

Combine Sections

Introduction

A combined section is a group of classes that are taught in the same location at the same time by the same instructor.

Once sections are combined each class will be marked as “Cross-Listed” in Class Search. When classrooms are scheduled, the combined sections will be recognized and scheduled in the same room at the same time.

Identify Sections to Combine

1. Run the **SOC Error Report**. Follow the instructions in the [SOC Error Report guide](#).
2. Run the **SOC Cross-Listed Classes Report**. Follow the instructions in the [SOC Cross-Listed Classes Report guide](#).
3. Identify sections that have not been cross-listed but will be taught in the same location at the same time by the same instructor.

Create/Update Sections

Create or update each class with like section numbers (e.g., two 100 sections or two 101 sections). For instruction on creating class sections, see [Add a New Course to the Schedule](#) or [Add a Section to an Existing Class](#).

Combine Sections

1. [Login to SIS](#) with your CWRU ID and associated passphrase. From the Staff Home page, select the **SOC WorkCenter** tile, and then choose **Combined Section Table**.

Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Combined Section Table.

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

2. Enter the **Academic Institution** as CASE1.
3. Click the **Look up Term** icon and select the appropriate term from the list.

4. Click the **Session** dropdown list and select the session in which the sections are scheduled.

Combined sections can only be composed of sections that are scheduled in the same session. If you need to change a class's session, see the instructions below under **Change Session**.

5. Click the **Search** button.
6. The **Combined Sections Table** appears. This is where the **Combined Sections ID** is created and named.
7. Click the **Add a new row** button to create a new combined section ID.
8. Enter the subject code and catalog number for both sections in the **Description** field. (E.g., BIOL358/BIOL458)
9. Enter a short description in the Short Description field.
10. Click the **Save** button.
11. Click the **View Combined Sections** link that appeared when you clicked Save.
12. The **Identify Combined Sections** screen appears.
13. Using the **Combination Type** dropdown list, choose the type of combination.
 - **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 sections from both within subject areas and across subject areas. For example: BIOL 368, BIOL 468, and ANTH 467.
14. By default, the **Permanent Combination** checkbox is marked. If this should not be a permanent combination of sections, uncheck the box.

Class sections can be combined permanently or for a single term. Permanently combined sections will remain combined when the schedule is copied to future terms.

15. In the **Enrollment Capacity** field enter 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.

E.g., BAFI 341's enrollment capacity is 50 and ECON 341's enrollment capacity is 50 and the enrollment capacity on the combined section is 50, a total of 50 students can enroll in the course; any number under the BAFI 341 section, and any number under the ECON 341 section.

16. Enter the room size that is needed for the combined section in the **Requested Room Capacity** field.
17. Click the **Look up Class Nbr** icon and search for one of the classes that are being combined.
18. Add a new row and enter or look up the **Class Nbr** for the second class being combined. Repeat this step until all the class sections are listed.
19. Click the **Save** button.

Change Session

Combined sections are set up by term and session. Should the session of a cross-listed class need to be changed, follow these steps:

1. Go to the **Identify Combined Sections** screen for the cross-listed course. Delete all sections from cross-listing. Save.
2. Go to the **Combined Sections** table for that session and term. Delete the row of the cross-listing from the table. Save.
3. 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.
4. Return to the **Combined Sections** table search screen. Search for the session and term in which the cross-listed course should be placed.

Follow the instructions under **Combine Sections** to combine the sections in the new session.

This completes the process of creating a combined section. Run the [Cross-Listed Classes Report](#) to check for errors in your academic organization's combined sections.

Refer to other guides to assist with additional edits to the schedule of classes.