

# CLSS User Guide

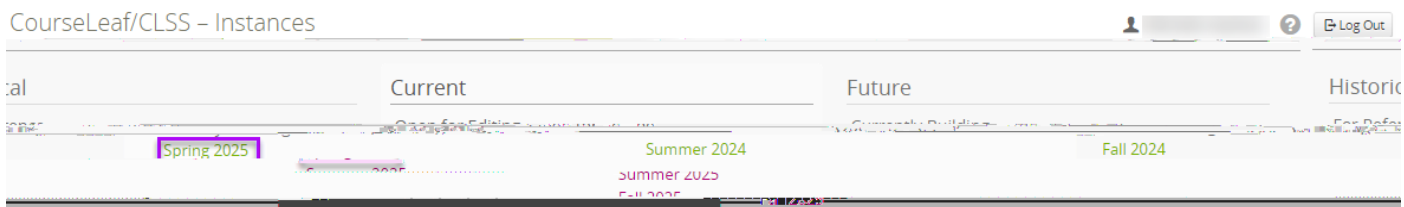
## Deleting or Canceling a Section

### Before

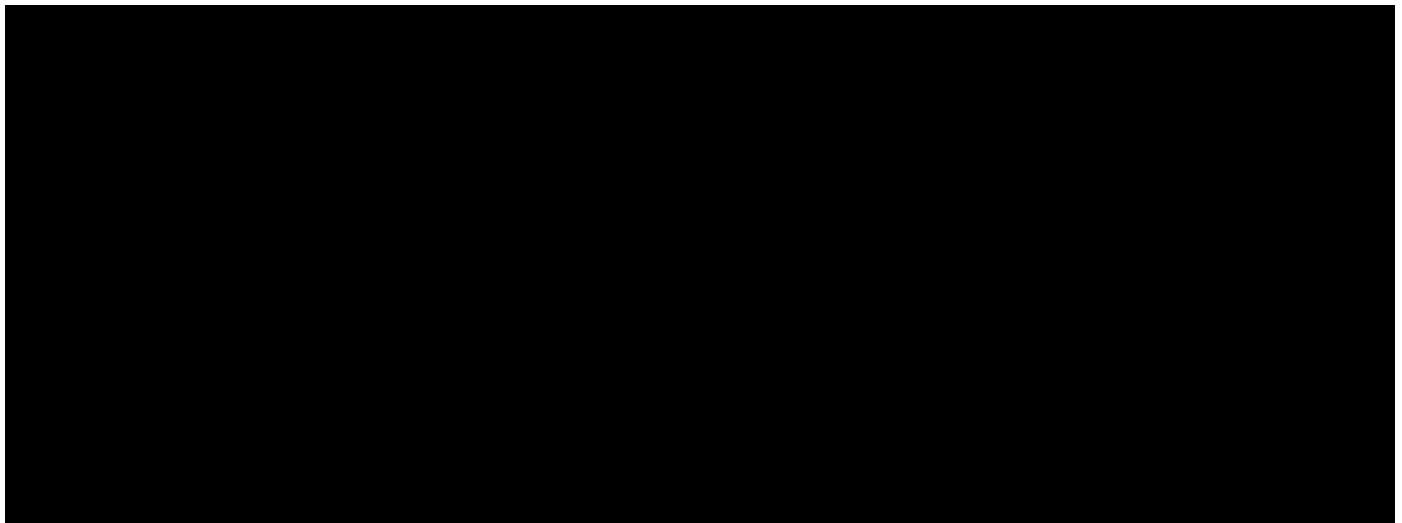
1. Navigate to the [Instances](#) screen



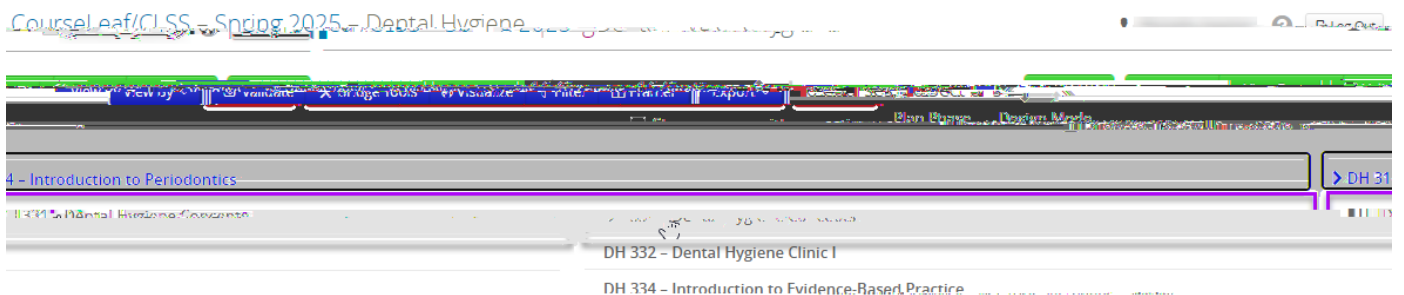
2. Click on the instance to open an instance:



3. Click on the scheduling unit (aka department) to open a scheduling unit (aka department) and see the courses maintained by that scheduling unit:




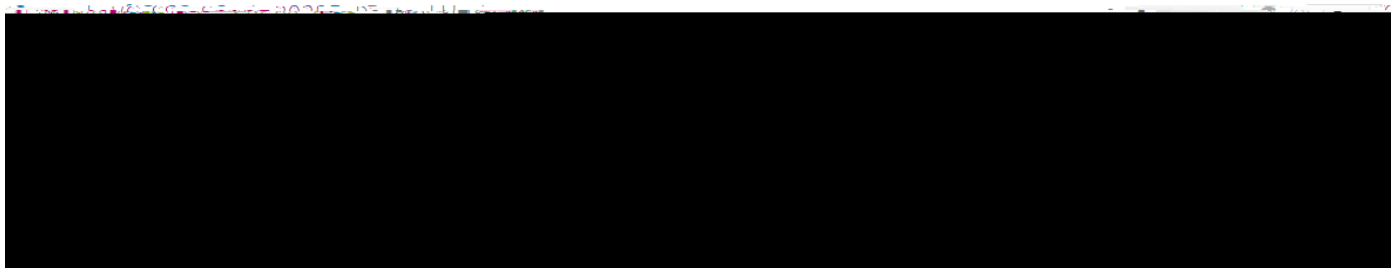
4. Click on a course to view existing sections of it:



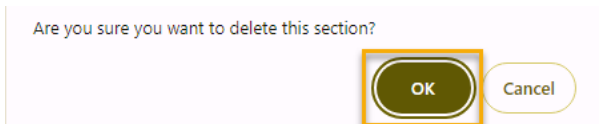
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## Deleting or Canceling a Section

5. Click the  button to the left of the section number:



6. Click  to confirm:

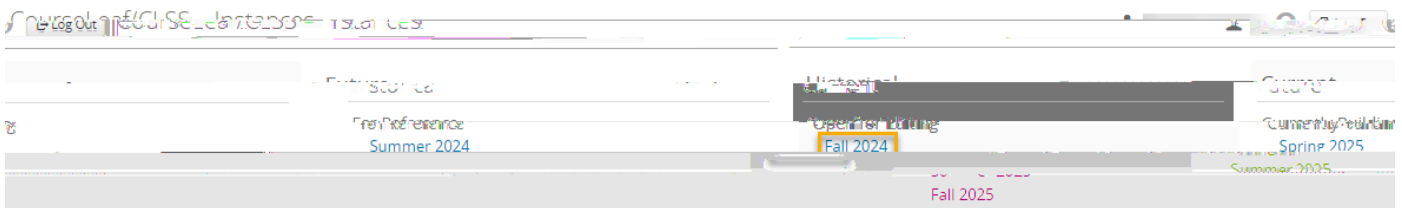



### After

1. Navigate to the  screen



2.  an instance to open it:

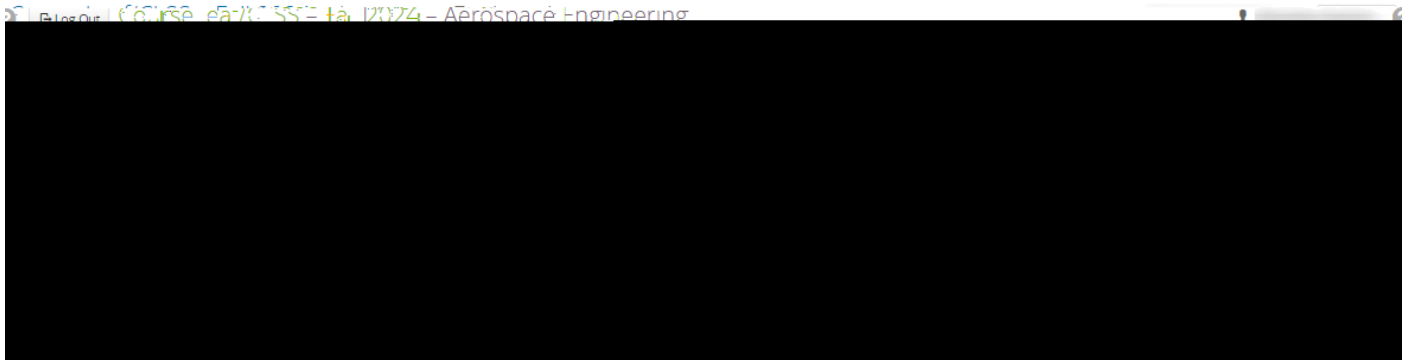


3.  to open a scheduling unit (aka department) and see the courses maintained by that scheduling unit:

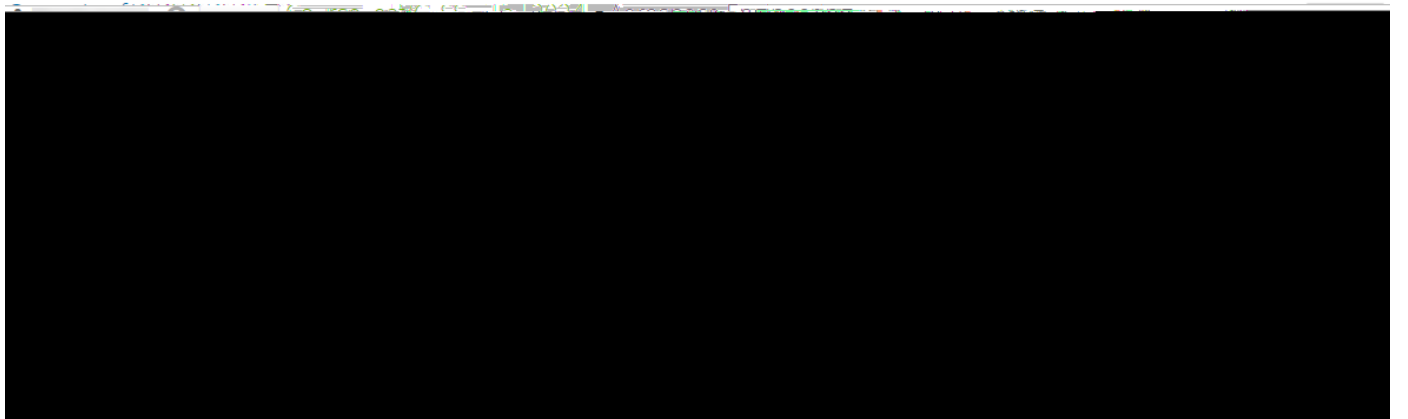
## CLSS User Guide Deleting or Canceling a Section



4. a course to view existing sections of it:

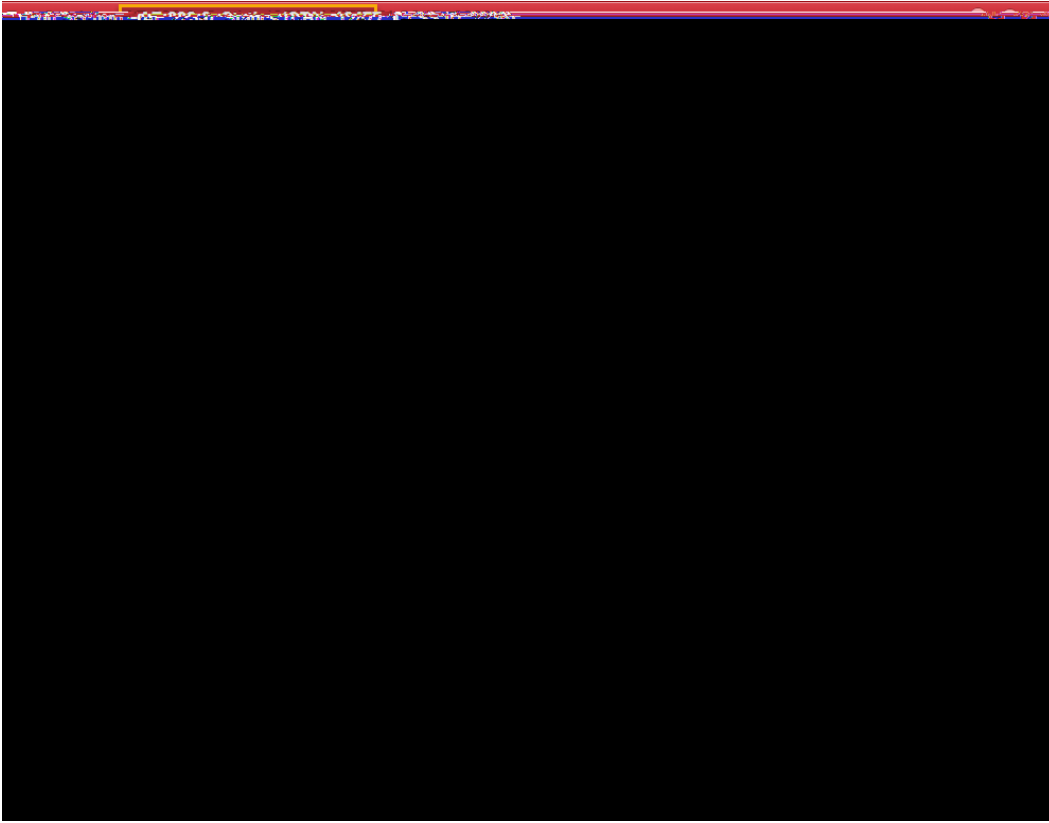


5. the section to be canceled to open it:

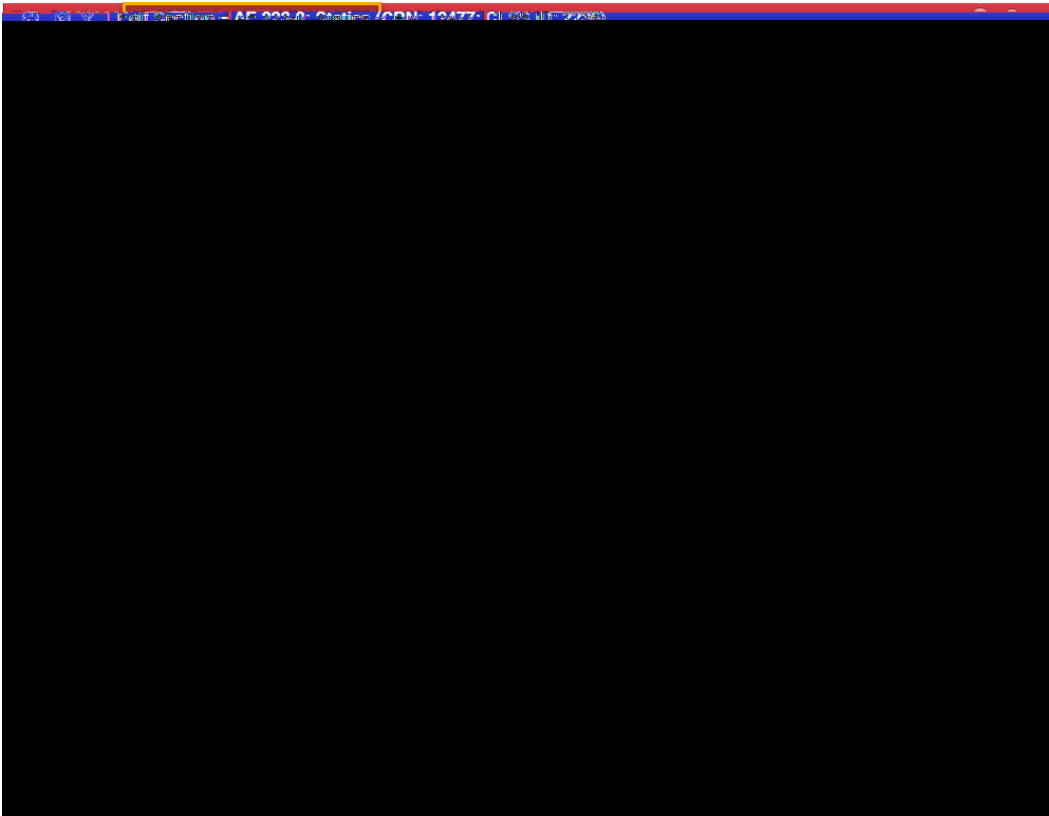


6. Look at the top red line to ensure you selected the correct CRN and make these changes:
  - a. Click the "Status" dropdown and select "Cancelled".
  - b. Delete the meeting pattern.
  - c. Choose "No Room Needed".
  - d. Set instructor to "TBD".

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7. Click "Save Section":



**Note:** Sections may be deleted or canceled based on the phase or mode. During certain times, deletions/cancellations will require workflow approval.