Canceling and Re-creating Sections in CLSS

Certain changes are not allowed once there is enrollment in a section. This is because certain changes can impact student billing and schedules, and cause confusion for students. To mitigate these issues, classes need to be canceled and re-created with the new class setup.

When to Cancel and Re-create

This only applies to sections with enrolled students. If you want to make a change to a class without enrollment, you should be able to proceed with that change in CLSS as normal.

- If students are enrolled and you are making a change that could impact their schedule and/or billing, you will need to cancel and re-create.
    - Ex. changing meeting patterns, campus/location code, sessions and instruction mode
- If you are unsure, CLSS will always tell you if you cannot make a change. An error message will populate stating you need to cancel and re-create.

Canceling and Re-creating in CLSS

Ask yourself, "Do students need to be moved to the new section?"

- If yes, academic scheduling can batch move students from the canceled section into the new section. Follow the steps below to initiate batch enrollment into a new section.
- If no, set the class status to canceled section, submit to workflow and create the new section like normal.

Batch Enrolling Students into the New Section

Academic scheduling can batch-enroll students from a canceled section into a new section. The following steps must be followed for that to happen. If they are not followed, the class will be canceled, all students will be dropped and academic scheduling will not be able to move the students.

Reminders:

- The batch enrollment process will not move any waitlisted students.
- The batch enrollment process will move the entire class roster of enrolled students; academic scheduling cannot move a portion of the students.
- Department liaisons will be notified of any students not moved into the new section. It is the department's responsibility to notify those students and work with them to get enrolled or find an alternative solution.
- Academic scheduling will not move students until the stop further enrollment section **and** the new section are in workflow.

Steps to Take in CLSS

For an existing section you want to cancel:

1. Set the status to "Stop Further Enrollment."
   a. Setting the status will trigger a workflow and therefore will not prevent enrollment; it is only used as a marker for academic scheduling to know students will need to be moved. **Do not** use this status for any other purpose outside of canceling and re-creating.

      Tip: If you want to prevent any students from enrolling, set the enrollment max to 0 and **save** before making any other changes.

2. In the comments field to academic scheduling, indicate students need to be moved and the specific section they are moving to.
   a. Ex. "Replacing this section with 002, please move students to new section."
3. Submit the section to workflow.

Creating a new section:

1. Create the new section like normal.
2. Add a comment to academic scheduling indicating students need to be moved to the new section.
   a. Ex. "Replacing section 001, please move students into this section."
3. Submit to workflow.

Canceling and Re-creating Combined Sections

If you do not need students moved into any of the sections within the new combination, follow the normal process for canceling combined sections and create new sections as normal.

If you want students moved for any of the sections in the combination, follow these steps:

1. The **parent** section will set their status to "stop further enrollment:"
   a. In the comments, state where students need to be moved to **and** what child sections should be added.
      i. Ex. "Please move students to section 002 and create child section WGST 1270-002."
   b. Submit to workflow.
2. The **parent** section will create its new section:
   a. In the comments, state students should be moved to the section, what child sections should be added and include the enrollment max for the child section and the combined max enrollment.
      i. Ex. "Replacing 001, please move students into this new section and add new child section WGST 1270-002. Enrolment max on child is 10, combined max is 20."
   b. Submit to workflow.

Canceling and Re-creating Linked Sections

- If you're replacing a singular non-enrollment section and do not need students moved:
    - Cancel the existing section and create a new section after the canceled section is approved out of workflow.
- If you're canceling and re-creating a singular non-enrollment section and need students moved:
    - Follow the normal steps for canceling and re-creating but do not link to the new non-enrollment section.
        - In the comments, state that the section will need to be linked to the enrollment section.
            - Ex. "Replacing section 115, please move students and link to lecture 100."
- If you're canceling and re-creating any of the following variations, please email academic scheduling and which will advise on how to proceed.
    - Canceling and re-creating an enrollment section and all linked non-enrollment sections.
    - Canceling and re-creating only the enrollment section and not the linked non-enrollment sections.
    - Canceling and re-creating multiple non-enrollment sections.

Canceling and Re-creating Combined and Linked Sections

If you're canceling and re-creating sections that are combined and linked, please email academic scheduling for information on how to proceed.