How to Cancel a Class

Description: How to notify students and cancel a class in PeopleSoft with enrollment.

Step 1: Stop Further Enrollment

1. Navigate to **Main Menu → Curriculum Management → Schedule of Classes → Schedule Class Meeting** and select the correct section .

2. Open the 'Enrollment Cntrl' tab. Change the Class Status to 'Stop Further Enrollment' and click 'Save'. (This will prevent new students from enrolling while you work on notifying current students.) Note: If there isn't enrollment go to Step 3.

Step 2: Inform Students of Cancellation

1. Navigate to the Class Roster page in PeopleSoft and search for the applicable class section.
   This is where we inform the enrolled students of the cancellation.

2. Click '**Select All**' then '**Notify Selected Students'** to send an email to enrolled students.

3. Include CEU contact (currently: Jennifer Cousens (jlcousens@cpp.edu) in the CC box. The system will automatically add the selected students email in the BCC box. Update the Subject box and include a message to inform the students of the cancellation *(See Sample Email Template on Academic Planning and Resources Website).*

4. When you are ready to send, click the yellow '**Send Notification'** button, then click the '**Return to Class Roster**' link.

Class Roster

Send Notification

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

Notification from Lam Le

From ldle@cpp.edu

To ldle@cpp.edu

CC jlcousens@cpp.edu

> Please include the individual listed below from College of Extended University on the CC: field Box to inform them that the class section has been canceled for the term.

BCC cortes@cpp.edu

> All registered students' email addresses will automatically populate.

Subject Cancelled Class BIO 4000 Section 01

Message Text

> Update the 'Subject' field and provide information to the students on the cancellation of the class section and any other pertinent information.

Spell Check Message Text (Alt+5)

Send Notification

Return to Class Roster

Step 3: Cancel the Class

1. Navigate back to Schedule Class Meetings. Search for your class and open the applicable class section.
    a. Return to the Enrollment Cntrl tab
    b. Select the checkbox ☑ **Cancel if Student Enrolled**
    c. Change the Class Status to Cancelled Section to:

       *Class Status | Cancelled Section ▼

    d. Click on yellow Cancel Class button. [Cancel Class] The system will cancel the class, drop all enrolled students and automatically save. **NOTE:** Once you have clicked the Cancel Class button, you will no longer have access to the students who were enrolled.
        i. Note: The total enrollment should be 0 after canceling the class.
        ii. Note: If there are students still enrolled after canceling a class, set the class status back to stop further enrollment, (no need to save) then cancel again and it should drop all students.