How to Remove/Cancel a Course Section from a Combined Section in CaneLink

For training purposes, please see sample of combined section having a PARENT and CHILDREN course sections

- MTH O99 TST1 – Class # 10226 - PARENT
- MTH O99 TST2 – Class # 10227 - CHILD
- MTH O99 TST3 – Class # 10228 - CHILD

- Combined Section ID Nbr: 0579
Possible scenarios:

1. NEED TO CANCEL PARENT OR CHILD COURSE SECTION FROM A COMBINED SECTION OF ONLY TWO COURSE SECTIONS

   1. Take note of Meeting Patterns, Instructor information and enrollment numbers for the section that will remain open for the term.

   2. Go to the Combined Section Table following below breadcrumb

   3. Select Combined Section ID that contains course section to be removed; as per sample given: **Combined Section ID Nbr: 0579**
Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing “25Live system issue” in the subject area. Include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.

4. Click on the “View Combined Sections” link
5. **Remove BOTH, PARENT and CHILD by clicking on the minus icon as section will no longer be a combined section for the term**

Below message will appear each time you click on the minus sign.

6. **Click OK**
7. **Click** OK
8. **Delete** Enrollment Room Capacity and Requested Room Capacity totals

9. **Click** Save
10. **Go back to each section to:**
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a) **Cancel** course section to be cancelled:
   - Go to Schedule Class Meeting
   - **Enter Class Nbr** for class to be cancelled
   - **Click** on the **Enrollment Cntrl** tab
   - **Change class status** from “Active” to “Cancelled”
   - **Click** the **Cancel Class** button
   - **Click** Save

b) **Populate information** for course section that will remain open:
   - Go to **Schedule Class Meetings**
   - **Enter Class Nbr.** for the class that needs to be populated
   - Enter **Meeting Patterns, Instructor’s name, dates, etc.**
   - **Save**
2. NEED TO CANCEL ONE COURSE SECTION FROM A COMBINED SECTION THAT HAS THREE OR MORE COURSE SECTIONS COMBINED:

- Go to the Combined Section Table in CaneLink following below breadcrumb:

  [Combined Section Table]

  - Enter Academic Term
  - Enter Session
  - Click Search

  ![Combined Section Table]

Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing “25Live system issue” in the subject area. Include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.
• **Look** for the **Combined Section ID** number from the column on the right – In our sample, **Combined Section ID Nbr: 0579**

![Combined Sections Table]

- **Look** for the **Combined Section ID** number from the column on the right – In our sample, **Combined Section ID Nbr: 0579**

- **Click** on the **View Combined Sections** link showing at the end of such row

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REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT

Please report any 25Live system ISSUES to OCM via ocm@miami.edu, typing “25Live system issue” in the subject area. Include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.
• **Verify** that Combined Sections ID showing in the screen matches the Combined Section ID number for your combined section (i.e., **Combined Section ID Nbr: 0579**)

• **Look** for course section to be cancelled; as per sample given for training purposes: **MTH O99 TST2 – Class # 10227**

- **Click** on the minus sign located at the end of the row to delete such section from the Combined Sections showing.

- **Click** OK on message window that will pop-up verifying the deletion of the section.
• Adjust Requested Room Capacity and Enrollment Capacity total fields, as one section expecting 15 students was removed (Update Requested Room Capacity and Enrollment Capacity: 25 – 15 = 10)

• Click Save

TO COMPLETE cancellation of course section from the combined section, please follow below breadcrumb:

Curriculum Management > Schedule of Classes > Schedule Class Meetings
Please report any 25Live system issues to OCM via ocm@miami.edu, typing “25Live system issue” in the subject area. Include in your email the following items: course-section(s), term, location information, a brief explanation of issue encountered and screen shots of the issue.

- **Enter** Academic Term
- **Enter** Class Nbr – **MTH O99 TST2 – Class # 10227**

A new window will open, showing MTH O99 TST2 record showing all fields blank, as class was removed from the combined section.
Click on the Enrollment Cntrl tab
• Change Class Status from Active to Cancelled Section
• Click Cancel Class key

TO VERIFY that only MTH 099 TST2 (Class Number 10227) was the only one cancelled and removed from Combined Section, check information for other CHILD or PARENT sections attached to the combined section.
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Notice that this other CHILD maintained all information in the Meetings, Enrollment Cntrl., and Exam tabs -
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**NOTE:** When a combined section has three or more course sections combined, it does not matter if you are removing the PARENT or one of the CHILDREN; all other combined course sections remaining will maintain corresponding information.

**Before cancelling** any course section that has students enrolled, it is the department/school responsibility to notify all enrolled students prior to processing cancellation.