


PROCEDURE FOR CANCELING A CLASS:

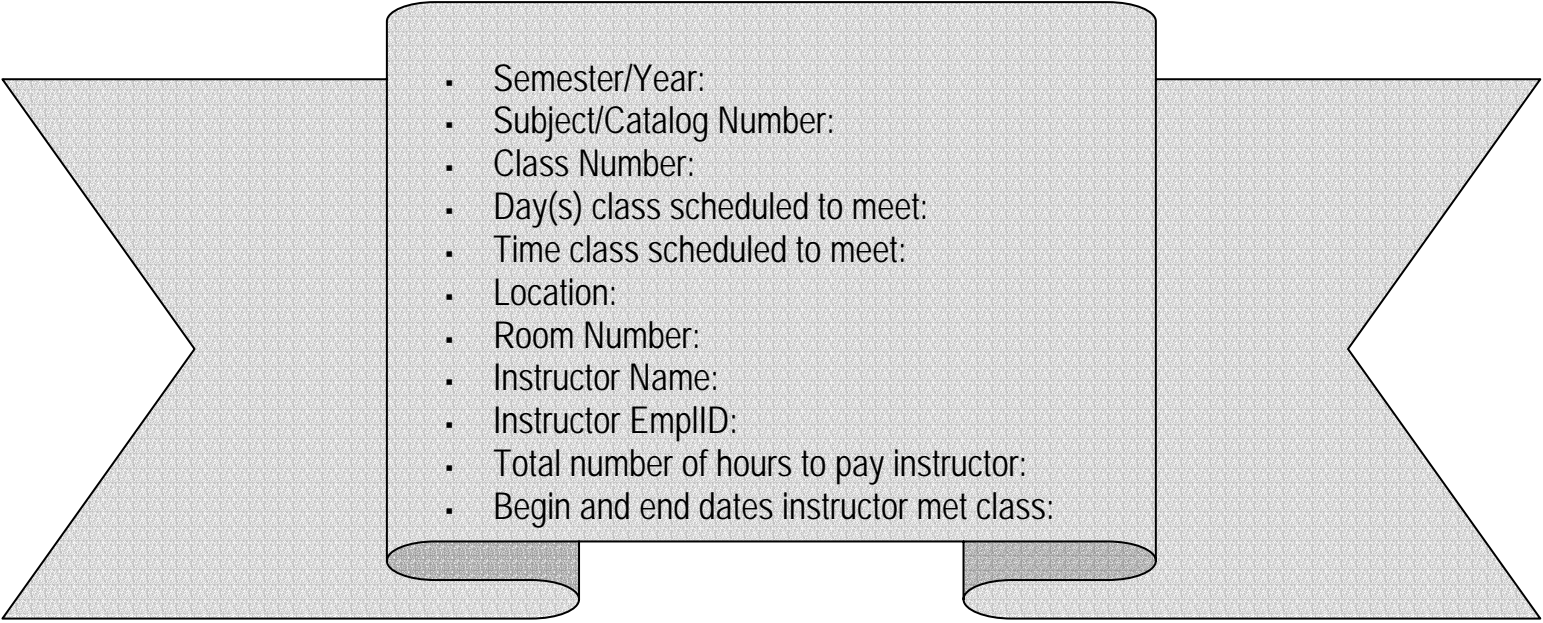
Refer to your semester timeline to determine the date to start using the email cancellation notice.

- If NO, submit a SIS to the Instruction Office reflecting the cancellation information. (If the class consists of two components, one lecture and one lab, you must submit **both** SIS.)
- If YES, click on INSTRUCTION FORMS in your PUBLIC FOLDERS in OUTLOOK. On the toolbar, select ACTIONS . The drop down menu will show NEW CLASS CANCELLATION. If it does not appear, click on the . Select the desired form/template.

(If the class consists of two components, one lecture and one lab, you must include all class information for **both** class numbers.)

- Please submit a separate form for each class to be canceled.

Enter the following information into the table provided:

- 
- Semester/Year:
 - Subject/Catalog Number:
 - Class Number:
 - Day(s) class scheduled to meet:
 - Time class scheduled to meet:
 - Location:
 - Room Number:
 - Instructor Name:
 - Instructor EmplID:
 - Total number of hours to pay instructor:
 - Begin and end dates instructor met class:

If you have any questions regarding this procedure, please contact the Instruction Office or your division secretary.