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.