UNIVERSITY OF CALGARY

The following steps explain how to cancel a class. There are three steps involved and outlined as follows:

1. Contact the Scheduling Office to notify them the class is being cancelled
2. Contact the Students by email from the Class Roster
3. Cancel the class from either Maintain Schedule of Classes or Schedule Class Meetings from the Enrolment Control tab.

NOTE: When cancelling a class that has an examination associated with it please contact the Examinations and Grades department via examinfo@ucalgary.ca

1. After logging into PeopleSoft and navigating to the Faculty Centre > My Schedule or Faculty Centre > Class Roster, any classes that you are allowed to administer will display. The icon for the class roster will be displayed for each class. Notifying students can be completed from the Class Roster. For example click on the **Class Roster** icon for JPNS 205-04.

2. Clicking on the radio button for **No Special Format** adds a column in the class roster that will allow you to select individual students or notify all students.

Click the **No Special Format** option.

3. Scroll to the bottom of the grid of students and select **notify all students**. Note: if you wish to send an email to a selection of students and not all students, you may click the checkbox beside the applicable student(s).

   Click the **Notify All Students** link.

   notify all students

4. The Send Notification composition page will display allowing you to include additional email information (e.g To: From: CC). For FOIP purposes all the students email addresses will be listed in the BCC (Blind Copy) area so that they remain anonymous to other students. Complete the desired information (Subject and Message Text). Include a signature line and contact information in the message text area.

Favorites | Main Menu > Self Service > Faculty Center > My Schedule

Send Notification

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

Notification from	Name of Primary Instructor will display
From:	
To:	
CC:	
BCC:	All student's emails will display in BCC area
Subject:	Class Cancellation JPNS 205
Message Text:	Please note this class has been cancelled. Example Only

SEND NOTIFICATION

Click the **Send Notification** button. SEND NOTIFICATION

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Cancelling a Class (Maintain Schedule of Classes)

After notifying the 1) Scheduling Office and 2) the students the third step 3) Cancelling a Class must be completed from the Enrolment Control tab.

NOTE: When cancelling a class that has an examination associated with it please contact the Examinations and Grades department via examinfo@ucalgary.ca

1. Click the **Curriculum Management** link.

   Curriculum Management

2. Click the **Schedule of Classes** link.

   Schedule of Classes

3. Click the **Maintain Schedule of Classes** link.

   Maintain Schedule of Classes

4. Enter the desired term, subject area and catalog number and/or any other search criteria you have and press Search or Enter. The results will display in the grid below. For example, select JPNS 207 anywhere on the line.
   Tip: Enter the exact search criteria to open the specific class.

5. Click the **Enrollment Cntrl** tab.

   Enrollment Cntrl

6. Cancelling a class begins with the Class Status. The default for Class Status is always Active.

Click the **Class Status** list.

Active	∨

7. Click **Cancelled Section** from the drop down menu.

	Cancelled Section

8. If you receive this warning message you will need to check Cancel If Student Enrolled checkbox.

Message ⊠

Cannot Cancel Class, Students are Present and Cancel if Student Enroll Flag set to No (14600,352)

Change value to 'Yes', then cancel class.

OK

Click the **Ok** button.

OK
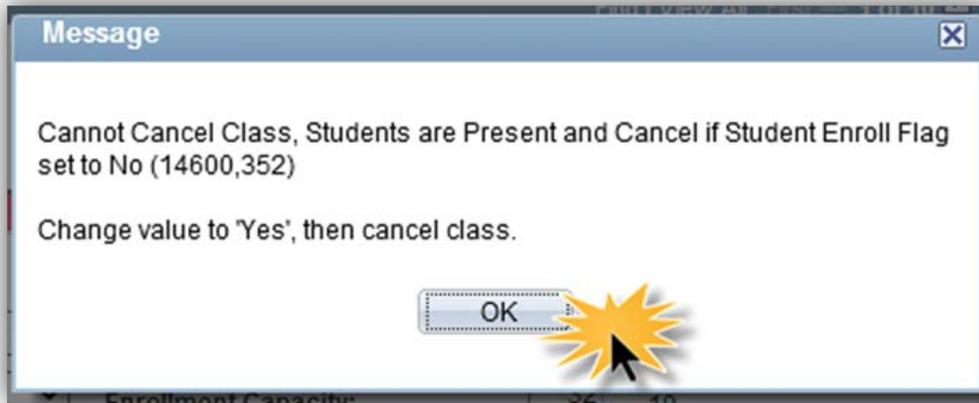
9. You must change the Cancelled Section back to Active.

Click the Class Status list.

Cancelled Section	∨

10. Click on **Active**

Active

11. Once the Class Status is changed to Active, click the checkbox for Cancel if Student Enrolled. If enrolment has begun for a class which is to be cancelled then this checkbox must be checked in order to cancel the class. This checkbox is considered a safety mechanism to prevent accidental cancellation of a class.

Click the **Cancel if Student Enrolled** option.

☑ Cancel if Student Enrolled

12. Change the Class Status back to Cancelled Section.

Click the **Class Status** list.

Active	∨

13. Select **Cancelled Section**

Cancelled Section
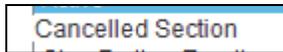
14. If you receive this warning then it indicates the class has been graded and it is not possible to cancel the class.

Click the **OK** button.

OK
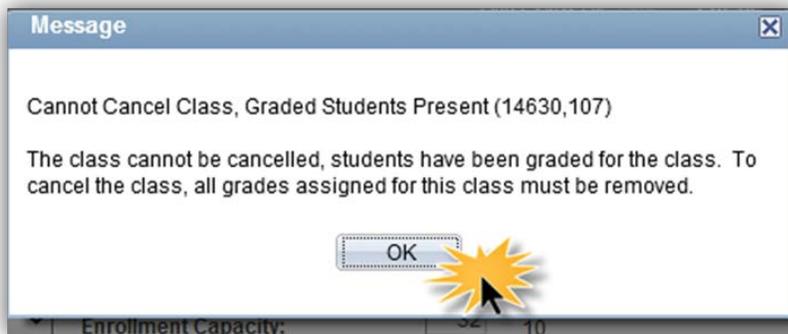
15. However if no warning appears, then click the cancel class button. Note: The Cancel Class button is not functional (live) until these steps are completed.

Cancel Class

16. Once the class has been cancelled, click **Save**. Note: You must cancel all components associated with this class (e.g. Labs and/or Tutorials).

Save
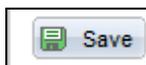
Cancelling a Class (Schedule Class Meetings)

Cancelling a class can also be completed on the Schedule of Classes > Schedule Class Meetings > Enrolment Control tab**. Note:** It is not necessary to cancel a class from both Maintain Schedule of Classes and Schedule Class Meetings.

NOTE: When cancelling a class that has an examination associated with it please contact the Examinations and Grades department via examinfo@ucalgary.ca

1. Click the **Curriculum Management** link.

Curriculum Management
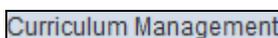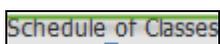
2. Click the **Schedule of Classes** link.

Schedule of Classes

3. Click the **Schedule Class Meetings** link.

    Schedule Class Meetings

4. Enter any search criteria you have and press Enter or Search. For this example we will use the term 2131 and JPNS 303.

Schedule Class Meetings

Enter any information you have and click Search. Leave fields blank for a list of a

| Find an Existing Value |

Maximum number of rows to return (up to 300): 300

Academic Institution:	= ∨	UCALG	🔍
Term:	= ∨	2131	🔍
Subject Area:	= ∨	JPNS	🔍
Catalog Nbr:	begins with ∨	303	
Academic Career:	= ∨		∨
Campus:	begins with ∨		🔍
Session:	= ∨		∨
Class Nbr:	= ∨		
Class Section:	begins with ∨		
Description:	begins with ∨		
Course ID:	begins with ∨		🔍
Course Offering Nbr:	= ∨		🔍

☐ Case Sensitive

Search   Clear   Basic Search   💾 Save Search Criteria

5. Click the **Enrollment Cntrl** tab.

    Enrollment Cntrl

6. The Class Status defaults to **Active**. Click the Class Status list.

    Active   ∨

7. Select **Cancelled Section** from the drop down menu.

    Cancelled Section

8. If you receive this warning message you will need to check Cancel If Student Enrolled checkbox.
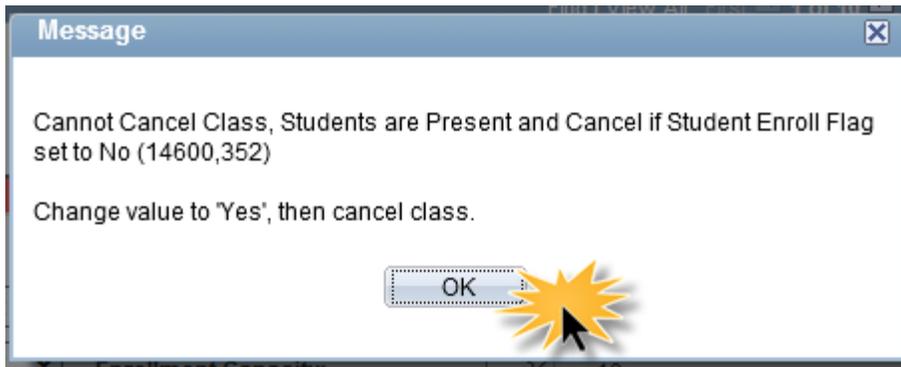
Click the **Ok** button.

9. Click the **Class Status** list.
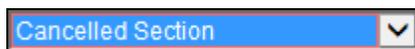
10. Change the class status back to **Active**.

11. If enrolment has begun for a class which is to be cancelled then this checkbox must be checked in order to cancel the class. This checkbox is considered a safety mechanism to prevent accidental cancellation of a class.

    Click the **Cancel if Student Enrolled** option.

12. Click the Class Status list.
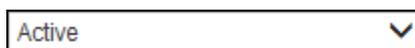
13. It will be necessary to change the class status to **Cancelled Section**.
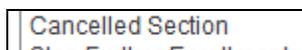
14. When the Cancelled Class button is "live" you may click to cancel the class. It is important to cancel all class components associated with this class (e.g. Labs and/or Tutorials).

    Click the **Class Cancel** button.
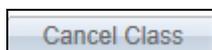
15. After clicking Cancel Class press the **Save** button.

End of Procedure.

For the corresponding online learning; consult, www.ucalgary.ca/ittraining