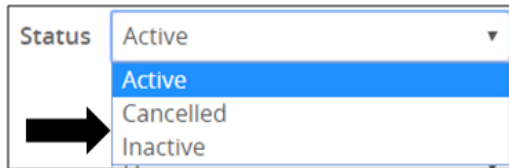# Inactivating/Cancelling a Section in CLSS

1. Open up the section you want to inactivate/cancel.

2. Change the **Status** to either Inactive or Cancelled (depending on enrollment).
   a. Inactive – must be selected if enrollment = 0.
   b. Cancelled – must be selected if enrollment > 0.

3. Change the **Instructor** to "No Instructor."
   a. To change instructor, click on the Edit (pencil) icon on the Instructor field, select "No Instructor" from drop-down menu, and click "Accept" button.
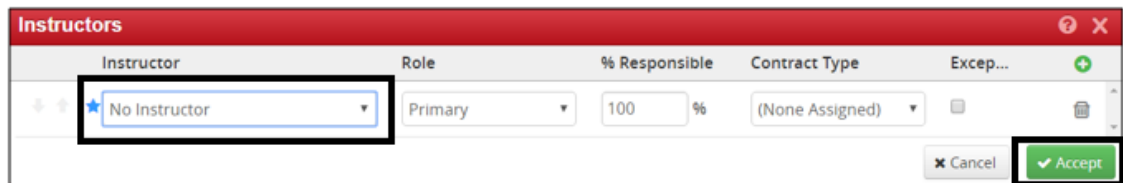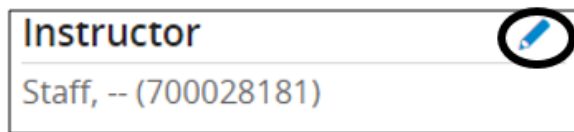
4. Change the **Room** to "No Room Needed."
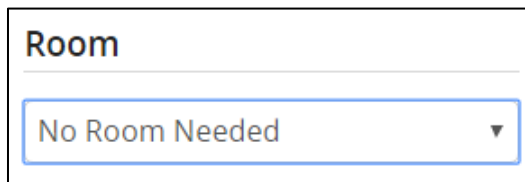
5. Change the **Schedule** to "Does Not Meet."
   a. To change the schedule to "Does Not Meet," click the red "X" button next to the day/time to remove any assigned schedule.

6. Click "Save Section" button to save your changes.