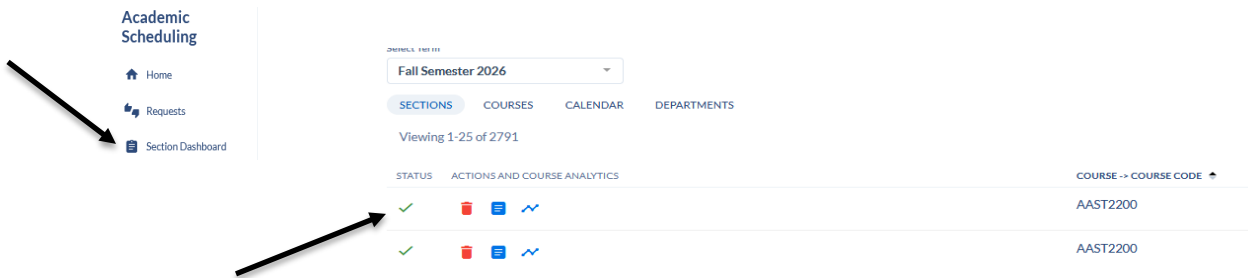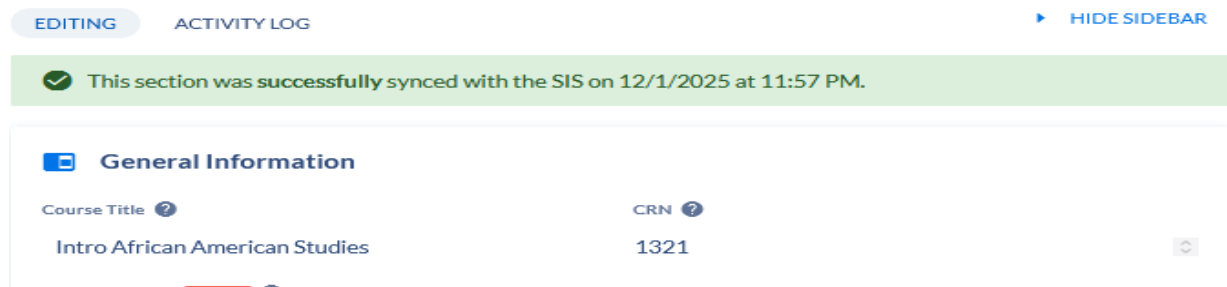![Austin Peay State University logo]

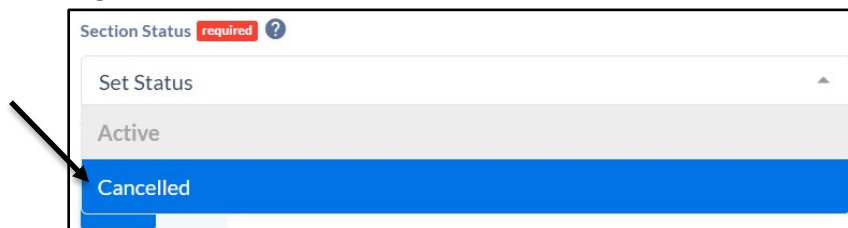# CANCELING A SECTION DURING OPEN EDITING

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

Section details

2. Next, scroll down to update the necessary fields in the "Current Section Information" portion of the page.

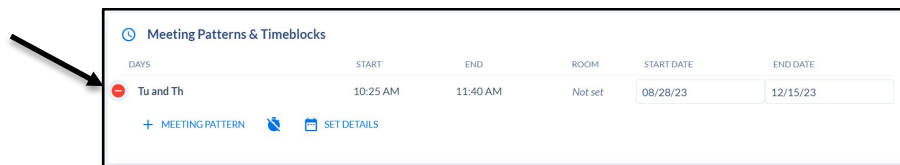   a. Change the Section Status from "Active" to "Cancelled."

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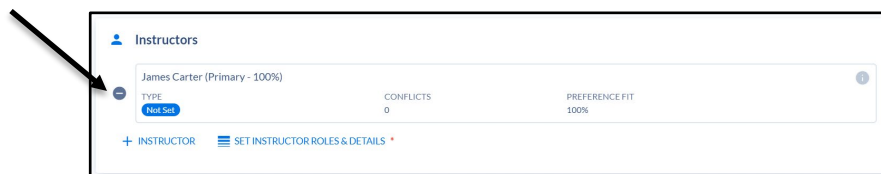
d. Remove the instructor from the section by clicking the button to the left of the instructor's name.

e. To the bottom of the page and Save Section.