

# Section Cancellation

Follow the steps below prior to submitting a Section Cancellation

1. Did you print a class roster for each section you are canceling?

[Click Here](#) – How to run a Class Roster (SROS)

2. Were STUDENTS contacted regarding the class cancellation?

**\*Students must be contacted prior to canceling the section\***

**Contact Registration if students can be moved prior to canceling the section.**

3. **Type first and last name below and select Submit.** The email is sent automatically to Section Modifications.

(a) **An email will appear with the completed section cancellation form attached.**

**Checking each box in the table below is acknowledgement that each step was completed prior to scanning cancellation form to Section Modifications.**

<b>Term</b>	<b>Section</b>	<b>Class Roster printed?</b>	<b>Students contacted?</b>
Ex. 2017SP	ENG-111-01	✓	✓

There is no **un-cancel** process in Colleague.

**First / Last Name**

**Date**

*example: 1/4/2017*