

# How to Combine Sections

A combined section is a combination of two or more classes taught in the same space with shared meeting pattern and instructor(s).

## Rules:

- The course content/learning objectives should be identical. Usually, combined sections consist of cross-listed courses and/or topics courses which share identical topics.
- Must be in the same session (session codes must match).
- The room capacity needs to be the same for each combined class.
- A sponsor class attribute is required. Only one of the classes can be the sponsor. All other classes must be non-sponsor classes. You must indicate this on the Basic Data tab for each class.
- When combining with other schools/colleges, the Sponsor does the combining and course coordinators will need to communicate clearly regarding enrollment capacity and instructors.

## Step by step instructions:

1. Schedule the classes first, enter the COMB class attributes, and write down the 5-digit class number (CRN). **Whenever possible, it is best to leave the Meetings Tab BLANK and add the information after combining the sections.**
2. Navigate to: Curriculum Management>Combined Sections>Combined Section Table
3. Enter the term and click "Search"

### Combined Sections Table

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


▼ **Search Criteria**

Academic Institution: [= ▼]  🔍

Term: [= ▼]  🔍

Session: [= ▼]

Limit the number of results to (up to 800):

[Basic Search](#)  [Save Search Criteria](#)

Enter the term and leave the session BLANK. Click "Search"

4. Select the session code from the available options.

**CU DENVER**

Session Code	Description	Alt Description
DCA	First Four Wks (Den Cont Ed)	D-CE1st 4
DCB	Second Four Wks (Den Cont Ed)	D-CE 2nd 4
DCE	First Five Wks (Den Cont Ed)	D-CE 1st 5
DCF	Second Five Wks (Den Cont Ed)	D-CE 2nd 5
DCG	Third Five Wks (Den Cont Ed)	D-CE 3rd 5
DCH	First Eight Wks (Den Cont Ed)	D-CE 1st 8
DCI	Second Eight Wks (Den Cont Ed)	D-CE 2nd 8
DCR	Regular Semester (Den Cont Ed)	D-CE Reglr
DCV	Intensive (Den Cont Ed)	D-CE Intsv
DCY	Maymester (Den Cont Ed)	D-CE May
DMA	First Four Wks (Den)	D-1st4 Wks
DMB	Second Four Wks (Den)	D-2nd4 Wks
DME	First Five Wks (Den)	D-1st 5
DMF	Second Five Wks (Den)	D-2nd 5
DMG	Third Five Wks (Den)	D-3rd 5
DMH	First Eight Wks (Den)	D-1st 8
DMI	Second Eight Wks (Den)	D-2nd 8
DMR	Regular Semester (Den)	D-Regular
DMV	Intensive (Den)	D-Intnsv
DMY	Maymester (Den)	D-Maymstr

5. The table will appear. Click on the first "+" sign to create a new row.

### Combined Sections Table

Academic Institution: CU Denver  
 Term: Fall 2016  
 Session: Regular Semester (Den)

*Combined Sections ID	*Description	*Short Description		
1050	CVEN 4427 / 5427	CVEN4427	View Combined Sections	+ -
1049	PUAD/CRJU 5650	SPA-LD	View Combined Sections	+ -
1048	CVEN 4565/5565	CVEN4565	View Combined Sections	+ -
1047	ARCH 3340/5350	CAP	View Combined Sections	+ -
1045	GEOG 4092/5092 001	CLAS-SC	View Combined Sections	+ -
1044	ENTP3600/MGMT 4950	Selkowitz	View Combined Sections	+ -

Click + to add a new row.

6. A blank row will appear. It will already have a Combined Sections ID.

## Combined Sections Table

Academic Institution: CU Denver  
Term: Fall 2016  
Session: Regular Semester (Den)

*Combined Sections ID	*Description	*Short Description		
1050	CVEN 4427 / 5427	CVEN4427	View Combined Sections	+ -
1051				+ -
1049	PLIAD/CR III 5650	SPA-I D	View Combined Sections	+ -

7. Type in a Description and Short Description. The description must contain course information to identify the combined classes.

**Description Format: Subject Code, Course Number, and Section Number\***

**Short Description Format: School/College code and initials.\***

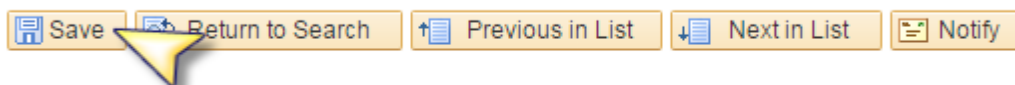
\*You may notice some formatted differently since classes copy over from term to term and since trainers may have varied in the past, however please use this format.

## Combined Sections Table

Academic Institution: CU Denver  
Term: Fall 2016  
Session: Regular Semester (Den)

*Combined Sections ID	*Description	*Short Description		
1050	CVEN 4427 / 5427	CVEN4427	View Combined Sections	+ -
1051	GEOG 4080/5080 002	REGD-AD		+ -
1049	PLIAD/CR III 5650	SPA-I D	View Combined Sections	+ -

8. Scroll all the way to the bottom of the screen and click "Save".



9. Locate the row you just created and click on "View Combined Sections".

## Combined Sections Table

Academic Institution: CU Denver  
Term: Fall 2016  
Session: Regular Semester (Den)

*Combined Sections ID	*Description	*Short Description		
1050	CVEN 4427 / 5427	CVEN4427	View Combined Sections	+ -
1051	GEOG 4080/5080 002	REGD-AD	View Combined Sections	+ -
1049	PLIAD/CR III 5650	SPA-I D	View Combined Sections	+ -

10. Choose the combination type.

**Cross Subject** = the classes do not share the same subject code

**Within Subject** = the classes have the same subject code

**Both** = when at least two of the classes share a subject code and at least one does not

### Identify Combined Sections

Academic Institution: CUDEN CU Denver  
Term: 2167 Fall 2016  
Session: DMR Regular Semester (Den)  
Combined Sections ID: 185 GEOG 450/5080 002

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

\*Combination Type: **Within Subject**

**Room Capacity**

Requested Room Capacity:	Enrollment Capacity:	0	Total
	Wait List Capacity:	0	0

Personalize | Find | View All | First 1 of 1 Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
					0	0	0	0	0	

[View Combined Sections Table](#)

[Save](#) [Return to Search](#) [Notify](#)

11. Enter the room capacity (the same capacity that is listed on the individual classes).

### Identify Combined Sections

Academic Institution: CUDEN CU Denver  
Term: 2167 Fall 2016  
Session: DMR Regular Semester (Den)  
Combined Sections ID: 1051 GEOG 4080/5080 002

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

\*Combination Type: **Within Subject**

**Room Capacity**

Requested Room Capacity:	28	Enrollment Capacity:	0	Total
		Wait List Capacity:	0	0

Personalize | Find | View All | First 1 of 1 Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
					0	0	0	0	0	

[View Combined Sections Table](#)

[Save](#) [Return to Search](#) [Notify](#)

12. Enter the enrollment capacity and waitlist capacity. The number entered here is what controls enrollment. Once this cap is reached no additional students will be able to enroll, even if the individual class enrollment caps still show available seats.

- If you don't need to control enrollment for the individual classes, then the enrollment capacity can be the same for each combined class, and that same number would be entered here.
- If needing to control enrollment in the individual classes (maybe you want to limit the number of undergraduate students permitted, for example), then unique enrollment capacities can be used for each combined class, as long as they all total up to the number you enter here.

### Identify Combined Sections

Academic Institution: CUDEN CU Denver  
 Term: 2167 Fall 2016  
 Session: DMR Regular Semester (Den)  
 Combined Sections ID: 1051 GEOG 4080/5080 002

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

\*Combination Type: Within Subject

Room Capacity				Total
Requested Room Capacity:	<input type="text" value="28"/>	Enrollment Capacity:	<input type="text" value="28"/>	0
		Wait List Capacity:	<input type="text" value="10"/>	0

Combined Sections											Class Description
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
<input type="text"/>					0	0	0	0	0		+ -

View Combined Sections Table

13. Enter the 5-digit class number (CRN) for each combined class, or search using the magnifying glass. Click "+" to add each additional class.

### Identify Combined Sections

Academic Institution: CUDEN CU Denver  
 Term: 2167 Fall 2016  
 Session: DMR Regular Semester (Den)  
 Combined Sections ID: 1051 GEOG 4080/5080 002

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

\*Combination Type: Within Subject

Room Capacity				Total
Requested Room Capacity:	<input type="text" value="28"/>	Enrollment Capacity:	<input type="text" value="28"/>	7
		Wait List Capacity:	<input type="text" value="10"/>	0

Combined Sections											Class Description
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
<input type="text"/>					0	0	0	0	0		+ -
<input type="text" value="38106"/>	GEOG	4080	002		28	14	7	10	0	CLAS	+ -
<input type="text" value="38107"/>	GEOG	5080	002		28	14	0	10	0	CLAS	+ -

View Combined Sections Table

14. Click "Save".

### Identify Combined Sections

Academic Institution: CUDEN CU Denver  
Term: 2167 Fall 2016  
Session: DMR Regular Semester (Den)  
Combined Sections ID: 1051 GEOG 4080/5080 002

\*Combination Type:

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

Room Capacity		Total
Requested Room Capacity: <input type="text" value="28"/>	Enrollment Capacity: <input type="text" value="28"/>	7
	Wait List Capacity: <input type="text" value="10"/>	0

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

Combined Sections		Class Description		Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group		
<input type="text" value="38106"/>	GEOG	4080	002		28	14	7	10	0	CLAS		
<input type="text" value="38107"/>	GEOG	5080	002		28	14	0	10	0	CLAS		

[View Combined Sections Table](#)

Save Return to Search Notify

15. If everything went correctly, a "saved" message will temporarily appear in top right of the screen.

If you receive an error message, it's because something on the meetings tabs of the individual classes does not match. This happens when a class may have been scheduled earlier on and has something entered on the meetings tabs which isn't matching up across all of the classes you are trying to combine.

#### The fastest and easiest way to fix this error:

- Copy down your facility ID, meeting pattern (being sure to look for multiple meeting patterns), and all instructor information, and then DELETE it from each class you're trying to combine. Be sure to "save" after each class's meeting pattern information has been removed.
- Exit out of the "Identify Combined Sections and then go back in again. Re-enter the room capacity, enrollment capacity, waitlist capacity, and class information, and "save".
- Navigate to: Curriculum Management > Schedule of Classes > Schedule Class Meetings Pull up one of the classes and add the meeting pattern information back in. Save. This will update the meetings tab on all of the combined classes.

16. Navigate to: Curriculum Management > Schedule of Classes > Schedule Class Meetings

- Pull up one of the classes and add the meeting pattern information in. Save. This will update the meetings tab on all of the combined classes.