. In **SSASECT**, pull up the section to be cancelled.
 - b. Change the **Status** field to **Pre-cancellation**
 - c. **Save**.

The screenshot shows the SSASECT software interface. The main window displays course section information for Term: 201620, CRN: 15000, Subject: GEN, Course: 297, and Title: DIRECTED RESEARCH. The 'Status' field is highlighted in red and set to 'Active'. A 'Section Status Code Validation (STVSSTS)' dialog box is open, showing a table of status codes. The 'Pre-cancellation' status (Code P) is highlighted in red in the table.

Code	Description	Allow Reg	Active/Inactive
A	Active	Y	A
C	Cancelled	N	I
H	Hold	N	A
P	Pre-cancellation	N	I

4. Twice a week through end of third week of the quarter, the Registrar's Office will receive a report of all sections placed in **Precancellation** status prior to 4:30pm that day. The Registrar's Office will begin processing the next steps:
 - a. Drop any registered students, cancel faculty, and notify the students and faculty via e-mail that the section has been cancelled.
 - b. Release any assigned rooms and remove the scheduled day and time.
 - c. The Registrar's Office will update the section status to **Cancelled**.
5. The academic department will also receive an email notification when the cancellation process is complete.

Cancellation Notification to Student

Dear UCR Student:

The following course in which you enrolled has been cancelled for (term, year):

(Course ID and section) (Course Title)

You will be automatically dropped from this cancelled course, which will allow you to enroll in another course section. If you need guidance regarding selecting an alternative course, please contact your academic advisor.

Please direct any questions regarding this course cancellation to the academic department that administers this course.

Thank you,

Office of the Registrar

University of California, Riverside

Notification of Cancellation to Faculty

Dear UCR Instructor:

The following course which you were scheduled to teach has been cancelled for (term, year):

(Course ID and section) (Course Title)

Please direct any questions regarding this course cancellation to the academic department that administers this course.

Thank you,

Office of the Registrar

University of California, Riverside