

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.

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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.

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.

The screenshot displays the Berkeley Student Information Systems interface. The 'Meetings' tab is selected in the top navigation bar. The 'Class Sections' section shows details for Session 1, Class Section 001, Component Lecture, and Units 4.00. The 'Meeting Pattern' section is visible, showing Facility ID MOFF145, Capacity 140, Pat TR90, Mtg Start 2:00PM, Mtg End 3:29PM, and *Start/End Date 01/21/2020 to 05/08/2020. A 'Delete Confirmation' dialog box is open, asking 'Delete current/selected rows from this page? The delete will occur when the transaction is saved.' The 'OK' button is highlighted with a red box. At the bottom of the page, the 'Save' button is also highlighted with a red box.

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

Combine Sections

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

Combined Sections Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = UCB01

Term = 2202

Session = Regular Academic Session

Search Clear Basic Search Save Search Criteria

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**.)
6. 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.

0001	COMPSCI/STAT C100	148047	View Combined Sections	+	-
1716				+	-
1716	ECON C3/EVECON C1 LEC			+	-
1716	ECON C3/EVECON C1 LEC	ECON C3/EV	View Combined Sections	+	-
1717	ECON C3/EVECON C1 DIS 101	ECON C3/EV	View Combined Sections	+	-
1718	ECON C3/EVECON C1 DIS 102	ECON C3/EV		+	-
1719	ECON C3/EVECON C1 DIS 103	ECON C3/EV		+	-
1720	ECON C3/EVECON C1 DIS 104			+	-

Save Return to Search Notify

7. 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.
9. 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.

Identify Combined Sections

Academic Institution UCB01 UC Berkeley
 Term 2202 2020 Spring
 Session 1 Regular Academic Session
 Combined Sections ID 0175 ECON C3/ENVECON C1 LEC 001

☒ Permanent Combination
☐ Skip Mtg Pattern & Instr Edit
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type Cross Subject

Room Capacity

Requested Room Capacity	138	Enrollment Capacity	130	Total	50
		Wait List Capacity	40		0

Linked Classes Personalize | Find | View All | First 1-2 of 2 Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
19464	ECON	C3	001		0	0	50	0	0	CLS	+
					0	0	0	0	0		+

View Combined Sections Table

Save Return to Search Notify

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.

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.

Identify Combined Sections

Academic Institution UCB01 UC Berkeley
 Term 2202 2020 Spring
 Session 1 Regular Academic Session
 Combined Sections ID 0175 ECON C3/ENVECON C1 LEC 001

☒ Permanent Combination
☐ Skip Mtg Pattern & Instr Edit
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type Cross Subject

Room Capacity

Requested Room Capacity	Enrollment Capacity	Wait List Capacity	Total
138	130	40	0

Linked Classes Personalize Find View All First 1-2 of 2 Last

Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
19464	ECON	C3	001		0	0	50	0	0	CLS
25959	ENVECON	C1	001		0	0	80	0	0	CNR

View Combined Sections Table

Save Return to Search Notify

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.

Search Criteria

Academic Institution = UCB01

Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Session =

Class Nbr =

Class Section begins with

Description begins with

Course ID begins with

Course Offering Nbr =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

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.

The screenshot displays the Berkeley Student Information Systems interface, specifically the 'Meetings' tab. The interface is organized into several sections:

- Basic Data:** Course ID 123916, Course Offering Nbr 1, Academic Institution UC Berkeley.
- Meeting Pattern:** Includes fields for Facility ID, Capacity, Pat, Mtg Start, Mtg End, days of the week (M, T, W, T, F, S, S), and Start/End Date (01/21/2020 to 05/08/2020). It also has a Topic ID and Free Format Topic field.
- Instructors For Meeting Pattern:** Includes a table with columns for ID, Name, Instructor Role (Teaching and In Charge), Print, Access, and Contact. The 'Print' checkbox is checked.
- Room Characteristics:** Includes a table with columns for Room Characteristic, Description, and Quantity (1).
- Academic Shift:** Includes a table with columns for Academic Shift, Description, and Quantity.

At the bottom of the page, there is a 'Save' button, a 'Return to Search' button, and a 'Notify' button. The 'Save' button is highlighted with a red box.