

## Cancelling a Class



Note: You are not permitted to cancel a class into which you have accepted one or more Out-Of-Board (OOB) students UNLESS you have found an appropriate alternative for each impacted OOB student.



Cancelling a class cannot be undone so please be careful.

Before cancelling a class, please understand the following scenarios:

### CANCELLED: OTHER VISIBLE SECTIONS AVAILABLE

- All 'A' (Accepted) students automatically change to 'W' (Waitlisted)
- Priority flags are set for these students
- Students' Status Dates revert back to their original waitlisted date OR, if they were automatically accepted, remain as their original accepted date

### CANCELLED: NO OTHER VISIBLE SECTIONS AVAILABLE – Accepted Students

- All 'A' students automatically change to 'WC' (Waitlist Cancelled)
- Priority flags are set for these students
- Students' Status Dates revert back to their original waitlisted date OR, if they were automatically accepted, remain as their original accepted date
- If another section of the course is added in that 'semester', the status for 'WC' students will automatically change to 'W'.

### CANCELLED: NO OTHER VISIBLE SECTIONS AVAILABLE – Waitlisted Students

- All 'W' students automatically change to 'WC'
- Students' Status Dates remain their original waitlisted date
- If another section of the course is added in that 'semester', the status for 'WC' students will automatically change to 'W'.

To cancel a class, please:

Go to [Course Management – Manage Course Offerings](#). Use the filters or search functions, if required, to locate the class you wish to cancel.

Click the Action  button next to the class you wish to cancel and select **Cancel**. Click **OK** to confirm cancellation.