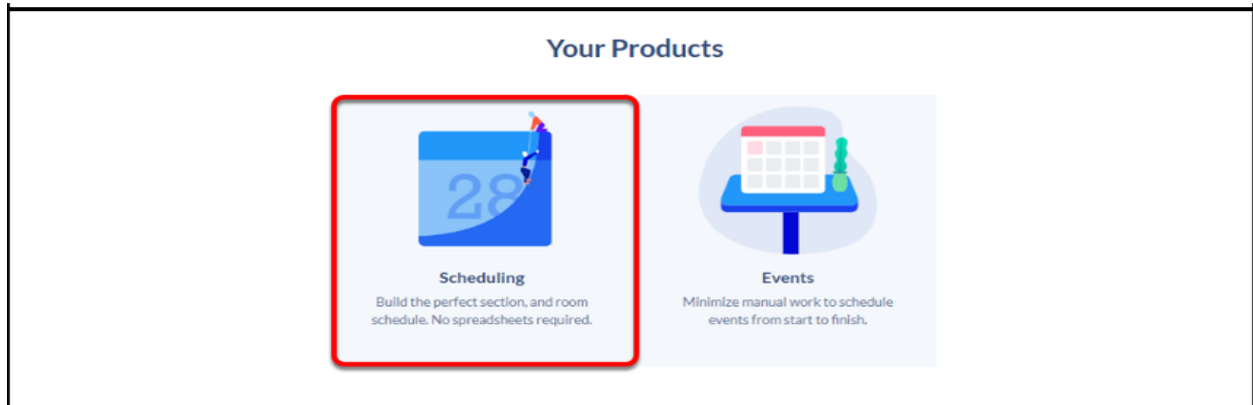
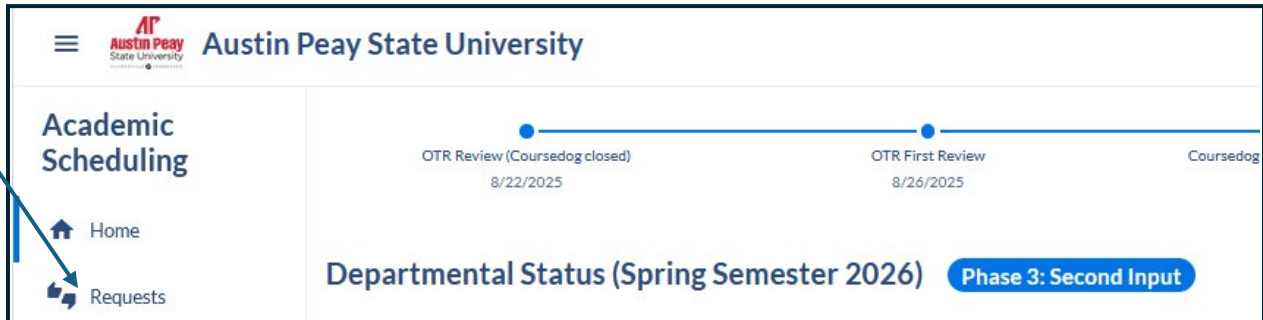


Request Cancelling a Section

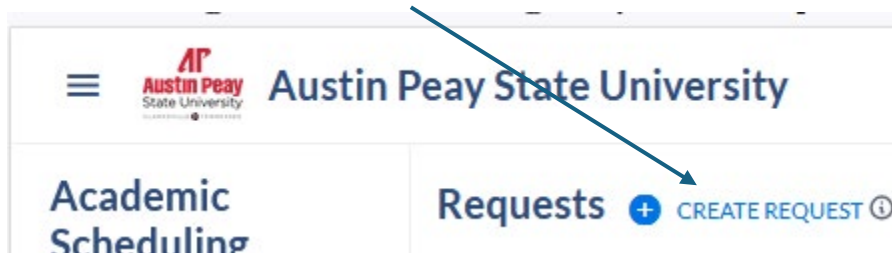
1. Log in to [Coursedog Log In](#). If prompted, select Scheduling.



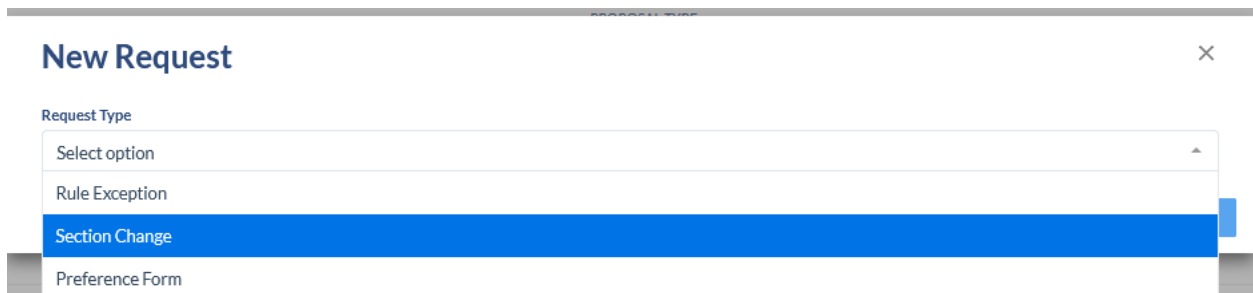
2. Select Requests from the Scheduling Management menu on the left.



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**.

OTR 9/4/2025

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 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 your 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

OTR 9/4/2025

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.

Current Section Information

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

This section was successfully synced with the SIS on 11/6/2024 at 06:40 AM.

Message: This section is violating Cancelled Section with Instructor, Meeting Pattern, Exam Room, and Enrollment: To cancel a section and submit for approval, please ensure instructor, meeting pattern, and exam room are removed. Cancel if student enrolled should be set Yes.

Schedule Change Requests - Only for Phases 1 & 2

Course Information

Academic Group: NSM - Natural Sciences & Mathematics
Course: Room NSM 001629
Center: Undergraduate
Offer Number: 1

Class Status

Class Status: **Cancelled**

Reassign Room to another section?
YES NO

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.

Meeting Patterns & Rooms*

DAYS	START	END	ROOM	START DATE	END DATE
Mo and We	8:30 AM	9:45 AM	MH587	01/18/25	05/09/25

+ MEETING PATTERN SET DETAILS

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

Instructors

NAME	CONFLICTS	PREFERENCE FIT
Michael Ferracane (Primary Instructor - 20%)	0	100%

+ INSTRUCTOR SET INSTRUCTOR ROLES & DETAILS *

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

