Course section maintenance is processed by the department/regional campus through the first week of classes. Changes that need to be made, beginning the second week of classes, must be forwarded to the Office of the University Registrar.

**Cancelled Sections**

All students attached to the section must be dropped before a section can be cancelled. You will need to drop the students from the section through Advisor self service.

**FIRST WEEK of CLASSES**

1. Go to SFAALST

   ![SFAALST Interface](image)

2. Enter the term in the **TERM** field and CRN in the **CRN** field. The course information will automatically be brought into context when you press the tab key on your keyboard.

3. Next Block
4. **Screen print this form** so you will have the student's information when you go to Advisor self service.
Dropping the Student(s) from the Section

1. Login to FlashLine
2. Click on your Faculty & Advisor Tools tab
3. In the Faculty Advisor Toolbox, click on the FlashFAST link under the For Advisor
4. Click on the Advisor and Faculty Advisor Menus link
5. Click on ID Selection
6. You will have to choose a term, e.g., Spring 2010
7. On the Student and Advisee ID Selection page enter the student’s Banner ID from the SFAALST form screen print
8. Click on the Submit button
9. This will bring you to the Student Verification page
10. Verify this is the student you need to drop from the section

11. If so, click on the Submit button
12. This will take you back to the main menu
13. Click on the Add or Drop Classes for a Student link
14. This will take you to the Student PIN page
   a. If you currently do not have access to this information, contact your security administrator.

15. Enter your PIN number which allows you to Add and Drop the student
16. Click on the Submit button
17. This will take you to the Add or Drop Classes page
18. Scroll down to the cancelled course

19. In the Action column click on the drop down arrow, choose the Web Drop
20. Click on the Submit Changes button at the bottom of the page
21. The page will refresh and the course will no longer appear on the page
22. The student is now dropped from the course
Cancelling the Section

1. Go to SSASECT
2. Cancel the section as instructed in your Scheduler User Guide
SECOND WEEK of CLASSES

Beginning the second week of the semester, cancelled section must be processed through the Registrar’s Office so students can be dropped at the proper refund percentage.

1. Email sectionmaint@kent.edu with the words – Cancelled Section – as the Subject of the email. Include:
   a. The term
   b. The CRN and course information for the cancelled section

2. The Registrar’s Office staff will drop the students from the cancelled section.

3. Once the students have been dropped, the Registrar’s Office staff will return the email with notification that the drops have been completed.

4. The department can now cancel the section.
Mass Changes – Moving Student(s) to Another Section

If you have a section that you need to move a student or students to another section, the student(s) must first be dropped from their current section and added to the new section through Advisor self service.

FIRST WEEK of CLASSES

1. Go to SFAALST

2. Enter the term in the **TERM** field and CRN in the **CRN** field. The course information will automatically be brought into context when you press the tab key on your keyboard.

3. Next Block
4. **Screen print this form** so you will have the student’s information when you go to Advisor self service.
Dropping the Student(s) from the Section

1. Login to FlashLine
2. Click on your Faculty & Advisor Tools tab
3. In the Faculty Advisor Toolbox, click on the FlashFAST link under the For Advisor
4. Click on the Advisor and Faculty Advisor Menus link
5. Click on ID Selection
6. You will have to choose a term, e.g., Spring 2010
7. On the Student and Advisee ID Selection page enter the student’s Banner ID from the SFAALST form screen print
8. Click on the Submit button
9. This will bring you to the Student Verification page
10. Verify this is the student you need to drop from the section

11. If so, click on the Submit button
12. This will take you back to the main menu
13. Click on the Add or Drop Classes for a Student link
14. This will take you to the Student PIN page
   a. If you currently do not have access to this information, contact your security administrator.

15. Enter your PIN number which allows you to Add and Drop the student
16. Click on the Submit button
17. This will take you to the Add or Drop Classes page
18. Scroll down to the cancelled course

19. In the Action column click on the drop down arrow, choose the Web Drop
20. Click on the Submit Changes at the bottom of the page
21. The page will refresh and the course will no longer appear on the page
22. The student is now dropped from the course
Adding the Student(s) into the New Section

1. While still on the Add or Drop Classes page, scroll to the bottom

2. Enter the new section’s CRN in the Add Classes Worksheet block

3. Click on the Submit Changes button

4. The page will refresh and the student will now be enrolled in the new section
SECOND WEEK of CLASSES

Beginning the second week of the semester, moving students from one section to another, must be processed through the Registrar’s Office so students can be dropped at the proper refund percentage and added into the new section with the proper census date.

1. Email sectionmaint@kent.edu with the words – Mass Changes – as the Subject of the email. Include:
   a. The term
   b. The student’s name and Banner ID number
   c. The old CRN number and the new CRN number

   e.g. Spring 2010
       Jane Doe 810160849
       From CRN 16520 to CRN 13267

2. The Registrar’s Office staff will drop the students from the old section and add the student into the new section.

3. Once completed, the Registrar’s Office staff will return the email with notification that the changes have been done.