

quick tips

DELETE A CLASS

 Combined classes must first be uncombined before deleting. Please refer to Quick Tips.



I. Select the Meetings panel in the Maintain Schedule of Classes Component

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Maintain Schedule of Classes](#)

[Basic Data](#) [Meetings](#) [Enrollment Cntrl](#) [Reserve Cap](#) [Notes](#)

II. Delete room from Facility ID field

- If a room is already assigned, put cursor in “Facility ID” hit the “delete” key (on your keyboard) to delete ONLY the room (facility ID).

 Do not click on the , as this will delete the whole meeting pattern.

- If there are multiple meeting patterns, delete the “Facility ID” as you did on the first meeting pattern.

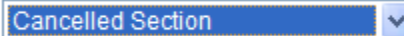
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III. Select the Enrollment Cntrl panel

[Basic Data](#) [Meetings](#) [Enrollment Cntrl](#) [Reserve Cap](#) [Notes](#)

- Select “Cancelled Section” on the Class Status field.


*Class Status:

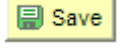


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IV. Open the Instructor Detail panel on the Meetings panel by clicking on the Detail button once.

[Basic Data](#) [Meetings](#) [Enrollment Cntrl](#) [Reserve Cap](#) [Notes](#)


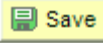
- Click on  to delete the row(s) [payroll information].

-  Class Instructor Detail page.

- Close the Class Instructor Detail page 

V. Select the Basic Data page

[Basic Data](#) [Meetings](#) [Enrollment Cntrl](#) [Reserve Cap](#) [Notes](#)

- Check the Class Number; is this the class you intend to delete?
- If so, click  on the Basic Data page to delete the class.
- Save your work. 
- The Class Number no longer exists in the database.