## DELETE A SECTION BEFORE SCHEDULE GOES ONLINE

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INTRODUCTION AND PURPOSE

The purpose of this document is to outline the steps required to delete a course section from a given term.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Prior to when a term’s course schedule is published on the online Schedule of Classes, any course section a department decides not to offer for that term needs to be deleted in Banner. After the SOC is online, academic departments are then to cancel any course section not being offered in that term (following procedures “Cancel a Course Section for Departments”).

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar’s Office
2. Academic Departments

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R’ Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

<table>
<thead>
<tr>
<th>Page</th>
<th>Page Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSASECT</td>
<td>Schedule</td>
<td>Section information (where meeting time and instructor information are removed prior to deleting the section)</td>
</tr>
</tbody>
</table>
PROCEDURES

PREPARING SECTION FOR DELETION

Before a section can be deleted in Banner, all instructors attached to the section need to be removed, as well as day, time, and classroom information.

STEPS

1. In this example, section ETST 001 026 (CRN 15072) will be deleted from term 201840.
2. Navigate to SSASECT, enter the desired term and CRN. Click Go.
3. Navigate to the Meeting Times and Instructor tab.
4. On the Meeting Dates tab in the Instructor section, click in the Session Indicator field.
   a. Instructor data must be deleted first.
5. Click Delete button across from the Instructor header.
6. Save
7. In Schedule section, click in the Meeting Time field.
8. Click Delete button across from the Schedule header.
   Note: Data contained on the same line on the Meeting Location and Credits tab (e.g., assigned classroom) will also be deleted.
9. Save
DELETEING SECTION

Once instructor and day/time/location data is deleted, the section can now be deleted from the given term.

STEPS

1. Still in the same term (201840) and CRN (15072), navigate to the Course Section Information tab.
2. Click the Delete button across from the Course Section Information header.
3. The following message will appear in the upper right hand corner of the screen:

   "WARNING* All section data will be deleted, SAVE continue, CLRBLK quit.

4. To complete the deletion process, Save.
   The “ERROR” message appears because the CRN was deleted; it no longer exists in the term.

FINAL QUIZ

1. When is a section deleted from a given term?
   a. Before the Schedule of Classes for that term is published online.

2. What is the order of deletion that must be followed to delete a section from a given term?
   a. Delete instructor, delete day/time/room data, then delete the section.