Greetings:

With Advance Registration for Fall 2021 underway it is important that departments continue to review their class offerings for accuracy.

The Section Verification List (SVL) is a tool departments can use to review offerings. You may generate an SVL at any time and it will report the most up-to-date information on the Schedule of Classes. If you find any inaccuracies on this report, we ask that you complete the appropriate scheduling e-forms to request changes/updates. Instructions on how to run a SVL can be found here.

Add/Remove Instructors Form
Enrollment Capacity Change Form
Scheduling Request Form
Section Correction Form
Room Change Request Form

Examples of changes that have an impact on students include but are not limited to:

- Changing from asynchronous to synchronous or mixed online instruction
- Changing the days and/or times of classes with enrollment
- Adding days or times to arranged sections with enrollment
- Changing the number of credits for classes with enrollment
- Changing the session of a class (Full semester, 8-week-1, and 8-week-2)
- Changing the mode of instruction of a course (blended/hybrid, online, in-person)
- Changing the grading basis of a course
- Changing the location to a different campus

If you need to make a class change for one of the reasons above the class will need to be cancelled (students will be dropped) and rescheduled (students will need to re-enroll). When cancelling a class the enrolled students need to be notified by the department or instructor.
PeopleSoft and Blackboard are connected. Course changes often have a potentially negative impact on the Blackboard course. The instructor should be given an opportunity to export the course before the course is cancelled so that it can be imported later into a new Blackboard course. Changes that would result in cancellation of a section should be avoided after students have gained access to the Blackboard course.

Complete the following steps to make class changes that have an impact on students:

1. Inform the instructor of record that when a course is cancelled in PeopleSoft, the associated Blackboard course will be disabled, making the course inaccessible to everyone – students, instructor, and system administrator. It may not be possible to restore submissions in a course once it has been disabled, so the instructor should download an archive of their Blackboard course prior to cancellation.
   - How to Export a course package
   - How to Import a course package
   - If you need to restore a disabled course, contact the ITS Help Desk
   - Please contact ITS directly with questions related to Blackboard at 518-442-3700 or askIT@albany.edu.

2. Departments must notify students regarding the cancelled class section and inform them if a new section will be scheduled in its place. Information should be provided to the students regarding re-enrolling in the new class section including how to obtain a permission number if necessary.
   - See Appendix A for a query that pulls enrolled students e-mails.
   - See Appendix B for two template e-mails as a sample to send to students.

3. Cancel class:
   - Submit a Section Correction e-form indicating the Course Action as Cancelled (please indicate the reason for the change in Notes to Registrar section on the e-form). Continue to fill out the necessary fields on the e-form.
   - If you are replacing the cancelled class with another proceed to step 4 below.
   - If you are not replacing the cancelled class choose the Submit button to send the form to the Registrar’s Office for review.
     - Standard procedures are still in place for departments where Dean’s Office approval is required.

4. Schedule new class (only complete this step if replacing cancelled class):
   - On the same Section Correction e-form select Yes to the question “Is a new section being created to replace this cancelled section.”
   - Choose the +Add Course button at the bottom of the form and then choose the Course Action Add/Swap. Input the necessary information for the new class.
   - Choose the Submit button to send the form to the Registrar’s Office for review.
     - Standard procedures are still in place for departments where Dean’s Office approval is required.
If you have questions about the process, please e-mail scheduling@albany.edu.

Appendix A

The following query is being provided for your convenience to obtain enrolled students contact information: **UASR_CLASS_ROSTR_VW_EMAIL**

a. *Student e-mails are not directory information and should not be shared. If you are emailing multiple individuals please BCC the students. Please remember that student ID numbers are considered Personally Identifiable Information and should not be shared via e-mail without encryption.*

The query will prompt you for Term and Class Number. Enter the term and class number of the class you will be cancelling (must run query before the class is cancelled). The query will return the following data: Student ID, Student Name, Grading Basis of Course, Units Taken (credits), Student’s Primary Program, Student’s Academic Level, Student’s Status, and most importantly - the Student’s e-mail address.

Appendix B

**Sample e-mails**

1) **Cancelled one class section and replacing with another:**

   *Greetings:*

   *We are writing to inform you that class XYZ has been cancelled and dropped from your schedule. We apologize for any inconvenience this may cause.*

   *We have scheduled a new class section (include class #) – the dates and times are as follows: _____. If you wish to enroll in this class you may do so via MyUAlbany (include permission number if applicable). Should this new class not be a suitable option for you and you need to select an entirely different course, we recommend you consult your advisor.*

   *As with any change in your schedule, please be advised that enrollment changes may impact your eligibility for financial aid for the current term and/or future terms. Please consult the Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards.*

   *Thank you for your patience,*

   *Department XYZ*
2) **Cancelled class section and it will not be replaced:**

_Greetings:_

_We are writing to inform you that class XYZ has been cancelled and dropped from your schedule. We apologize for any inconvenience this may cause._

_We regret to inform you that we are unable to offer this class this semester. If you need to select an entirely different course, we recommend you consult your advisor._

_As with any change in your schedule, please be advised that enrollment changes may impact your eligibility for financial aid for the current term and/or future terms. Please consult the Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress standards._

_Thank you for your patience,_

_Department XYZ_