CANCEL A COURSE SECTION FOR DEPARTMENTS

TABLE OF CONTENTS

REVISION HISTORY

Version	Date	Name	Description
1	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.
2	6/21/18	M Stewart	Initial procedures for Version 9.

INTRODUCTION AND PURPOSE

The purpose of this document is to present the academic department scheduler's responsibility in canceling a course section in Banner.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

The department scheduler will update the section's status on form SSASECT to Pre-cancellation. Prior to changing section status, if the department wanted to move students enrolled in the section to be cancelled to another section, this needs to be done before changing the status to Pre-cancellation. The Academic Scheduling staff will complete the process of cancelling a section. 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 only **before** the SOC is published on-line, please see **"Delete a Section Before Schedule Goes On-Line"** procedures.

The academic department is responsible for the following tasks related to cancelling a course section:

      b. Moving any students enrolled in a to-be-cancelled section to another section, if desired.
          i. If students are not moved, Registrar's Office will just drop them from the section(s) being cancelled.
      c. Updating the section **Status** to **Pre-cancellation**.

Once enrolled students are moved from the section to be cancelled, or if the section does not have any enrollment to begin with, the section's status can be updated to Pre-cancellation.

From the date the Schedule of Classes is published online through the end of the third week of that schedule's quarter, at least twice a week Academic Scheduling will generate a report of all course sections placed in Pre-cancellation status as of the date the report is generated.

Academic Scheduling will then process the next steps to fully cancel a section:

      a. Drop any registered students, cancel faculty, and notify the students and faculty via email that the section has been cancelled.
      b. Release any assigned classrooms and remove the scheduled day and time.
      c. Update the section's status on **SSASECT** to **Cancelled**.

The academic department will also receive an email confirmation from Academic Scheduling when the cancellation process is complete.

Following are samples of the cancellation notifications Academic Scheduling sends to the enrolled students and assigned faculty.

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Academic Scheduling will then process the next steps to fully cancel a section:

d. Drop any registered students, cancel faculty, and notify the students and faculty via email that the section has been cancelled.
e. Release any assigned classrooms and remove the scheduled day and time.
f. Update the section's status on **SSASECT** to **Cancelled**.

The academic department will also receive an email confirmation from Academic Scheduling when the cancellation process is complete.

Following are samples of the cancellation notifications Academic Scheduling sends to the enrolled students and assigned faculty.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Academic Departments

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.
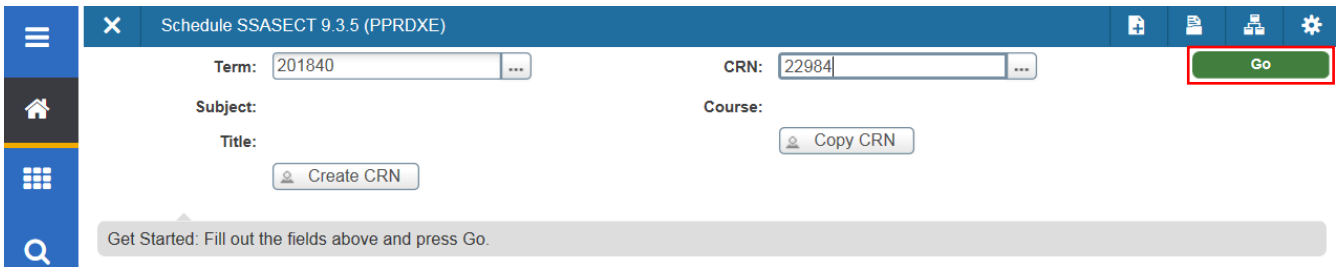
PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SSASECT	Schedule	Where a section's status is updated

PROCEDURES

STEPS

1. Navigate to **SSASECT**.
2. Enter desired term in the **Term** field and the CRN section to be pre-cancelled in **CRN** field.
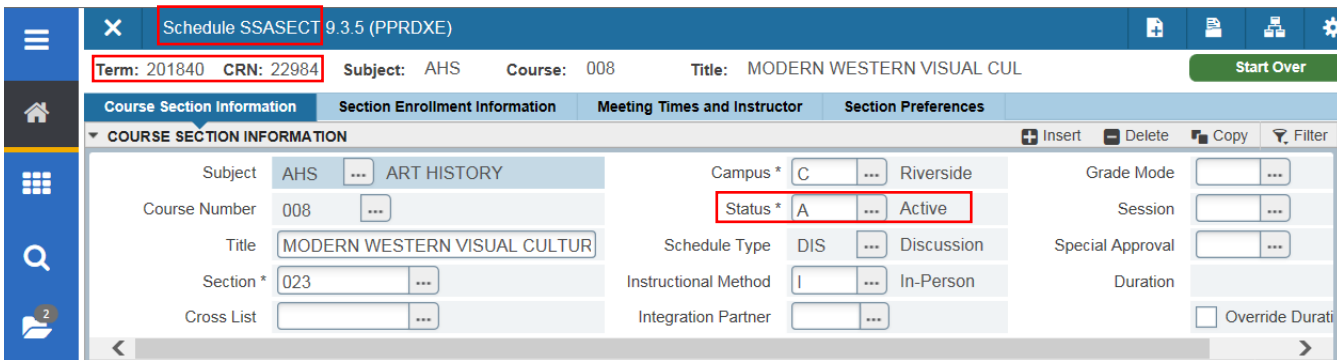3. Click **Go**.

4. Click **List of Values** button (contains three dots next to the field); this opens table STVSSTS (Section Status Code Validation). Or, you can enter a **P** in the Status field.

5. Click on **Pre-cancellation**, then click OK.
6. **Save**

Schedule SSASECT 9.3.5 (PPRDXE)
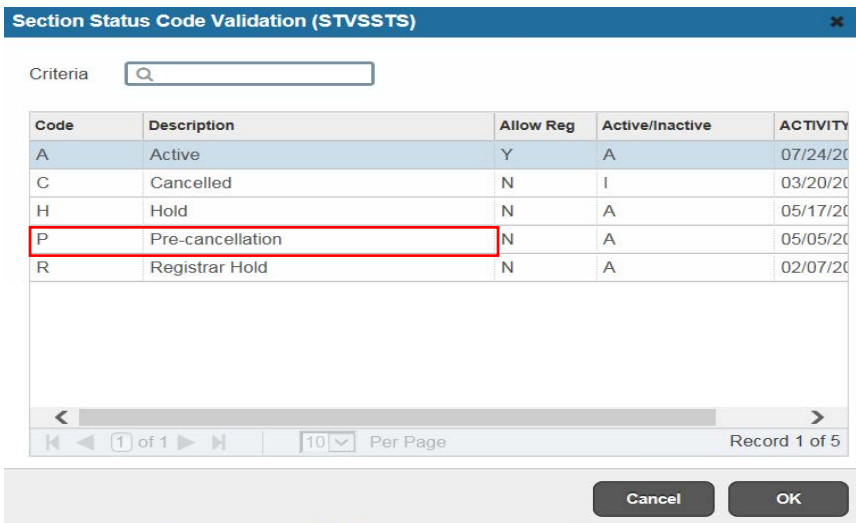
Term: 201840 CRN: 22984 Subject: AHS Course: 008 Title: MODERN   ✓ Saved successfully (1 rows saved)

| Course Section Information | Section Enrollment Information | Meeting Times and Instructor | Section Preferences |

▾ COURSE SECTION INFORMATION

Insert Delete Copy Filter

Subject	AHS ··· ART HISTORY	Campus *	C ··· Riverside	Grade Mode ···
Course Number	008 ···	Status *	P ··· Pre-cancellation	Session ···
Title	MODERN WESTERN VISUAL CULTUR	Schedule Type	DIS ··· Discussion	Special Approval ···
Section *	023 ···	Instructional Method	I ··· In-Person	Duration
Cross List	···	Integration Partner	···	☐ Override

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,

UCRIVERSIDE | Office of the Registrar

900 University Avenue

2249 Student Services Building | Riverside, CA 92521-0118
Office: 951.827.7284 **|** Fax: 951.827.7368

Web: registrar.ucr.edu/

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,

UC RIVERSIDE | Office of the Registrar

900 University Avenue

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Web: registrar.ucr.edu/