

CANCELLING CLASS SECTIONS PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Academic
Parent Policy:	Academic Timetable Policy
Approval Date:	June 20, 2018
Effective Date:	June 20, 2018
Procedure Owner:	Chief, Customer Experience Officer
Procedure Administrator:	Senior Manager, Registrar

Overview:

NorQuest College (college) may periodically need to cancel a scheduled class section. This action must be managed in a structured manner that ensures that the cancellation takes place within predefined time periods and that all affected parties are informed in a timely and appropriate manner.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

Cancellation of a class section with active enrolment must be submitted by the first day of the term or session.

In the event that a class **with student enrolment** is to be cancelled, the following steps must be followed:

- The Program Chair or Timetable Request Designate must submit a **Request a timetable change** form, via Office of the Registrar SharePoint.
- The Timetable Unit will review the submitted request for accuracy and follow up with the program area if further details are required.
- The Timetable Unit will change the status of the class to stop further enrolment and release the room(s), if applicable.
- The program area must provide as much notice as possible to affected students via email or telephone and provide them with options to move to a different class.
- The program area will submit a class list to enrolment@norquest.ca for each student that needs to be dropped or moved to a different class. The program area will also update the Learner Plan, if applicable.
- Once all enrolments have been dropped or moved, the affected students will receive an automated email that there has been a change to their registration.
- The Enrolment Unit will notify the program area, the Timetable Unit, and Accounts Receivables Lead, if applicable.
- The Timetable Unit will complete the class section cancellation in PeopleSoft.

In the event that a class **without student enrolment** is to be cancelled, the following steps must be followed:

- The Program Chair or Timetable Request Designate must submit a **Request a timetable change** form, via Office of the Registrar SharePoint Site for cancellation of the class section.
- The Timetable Unit will cancel the class section in PeopleSoft.

Definitions:	<p>Class Section: a single scheduled offering of a course.</p> <p>Learner Plan: a tool used by college staff in certain program areas to track students' course plans and to guide course registration. Learner Plans are used by select program areas in the college.</p> <p>Timetable Request: a request to create, modify or cancel a class section for the current or upcoming academic year.</p> <p>Timetable Request Designate: assigned individual from specific program areas with authority to approve and submit a Timetable Request.</p> <p>Office of the Registrar SharePoint Site: location of electronic versions of forms that can be submitted directly to the Office of the Registrar.</p>
Related NorQuest College Information:	<ul style="list-style-type: none"> • Request a timetable change (access limited to Office of the Registrar staff) • Academic Timetable Policy
Related External Information:	N/A
Next Review Date:	June 2022
Revision History:	<p>June 2014: New</p> <p>June 2018: Updated</p> <p>August 2019: Compliance Office template & reorganization update</p>