Vice Presidents and Deans/Directors will consult with area coordinators, center/site administrators (if available), and advising to determine whether to cancel a section or adjust the schedule.

Factors to consider in the decision include:

- Is the class needed to complete a degree or certificate?
- Does the class attract students from historically underrepresented and/or marginalized groups?
- Does the class normally fill late?
- Are the classes expected to be small classes (such as calculus and physics)?
- Are there location specific enrollment considerations (such as traditionally low enrolled classes in KT)?
- Are there other special considerations to be aware of (such as new course offering, new learning community classes, evening or Saturday class offering, or new sites)?
- Are other classes open for students to enroll in if the class is cancelled?
- Will moving the class to DE improve enrollment?
- Is the class needed to support fulltime faculty load?
- Are we over district-wide TLU/section target?
- Are there alternative sources of funding for the class?

Deans/Directors in Instruction and Student Development decide next steps after consultation with counselors and advisors and faculty (if necessary)

Scheduler cancels the class or changes the schedule after Dean/Director approval