Creating Combined Sections

Purpose: Former 100g Courses (Undergrad and Grad students in the same class section, but taking the class under their respective career) are set up as Combined Sections in Campus Solutions. Cross-Referenced sections may also be combined.

- Use the "Combined Sections Candidate Report" in the **Schedule of Classes Workspace** in *My Universe* to identify sections that are former 100g courses
- Determine if the courses listed on the report should be combined sections
- Combine the appropriate sections by linking classes to the Combined Sections ID and choose a combination type on the **Combined Sections** page.

Identifying Sections that should be Combined

Step	Action
1.	Access the **Schedule of Classes Workspace** in *My Universe*. Run the **Candidate Combine Sections** report.

| | Combined Section Candidates | This report will show the courses that are potential combined sections. | Properties | Delete |
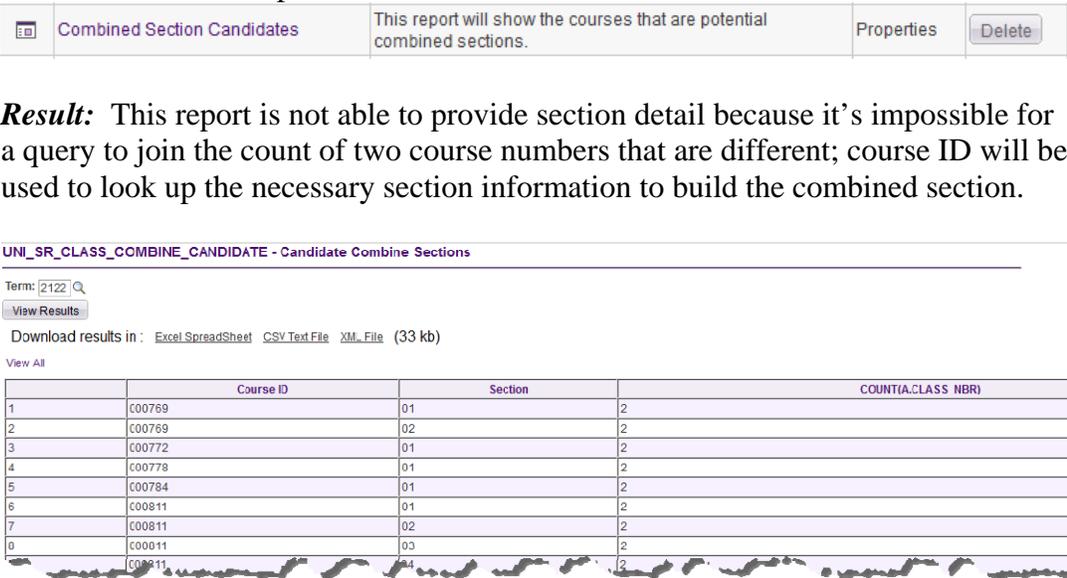
Result: This report is not able to provide section detail because it's impossible for a query to join the count of two course numbers that are different; course ID will be used to look up the necessary section information to build the combined section.

UNI_SR_CLASS_COMBINE_CANDIDATE - Candidate Combine Sections

Term: 2122

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (33 kb)

View All

	Course ID	Section	COUNT(A.CLASS NBR)
1	C00769	01	2
2	C00769	02	2
3	C00772	01	2
4	C00778	01	2
5	C00784	01	2
6	C00811	01	2
7	C00811	02	2
8	C00811	03	2
	C00811	04	2

Step	Action
2.	Now that you have the list of possible sections that need to be combined, the next step is to determine if the combined section should be built for each. To evaluate the course, navigate to Maintain Schedule of Classes: **Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes** and enter the *Course ID*. Favorites | Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes **Maintain Schedule of Classes** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 Academic Institution: = ▼ UNICS Term: = ▼ 2122 Subject Area: = ▼ Catalog Nbr: begins with ▼ Academic Career: = ▼ Campus: begins with ▼ Course ID: begins with ▼ 000769 Description: begins with ▼ Course Offering Nbr: = ▼ ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
3.	Click the **Search** button. ***Result:*** Search results will show the potential group of sections to be built as a combined section: **Search Results** View All First ◄ 1-2 of 2 ► Last | Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Course ID	Description	Course Offering Nbr
---	---	---	---	---	---	---	---	---
UNICS	2122	ACCT	4025	Undergrad	MAIN	000769	Advanced Accounting	1
UNICS	2122	ACCT	5025	Graduate	MAIN	000769	Advanced Accounting	2	

Step	Action
4.	Click on each of the class sections to get a corresponding class number for each section. Make note of the class numbers.
5.	The next step is to make sure both classes have the same class limits (Requested Room Capacity, Enrollment Capacity, & Wait List Capacity) which is shown in the **Enrollment Cntrl** tab of the class. • If both classes show the same Capacities, this indicates that they are sharing limits and should be a combined section. • If the limits are not the same, do not create a combined section and make a note of this on the report.
6.	Note the **subject**, **catalog number**, **section number, class number** and **session** of each section. This information will be used to combine the sections in the combined section table. Eg) ACCT 4025 01 30092 Full Semester ACCT 5025 01 30091 Full Semester
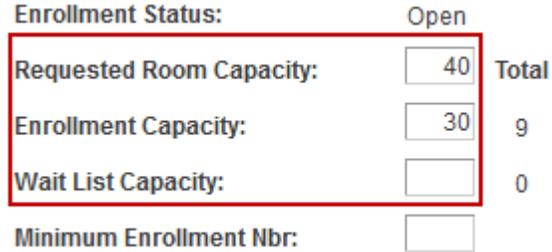
Combining Sections that should be Combined

Step	Action
1.	Navigate to the **Combined Sections Table. Main Menu > Curriculum Management > Combined Sections > Combined Sections Table** Favorites ┊ Main Menu > Curriculum Management > Combined Sections > Combined Sections Table **Combined Sections Table** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 Academic Institution: = ▾ UNICS Term: = ▾ 2122 Session: = ▾ Search Clear Basic Search Save Search Criteria
2.	Enter the desired Term and use the dropdown menu to select the appropriate Session. Click the **Search** button. **Result:** All of the combined sections for that term and session are listed. **Combined Sections Table** Academic Institution: University of Northern Iowa Term: FALL 2012 Session: Full Semester | *Combined Sections ID	*Description	*Short Description			
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0797	TECH 4104-5104-01	UGRD/GRAD	View Combined Sections	+	−
0796	TECH 4103-5103-01	UGRD/GRAD	View Combined Sections	+	−
0795	TECH 4187-5187-02	UGRD/GRAD	View Combined Sections	+	−
0794	EDLEAD 6206-03-62 6427-03-62	0794	View Combined Sections	+	−
0793	ENGLISH 4330-5330-01	UGRD/GRAD	View Combined Sections	+	−
0792	SPED 5192-65-66-67-60	0792	View Combined Sections	+	−
0791	HPE/ENV SCI 4666-5666-01-60	0791	View Combined Sections	+	−
0790	ENGLISH 4940-5940-01	UGRD/GRAD	View Combined Sections	+	−	 TIP: You can click the *Description* column header to sort by subject (a-z).

Step	Action
3.	To create a new combined section, add a row for each combination you are making.
	Click the **Add Row** button. A blank row is inserted.

*Combined Sections ID	*Description	*Short Description			
0797	TECH 4104-5104-01	UGRD/GRAD	View Combined Sections	⊞	⊟
0798				⊞	⊟

 Use the following naming convention:
ID: System assigned
Description: SUBJECT Undergrad catalog # - Grad catalog # - Section
Example: ACCT 4125-5125-01
Short Description: UGRD/GRAD (always used for former 100g combined sections) or use the system generated ID # for non-100g combination.

Click the **Save** button and the "View Combined Sections" link will appear next the newly added row.

Example:

0798	ACCT-4025-5025-01	UGRD/GRAD	View Combined Sections	⊞	⊟

Step	Action
4.	To set up the combined section, click the View Combined Sections link for the newly created combined section and complete the following: • <u>Uncheck</u> the **Permanent Combination** checkbox • Select the **Skip Mtg Pattern & Instr Edit** checkbox • Change **Combination Type** to be "Within Subject" (for old 100g courses) • Enter the **Requested Room Capacity**, **Enrollment Capacity** and **Wait List Capacity** (if no wait list exists leave blank) • Add the First Class Number (tab to display details) • Use the "+" to add a new row and enter the second Class Number • In some rare cases, more than 2 courses can be combined to share enrollment limits (all capacities on the Enrollment Cntrl tab must match) continue adding rows for each class number being combined. **Identify Combined Sections** Academic Institution: UNICS University of Northern Iowa Term: 2122 FALL 2012 Session: 01 Full Semester Combined Sections ID: 0799 MATH 4133-5133-61 ☐ 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: 50 Enrollment Capacity: 50 Total 0 Wait List Capacity: [ ] 0 Customize | Find | View All | First 1-2 of 2 Last Combined Sections | Class Description | *Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	| |---|---|---|---|---|---|---|---|---|---|---|---| | 36255 🔍 | MATH | 4133 | 61 | Open | 50 | 50 | 0 | 0 | 0 | CHFNS | ⊞ ⊟ | | 36257 🔍 | MATH | 5133 | 61 | Open | 50 | 50 | 0 | 0 | 0 | CHFNS | ⊞ ⊟ | View Combined Sections Table 💾 Save 🔍 Return to Search 📋 Notify
5.	Click the **Save** button. 💾 Save The courses are now combined and share enrollment/wait list capacities. Any changes from this point on to Requested Room Capacity, Enrollment Capacity or Wait List Capacity **MUST** be changed on the Combined Sections Table as well as the Maintain Schedule of Classes screens to function properly for registration.