

Cancellation of Classes

3 Tier Process

This process will be led by scheduling coordinator.

Round 1 Cancellations

At the end of advance registration (end of prior semester) recommendations will be sent to coordinators/assistant deans.

- List of suggested classes to escrow
- List of suggested cancellations.
- The schedule of classes will be adjusted before end of that semester.

Round 2 Cancellations

The day before late registration begins a reminder will be sent about reviewing escrowed classes.

- All sections that coordinators do not want opened or do not have possible instructors for will be canceled.
- Additional adjustments to the schedule needed for late registration will be made at this time (we may have needed space available due to cancellations – for either 16 or 12 week – opportunity to add needed sections earlier)

Round 3 Cancellations

Cancellation of classes will occur Friday before the start of the semester.