



Canceling a CE Section

- First ~ Print Class Roster [**SRoS**]
- Go to **SECT**
- Enter Section ID [e.g. NOCR-LV160-09]
- Click on **Status** field
- Change to **Cancelled**
- Finish**
- Update (Yes)**
- Process Refunds for enrolled students*

SRoS-Section Roster

S.S.N. or ID Print Special Needs Yes
 Double-space No Print Dropped/Withdrawn Yes
 Separate Cross-List Yes Print Waitlisted Yes
 Print Cross-List Ref Print Phone Types

Saved List Name

Section Date

Terms 2007/2 Fall 2006

Faculty Members

Subjects

Courses

Sections NOCR-LVSA160-09

Locations

Additional Selection Criteria No

- Change status to Cancelled
- Finish**

Datatel - coldev - ST

File Edit Apps Favorites Options Help

Quick Access

Datatel - coldev - ST

File Edit Apps Favorites Options Help

Quick Access SECT

SECT-Sections

Section: NOCR-LVSA140-23

Section National ID

Term Local IDs 123

Start/End Location LMTEC Livingston Cou

Synonym 46097 Course Types NON Non-Credit

Depts/Pct 60010 Topic Code

Credit Type Continuing Education

Min/Max/Incr

CEUs

Course Lvl CE Continuing Ed

Acad Lvl Non-Credit

Grade Scheme COMED Continuing Education

Short Title Excel 2000 Basic

Status Pending Date

Faculty Assignment Restrictions

Offering Info Financial Info

Requisites Billing Info

Reg Dt Ranges Cross-Listings

Additional Info

Term LookUp New Record