CLSS User Guide
Deleting or Canceling a Section

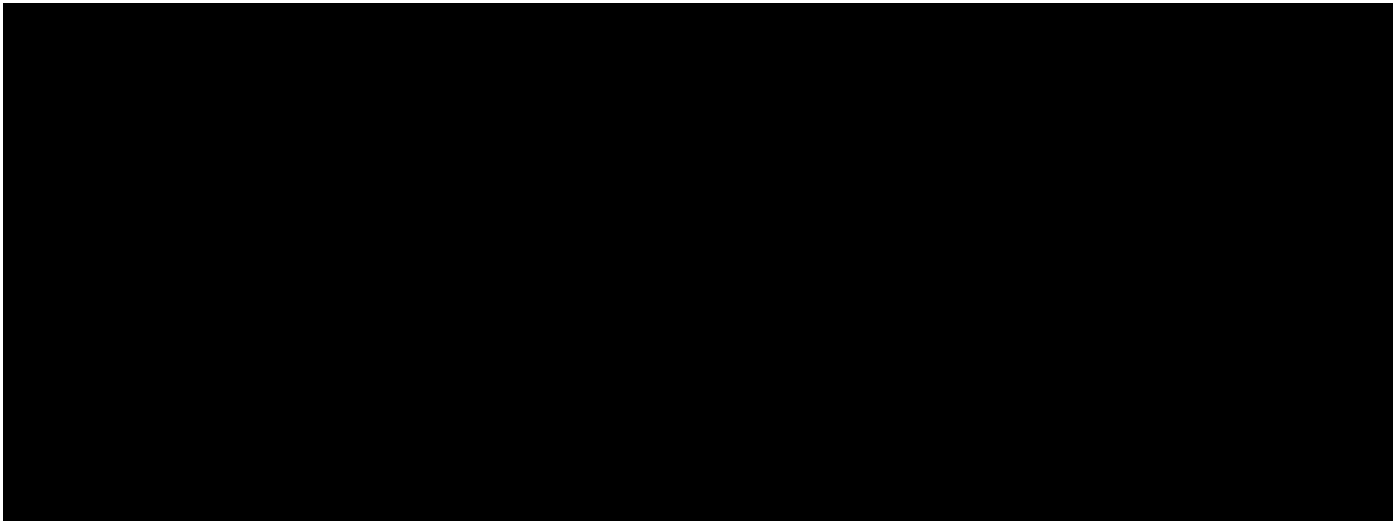### *Before*

1. Navigate to the _____ screen
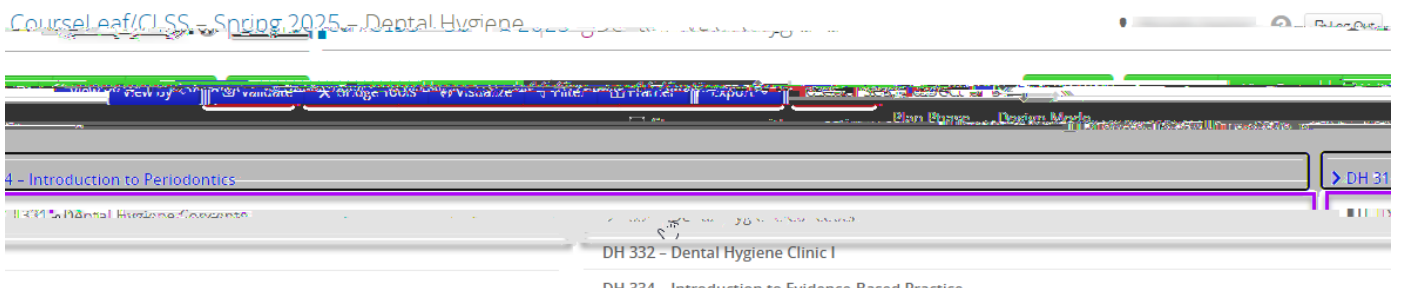
2. _____ to open an instance:

3. _____ to open a scheduling unit (aka department) and see the courses maintained by that scheduling unit:

4. _____ a course to view existing sections of it:

5. Click the   button to the left of the section number:

6. Click   to confirm:

Are you sure you want to delete this section?

OK   Cancel

After

1. Navigate to the   screen

CourseLeaf/CLSS – Instances

2.   an instance to open it:

3.   to open a scheduling unit (aka department) and see the courses maintained by that scheduling unit:
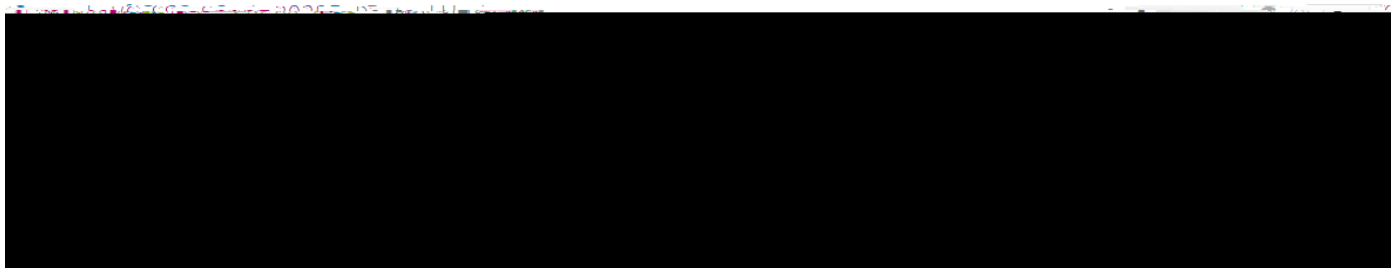
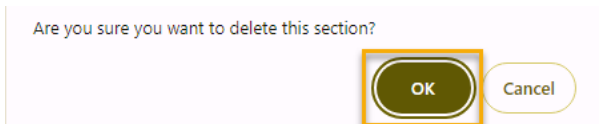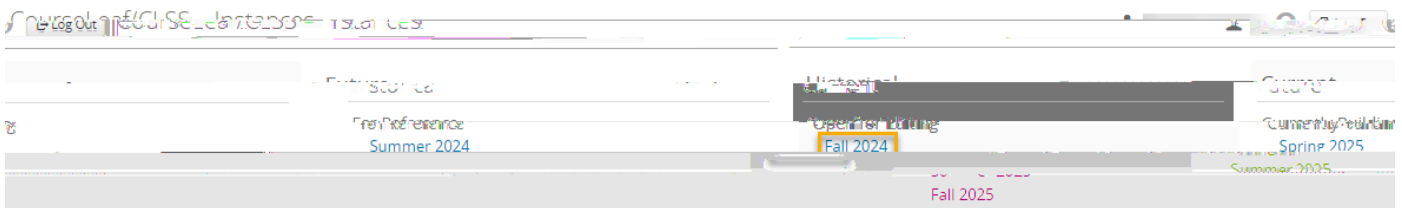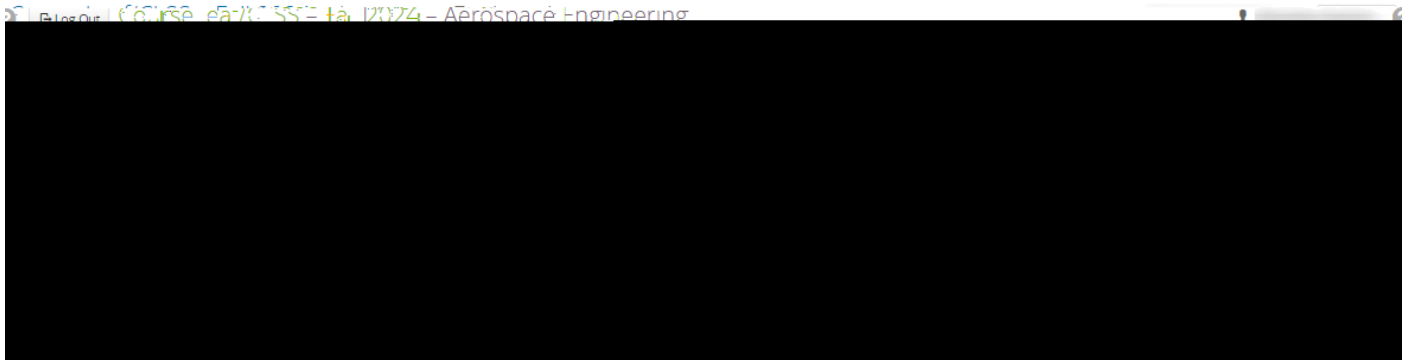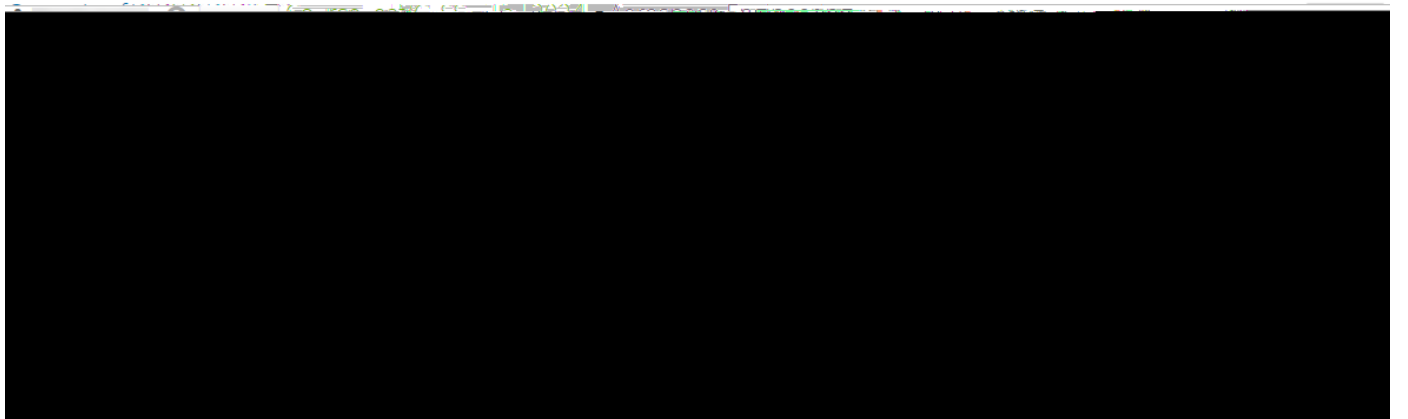4.   a course to view existing sections of it:
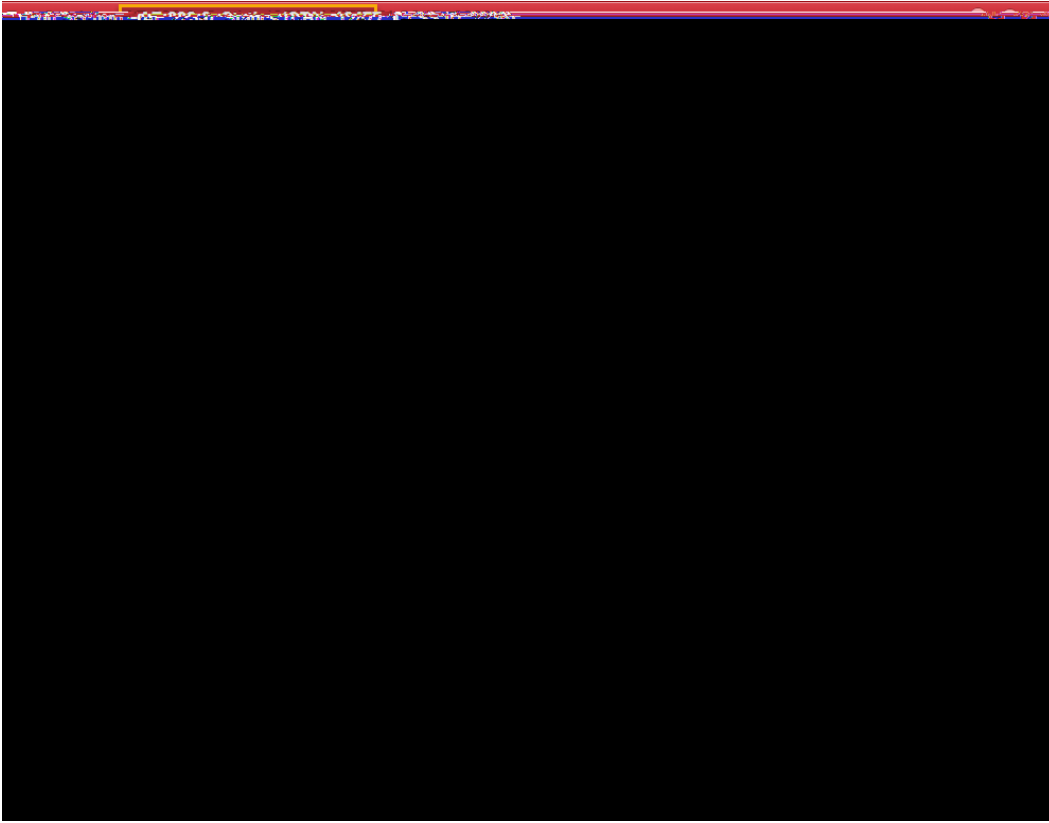
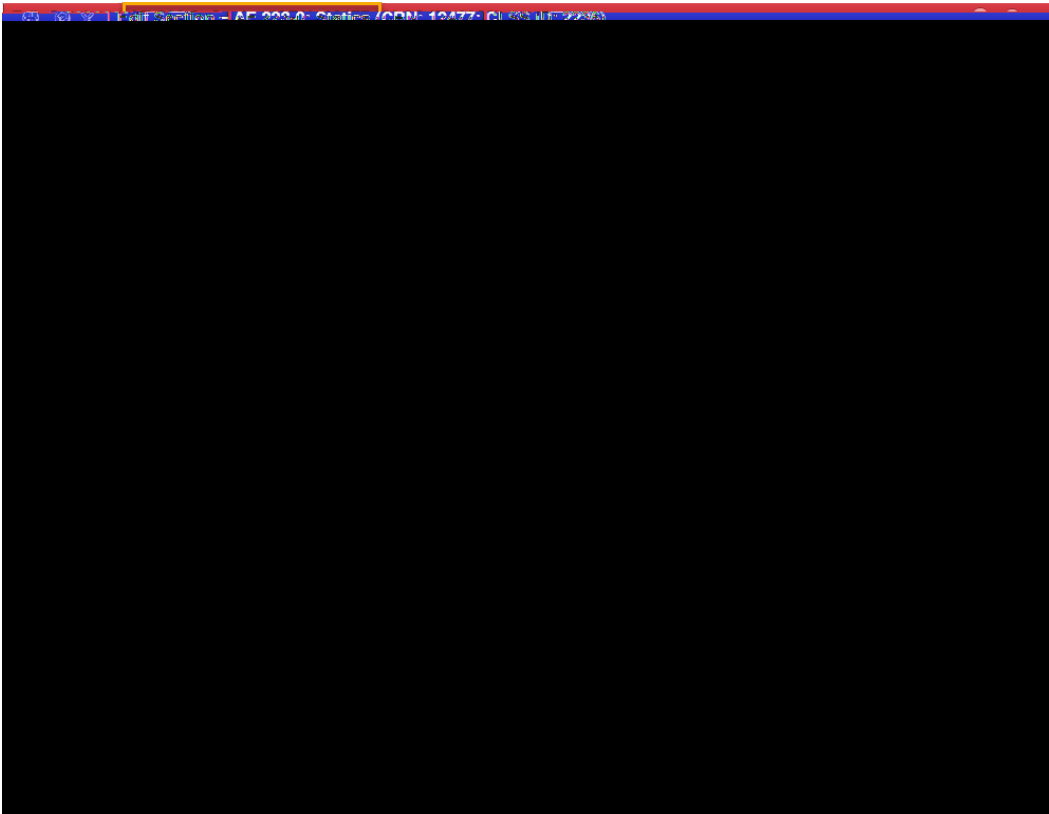5.   the section to be canceled to open it:

6. Look at the top red line to ensure you selected the correct CRN and make these changes:
    a. Click the "Status" dropdown and select "Cancelled".
    b. Delete the meeting pattern.
    c. Choose "No Room Needed".
    d. Set instructor to "TBD".

7. Click "Save Section":

Note: Sections may be deleted or canceled based on the phase or mode. During certain times, deletions/cancellations will require workflow approval.