Class Cancellation Process for Faculty

1. Log in to the My MCC web portal (https://mymcc.middlesex.mass.edu)

2. In the COURSES I AM TEACHING block, click the Cancel link next to the course you need to cancel for that day. Please note that you may select additional course sections to cancel at the next step.
3. The system will provide an example cancellation message with the necessary details including your name, the details of the class, and the current date.

4. If you are cancelling multiple course sections, click the Select check box next to each. Please note that the example message display will stay the same on the screen, but when the messages are posted the details will reflect each course section you have selected.

An optional additional message box is provided if you need to include other information for the students (e.g. Work on assignment in Blackboard, Read chapter 12, etc...)

5. Click the Post Class Cancellation Notice button to generate the message to the class cancellation web page and the MCC Mobile App.