Course section maintenance is processed by the department/regional campus through the first week of classes. Changes that need to be made after the start of the term 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.

#### Prior to the First Day of the Term

1. Go to SFAALST

2. Enter the term in the **TERM** field and CRN in the **CRN** field. Click the Go button to proceed to the roster.

3. Screen print this page 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 2018
7. On the Student and Advisee ID Selection page enter the student’s Banner ID from the SFAALST page.

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 Add or Drop Classes page
15. Scroll down to the cancelled course

16. In the Action column click on the drop down arrow, choose the Web Drop
17. Click on the Submit Changes button at the bottom of the page
18. The page will refresh and the course will no longer appear on the page
19. 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

After the First Day of the Term

Beginning the first day of the term, cancelled section must be processed through the Registrar’s Office.

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. The Registrar’s Office will also remove the meeting days/times/location from the section. The section must remain active after the start of the term for APV reporting purposes.
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.

Prior to the First Day of the Term

1. Go to SFAALST

2. Enter the term in the TERM field and CRN in the CRN field. Click the Go button to proceed to the roster.

3. Screen print this page so you will have the student’s information when you go to Advisor self service.

4. Screen print this page 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 Add or Drop Classes page
15. Scroll down to the cancelled course

16. In the Action column click on the drop down arrow, choose the Web Drop
17. Click on the Submit Changes at the bottom of the page
18. The page will refresh and the course will no longer appear on the page
19. 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
After the First Day of the Term

Beginning the first day of the term, cancelled section must be processed through the Registrar’s Office.

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 2018
       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.
4. The Registrar’s Office will also remove the meeting days/times/location from the previous section, if necessary. The old CRN must remain active after the start of the term for APV reporting purposes.