## COURSE SECTION CANCELLATIONS

Cancel your sections in CSB. **DO NOT DELETE SECTIONS.** The enrollment system will not be able to find the class number and students will not know the course has been cancelled.

Timely cancellations will 1) enable students who attempt to enroll for such a section to know the section is cancelled, and 2) enable Curricular Services to make unused general assignment classrooms available to newly added sections. For these reasons, **do not** use a zero enrollment capacity instead of a section cancellation.

To cancel sections in CSB, follow these steps:

### If no students are enrolled:
Change the class status to Cancelled Section and save. **NOTE:** Combined section classes cannot currently be cancelled in CSB. If you need to cancel a crosslisted or meets-with class, please contact Curricular Services.

### If there is enrollment in the class:

1. Print or save the section's class roster (*Curriculum Management > Class Roster > e-Class Roster*) before cancelling. You will be responsible for notifying enrolled students that the section is going to be cancelled. **NOTE:** Cancelling a class should drop all enrolled students. If you do not print the class roster before cancellation, you will not be able to identify who was enrolled.

2. Contact Curricular Services to request that the class be cancelled.

## COURSE SECTION ADDS

Add course sections as necessary in CSB. The steps are the same as during curricular build processing.

1. Add a new section of a course by clicking on the plus sign to the right of the course title. If you’re adding the first section of a course not currently scheduled, you’ll need to check the “Include courses with no sections” box at the upper right of your screen in order to access the course.

2. If you are creating a meets-with class, you will need to submit an “Add or remove a meets-with section” form, requesting that Curricular Services combine the relevant classes.

## COURSE SECTION CHANGES

Change course sections as necessary in CSB.

**Procedures for Section Room Changes:** See “General Assignment Classroom Procedures” for additional information.

Changes in time/day can create schedule conflicts for students. Be sure to notify students of any changes to time/day.

If you realize, during enrollment, that student interest in a section is greater than anticipated, you should increase that section's requested room capacity to request a new room. Increase the section’s enrollment capacity **only** if a larger classroom is available.
CROSSLISTED AND MEETS-WITH COURSES: It is important that the primary department initiate changes or cancels on any crosslisted or meets-with section. A section add to a crosslisted course should only be initiated by the primary department. Secondaries will appear when the daily crosslist sync is run. If a class number is needed for enrollment into a secondary section before the crosslist sync has been run, the secondary department should create the section, keeping in mind that the enrollment caps for the primary and secondary will not be combined yet.

Also, both primary and secondary members will need to maintain their own enrollment capacities and class notes. Remember: Curricular Services recommends that all sections of a combination match the section enrollment cap to the combined enrollment cap. Use the Combined Sections Detail page as a reference.

DO NOT CHANGE SESSION OR CLASS SECTION NUMBER ON AN EXISTING CLASS SECTION. Otherwise, Sections Combined and other dependent tables will not stay synchronized.

DO NOT CHANGE CLASS TYPE (enrollment, non-enrollment): Once a section has been published, you should not change the class type of the enrollment section. Call Curricular Services to discuss your situation if you think you need to change class type.

DO NOT CHANGE AUTO ENROLLMENT SECTIONS: Call Curricular Services to discuss your situation if you think you need to change auto enrolls.