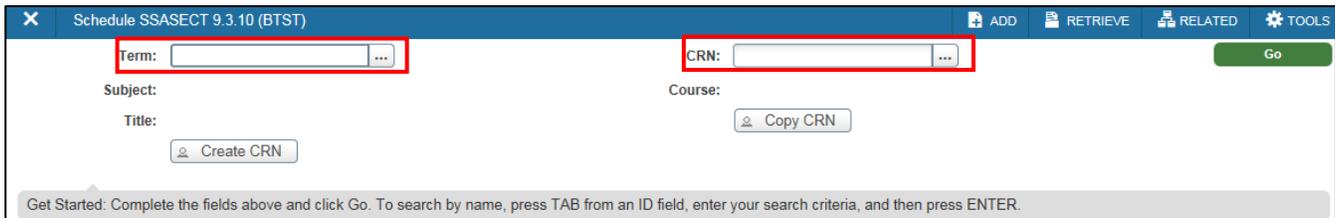


## How to cancel a course in Banner 9

If you are **CANCELING** a section it is **YOUR RESPONSIBILITY** to **DROP** all students in the class and **NOTIFY THEM** that the section has been canceled.

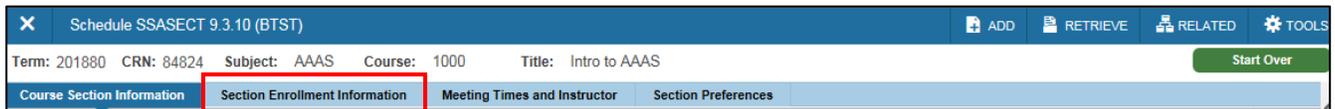
**\*\*NEVER DELETE A CRN NUMBER WHEN CANCELING A CLASS\*\***

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type SSASECT.
3. Enter the following information in the search screen:
  - a. Term code
  - b. Course CRN number OR use the CRN look up button  to search for the course.



Screenshot of the Banner 9 search screen for SSASECT. The 'Term' and 'CRN' fields are highlighted with red boxes. A 'Go' button is visible on the right.

4. Click the **GO** button. 
5. On the Schedule SSASECT page, click the **Section Enrollment Information** tab.



Screenshot of the Banner 9 Schedule SSASECT page. The 'Section Enrollment Information' tab is highlighted with a red box.

6. Under the ENROLLMENT DETAILS, change maximum and waitlist maximum to zero (0).



Screenshot of the Banner 9 Enrollment Details section. The 'Maximum' and 'Waitlist Maximum' fields are highlighted with a red box and set to 0.

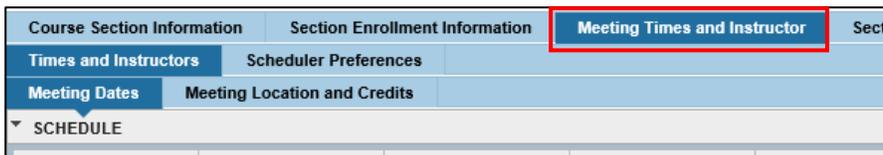
Enrollment Details		Reserved Seats	
<b>ENROLLMENT DETAILS</b>			
Maximum *	0	Waitlist Maximum *	0
Actual	63	Waitlist Actual	0
Remaining	0	Waitlist Remaining	12
<input type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours 189.000	

7. Click the save button. 

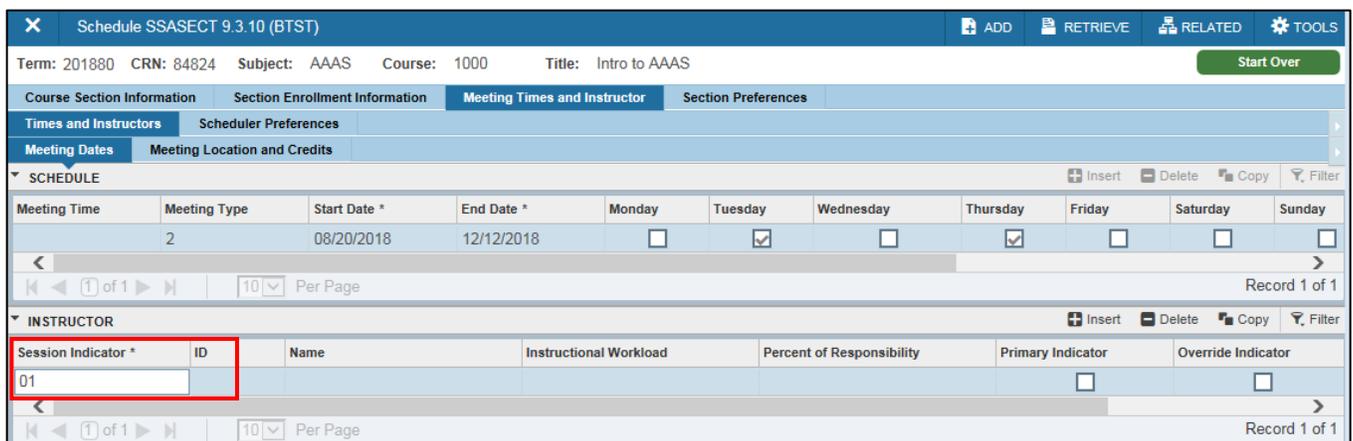
**\*\*\*IF STUDENTS ARE ENROLLED IN THE SECTION/COURSE YOU MUST NOTIFY AND DROP THEM\*\*\***

8. If students are registered for the course, you **MUST** complete the below instructions How to Un-enroll Students from a Course/Section BEFORE continuing with step 9.

9. Click the Meeting Times and Instructors tab.



10. In the INSTRUCTOR section, click in the Session Indicator field to select the instructor.



11. Click the **Delete** button to remove the record. 

**\*\*\* If multiple instructors exist then delete each instructor \*\*\***

12. Click the Save button. 

13. Under the SCHEDULE section, click in the Meeting Time field to select all the schedule information (start/end dates, meeting days, and classroom information.).



14. Click the **Delete** button to remove the record. 

**\*\*\* If multiple meeting dates exist then delete each row \*\*\***

15. Click the Save button. 

16. Click the **Course Section Information** tab.

<b>Course Section Information</b>	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
Times and Instructors	Scheduler Preferences		
Meeting Dates	Meeting Location and Credits		

17. Under the COURSE SECTION INFORMATION, click in the **Status** field.

▼ COURSE SECTION INFORMATION			
Subject	PHIL ... PHILOSOPHY	Campus *	008 ... Main Campus
Course Number	1175 ...	Status *	A ... Active
Title	Introduction to Ethics	Schedule Type *	04 ... Lecture
Section *	001 ...	Instructional Method	01 ... Face to Face
Cross List		Integration Partner	

18. Change the Status to C

▼ COURSE SECTION INFORMATION			
Subject	PHIL ... PHILOSOPHY	Campus *	008 ...
Course Number	1175 ...	Status *	C ...
Title	Introduction to Ethics	Schedule Type *	04 ...
Section *	001 ...	Instructional Method	01 ...
Cross List		Integration Partner	

19. Click the Save button.



**\*\*\*NOTE: IF YOU ARE CANCELING AND ENTIRE COURSE YOU WILL NEED TO REPEAT THE ABOVE STEPS FOR EACH SECTION OF THE COURSE. \*\*\***

## HOW TO UN-ENROLL STUDENTS FROM A COURSE/SECTION

**NEVER CHANGE a student's Registration AFTER the ADD/DROP Period.  
Only the Registrar's Office should do this**

1. Enter SFASLST in the search window  to go to the course roster page.

☰ Back to Main Menu SFASLST 1 result	✕ Schedule SSASECT 9.3.11 (BTST)
	Term: 201880 CRN: 85256 Subject: PHIL Course: 1175
	Course Section Information Section Enrollment Information
	▼ COURSE SECTION INFORMATION
	Subject PHIL ... PHILOSOPHY
	Course Number 1175 ...

2. Click the Go button

Class Roster SFASLST 9.3.4 (BTST)

Term: 201880 CRN: 85256 **Go**

Fall 2018 PHIL 1175 001

Roll: Degree Award Status: Select...

3. From the Tools menu select Export.

Tools menu:

- Search
- Refresh F5
- Export Shift+F1**

4. You will be prompted to save or open the list as an excel data file. This list includes all students including waitlisted students.

**NOTE:** If the class contains 50 or more students, you may contact [regis@ecu.edu](mailto:regis@ecu.edu) to mass drop students from the class. Please include the course CRN Number that you wish to drop students from. It is still your responsibility to contact all students to notify them that the course will be cancelled.

5. Enter SFAREGS in the search window  to go to the student registration page.

6. Click the X to close the Distribution Parameters window.

Student System Distribution Initialization SOADEST 9.3 (BTST)

DISTRIBUTION PARAMETERS

Schedules: [ ] ...

Invoices: [ ] ...

Transcripts: [ ] ...

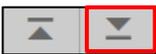
7. Enter term code and Banner ID of the first student on the course list exported from above.

Student Course Registration SFAREGS 9.3.10 [MC:3.1.2] (BTST)

Term: 201880 ID: [ ] **Go**

Date: 08/24/2018 Holds: [ ]

8. Click the Go button 

9. Click the Next Section button  in the lower left corner of the screen to move to the Course Information section.

10. Click in the **Status** field of the course that is being cancelled.

COURSE INFORMATION														
Section Detail														
CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method of I
84133	BUSI	2200	013	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	01
80769	MATH	2283	002	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	01
80832	ACCT	2521	003	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	01
80538	MGMT	3302	008	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	01
80099	ENGL	3880	301	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	01
85256	PHIL	1175	001	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	01

11. Enter the **Course Cancelled** code **DD** in the **Status** field.

80099	ENGL	3880	301	S				3.000	3.000				3.000	RW
85256	PHIL	1175	001	S				0.000	0.000				0.000	DD

12. Click the **SAVE** button.

13. Click the **SAVE** button on the Banner tool bar **AGAIN** to process the fee Assessment.

14. A Confirmation message will be displayed letting you know the student was successfully dropped.

15. Click the yellow box to clear the message.

ADD RETRIEVE RELATED TOOLS 2

✔ Fee Assessment processed.

✔ Student registered. Press save or Print Bill to submit print jobs, rollback to return to ID.

16. Click the **Start Over** to search for another student.

17. **COMPLETE** the un-enroll process for each student that is still enrolled in the course.

**\*\* BE SURE TO NOTIFY ANY STUDENT THAT WAS IN A CLASS THAT WAS CANCELLED\*\***