Request Cancelling a Section
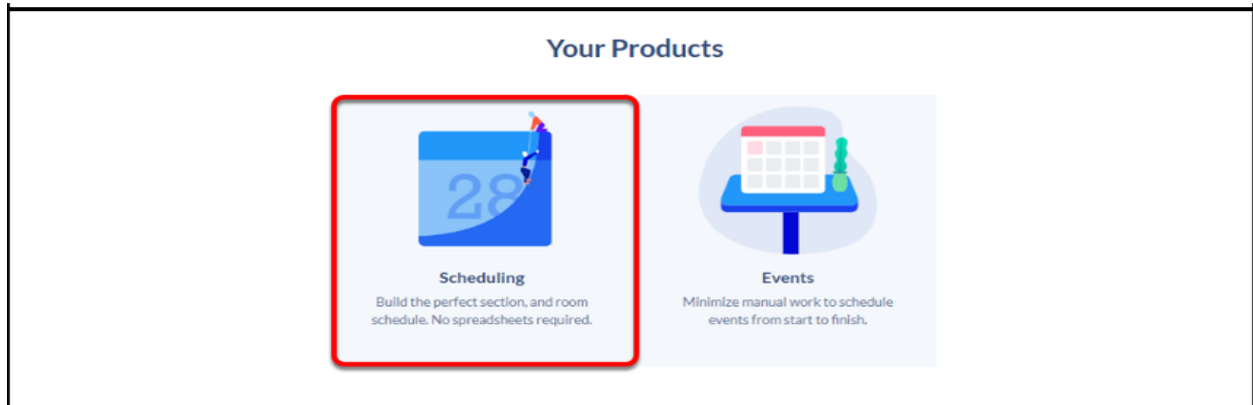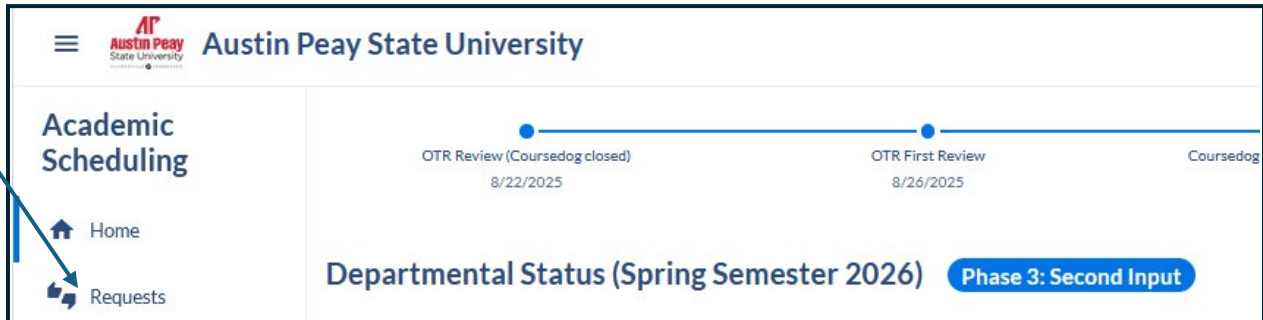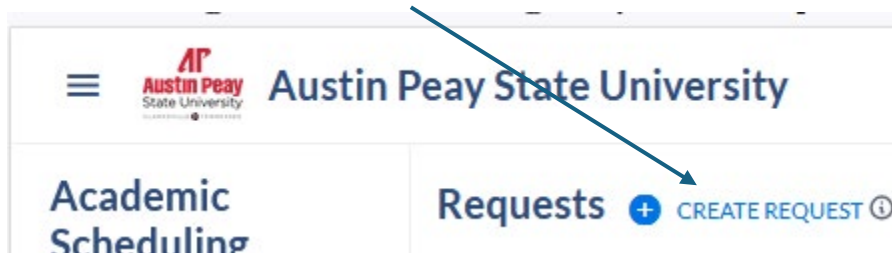
1. Log in to Coursedog Log In. If prompted, select Scheduling.
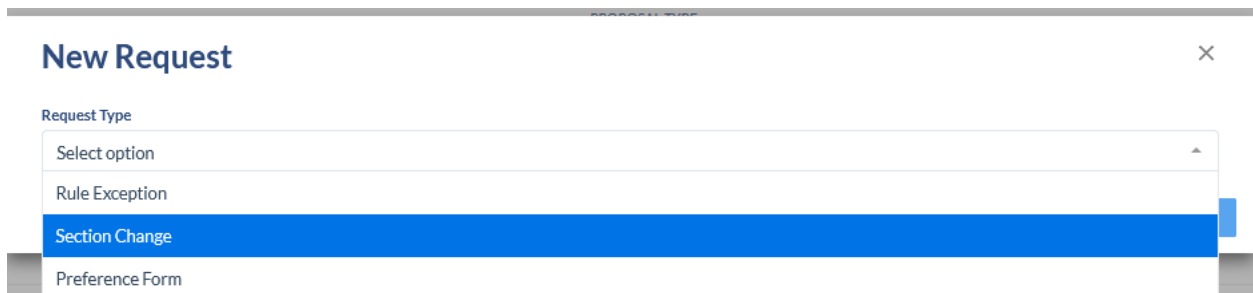

2. Select Requests from the Scheduling Management menu on the left.

3. Click Create Request.

4. Select Section Change. Then, click Create Request.

A. Select **Section Change** from the Request Type drop-down menu.

B. Click **Create Request.**

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5. Create the Request

- **Select a term from the drop-down menu.**
- **Set the type of change to Edit Section.**
- **Select the course you want to cancel and select the section to cancel.**
- **Enter a reason for canceling the class, and if the course has students enrolled.**
- **Then scroll down the page to proceed to the next steps.**

Do not click Submit Request at this time.

New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term

Spring 2025 — A

Type of change

Edit Section — B

Select a course — C   **Which section?**

CHEM301A: Organic Chemistry, 1, Undergraduate   01 — D

Reason for request *

Cancelling due to low enrollment — E

START OVER   SUBMIT REQUEST

6. Scroll down to the Class Status card and change the Class Status to Cancelled.

Current Section Information

This is the section information as it currently stands. Any changes you make will be incorporated into you section change request After making your changes, you may submit the request for approval.

✓ This section was **successfully** synced with the SIS on 9/4/2025 at 07:14 AM.

General Information

Course Title ❓

General Biology I

CRN ❓

2086

Section Number required ❓

03

All section numbers must be in line with the Section Number Table.

Instructional Method required ❓

Face-to-Face Instruction

Campus required ❓

APSU, Clarksville Campus

Section Status ❓

Active

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7. When the Class Status is changed to Cancelled, a red message may appear at the top of the screen detailing the next steps to properly cancel the class.

8. Scroll down to the Meeting Patterns & Rooms card and delete the current meeting pattern(s). Hover over the meeting pattern(s), then click the minus sign that appears.

9. Scroll down to the Instructors card. Delete the current instructor(s) by clicking the minus sign next to their name(s).

12. Scroll back up to the top of the page and click Submit Request.

New Request » Section Change

Section Change requests allow you to request edits for any data field in a particular section. First, select a section, then make any requested edits in the input fields below.

Term

Spring 2025 ▾

Type of change

Edit Section ▾

Select a course

CHEM301A: Organic Chemistry, 1, Undergraduate ▾

Which section?

01 ▾

Reason for request *

Low enrollment

START OVER   **SUBMIT REQUEST**   ⟵