OVERVIEW

This topic demonstrates how to combine sections of courses that are cross-listed in the course catalog or that are taught together. A cross-listed course is comprised of two or more courses that have the same title and description, but are offered at two levels (e.g., 300 and 400) or are listed in two or more subjects (e.g., ANTH and BIOL). Because cross-listed courses are essentially the same, their class sections can be combined and taught in a single class meeting.

All users of the Schedule of Classes can determine if their department offers cross-listed courses.

Go to the **Schedule New Course** screen and search for all courses in the current term. The list of courses that is returned contains all courses that can be offered by your academic organization. Click on the Description column header to alphabetize the course titles in ascending order. Review the courses to determine if any have the same title. Courses that have the same title but are listed under two course numbers (such as BIOL 358 and BIOL 458, both titled Animal Behavior) are cross-listed across careers (e.g., Undergraduate and Graduate). Also, courses that have the same title but have different subject codes, such as PHIL 271 and BETH 271, are cross-listed across academic organizations. When courses such as these appear in your search results, it means that your academic organization is in charge of scheduling and combining the cross-listed sections. If a course that your academic organization once offered is not returned in your search results, it is possible that another academic organization has been put in charge of scheduling it. Contact courses@case.edu for further information.

Class sections can be combined permanently or for a single class occurrence. Only permanently combined sections will remain combined when the schedule is copied to a future term. The enrollment and wait list capacities are controlled both at the section level and at the sections' combined level.

To create combined sections:

A. Create or update each course offering of the combined courses with like section numbers (i.e. two 100 sections, two 101 sections). See *Add Class Not Offered Last Term* or *Add Another Class to Scheduled Course* for directions on creating class sections.

B. Define a Combined Sections ID on the Combined Sections Table screen.

C. Link classes to the Combined Sections ID and choose a combination type on the Combined Sections page.

D. Confirm the enrollment limits for the combined sections.

Please note: Combined sections are set up on specific sessions of terms. Should a cross-listed course have to be changed to a different session, the following procedure must be followed:

A. Go to the Identify Combined Sections screen for the cross-listed course. Delete all sections from cross-listing. Save.

B. Go to the Combined Sections table for that session and term. Delete the row of the cross-listing from the table. Save.

C. Go to the Maintain Schedule of Classes search screen. Search for the classes that are being moved to a different session. Change each section of the cross-listed course

D. Return to the Combined Sections table search screen. Search for the session and term in which the cross-listed course should be placed.

E. Follow the Combine Sections of Cross-listed Courses guide to combine the sections in the new session.

Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Curriculum Management > Combined Sections > **Combined Sections Table**

   The **Combined Section Table** search screen appears.

2. Enter the **Academic Institution** as CASE1.

3. Click the **Look up Term** icon.

4. Select the appropriate term from the list.

5. Click the **Session** dropdown list.

6. Select the Session during which the combined section will take place.

7. Click the **Search** button.

8. The **Combined Sections Table** screen appears. This is where the **Combined Sections ID** is created and named.

9. Click the **Add a new row** button to create a new combined section ID.

10. Enter the Subject Area code representing the organization that "owns" the combined section, followed by the Catalog Number and Section Number to be combined into the **Description** field.

11. Press **[Enter]** to copy the first ten characters of the Description field to the Short Description field.

12. Scroll to the bottom of the page and click the **Save** button.

13. Click the **View Combined Sections** link that appeared when you click Save.

14. The **Identify Combined Sections** screen appears. Here, select the class sections that are being combined.

15. Click the **Combination Type** list.

16. Choose the type of sections that are being combined.

   - **Cross Subject** - class sections from different subject areas will be combined. For example: BAFI 341 and ECON 341.
   - **Within Subject** - class sections from within a single subject area will be combined. For example: FRCH 338 and FRCH 438.
   - **Both** - class section will be drawn from both within subject areas and across subject areas. For example: BIOL 368, BIOL 468, and ANTH 467.

17. By default, the Permanent Combination checkbox is marked. If this is not to be a permanent combination of sections, remove the checkmark from the box.

18. Enter the **Enrollment Capacity** field as the total number of students that can enroll in the combined class.

    If the Enrollment Capacities of all combined courses are the same, and all are equal to the Enrollment Capacity of the combined section, then any number of students can sign up for either section of the course until the combined section enrollment capacity is full.

19. Enter the room size that is needed for the combined section into the **Requested Room Capacity** field.

20. Click the **Look up Class Nbr** icon.

21. The **Look Up Class Number** screen appears. Search for one of the classes that is being combined.

22. Enter the subject area of a class to be combined in the **Subject Area** field.

23. Click the **Look Up** button.

24. All classes and sections scheduled within the chosen term will appear in the search results. Select the class section that is being combined.

25. The Subject, Catalog Nbr, Section number, and enrollment and room capacity fields default into the row.

26. Click the **Add a new row** button.

27. A new Class Nbr row appears. Click the **Look Up Class Nbr** icon.

28. Enter the subject area of the next section to be combined in the **Subject Area** field.

29. Click the **Look Up** button.

30. Select the next class section that is to be combined from the search results.

31. Repeat the process of adding class sections to the combined section if applicable.

32. Click the **Save** button.

This completes the process of creating combined sections. The combined sections will now appear on each other's class details in the searchable schedule of classes. When the Schedule of Classes is loaded into the EMS room scheduling program, the combined sections will be recognized and scheduled in the same classroom at the same time.

Be sure to run the Cross Listed Report to check for errors in your academic organization's combined sections.

Refer to the remaining job aids in this section to assist with additional edits to the schedule of classes.