



Cancel a Section

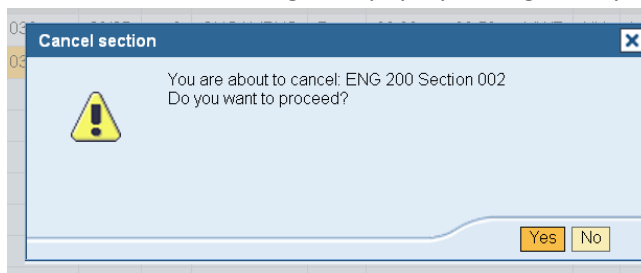
After entering in course sections, it may be determined that some sections should be cancelled before the schedule is posted to the web.

1. Select the section to be canceled, click Cancel; section will be removed from Event Planning application

View: [Standard View] [Print Version] [Export] [Add Section] [Change] [Cancel] [View]

Course	Section	Off	Session	Seats	Reg	Campus	Type	Schedule	Loc	Room
ENG 200	Section 001		030	20/25	0	ONCAMPUS	R	08:00am - 08:50am MWF	HH	MP 303
	Section 002		030	35/35	0	ONLINE	WEB			

2. A Cancel Section message will pop-up asking if the you wants to proceed with the cancellation



3. Click Yes and the section will be removed

Note: If you click no, the section will remain in the grid