Crookston Duluth Morris Rochester Twin Cities

## **Deleting a combined section in CCS | User guide**

Schedulers should delete a combined section on the Identify Combined Sections page when:

- section(s) will be cancelled
- sections will no longer be cross-listed.

**Tip:** Be sure to delete the class from the Identify Combined Sections page **before** cancelling the class in UM CCS Maintain Schedule of Classes.

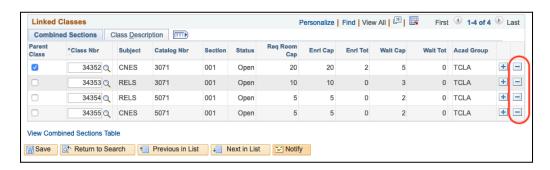
If a class is cancelled on UM Maintain Schedule of Classes without first deleting it from the Identify Combined Sections page, the meeting patterns and instructor assignments for **all** classes in the combination will also be deleted.

## **Instructions**

- 1. From the **UM Campus Solutions Homepage**, click the **Curriculum Management** tile.
- 2. Navigate to: **Combine Sections** > **Identify Combined Sections**.
- 3. Enter the search criteria for the combined classes you wish to update:
  - a. **Academic Institution:** The campus on which the class takes place.
  - b. **Term:** The term in which the class takes place.
  - c. **Session:** Session that the class has been scheduled for.
  - d. Combined Sections ID: The ID that was assigned to this combination.

**Tip:** This ID can be located in **UM CCS Maintain Sched of Classes**, by clicking on the **Combined Sections** link on either the Meetings or Enrollment Control tab.

- e. Click the Search button.
- 4. Click the **Delete a Row (-)** button to remove a class from the combination. **Tip:** If none of the class sections should remain cross-listed, remove all classes from the combination by deleting all rows.



5. Click the **Save** button.