**Processes for Consolidation/Cancellation of Classes with Enrollment**

**Option 1: Swap students into another section or sections:**

Use this option if there are additional sections of the course available in the schedule (and the intent is to find a section of the same course that will not create a conflict.).

1. Registrar will attempt to enroll all students in an alternative class section or in multiple sections of the same course, if more than one option is available and identified by the academic unit.
2. Advising will work to enroll students in another class if an alternative section or alternate sections create a class conflict.

**Option 2: Cancellation of the class:**

Use this option if there is no additional section of the course available in the schedule.

1. All students will be dropped from the class. An automated email generated from the Office of the Registrar (attached) which will inform each student the class is cancelled.
2. Advising will also be informed via SoC to assist in resolutions for the students.

***Follow the steps below for the desired cancellation option:***

**If you choose Option 1, above: SWAP STUDENTS INTO ANOTHER SECTION OR SECTIONS:**

* Send an email to Registrar.Enrollment@nau.edu, and cc: Monica.Bai@nau.edu and Registrar.ScheduleofClasses@nau.edu including:
1. Subject line “Swapping Students       Class Subject \_\_\_     Catalog # \_\_\_\_  Term\_\_\_\_”
2. In the body, include class details of the class being cancelled — term, class subject, catalog number, *and* class number.
3. Class details to swap the students into—term, class subject, catalog number, class number. List the class details for each section of the same course if there is more than one option.
4. Attach the class roster in an Excel or Word document.
* You will receive a confirmation stating that your request has been processed.

OR

* Academic units may choose to swap students into another or other sections of the same course without the assistance of Registrar Enrollment.
1. Attach the wait list roster in an Excel or Word document.
2. Request Cancellation once swap is complete:
* **For FLGMT and PBM** in-person and blended classes, submit the SoC: *New Build/Change Request* form, and request the cancellation after you have received confirmation that the modified swap request has been processed.
* Use the text box at the end of the form and state, “*swap steps completed*”.
* **For STWD, DISLN, summer and winter classes**, navigate to the Enrollment Control page of SoC in LOUIE and click the “Cancel Class” box.
* Insert the requested information, which includes the class details and reason for the request.

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**If you choose Option 2, above: CLASS CANCELLATION:**

1. **For FLGMT and PBM** in-person and blended classes, submit the SoC: *New Build/Change Request* form, and request the cancellation.
* Use the text box at the end of the form and state, “*no other available sections for swap*”.
1. **For STWD, DISLN, summer and winter classes**, navigate to the Enrollment Control page of SoC in LOUIE and click the “Cancel Class” box.
* Insert the requested information, which includes the class details and reason for the request.
1. An email (text below, FYI) will be sent to students by the Registrar’s Office once the class is cancelled.

***Follow the steps below to prevent enrollment while a cancellation is being completed:***

* Remove the class from schedule print (Basic Data tab)
* Add “Consent Required” (Enrollment Control tab)
* Add a class note (Notes tab) stating the class is in the process of being cancelled

IMPORTANT: Once the cancellation is completed, recheck schedule print, remove consent required and remove the class note.  This will insure the class rolls forward to the next “like” term without these restrictions set.