

Process for cancelling a class: the dropping and adding of students

1. When a school/program cancels a class –
 - a. The school/program notifies the scheduling officer by email and cc academic advisor for that school/department's students

2. The academic program will notify the students in the class **prior** to canceling the class, with a cc to the Scheduling Officer.

The following email (two options) should be sent to the students informing them of the class cancellation.

<Title of course (class #)> is cancelled due to <reason/ex: low enrollment>. You will be dropped from this course... (choose bulleted option below)

Option 1 – another section available

- *... and added to the other section of the course. Should you have a course conflict or need help with your schedule, please contact your academic advisor.*

Option 2 – no other section available

- This may put you below fulltime and impact any financial aid you may receive. Please contact your academic advisor for scheduling assistance as needed. For questions related to financial aid, please contact your financial aid counselor directly.

3. Once the Scheduling Officer receives the copy email of the cancellation notice the class will be cancelled.
 - a. The students will be automatically dropped when the class is put into cancellation mode in SIS.

