

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 .

Schedule Class Meetings

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

Search Criteria

Academic Institution = POCMP
Term = 2223
Subject Area = HST
Catalog Nbr begins with 1101
Academic Career = Undergraduate
Campus begins with MAIN
Session = Regular Academic Session
Class Nbr =
Class Section begins with
Description begins with
Course ID begins with
Course Offering Nbr = 1

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-4 of 4 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Session	Class Nbr	Class Section	Description	Course ID	Course Offering Nbr
POCMP	2223	HST	1101	Undergrad	MAIN	Regular 34362	01		World Civilizations to 1500	013101	1
POCMP	2223	HST	1101	Undergrad	MAIN	Regular 34363	02		World Civilizations to 1500	013101	1
POCMP	2223	HST	1101	Undergrad	MAIN	Regular 34364	03		World Civilizations to 1500	013101	1
POCMP	2223	HST	1101	Undergrad	MAIN	Regular 34365	04		World Civilizations to 1500	013101	1

- 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.

Course ID 013101 Course Offering Nbr 1
Academic Institution Cal Poly Pomona
Term Spring Semester 2022 Undergrad
Subject Area HST History
Catalog Nbr 1101 World Civilizations to 1500

Enrollment Control

Session 1 Regular Academic Session Class Nbr 34362
Class Section 01 Component Lecture Event ID
Associated Class 1 Units 3.00

*Class Status: Stop Further Enrollment

Class Type Enrollment
Add Consent: No Special Co
Drop Consent: No Special Co

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

Enrollment Status: Closed
Requested Room Capacity: 48
Enrollment Capacity: 48
Wait List Capacity: 48
Minimum Enrollment Nbr

Student Enrollment

Total
48
0

Auto Enroll from Wait List Cancel if Student Enrolled

Save Return to Search Previous in List Next in List Notify

Meetings | Enrollment Cntrl | Exam

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.***

Favorites > Main Menu > Curriculum Management > Class Roster > Class Roster

ORACLE

Class Roster

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 begins with POCMP

Term begins with 2197

Subject Area begins with BIO

Catalog Nbr begins with 4000

Class Nbr =

Class Section begins with

Session =

Course ID begins with

Course Offering Nbr =

Search Clear Basic Search Save Search Criteria

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

Favorites > Main Menu > Curriculum Management > Class Roster > Class Roster

ORACLE

Class Roster

Fall Semester 2019 | Regular Academic Session | Cal Poly Pomona | Undergraduate

BIO 4000 - 01 (73540)
Special Study for Upper Division Students (Sup)

Days and Times	Room	Instructor	Dates
TBA	TBA	Douglas Durrant	08/22/2019 - 12/08/2019

*Enrollment Status: Enrolled Class Permissions

Enrollment Capacity: 10 Enrolled: 1

Enrolled Students

Select	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt
1	012272169	Cortes, Alejandro	Graded	1.00	Undergraduate Baccalaureate - Biology	Junior	06/06/2019	

Select All Clear All

Notify Selected Students

Return to Search Previous in List Next in List

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.

The screenshot shows a web interface for sending a notification. At the top, it says "Class Roster" and "Send Notification". Below this, it instructs to "Type e-mail addresses in the To, CC or BCC fields using a comma as a separator." The form has several fields: "From" (Idle@cpp.edu), "To" (Idle@cpp.edu), "CC" (jlcousens@cpp.edu), and "BCC" (cortes@cpp.edu). A callout points to the CC field, stating: "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." Another callout points to the BCC field, stating: "All registered students' email addresses will automatically populate." The "Subject" field contains "Cancelled Class BIO 4000 Section 01". A callout points to this field, stating: "Update the 'Subject' field and provide information to the students on the cancellation of the class section and any other pertinent information." Below the subject field is a "Message Text" area with a "Spell Check Message Text (Alt+5)" link. At the bottom right is a yellow "Send Notification" button. At the bottom left is a "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 Idle@cpp.edu

To Idle@cpp.edu

CC jlcousens@cpp.edu

BCC cortes@cpp.edu

Subject Cancelled Class BIO 4000 Section 01

Message Text

Spell Check Message Text (Alt+5)

Send Notification

Return to Class Roster

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.

All registered students' email addresses will automatically populate.

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

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
 - d. Click on yellow Cancel Class button. 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.

The screenshot displays the 'Enrollment Control' page for a specific class section. The breadcrumb trail at the top reads: Favorites > Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings. The page header includes the Cal Poly Pomona logo and a search bar. Below the header, there are tabs for 'Meetings', 'Enrollment Cntrl', and 'Exam'. The main content area shows details for Course ID 013101, Course Offering Nbr 1, and Class Nbr 31712. The 'Enrollment Control' section includes fields for 'Class Status' (set to 'Cancelled Section'), 'Enrollment Status' (set to 'Open'), and a 'Cancel Class' button. A checkbox labeled 'Cancel if Student Enrolled' is checked. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'. Red annotations are present: a box around the 'Cancel if Student Enrolled' checkbox with the number '1', a box around the 'Cancelled Section' dropdown with the number '2', and a box around the 'Cancel Class' button with the number '3'.