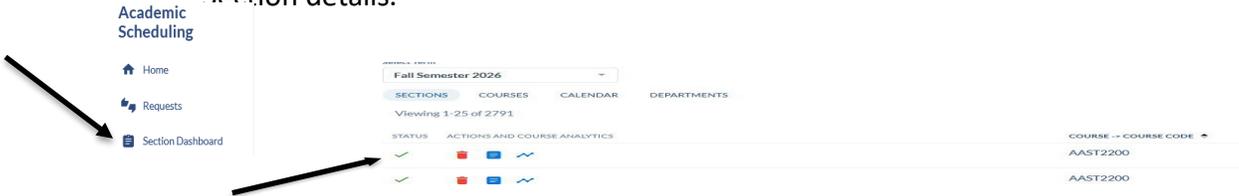


Canceling Sections

1. Open the Course that you want to cancel under the Section Dashboard to display the Section details.



2. Next, scroll down to update the necessary fields in the “Current Section Information” portion of the page.
 - a. Change the Section Status from “Active” to “Cancelled.”



- b. Under Enrollment Settings, update the “Enrollment Capacity” to zero.



- c. Remove the meeting days/times from the Meeting Patterns & Time blocks field by clicking the button that appears to the left when you mouse over the meeting row.



- d. Remove the instructor from the section by clicking the button to the left of the instructor’s name.



3. Scroll to the bottom of the page and click “Save Section.”

CANCEL

SAVE SECTION

Editing AAST2200 - 09



Part Of Term **required** ?

Full Term

Max Enrollment **required** ?

26

Actual Enrollment ?

0

Grade Mode ?

Course Default Grade Mode (hidden) ?

Standard Letter (S)

Tuition and Fee Waiver ?

—

Show on BannerWeb? ?

YES

NO

Print on Schedule **required** ?

YES

NO

Gradable **required** ?

YES

NO

Duration of Term ?

16

Term Duration Units - Weeks ?

weeks