

Canceling a Class

Step 1 - Navigate to PeopleSoft Schedule of Classes/Maintain Schedule of Classes and search for the applicable course.

Oracle
Maintain Schedule of Classes
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 = POCMP
Term =
Subject Area =
Catalog Nbr begins with
Academic Career =
Campus begins with
Description begins with
Course ID begins with
Course Offering Nbr =
Academic Organization begins with

Case Sensitive

Step 1A - Open the Enrollment Cntrl tab and change the Class Status to 'Stop Further Enrollment' and click save.

Oracle
Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Course ID 001097 Course Offering Nbr 1
Academic Institution Cal Poly Pomona
Term Fall Semester 2019 Undergrad
Subject Area BIO Biology
Catalog Nbr 4000 Spec Study for UD Students

Enrollment Control Find | View All First 1 of 11 Last

Session 1 Regular Academic Session Class Nbr 73540
Class Section 01 Component Supervision Event ID
Associated Class 1 Units 1.00

*Class Status Stop Further Enrollment Cancel Class

Class Type Enrollment Enrollment Status Open

*Add Consent No Special Consent Required Requested Room Capacity 10
*Drop Consent No Special Consent Required Enrollment Capacity 10
1st Auto Enroll Section Wait List Capacity 10
2nd Auto Enroll Section Minimum Enrollment Nbr
Resection to Section

Auto Enroll from Wait List Cancel if Student Enrolled

Student Enrollment	
Total	1
	0

Save Return to Search Previous in List Next in List Notify

Step 2 - Navigate to the Class Roster page in PeopleSoft and search for the applicable class section. *This is to inform the registered 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](#)

Select All

Notify Selected Students

Step 2A - Click then to send an email to all the registered 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: [Class Permissions](#)

Enrollment Capacity: 10 Enrolled: 1

Enrolled Students Personalize | Find | | First ◀ 1 of 1 ▶ Last

	Select	ID	Name	Grade Basis	Units	Program - Plan - Subplan	Academic Level	Add Dt	Grade Dt
1	<input checked="" type="checkbox"/>	012272169	Cortes,Alejandro	Graded	1.00	Undergraduate Baccalaureate - Biology	Junior	06/06/2019	

 Clear All

Step 2B - Ensure to include Jennifer Cousens (jlcousens@cpp.edu) from CEU 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 Text to inform the students of the cancellation (See Sample Email Template on Academic Planning and Resources Website). Click

Send Notification

[Return to Class Roster](#)

then

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 - Navigate back to PeopleSoft Schedule of Classes, Maintain Schedule of Classes. Search for your course and open the applicable class section.

Step 3A - 1. Select the box **Cancel if Student Enrolled**

2. Change the Class Status to Cancelled Section a ***Class Status**

3. Click on yellow Cancel Class button. The system will cancel the class, drop all registered students and automatically save.

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Catalog Nbr 4000 Spec Study for UD Students

Enrollment Control Find | View All First 1 of 11 Last

Session 1 Regular Academic Session Class Nbr 73540
Class Section 01 Component Supervision Event ID
Associated Class 1 Units 1.00
2. *Class Status Cancelled Section **3.** Cancel Class 11/19/2019
Class Type Enrollment Enrollment Status Closed
*Add Consent No Special Consent Required Requested Room Capacity 10 Total
*Drop Consent No Special Consent Required Enrollment Capacity 10 1
1st Auto Enroll Section Wait List Capacity 10 0
2nd Auto Enroll Section Minimum Enrollment Nbr
Resection to Section
 Auto Enroll from Wait List **1.** Cancel if Student Enrolled