

Canceling a section in CLSS (after schedule of courses is live)

DO NOT do the following

- Change the status
- Remove the room
- Remove the instructor

Edit Section – GEOG 191-001: First-Year Seminar (CRN: 83309; CLSS ID: 3308)

GEOG 191-001 (83331) controls the primary scheduling configuration for this cross-listed section

Section Information Fall 2022, GEOG

Title/Topic	First-Year Seminar (Default Value)	Part of Term	1 - Full Term (8/17/22 to 12/8/22)
Section #	001	Campus	WWU Campus Course
Credit Hrs	1	Inst. Method	(None Assigned)
Status	Active	Schedule Print	Viewable on Search, Can Register
Consent	(None Assigned)	Schedule Type	Lecture
Grade Mode	Student Choice	Session	< 50% Non-Traditional Delivery
Link To	Not linked to	Cross-list With	GEOG 191-001 (83331) ✖
Restrictions	Level	Prerequisites	None

Section Attributes First Year Seminar

Instructor Room 25Live Room Seek Schedule

Perez, Maria (800052385) BKH-D 125 - Brooks Hall 125 (83) W 2:30pm-3:20pm ✖

Enrollment 0 current, 7 prior **Cross-list Enrollment**

Maximum	Wait Cap	Maximum
25	0	39

Section Text Workflow Notes

Course includes a required Saturday field trip.

Type "Cancel" and include justification & replacement section if known.

Annotations:

- Yellow box: Set to "Not Viewable on Search, Cannot Register" (points to Schedule Print dropdown)
- Green box: IF NO students set to Departmental Approval IF HAS students leave as is (points to Consent dropdown)
- Yellow box: Remove Cross-list (points to Cross-list With field)

Buttons: Bridge Tools, Cancel, Save Section





See below on how to delete a section before courses go live.



Deleting sections (Before schedule of courses is live)


Deletions cannot be undone

Deleting a single section

BCOR 460 - Contemporary Business Strategy				
	7C1 (83855)	L	Kitchen, Suzanne (700128070)	Does Not Meet
	C01 (80839)	L	Fessmann, Anja (800315011) +1	TR 2:30pm-3:45pm
	C02 (80840)	L	Bruyaka Collignon, Olga (8001605...)	MWF 10:30am-11:20am
	C03 (81137)	L	Bruyaka Collignon, Olga (8001605...)	MWF 11:30am-12:20pm

The small grey X will delete individual sections.

Deleting ALL sections of a course (*Use with CAUTION*)

BCOR 460 - Contemporary Business Strategy				
	7C1 (83855)	L	Kitchen, Suzanne (700128070)	Does Not Meet
	C01 (80839)	L	Fessmann, Anja (800315011) +1	
	C02 (80840)	L	Bruyaka Collignon, Olga (8001605...)	
	C03 (81137)	L	Bruyaka Collignon, Olga (8001605...)	

The red X will delete ALL section of the course.