

# Cancelling or Deleting Sections

How to Cancel a Section

How to Delete a Section

## Cancelling versus Deleting a Section – What’s the difference?

**Cancelling** a Section means the Section will display in the myUK Course Catalog as cancelled. The section is not fully removed and will copy forward to the next like semester (ex. Fall to the next Fall, or Spring to the next Spring)

SECTION	TYPE	TIMES	LOCATION	INSTRUCTOR	OPEN SEATS
<b>SECTION 001 CANCELLED</b>					
<b>THIS COURSE IS NOT ELIGIBLE FOR ONLINE REGISTRATION BY STUDENTS</b>					
<u>001</u>	Recitation <u>In-Person</u>	F 8:00 am - 8:50 am Aug 27-Dec 17	TBD	TBD	<u>Check</u>

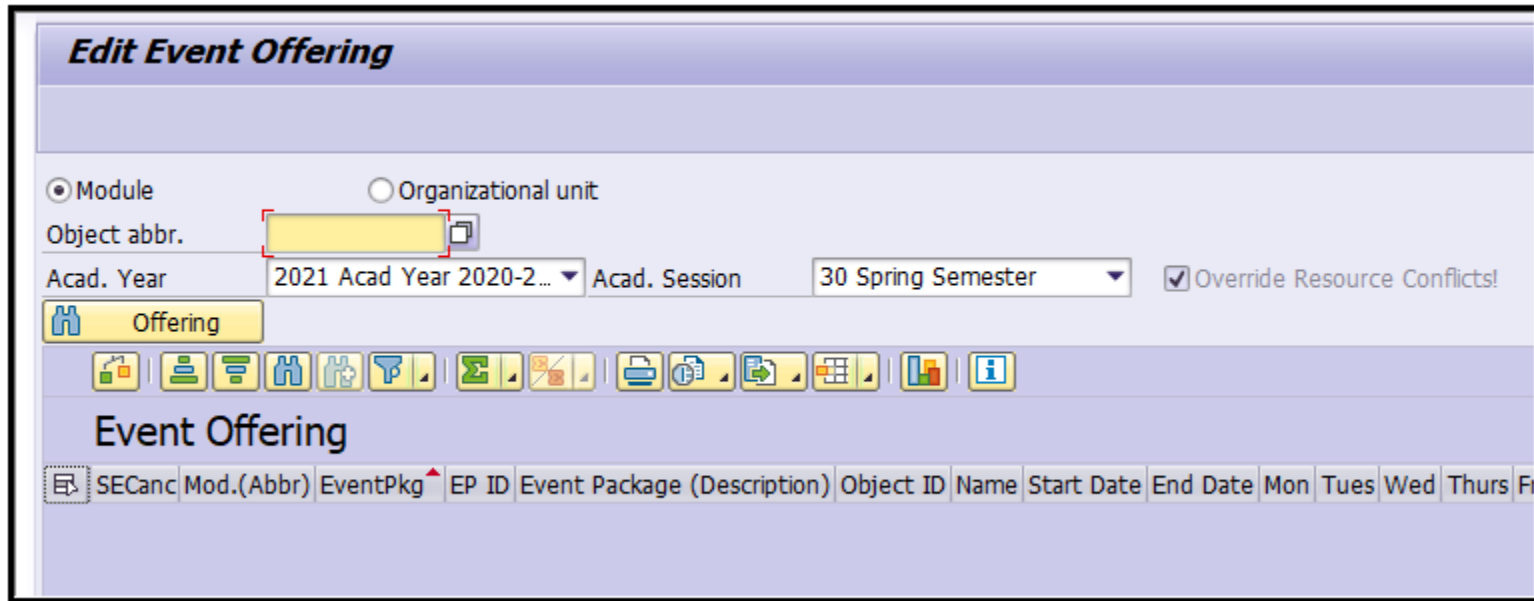
**Deleting** a Section means the Section will not be copied forward to the next like semester and will no longer display in the myUK Course Catalog.

# How to: Cancel a Section

**Step 1:** Open the ZEVPLAN transaction in SAP.



This will bring you to “Screen 1” of ZEVPLAN.



**Step 2:** Enter the course abbreviation in the “Object abbr.” box, then select the Academic Year and Academic Session (Term) where you’d like to cancel the section.

When finished, click the “Offering” button to load the course.

**Edit Event Offering**

Module  Organizational unit

Object abbr. **ANT 160** CULTURAL DIVERSITY IN THE MODERN WORLD

Acad. Year 2021 Acad Year 2020-2... Acad. Session 50 Summer Session  Override Resource Conflicts!

**Offering**

Event Package / Events Package/Event Section Offering

**Event Offering**

SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	ObjectID	Name	Start Date	End Date	Mon	Tues	W...	Thurs	F
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**Note:** For course prefixes with only two characters (ex. "FR" or "CE"), you will need to double-space between the prefix and the course number. For example, FR 101 would be entered as "FR 101".

**Step 3:** Highlight the section you'd like to cancel by clicking anywhere on the line of that section, then click "Edit Event Package/Events".

Module  Organizational unit

Object abbr.  CULTURAL DIVERSITY IN THE MODERN WORLD

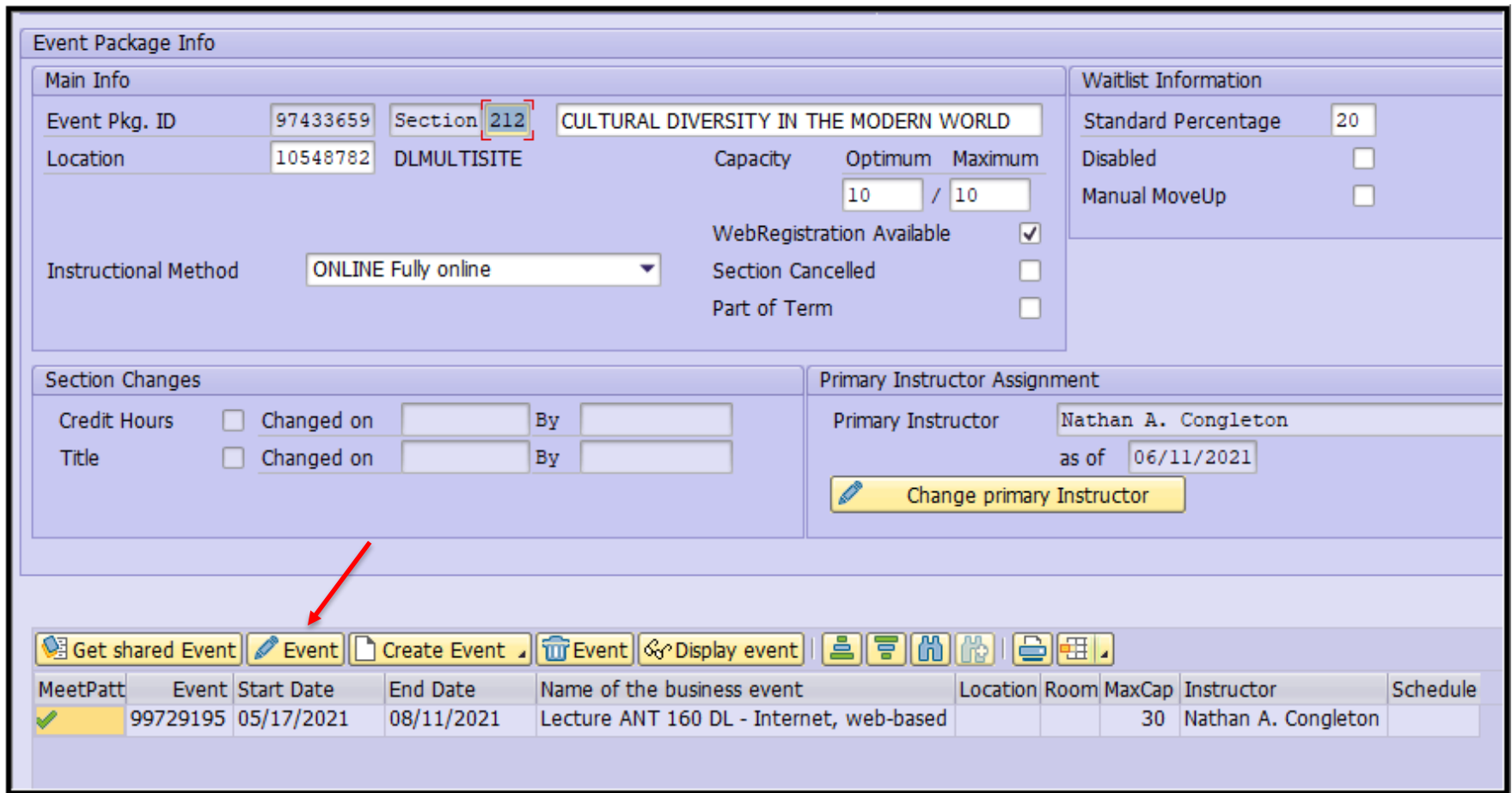
Acad. Year  Acad. Session   Override Resource Conflicts!

### Event Offering

SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name of the business e
	ANT 160	Section 210	97403018	CULTURAL DIVERSITY IN THE MODERN WORLD	99728749	Lecture ANT 160 DL - ]
	ANT 160	Section 211	97433409	CULTURAL DIVERSITY IN THE MODERN WORLD	99728771	Lecture ANT 160 DL - ]
	ANT 160	Section 212	97433659	CULTURAL DIVERSITY IN THE MODERN WORLD	99729195	Lecture ANT 160 DL - ]

**Step 4:** If the section has an assignment instructor and/or room, you will need to delete these resources to free them up for use by other sections.

To do this, highlight the Event and click “Edit Event”.



The screenshot displays a web-based interface for managing event packages. The main area is divided into several sections:

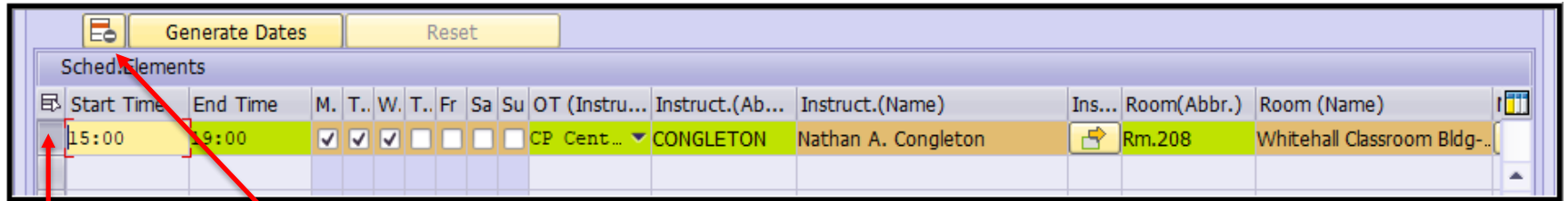
- Event Package Info:**
  - Main Info:** Event Pkg. ID: 97433659, Section: 212 (highlighted with a red box), Title: CULTURAL DIVERSITY IN THE MODERN WORLD, Location: 10548782, DLMULTISITE, Capacity: Optimum 10 / Maximum 10, Instructional Method: ONLINE Fully online.
  - Waitlist Information:** Standard Percentage: 20, Disabled: , Manual MoveUp: .
  - WebRegistration Available:**
  - Section Cancelled:**
  - Part of Term:**
- Section Changes:** Fields for Credit Hours, Title, Changed on, and By.
- Primary Instructor Assignment:** Primary Instructor: Nathan A. Congleton, as of 06/11/2021, with a "Change primary Instructor" button.

A toolbar at the bottom contains several icons and buttons: "Get shared Event", "Event" (with a pencil icon and highlighted by a red arrow), "Create Event", "Event" (with a trash icon), "Display event", and several other utility icons.

MeetPatt	Event	Start Date	End Date	Name of the business event	Location	Room	MaxCap	Instructor	Schedule
✓	99729195	05/17/2021	08/11/2021	Lecture ANT 160 DL - Internet, web-based			30	Nathan A. Congleton	

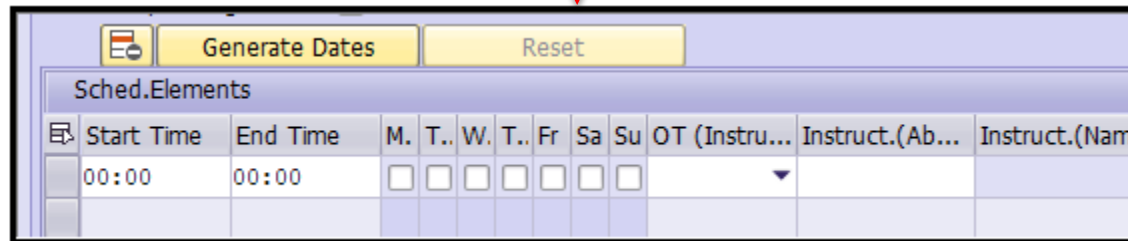
**Step 5:** Take a screenshot, or make a note of the Start Time, End Time, and days of the week the section was meeting – you will need to be able to fill these details back in.

Highlight the schedule elements line by clicking the grey radio button at the left, then click “Delete Row”. This will remove the instructor and room from the course and is the only way to delete the room.

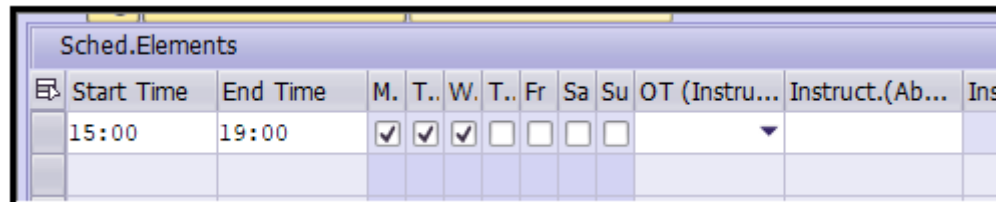


Radio button

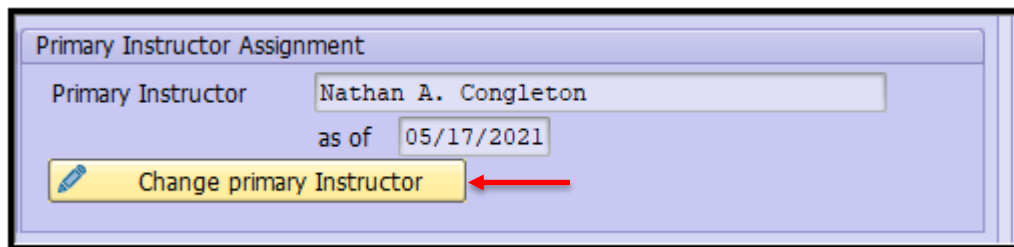
Delete Row



Fill in the original Start and End time and days of the week, then click “Save” to return to Screen 2.




**Step 6:** On Screen 2, click the “Change Primary Instructor” button, then click “Delete Primary Instructor” and save.



Primary Instructor Assignment

Primary Instructor

as of



A red arrow points to the "Change primary Instructor" button.



Set/Change Primary Instructor

Primary Instructor Selection

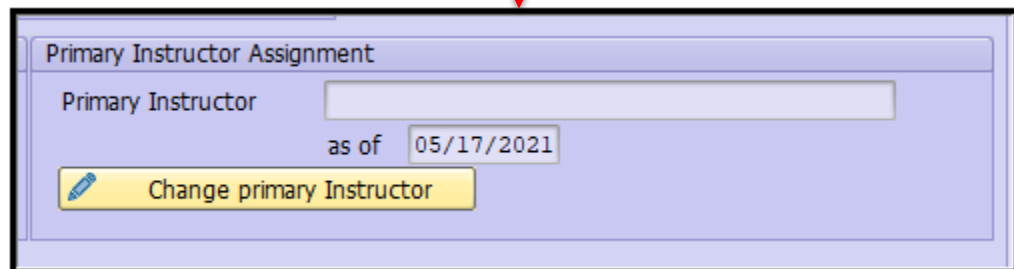
Current Primary Instructor as of 06/11/2021  
10892531 CONGLETON Nathan A. Congleton

Effective Date  

New Primary Instructor

Use dropdown to see list of valid Instructors


A red arrow points to the "Delete Primary Instructor" button, and another red arrow points to the "Save" button.



Primary Instructor Assignment

Primary Instructor

as of





**Step 7:** Uncheck the “WebRegistration Available” box, then check the “Section Cancelled” box. Click “Save” to return to Screen 1.

Event Package Info

Main Info

Event Pkg. ID: 97433659 Section: 212 CULTURAL DIVERSITY IN THE MODERN WORLD

Location: 10548782 DLMULTISITE Capacity: Optimum 10 / Maximum 10

Instructional Method: ONLINE Fully online

WebRegistration Available:

Section Cancelled:

Part of Term:

The section has now been cancelled.

Module  Organizational unit

Object abbr. ANT 160 CULTURAL DIVERSITY IN THE MODERN WORLD

Acad. Year 2021 Acad Year 2020-2... Acad. Session 50 Summer Session  Override Resource Conflicts!

Offering

Event Package / Events Package/Event Section Offering

Event Offering

SECa...	Mod.(Abbr)	EventPkg	EP ID	Event Package (Description)	Object ID	Name of the business event
	ANT 160	Section 210	97403018	CULTURAL DIVERSITY IN THE MODERN WORLD	99728749	Lecture ANT 160 DL - Inter
	ANT 160	Section 211	97433409	CULTURAL DIVERSITY IN THE MODERN WORLD	99728771	Lecture ANT 160 DL - Inter
X	ANT 160	Section 212	97433659	CULTURAL DIVERSITY IN THE MODERN WORLD	99729195	Lecture ANT 160 DL - Inter

## How to: Delete a Section

**Step 1:** Highlight the section you'd like to delete and click "Edit Event Package/Events".

Module  Organizational unit

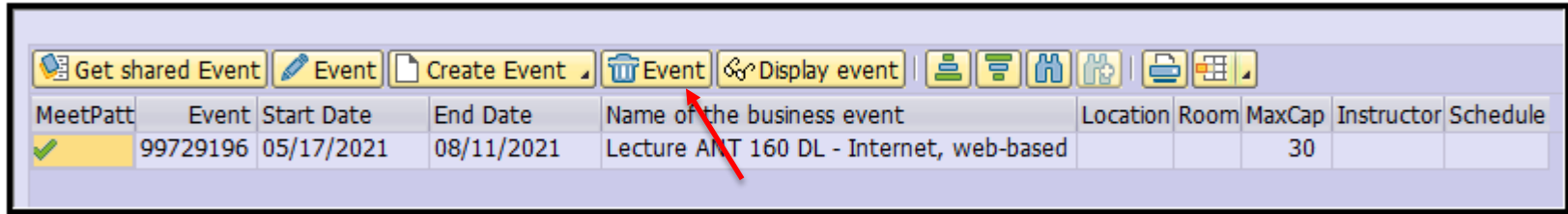
Object abbr.  CULTURAL DIVERSITY IN THE MODERN WORLD

Acad. Year   Acad. Session   Override Resource Conflicts!

### Event Offering

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	ANT 160	Section 212	97433659	CULTURAL DIVERSITY IN THE MODERN WORLD	99729195	Lecture ANT 160 DL - ]

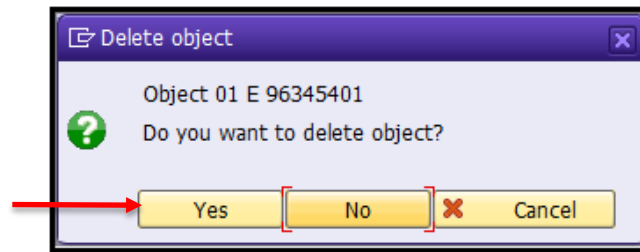
**Step 2:** Highlight the Event on Screen 2, then click “Delete Event”.



The screenshot shows a software interface with a toolbar at the top and a table below. The toolbar contains several icons and buttons: 'Get shared Event', 'Event', 'Create Event', 'Delete Event' (highlighted with a red arrow), and 'Display event'. The table below has the following data:

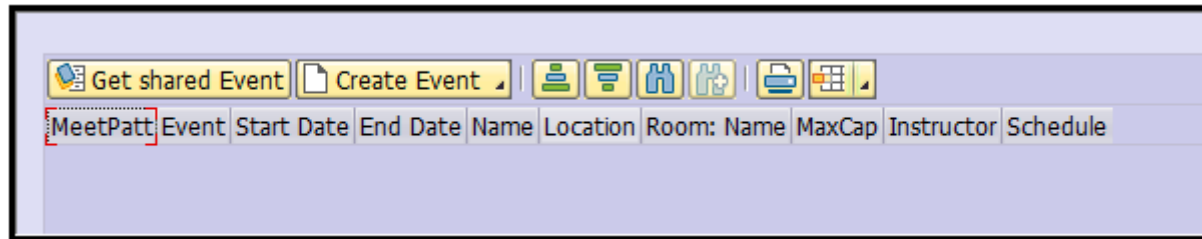
MeetPatt	Event	Start Date	End Date	Name of the business event	Location	Room	MaxCap	Instructor	Schedule
✓	99729196	05/17/2021	08/11/2021	Lecture ANT 160 DL - Internet, web-based			30		

Click “Yes” in the pop-up box.



The screenshot shows a 'Delete object' dialog box with the following text: 'Object 01 E 96345401' and 'Do you want to delete object?'. The dialog box has three buttons: 'Yes', 'No', and 'Cancel'. A red arrow points to the 'Yes' button.

Once the event has been deleted, click “Save” to return to Screen 1.



The screenshot shows the software interface after the event has been deleted. The toolbar is the same as in the previous screenshot, but the table is now empty. The table header is: MeetPatt | Event | Start Date | End Date | Name | Location | Room: Name | MaxCap | Instructor | Schedule.

**Note:** It is important to delete the Event before deleting the Section because the Event will still exist in the backend and will sometimes cause issues if not properly deleted.

**Step 3:** Highlight the section on Screen 1, then click “Delete Section Offering”.

Module:  Organizational unit

Object abbr. ANT 160 CULTURAL DIVERSITY IN THE MODERN WORLD

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	ANT 160	Section 212	97433659	CULTURAL DIVERSITY IN THE MODERN WORLD		

Click “Delete Event” in the pop-up box.

Edit Event Offering

Do you want to attempt to delete this section?

Delete Event Do not Delet Cancel

The section has now been properly deleted.

Module:  Organizational unit

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	ANT 160	Section 211	97433409	CULTURAL DIVERSITY IN THE MODERN WORLD	99728771	Lecture ANT 160 DL - Internet, web-based	06/30/2021	08/11/2021

# Questions?

Contact **Course Scheduling** at  
[course.scheduling@uky.edu](mailto:course.scheduling@uky.edu)