

## How To Cancel A Section Prior to Enrollment

1. To cancel a section, you will need to navigate to the Basic Data tab in Maintain Schedule of Classes. To navigate there, start at Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.
2. Under Search Criteria, enter the Term, Subject Area, and Catalog Nbr of the class you would like to cancel.
3. Navigate to the section you would like to cancel by clicking the arrows as seen on the right.

The screenshot shows the Berkeley 'Maintain Schedule of Classes' interface. The breadcrumb navigation is: Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes. The 'Basic Data' tab is selected. Course details include: Course ID: 100181, Academic Institution: UC Berkeley, Term: 2016 Fall, Subject Area: AFRICAM, Catalog Nbr: 4A, Course Offering Nbr: 1, Class Nbr: 12436, Start/End Date: 08/24/2016 to 12/09/2016. The 'Class Sections' section shows a table with one entry: Session 1, Regular Academic Session, Class Nbr 12436, Component LEC (Lecture), Units 4.00. A red box highlights the pagination control '1 of 4' with left and right arrows. Below the table are sections for 'Class Topic', 'Equivalent Course Group', and 'Class Attributes'.

*Course Attribute	Value	*Course Attribute	Value
GE	General Education Requirements	AL	Arts & Literature
GE	General Education Requirements	HS	Historical Studies

Buttons at the bottom: Save, Return to Search, Previous in List, Next in List, Notify.

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4. Once you are on the section you would like to cancel, press the minus sign.

Course ID: 100181      Course Offering Nbr: 1  
 Academic Institution: UC Berkeley  
 Term: 2016 Fall      Undergrad  
 Subject Area: AFRICAM      African American Studies      **Auto Create Component**  
 Catalog Nbr: 4A      Africa: Hist & Cul

**Class Sections**      Find | View All      First 1 of 4 Last  
 \*Session: 1 Regular Academic Session      Class Nbr: 12436  
 \*Class Section: 001      \*Start/End Date: 08/24/2016 12/09/2016  
 \*Component: LEC Lecture      Event ID: 000105039  
 \*Class Type: Enrollment  
 \*Associated Class: Units: 4.00      Associated Class Attributes  
 \*Campus: BERK Berkeley      Add Fee  
 \*Location: MAIN UC Berkeley Main Campus      Schedule Print  
 Course Administrator:      Student Specific Permissions  
 \*Academic Organization: AFRICAM African American Studies      Dynamic Date Calc Required  
 Academic Group: CLS College of Letters and Science      Generate Class Mtg Attendance  
 \*Holiday Schedule: UCB01 UCB Non-Instructional Days      Sync Attendance with Class Mtg  
 \*Instruction Mode: P In-Person      GL Interface Required  
 Primary Instr Section: 001

**Class Topic**  
 Course Topic ID:      Print Topic in Schedule

**Equivalent Course Group**  
 Course Equivalent Course Group:      Override Equivalent Course  
 Class Equivalent Course Group:

**Class Attributes**      Personalize | Find | View All | First 1-2 of 5 Last  
 \*Course Attribute      \*Course Attribute Value  
 GE General Education Requirements      AL Arts & Literature  
 GE General Education Requirements      HS Historical Studies

Save    Return to Search    Previous in List    Next in List    Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data

5. You will then be prompted to confirm the cancellation. Press OK.

6. Press Save.

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**Delete Confirmation**

Delete current selected rows from this page? The delete will occur when the transaction is saved.