

9.2 Cancel Classes Using Schedule Class Meetings

Purpose: Use this document as a reference for how to cancel classes in ctcLink.

Audience: Course Scheduling staff.

 You must have at least one of these local college managed security roles:

- ZC CM Class Maintenance
- ZD CM Class Maintenance
- ZD FWL View Cnt Calc
- ZZ CM Local Configuration
- ZZ FWL Contract Calc

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Use the **Schedule Class Meetings - Enrollment Control** page to update class status values. When you need to cancel a class that has multiple sections, it is more efficient to use this component than to cancel the section through the Schedule of Classes component. Most fields on this page are “display only” because the primary reason for accessing this class meeting is to update the class status value.

Cancel via Schedule Class Meetings

Navigation: NavBar > Navigator > Curriculum Management > Schedule of Classes > Schedule Class Meetings

1. The **Schedule Class Meetings** search page displays.
2. Enter **Academic Institution**.
3. Enter **Term**.
4. Enter additional search criteria to identify the class.
5. Select **Search**.

Schedule Class Meetings

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 =

Term =

Subject Area =

Catalog Nbr begins with

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](#)

6. The **Meetings** page displays.
7. Select **Enrollment Control**.

[Meetings](#) [Enrollment Control](#) [Exam](#)

Course ID 022988 Course Offering Nbr 1
 Academic Institution Tacoma CC
 Term SPRING 2018 Undergrad
 Subject Area ABE Adult Basic Education - ABE
 Catalog Nbr 77 R/W Environmental Science-10

Class Sections

Session 1 Regular Academic Session Class Nbr 1866
 Class Section 1 Component Lecture Event ID 000035505
 Associated Class 1 Units 10.00 Associated Class Attributes

Meeting Pattern [Find](#) | [View All](#) First 1 of 1 Last

Facility ID Capacity 32 Pat Mtg Start 11:30AM Mtg End 1:20PM M ☒ T ☒ W ☒ T ☒ F ☐ S ☐ S *Start/End Date 04/02/2018 06/15/2018

TYEE 0010 Topic ID Free Format Topic

☐ Print Topic On Transcript [Contact Hours](#) [Combined Section](#)

Instructors For Meeting Pattern [Personalize](#) | [Find](#) | [View All](#) First 1-2 of 2 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access	Contact	Empl Rod#	Job Code
<input checked="" type="checkbox"/>	<input type="text"/>	101007315	Mcdonald, Robin	Primary Instructor	<input checked="" type="checkbox"/>	Approve	<input type="text"/>	0	
<input checked="" type="checkbox"/>	<input type="text"/>	101005814	Watson, Noel	Primary Instructor	<input checked="" type="checkbox"/>	Approve	<input type="text"/>	0	

Room Characteristics [Personalize](#) | [Find](#) First 1 of 1 Last

*Room Characteristic *Quantity 1

Academic Shift [Personalize](#) | [Find](#) First 1 of 1 Last

Academic Shift

[Save](#) [Return to Search](#) [Notify](#)

8. The **Enrollment Control** page displays.. The **Class Status** is 'Active' by default. The following 3 statuses set the enrollment status to closed and these sections do not appear in class search:

- a. Cancelled Section
- b. Stop Further Enrollment
- c. Tentative Section

Meetings
Enrollment Control
Exam

Course ID022988
Academic InstitutionTacoma CC
TermSPRING 2018
Subject AreaABE
Catalog Nbr77

Course Offering Nbr1
Undergrad
Adult Basic Education - ABE
R/W Environmental Science-10

Session 1
Class Section 1
Associated Class 1

Regular Academic Session
ComponentLecture
Units10.00

Class Nbr1866
Event ID000035505

*Class StatusActive

Class TypeEnrollment
Add ConsentNo Special Co
Drop ConsentNo Special Co

1st Auto Enroll Section
2nd Auto Enroll Section
Resection to Section

Cancel Class

Enrollment StatusOpen
Requested Room Capacity40
Enrollment Capacity40
Wait List Capacity5
Minimum Enrollment Nbr

Total130

☒ Auto Enroll from Wait List
☐ Cancel if Student Enrolled
Combined Section

Save
Return to Search
Notify

Meetings | Enrollment Control | Exam

9. Change the **Class Status** to 'Cancelled Section'.

Warning!

If you want to cancel the section regardless of whether students are enrolled, you must select the **Cancel if Student Enrolled** check box. Doing so drops any students who are enrolled in the section and requires that you recalculate tuition for those students.

[Meetings](#) | [Enrollment Control](#) | [Exam](#)

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Enrollment Control

Session 1 Regular Academic Session Class Nbr 1866
 Class Section 1 Component Lecture Event ID 000035505
 Associated Class 1 Units 10.00

*Class Status Cancelled Section Cancel Class 10/22/2018

Class Type Enrollment Enrollment Status Open
 Add Consent No Special Co Requested Room Capacity 40 **Total**
 Drop Consent No Special Co Enrollment Capacity 40 13
 1st Auto Enroll Section Wait List Capacity 5 0
 2nd Auto Enroll Section Minimum Enrollment Nbr
 Resection to Section

☒ Auto Enroll from Wait List ☒ Cancel if Student Enrolled [Combined Section](#)

Save Return to Search Notify

[Meetings](#) | [Enrollment Control](#) | [Exam](#)

10. The **Cancel Class** button becomes available.
 - a. Status must be Cancelled Section.
 - b. Sections must be cancelled one at a time.
 - c. Print class rosters prior to cancelling the class.
11. Select **Cancel Class** to cancel this class section.
12. The **Cancellation Date** will appear next to the **Cancel Class** button.
13. Select **Save**.

Meetings
Enrollment Control
Exam

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Course Offering Nbr 1

Academic Institution Tacoma CC
Term SPRING 2018
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Catalog Nbr 77
R/W Environmental Science-10

Enrollment Control

Session 1
Regular Academic Session
Class Nbr 1866

Class Section 1
Component Lecture
Event ID 000035505

Associated Class 1
Units 10.00

*Class Status Cancelled Section
Cancel Class
10/22/2018

Class Type Enrollment
Enrollment Status Open

Add Consent No Special Co
Requested Room Capacity 40
Total

Drop Consent No Special Co
Enrollment Capacity 40
13

1st Auto Enroll Section
Wait List Capacity 5
0

2nd Auto Enroll Section
Minimum Enrollment Nbr

Resection to Section

☒ Auto Enroll from Wait List
☒ Cancel if Student Enrolled
[Combined Section](#)

Save
Return to Search
Notify

Meetings | Enrollment Control | Exam

14. Process complete.