

CANCELLING CLASSES



When cancelling a class, email the group informing them of the way of making up for the cancellation. Don't forget to CC the head of studies.

When sending the message via USOS, CC the head of studies, too:

method 1:
click on
ADD RECIPIENTS
and add the email
address of the
head of studies

Edit draft

From:

ADD RECIPIENTS **SHOW E-MAIL ADDRESSES**

To: 0 recipients altogether

Send me a copy of this message

Subject:

Edit: formatted text plain text

B **I** **U** **AAC** Paragraph Font Family Font Size

I want to receive a report with a summary of the send operation

ATTACH FILE

SEND **SAVE** **DELETE DRAFT** The last save: less than one minute ago ✓

method 2:
tick
**Send me a copy
of this message**
and then forward
the email from
your inbox to the
head of studies