Cancel Class With Enrollment

It is the department's responsibility to remove students from a cancelled course and notify them that they've done so.

The following instructions for how to cancel a course with students registered will be used until a more efficient process can be developed after workflows and automatic letter generation are available in the Banner system.

1. In SFASLST, enter term, CRN and Next Block. Highlight a student, click Option, click IDs, Names and Addresses.

This will take you to SPAIDEN. Click Next Block, then the E-mail tab. Highlight the email address to cut and paste into a draft email or an excel list that can be referenced later in the process. Click the black X to go back to SFASLST to enter the next student number.
2. In the email, paste each student’s email address and generate an email to notify students of the change. Typical text could be “CORS 1234 (CRN=14321) is being cancelled and removed from your schedule. Other changes to your schedule may be made in MyCentral.”

3. In SFAREGS for each student change the RE or RW for the section to DD then press Shift F6 (or Remove Record) and Save twice.

4. After all students have been removed, go to SSASECT:
   a. Use Remove Record to remove the Instructor:
   b. Use Remove Record to remove Meeting Time and dates:
   c. Change Status on the first page to C:
   d. Save.