

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.

Linked Classes											
Combined Sections											
Parent Class	*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
☒	34352	CNES	3071	001	Open	20	20	2	5	0	TCLA
☐	34353	RELS	3071	001	Open	10	10	0	3	0	TCLA
☐	34354	RELS	5071	001	Open	5	5	0	2	0	TCLA
☐	34355	CNES	5071	001	Open	5	5	0	2	0	TCLA

5. Click the **Save** button.  Save