

The Cancellation Process

After registration has opened there are a few factors we cannot change. If these factors need to be changed the course must be cancelled and remade.

You **CAN** Change:

- Class Attributes
- Instructors/Instructor workload
- Enrollment capacity and room capacities
- Combined and uncombined courses
- Class Status (Active/Tentative/Stop Further Enrollment)

You **CANNOT** Change:

- Meeting patterns
- Session
- Location
- Instruction Mode
- Class Association Number

To request the cancellation a course:

1. Set the Class Status to Stop Further Enrollment.
2. Obtain an email from the Department Chair confirming the request to cancel the course.
3. **If it is an even swap email records@uttyler.edu to have students swapped into the new section. Admins must notify students before being swapped over.**
4. Forward the email to AcademicScheduling@uttyler.edu. The following information must be included for the cancellation request to be processed:
 - Class subject
 - Catalog number
 - Term
 - How many students are enrolled
 - Confirmation that the students have been notified of the cancellation. **This is extremely important, as once a cancellation is processed, access to the roster of students is no longer available.**
5. If the course or section to be cancelled is part of a Combined Sections Table, remove it from that entry before proceeding with the cancellation request.

Once the course has been cancelled an email will be sent by AcademicScheduling@uttyler.edu confirming the cancellation. The Dean, Bookstore, and the Enrollment Services Office will be copied on the email. This is standard procedure.