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	Vice President, Enrolment and Communications
Procedure administrator	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.

Procedure

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

Class Section: a single scheduled offering of a course.

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.

Timetable Request: a request to create, modify or cancel a class section for the current or upcoming academic year.

Timetable Request Designate: assigned individual from specific program areas with authority to approve and submit a Timetable Request.

Office of the Registrar SharePoint Site: location of electronic versions of forms that can be submitted directly to the Office of the Registrar.

Related information

NorQuest College
- Request a timetable change
- Academic Timetable Policy

External
- N/A

Next review date

June 2022

Revision history

Date	Version Number	Action
June 2014	V1	New
June 2018	V2	Updated
August 2019	V3 (published as V2-C)	Compliance Office template & reorganization update
January 2024	V4	Information, Risk & Compliance template & reorganization update.