



## Combining Sections

You can combine sections, when you need to offer two or more separate classes as one class offering (one instructor, one room location, one meeting pattern). Combining sections has four distinct parts:

- Part A: Adding classes to the Class Schedule
- Part B: Creating Combined Sections
- Part C: Linking Classes to a Combined Section ID
- Part D: Updating the Meeting Patterns

**Note:**

*Until further testing has occurred, it is not recommended that you roll or copy combined sections from a prior term. The section level and the section's combined level control the enrollment and wait list.*

These instructions will guide you with steps to create combined sections. For your convenience, the last section of this document contains the frequently asked questions (FAQs).

### Part A: Adding classes to the Class Schedule

Before you can combine a class, it must exist in the class schedule. You can accomplish this using one of two methods: Option A or B:

Option A



- Create the class and all its components.
- Assign the facility ID, day, time and instructor or as much meeting pattern information you have on hand to one course subject only.
- Example: You want to combine the ANTH 300 lecture and lab component with the SOC 300 lecture and lab component. You would assign meeting pattern to ANTH 300 lecture and lab; but, you would leave the meeting pattern for SOC 300 lecture and lab blank. Don't worry, the meeting pattern will propagate to the other courses, after you combined them.

Option B

- Create the class and all its components.
- Do not assign facility ID, day, time or instructor (leave meeting pattern and instructor blank).
- After you combine classes, you must perform updates to meeting pattern and instructor information through Schedule Class Meetings – meetings tab. You need only update one subject, but each component if more than one. The system propagates the meeting information to the other combined courses.

### Part B: Creating Combined Sections

1. Navigation: **Curriculum Management > Combined Sections > Combined Sections Table**

2. On the **Find an Existing Value** tab,
- In the **Academic Institution**, enter *BKCMP*
  - In the **Term**, enter a term, such as *2128* or use the 
  - In the **Session**, select *Regular Academic Session* from the drop down box.
  - Click the  button



3. The **Combined Sections Table** appears displaying a list of combined sections. The table has four columns:

Column Name	Explanation	Example
<b>Combined Sections Id</b>	A system generated number that uniquely identifies each combined section record. <b>DO NOT CHANGE THIS NUMBER.</b>	0169
<b>Description</b>	Your description should have descriptive value for the person, who assigns the IDs to the classes. It cannot exceed 30 characters. Student can see this description on printed class schedules.	ART 410/310 Ceramics Studio
<b>Short Description</b>	Your short description should have descriptive value for the person, who assigns the IDs to the classes. It cannot exceed 10 characters.	4-310 Act
<b>View Combined Sections</b>	Hyperlink to the Identify Combined Sections page	<a href="#">View Combined Sections</a>
	Add row	
	Remove row <i>(Please do not remove any existing courses or rows)</i>	

*Combined Sections ID	*Description	*Short Description		
0174	EDSP 417/517	Char M/S	<a href="#">View Combined Sections</a>	
0173	Span 477/577	Sp. Topics	<a href="#">View Combined Sections</a>	
0172	PHYS 307/ENGR 307	LAB	<a href="#">View Combined Sections</a>	
0171	PHYS 307/ENGR 307	ENGR 307	<a href="#">View Combined Sections</a>	
0170	CHIN 102/103	Chinese	<a href="#">View Combined Sections</a>	
0169	ART 410/310 Ceramics Studio	4-310 Act	<a href="#">View Combined Sections</a>	
0168	ART 310/410 Ceramics	3-410 Lec	<a href="#">View Combined Sections</a>	
0167	ART 409/309 Sculpture Studio	4-309 Act	<a href="#">View Combined Sections</a>	
0166	ART 309/409 Sculpture	3-409 Lec	<a href="#">View Combined Sections</a>	

4. When combining sections, you must add a row for each section. For example if you were combining classes that have a lecture and an activity, then you would add a row for the lecture and another row for the activity. To add a row,

- Click the button

*Combined Sections ID	*Description	*Short Description		
0174	EDSP 417/517	Char M/S	<a href="#">View Combined Sections</a>	
0173	Span 477/577	Sp. Topics	<a href="#">View Combined Sections</a>	
0172	PHYS 307/ENGR 307	LAB	<a href="#">View Combined Sections</a>	

5. On the new row,

- In the **Combined Sections Id**, leave the default information
- In the **Description**, enter a description, such as *SOC/ANTH 300 Lect.*
- In the **Short Description**, enter a short description, such as *SOC/AN lec.*
- Click the button

*Combined Sections ID	*Description	*Short Description		
0174	EDSP 417/517	Char M/S	<a href="#">View Combined Sections</a>	
0175	SOC/ANTH 300 Lect	SOC/AN lec	<a href="#">View Combined Sections</a>	
0173	Span 477/577	Sp. Topics	<a href="#">View Combined Sections</a>	



6. Click the **View Combined Sections** link for your newly added row.

*Combined Sections ID	*Description	*Short Description		
0159	ACCT477/677	ACCT Ethic	<a href="#">View Combined Sections</a>	+ -
0176	SOC/ANTH 300 Lect	SOC/AN lec	<a href="#">View Combined Sections</a>	+ -
0160	ART 304/404 Painting	3-404 Lec	<a href="#">View Combined Sections</a>	+ -

**Part C: Linking Classes to a Combined Section ID**

1. The **Identify Combined Sections** page appears. This page allows you to view or modify classes that are linked to a specific combined section ID.

**Identify Combined Sections**

Academic Institution: BKCMP Cal State Univ., Bakersfield  **Permanent Combination**  
 Term: 2128 Fall 2012  **Skip Mtg Pattern & Instr Edit**  
 Session: 1 Regular Academic Session  
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.  
 Combined Sections ID: 0176 SOC/ANTH 300 Lect  
 \*Combination Type:

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

[View Combined Sections Table](#)

2. In **Combination Type**, select the combination type, such as *Within Subject*.  
You can select Cross Subject, Within Subject, or both.

Academic Institution: BKCMP Cal State Univ., Bakersfield  
 Term: 2128 Fall 2012  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 0176 SOC/ANTH 300 Lect  
 \*Combination Type:

3. In **Permanent combination**, either check or uncheck the box.  
A check commands the system to roll the combination when you perform the prior term copy process.  
If you clear this check box, the system assumes that the combination is a temporary arrangement for the current term.

Academic Institution: BKCMP Cal State Univ., Bakersfield  
 Term: 2128 Fall 2012  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 0176 SOC/ANTH 300 Lect  
 **Permanent Combination**  
 **Skip Mtg Pattern & Instr Edit**  
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.

4. In the **Skip Meeting pattern**, leave unchecked.  
Only select this check box to combine sections with different meeting patterns and instructor information. In this case, you enter the meeting pattern and instructor information into the Schedule of Classes directly. The updated data will not propagate across the sections. The system considers instructor workload for each of the sections and does not combine hours. If necessary, you can adjust the instructor workload hours on the Meetings page.

Academic Institution: BKCMP Cal State Univ., Bakersfield  
 Term: 2128 Fall 2012  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 0176 SOC/ANTH 300 Lect  
 **Permanent Combination**  
 **Skip Mtg Pattern & Instr Edit**  
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.



5. For the **Room Capacity** section,
- In the **Requested Room Capacity** section, leave blank (*This option is not used currently*)
  - In the **Enrollment Capacity**, enter the enrollment capacity for the combined section, such as 120.
- In the **Wait List Capacity** - enter the wait list capacity for the combined section, such as 20.
- (The system will update the enrollment capacity and wait list capacity totals as enrollments are processed.)*

Room Capacity		Total
Requested Room Capacity: <input type="checkbox"/>	Enrollment Capacity: <input type="text" value="120"/>	0
	Wait List Capacity: <input type="text" value="20"/>	0

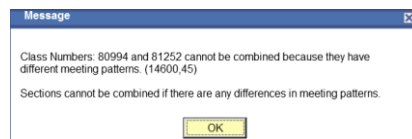
6. On the **Combined Sections** tab,
- In the **Class Nbr**, enter the class number of the first section to combine, such as 80994 or use the icon to search for it.
  - Click the button to add a row

Combined Sections		Class Description										
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group		
80994	SOC	300	01		30	25	25	5	3	SS&E		

7. On the new row,
- In the **Class Nbr**, enter the class number of the second section to combine, such as 81585 or use the icon to search for it.
  - Click the button

Combined Sections		Class Description										
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group		
80994	SOC	300	01		30	25	25	5	3	SS&E		
81585	ANTH	300	01		30	30	0	0	0	SS&E		

*An error will occur, if the instructor, meeting pattern, session begin date and session end date, or weeks of instruction do not match identically.*



8. If your class has another component, such as a lab, activity, etc., please repeat **Parts A-C** for the other component. Otherwise, skip to the **Part D: Updating your Meeting Patterns**.



Part D: Updating your Meeting Patterns

After you combine classes, you must perform updates to meeting pattern and instructor information through the **Schedule Class Meetings - Meetings** tab. You will have to use this method because the facility/meeting pattern and instructor information is unavailable for entry for combined sections from within the **Maintain Schedule of Classes**.

1. Navigation: **Curriculum Management > Schedule of Classes > Schedule Class Meeting > Meetings** tab

2. On the **Find an Existing Value** tab, you will search for one of the combined sections, such as *ANTH 300*:

- In the **Academic Institution**, enter *BKCOMP*
- In the **Term**, enter a term, such as *2128* or use the
- In the **Subject Area**, enter the subject for one of the combined sections, such as *ANTH*
- In the **Catalog Nbr**, enter the catalog number, such as *300*
- Click the **Search** button

If you get search results, click the desired course from the Search Results.

3. On the **Meetings** tab, you can make your desired changes for meeting pattern, instructors, etc.

4. On the **Meetings** tab, you will see a new link, **Combined Section** in the **Meeting Pattern** section. This link only appears for combined classes.

- Click the **Combined Section** link



5. The **Combined Section Detail** page allows you to view all of the classes in the combined section.

**Identify Combined Sections**

Academic Institution: BKCMP Cal State Univ., Bakersfield  **Permanent Combination**  
 Term: 2128 Fall 2012  **Skip Mtg Pattern & Instr Edit**  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 0175 SOC 300/ANTH 300 Lect  
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.

\*Combination Type:

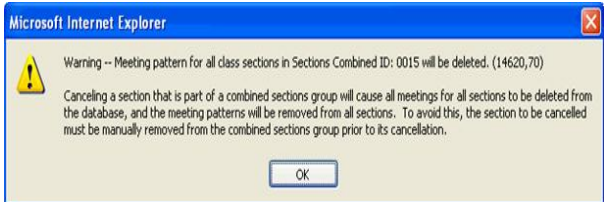
Room Capacity			Total
Requested Room Capacity:	<input type="text"/>	Enrollment Capacity:	120
		Wait List Capacity:	30
			39
			4

Combined Sections											Class Description	
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group		
80994	SOC	300	01	Closed	30	25	24	5	4	SS&E	+	-
81585	ANTH	300	01	Open	30	30	0	0	0	SS&E	+	-

**Note:**

When you remove a class from a combined section, the system deletes all meeting patterns and instructor data from the removed section.



Frequently Asked Questions (FAQs)		
#	Question	Answer
1.	Can I combine a class after enrollments exist?	<p>You can combine if enrollments do not exist in one of the classes.</p> <p>For instance, you can combine FIN 460 that has 5 students enrolled with ECON 460 that has no students enrolled. Before combining classes, first remove (use minus) the facility ID, days, times and instructor from the class without enrollment.</p>
2.	Why did I get this warning? 	<p>If you attempt to cancel a combined section of a course prior to removing it from view combined sections or identified combined sections, you will receive a warning.</p> <p>Once classes have been combined, leave both as active do not cancel only one portion/component of a combined class.</p>
3.	Why is the meeting pattern grayed out and preventing me from making any changes, when I go through <b>Maintain Schedule of Classes</b> to update the facility ID assignment or the meeting pattern?	After you combine classes, you must perform any class meeting updates through the Schedule Class Meetings menu, Meetings tab.
4.	Why is PeopleSoft not allowing me to combine my classes?	PeopleSoft will only combine sections that have the same Event ID. If you individually assigned a Facility ID or meeting pattern to each class number, PeopleSoft will assign each course a different Event ID, which will prevent you from combining the classes. To avoid this from happening, do not assign the Facility ID or meeting pattern to each class number.