Cancel or Delete Sections

MAUI Workflow Reference

Procedures to cancel or delete a section and release the GAC room

- If the section is still in the *planning* status, it may be deleted from MAUI by the academic department and the section number can be re-used. The delete button is located at the bottom of the Edit Section Information (Summary) screen. If a section is cancelled in *planning*, then that section number cannot be re-used unless the section is deleted. (The Office of the Registrar can also re-open a cancelled section administratively).
- Once a section has been submitted, the delete button is no longer displayed. If there is *no enrollment*, the registration status of "cancelled" should be entered. Then the section will no longer be displayed on ISIS.
- If there is *enrollment* in a section, a registration status of "cancelled" cannot be entered. Please follow these steps:
  - The academic department should change the registration status to "pending" to block further student registration in this section.
  - Send an email to reg-maui-support@uiowa.edu requesting students be dropped or moved to another section.
  - The academic department is required to notify students of this action.
  - Once the students have been dropped or moved, the section will be cancelled by the Office of the Registrar.

- If there is *enrollment* and all students will be moved to a newly created section for the same course - for example from section 001 to SCA - then a workflow requesting the new section must be submitted. Add a note to the workflow slip requesting students be moved to the new section. Once the new section has been approved, the room scheduling staff will forward the request to reg-maui-support@uiowa.edu. The students will be moved by the Office of the Registrar and then the academic department is required to notify students of this action.

- To view a cancelled section:
  - On the Offerings Planner-Sections screen, change the Viewing from *Default* to *All*. This will display all sections, including any cancelled sections. Once a course has been cancelled, to change the status to open, send an email to reg-maui-support@uiowa.edu.