



CANCEL FORM

SEMESTER:

SUBJECT: CATALOG NUMBER: SESSION:

USE THIS FORM TO CANCEL AN ENTIRE COURSE OR ONE SECTION OF A MULTI-SECTION COURSE. PLEASE SUBMIT A SEPARATE CANCEL FORM FOR EACH COURSE/SECTION CANCELLATION THAT YOU REQUEST. ALL ENROLLED STUDENTS WILL BE DROPPED AUTOMATICALLY FROM THE COURSE OR SECTION THAT YOU SPECIFY. WE CANNOT CANCEL A COURSE OR SECTION UNTIL ALL ENROLLED STUDENTS HAVE BEEN NOTIFIED OF THE CANCELLATION BY THE DEPARTMENT.

SECTION TO BE CANCELLED:

CLASS NUMBER CLASS SECTION

CANCEL - CHECK HERE IF *SECTION* IS TO BE CANCELLED, AND PROVIDE MEETING PATTERN AND FACILITY INFORMATION:

- OR -

COURSE (ALL SECTIONS) TO BE CANCELLED:

CANCEL - CHECK HERE IF *ENTIRE COURSE* IS TO BE CANCELLED, AND PROVIDE MEETING PATTERN AND FACILITY INFORMATION:

FROM: _____ PHONE: _____ DATE: _____

SCHEDULING OFFICE USE ONLY

ENROLLMENT APPROVED

DATA ENTRY PROOF