

Procedure for Cancelling Credit Classes

Department Chairperson

- ✓ Chairperson to review enrollment numbers in course sections
- ✓ Division Dean and Chairperson to discuss class cancellations
- ✓ Chairperson to contact Division Dean Assistant or Academic Affairs to cap enrollment to zero so no students will register while cancellation is in process
- ✓ Chairperson to contact faculty member of cancelled class
- ✓ Chairperson to provide Department Assistant with
 - Cancelled section(s)
 - Alternative section(s) if available
 - Preferred method of contacting students - telephone or student e-mail
 - Inform Administrative Assistant to capture student contact information before cancelling the section by running a roster from Colleague using **XLBL2**

Department Administrative Assistant

- ✓ Capture student contact information by running a roster from Colleague using **XLBL2**.
- ✓ Telephone or e-mail the students
 - Indicate cancelled class
 - Provide an alternative section or class
 - Advise student not to adjust his/her schedule until the cancelled class has been removed from their record unless the communication occurs one week prior to the start of the term
- ✓ Contact the appropriate departments with the section(s) that are to be cancelled and alternatives. This can be accomplished with one e-mail to the “Cancel Section” or CancelSection@ccm.edu distribution group that includes the following:
 - Academic Affairs Division
 - Patrick Enright (penright@ccm.edu)
 - Maria Isaza (misaza@ccm.edu)
 - Thomas Ling (tling@ccm.edu)
 - Virginia Rich (vrich@ccm.edu)
 - Shew-Mei Chen (schen@ccm.edu)
 - Erica Lewis (elewis@ccm.edu)
 - Marketing, Public Relations & Enrollment Management
 - Melissa Albright (malbright@ccm.edu)
 - Pamela Marcenaro (jpmarcenaro@ccm.edu)
 - Records and Registration
 - Laura Lee Bowens (lbowens@ccm.edu)
 - Karen May (kmay@ccm.edu)
 - registrar@ccm.edu
 - Distance Learning
 - Amy Garcia (agarcia@ccm.edu)
 - Payroll Office
 - payroll@ccm.edu
 - Bursar’s Office
 - Debbie Hatchard (dhatchard@ccm.edu)
 - Victor McNeil (vmcneil@ccm.edu)
 - Bookstore
 - Jeff Lubnow (jlubnow@ccm.edu)

Academic Affairs Office

- ✓ Upon complete the cancellation; send out an e-mail to the “Cancel Section” or CancelSection@ccm.edu distribution group.