SIS Job Aid #250

Set Up Combined Sections

This job aid is for class schedulers (staff). Combining Sections allows scheduling more than one section of different classes in the same room, at the same time. It is most often used for cross-listed courses, but also applies to other classes that share rooms.

If the cross-listing/combined section is across departments, coordination between departments is required (including determining who is going to set up the combined section). Using the Course ID is a best practice recommendation though many people do not use it.

Contents

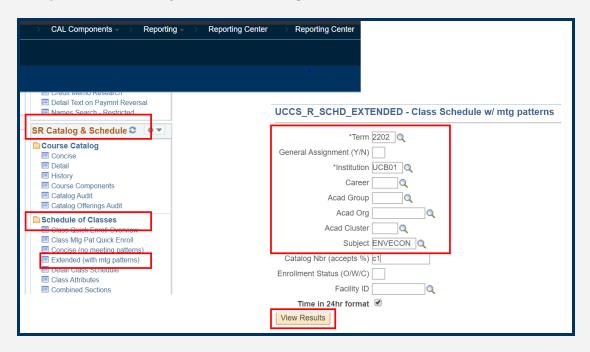
Set Up Combined Sections
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Combine Sections

Prepare to Combine Sections

- 1. Gather the **5-digit class numbers for all classes being combined** and verify if meeting patterns need to be removed by going to the **Reporting Center**.
- 2. Navigation: **CAL Components > Reporting > Reporting Center**
- 3. Select **Extended (with meeting patterns)** report (UCCS_R_SCHD_EXTENDED Class Schedule w/ mtg patterns), in the **Schedule of Classes** section.

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4. Complete Term, Subject and Catalog Nbr fields and select View Results.



5. Write down the 5-digit class number and whether or not there is a meeting pattern already scheduled **for all classes to be combined**, even classes that are not in your department.



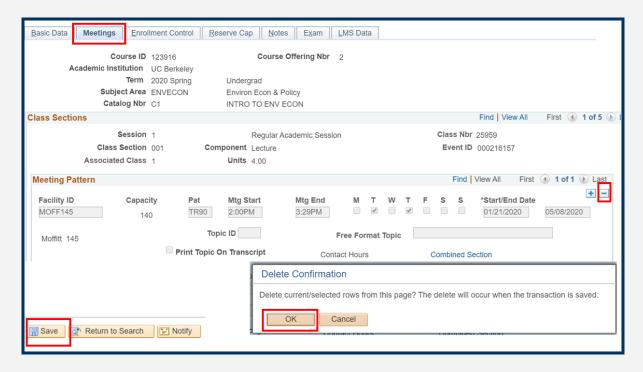
- 6. **Only one of the sections being combined can already have a meeting pattern** saved in order to make a new combined section.
 - If needed, follow steps 7- 10 below to remove a meeting pattern. If a meeting pattern needs to be deleted for a class you do not have access to, contact your colleague in the other department to have them remove the meeting pattern.
- 7. Navigate to: Curriculum Management > Schedule of Classes > Maintain Schedule of Classes. This can also be done from the Schedule Class Meetings page.

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8. Delete the **Meeting Pattern** section, by clicking the minus button. Data in the fields under **Instructors For Meeting Pattern** are automatically deleted with the Meeting Pattern.

NOTE: Deleting the meeting pattern of a class will release the room assignment (department and GA room). If the department would like to keep the GA room, arrangements need to be made with the Scheduling Department to either transfer the room assignment to another class or put the room on hold. Before deleting the meeting pattern, **make a written record or take a screenshot** of all the data stored in the **Meeting Pattern**, including the **Instructors For Meeting Pattern** data. You may need this information to repopulate the Meeting Pattern data after combining.

- 9. Select **OK** to confirm deleting the **Meeting Pattern**.
- 10. Select **Save** at the bottom of the page.

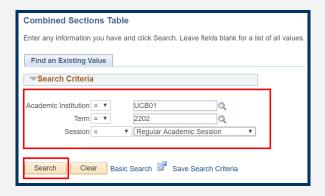


11. If you are cross-listing a course with multiple sections, repeat Steps 2–10 for each section.

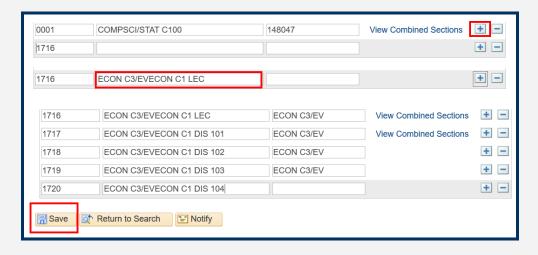
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Combine Sections

- Navigation: Curriculum Management > Combined Sections > Combined Sections
 Table
- 2. Choose the **Term** and **Session** for your combined sections.
- 3. Select Search.

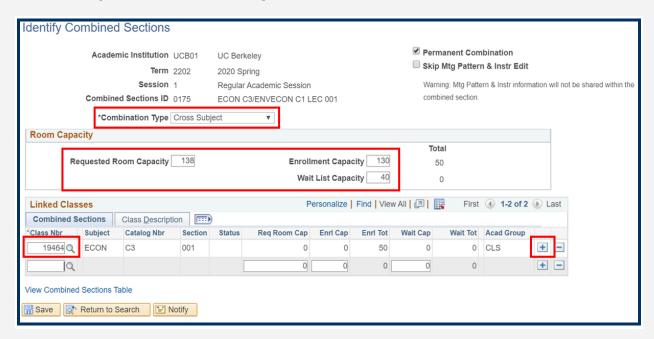


- 4. The **Combined Sections Table** will display already combined sections. Select the very last **plus sign** button to add a new row for your combined section(s). A blank row will appear.
- 5. Enter a **Description** and **Short Description**. (The **View Combined Sections** link to the right of the Short Description will appear after you **Save.**)
- Select the Save button at the bottom of the page after you have combined all sections.
 Note: Control Alt + 1 can be used as a shortcut to the Save button if you have added a row.



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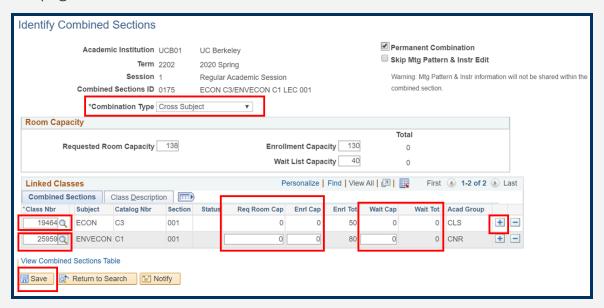
- Select the View Combined Sections link that has appeared. The Identify Combined Sections window opens.
- 8. Set the *Combination Type to the appropriate value. In this example, it is "Cross Subject" because the classes are in different subject areas. "Within Subject" refers to classes in the same departments, and "Both" refers to three or more combined classes that are both within and across subject areas.
- In the Room Capacity box, enter the Requested Room Capacity, Enrollment Capacity, and Wait List Capacity. NOTE: Conventions for this process vary, but most add the Enrl Cap numbers for each class and set that total as the Enrollment Capacity.
- 10. Under Linked Classes enter the Class Nbr of one of the classes to be combined and press the Tab key to populate blank fields. Note: Req Room Cap, Enrl Cap, and Wait Cap for each section will appear to be 0 until you Save. Do not edit those fields until after you save.
- 11. Select the "**plus**" button on the right to add another row.



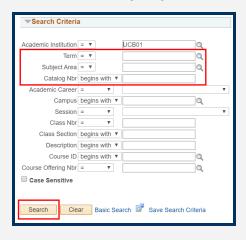
12. Type the **next Class Nbr** in the **Class Nbr** field, and press the **Tab** key to populate the rest in the fields in that row.

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13. Select the **Save** button after adding **all of the class sections** to be combined. Once saved, the **Enrollment** and **Waitlist Caps** for individual sections you control can be updated on this page.

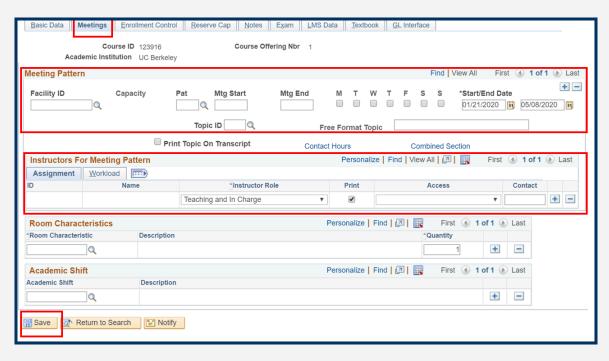


- 14. Finally, if you removed all meeting patterns, add the **Meeting Pattern** back into one of the combined sections. Or confirm that the meeting pattern is correct by navigating to the same location and updating if necessary.
- 15. Navigation: **Curriculum Management > Schedule of Classes > Schedule Class Meetings**This can also be done from the **Meetings** tab of **Maintain Schedule of Classes**.
- 16. Enter Term, Subject Area, and Catalog Nbr of the first of the classes you just combined.
- 17. Select **Search**. *NOTE*: If a list of classes appears below the Search button, click the link for the section that you just combined.



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- 18. Add in the **Meeting Pattern** and **Instructors For Meeting Pattern** for the newly combined sections.
- 19. Select **Save** at bottom of page. The meeting information entered here will automatically be populated on the **Meetings** tab of the class section that this is combined with.



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