CANCEL A SECTION

IF STUDENTS ARE ENROLLED

TO BE USED AFTER THE LAST DAY TO ADD A CLASS
CANCEL A SECTION

IF STUDENTS ARE ENROLLED

I. NOTIFY THE STUDENTS

1. Log into iROAR and click on the Faculty Services menu.

2. Go to Term Selection and submit the correct term.
3. Go to **CRN Selection** and click on **Enter CRN Directly**.

   ![Select a CRN](Select_a_CRN.png)

   Enter the **CRN** in the blank field and then click **Submit**.

   ![Enter CRN Directly](Enter_CRN_Directly.png)

4. Click on **Summary Class List**.

   ![Summary Class List](Summary_Class_List.png)

   You will see all students registered for this section. Scroll down and click on the **Display Email List** button.

   ![Display Email List](Display_Email_List.png)

   Scroll down again. You will see a box of email addresses where the button was before.
5. Copy and paste all email addresses in your new email’s address line.

6. Compose and send an alert to all these students that the section of the course is being cancelled and that they will be dropped from the class. Include: Subject, Course Number, Section Number, and CRN.
II. SET ENROLLMENT AT 0

7. Open Banner INB.

8. Type SSASECT in the Go To... box.

10. Enter the Term and the CRN for the section you wish to cancel. Then hit Tab.

11. Click Next Block. The form will populate.

12. Click to the Section Enrollment Information tab.

13. Change enrollment Maximum to 0.

14. Click Save. The Whisper line will confirm that the transaction is complete.
15. Click to the **Meeting Times and Instructors** tab.

![Meeting Times and Instructors Tab]

16. **Next Block** down to the **Instructor** block.
   Click on every assigned instructor’s name and then click on **Record** in the top row and choose **Remove**.

![Instructor Block]

17. Click **Save**. The Whisper line will confirm that the transaction is complete.

18. Staying on the same tab, **Record-Remove** the **Meeting Times** one block above.

![Meeting Times Block]

19. Click **Save**. The Whisper line will confirm that the transaction is complete.
III. SEND IN THE FORM

20. If it is after the last day to add a class, send a **Cancel Section** form to Registration Services. The form is available by clicking on the following link:  
   [http://www.registrar.clemson.edu/secure/f1/cancelClass.htm](http://www.registrar.clemson.edu/secure/f1/cancelClass.htm)

21. If it is before the last day to add a class, you are able to drop the student and then change the status field on SSASECT from A (active) to C (cancelled).

   **NOTE:** Submitting this form means that Registration Services will cancel the section and mass drop all students enrolled. There is no need to submit any Registration Correction forms!

IV. DELETE THE SECTION

   **NOTE:** Deleting a section is an optional step. The difference between a *Cancelled* and a *Deleted* section is that Cancelled sections are rolled from semester to semester. Deleted sections disappear from the database.

1. Open Banner INB.

2. Type SSASECT in the Go To... box.

3. Press Enter. The Schedule form will open.

4. Enter the **Term** and the **CRN** for the section you wish to delete. Then hit Tab.
5. Click **Next Block**. 
The form will populate.

6. Check if Registration Services processed your form and the section in fact cancelled. Look for the letter “C” in the **Status** field.

**NOTE:** If the **Status** field shows that the section is A – Active, do not delete the section.

7. Perform a **Record – Remove**.

8. Click **Save**. 
Click OK on the pop up message.

The Whisper line will confirm that the transaction is complete.

**NOTES**