CREATING COMBINED SECTIONS

1. Navigation: Curriculum Management > Schedule of Classes>Schedule a New Course or Maintain Schedule of Classes
2. Enter Academic Institution, Term, Subject Area, Catalog Nbr:
3. Basic Data tab: build class using Step-by-Step: ADDING OR REVISING A CLASS
    a. Course Attribute
        i. COMB (Combined Secct-Sponsor/Non-Spon)
    b. Course Attribute Value
        i. Sponsor (only one Sponsor is allowed for a class)
        ii. Non-Sponsr (any number of classes can be non-sponsors)
4. Meetings tab:
    a. For Sponsor class: build class using Step-by-Step: ADDING OR REVISING A CLASS
    b. For Non-Sponsor class(es) skip this tab entirely – <u>do not</u> build meeting pattern, assign instructor, or room characteristics
5. Enrollment Cntrl tab: For Sponsor and Non-Sponsor class(es), follow steps in Step-by-Step: ADDING OR REVISING A CLASS
    a. Requested Room Capacity should be set at the combined total for all classes. Following the example in b. below, the Requested Room Capacity would be 35.
    b. Enrollment Capacity should be set for each individual class (not the total of all combined classes) i.e., ANTH 4045 enrollment capacity is 30; ANTH 5045 enrollment capacity is 5.
6. SAVE and RETURN TO SEARCH
7. Check Update Sections of a Class and Adjust Class Associations (see Step-by-Step instructions for each).
8. Navigation: Curriculum Management>Combined Sections>Combined Sections Table
9. Enter Term and select appropriate Session. Hit the Search button
10. Add a row ("+" sign)
11. Enter a description
12. Hit the Save button at the bottom of the page
13. Click the View Combined Sections link, which takes you to the Identify Combined Sections page.
14. Combination Type:
    a. Both
        i. two different departments/two different classes, i.e, SOCY 4000/5000 & WMST 4000/5000
    b. Cross Subject

        i. two different departments, i.e., SOCY 1006 & WMST 1006
    c. Within Subject
        i. within the same department, i.e., SOCY 4000 / SOCY 5000
15. Enter the Class Nbr of the Sponsor Class (or use the magnifying glass to locate the class)
16. Add a row (“+” sign) for each Non-Sponsor class
17. Enter the Class Nbr of the Non-Sponsor class(es)
18. Requested Room Capacity:
    a. Enter requested room capacity (should be the sum of the Sponsor and Non-Sponsor enrollment capacities)
19. Enrollment Capacity
    a. Total enrollment capacity for Sponsor and Non-Sponsor class(es)
20. Wait List Capacity
    a. Should always be 999
21. SAVE and Return to Search