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 Services 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
  - o Cancelled section(s)
  - o Alternative section(s) if available
  - o Preferred method of contacting student - telephone or student e-mail
  - o 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
  - o Indicate cancelled class
  - o Provide an alternative section or class
  - o 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:
  - o PSAS Division
    - - Patrick Enright (penright@ccm.edu)
    - - Shew-Mei Chen (schen@ccm.edu)
    - - Erica Lewis (elewis@ccm.edu)
  - o Records and Registration
    - - Laura Lee Bowens (lbowens@ccm.edu)
    - - Karen May (kmay@ccm.edu)
    - - registrar@ccm.edu
  - o Distance Learning
    - - Amy Garcia (agarcia@ccm.edu)
  - o Payroll Office
    - - payroll@ccm.edu
  - o Bursar's Office
    - - Debbie Hatchard (dhatchard@ccm.edu)
    - - Victor McNeil (vmcneil@ccm.edu)
  - o Bookstore
    - - Jeff Lubnow (jlubnow@ccm.edu)

PSAS Office
- ✓ Upon complete the cancellation; send out an e-mail to the "**Cancel Section**" or **CancelSection@ccm.edu** distribution group.