

Canceling a Class

Canceling a Class Before Classes Appear in Caesar

If your schedule is still in 'DESIGN' mode (circled in purple below), your class schedule doesn't exist in Caesar yet and you can cancel your classes by selecting the red 'x' icon.

14 Courses, 58 Sections  View By  Bridge Tools  Filter  Export 

Please check upcoming CLSS trainings in myHR Learn. More info at: <https://planitpurple.northwestern.edu/calendar/regsched> --The Reg/Sched Team

PLEASE DO NOT CHANGE SECTION NUMBERS ON COURSES THAT HAVE BEEN BRIDGED TO CAESAR

If you need to enter a TA for a combined section, please e-mail the TA's name and emplID to registration@northwestern.edu

AF_AM_ST 211-0 - Literatures of the Black World

20 LEC Staff TTh 9:30am-10:50am

AF_AM_ST 212-2 - Introduction to African American History: Emancipation to Civil Rights Movement

20 LEC Staff TTh 2pm-3:20pm

To cancel **JUST ONE SECTION**, select the 'x' icon to the left of the class to cancel that individual section.

To cancel **ALL SECTIONS**, select the 'x' icon to the right of the course to cancel **ALL** sections in that quarter.

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If your schedule is in 'REFINE' mode and you can search for your classes in Caesar, you will need to open each section which needs to be canceled, and:

1. In field #2, put an 'X' in front of the section number
2. In field #9, move the class status from 'active' to 'canceled'
3. Save the section in field #21 and approve workflow if prompted

Edit Section - BIOL_SCI 218-0-20: Biochemistry (SIS Class Nbr: 23935)

Section Information

1 Title/Topic	Biochemistry (Default Value)	7 Session	Regular Academic Session
2 Section #	20	8 Campus	Evanston Campus
3 Credit Hrs	1	9 Status	Active
4 Schedule Print	Yes	10 Consent	No Special Consent Required
5 Section Type	Lecture	11 Grade Mode	ABC Grading
6 Link To	Not linked to other sections		

Section Attributes

WCAS Distribution Requirement: Natural Sciences Distro Area

Instructor 15 **Room** 17 **Schedule**

Meade, Thomas (TJM604) General Purpose Classroom MWF 10am-10:50am

16 **Characteristics**



Campus: North
NUIT WiFi
Room Request
Seating: Seminar Style

18 **Enrollment** 0 current

Maximum	Projected	Wait Cap	Request Rm Cap
220		0	220

19 **Comments**

20 21

If your class is combined, please email the Registrar for assistance

If students are already enrolled you will not have access to cancel a class. In this case, please notify the students enrolled that the class will be canceled. Once the students have been notified please contact registration@northwestern.edu for help canceling your class.