Creating Combined Sections

Trigger:
2 or more course sections need to be combined.

Concept

If you need to offer two or more separate classes as one class offering, you can combine sections. For example, a course that is offered by the Economics Department (ECON 101) is identical to a course that is offered by the Business School (BUSN 111). Perhaps you want to offer each class every semester, but only 30 students total each semester request the two classes, so it is not economical. To offer both courses each semester, yet have the courses taught as a single class (with one professor, one location, one meeting pattern, and so on), you can combine sections. Students who enroll in the Economics department version can use one Class Number to enroll, and students who enroll in the Business Department’s version can use a different class number to enroll. But all students will participate in a single class environment, with one attendance roster, one grade roster, one instructor (or more) and so on.

You can combine sections permanently or for a single class occurrence. You can also combine sections within or across subjects. When classes are linked to a combined section, they are all given the same Event ID. The enrollment and wait list capacities are controlled both at the section level and at the sections combined level.

To create combined sections, first define a Combined Sections ID on the Combined Sections Table page, and then link classes to the Combined Sections ID and choose a combination type on the Combined Sections page.

Before you combine sections be sure that a facility ID (if one was entered) exists for only one of the classes you are combining.

In this topic, you will link two classes to a combined section ID number.
## Field(s) | Comments
--- | ---
Combined Sections ID | A combined section id number is required to combine section together. If a combined section does not exist, the system will automatically generate an id when a row is added to the Combined Sections Table.
Description | A description of the combined section will need to be added in the following format: "Combined Section ####" where #### is the Combined Sections ID number.
Short Description | A short description of the combined section will need to be added in the following format: "CS ####" where #### is the Combined Sections ID number.
Permanent Combination | The Permanent Combination check box will need to be checked to allow the combined section to be rolled to the next term.
Skip Mtg Pattern &amp; Instr Edit | The Skip Mtg Pattern &amp; Instr Edit check box will need to be UNchecked. Leaving this box unchecked allows the combined sections meeting patterns to be the same.
Combination Type | Select the appropriate combination type for the combined section.
  
  Cross Subject = Cross Listed
  Within Subject = Cross Level
  Both
Enrollment Capacity | Enter the total enrollment capacity for the combined section.
Class Nbr | Enter or Select the class number. The class number can be located using the Find Look Up Value page.

## Output - Results | Comments
--- | ---
2 or more sections will be combined into a single combined section |
The term will be available for approximately 4 weeks for a first pass through the schedule. The term will then be closed for edits to the academic units and departments for approximately 4 weeks to allow the edits that were made to be updated by the scheduling system; Resource 25/Schedule 25. The myZou system will then open the terms Schedule of Classes Process for another 2 weeks to make any additional changes and to review the schedule for a final time.

Any changes that need to be made to the schedule after the term has been closed will need to be communicated to Central Scheduling by e-mailing the request to OURSchedule@missouri.edu.

Cross Listed and Cross Level courses are defined in the myZou system as Combined with a Combination Type of Cross Subject or Within Subject respectively.
Procedure

Here’s how to create combined sections:

1.) Define a Combined Sections ID on the Combined Sections Table page.

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

**NOTE:** Before you combine sections be sure that a facility ID (if one was entered) exists for only one of the classes you are combining.

1.) **Combined Sections Table**

   Create a combined section ID for each set of combined sections.

   **Navigation**
   Home>Curriculum Management>Combined Sections>Combined Sections Table

2.) **Identify Combined Sections**

   Identify classes to be combined for each combined section ID.

   **Navigation**
   Home>Curriculum Management>Combined Sections>Identify Combined Sections

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Decision:</strong> Please make a selection from the options listed below.</td>
</tr>
</tbody>
</table>
|      | • Sections are ready to be combined  
      |     Go to step 2 on page 5  
      | • Acceptable Meeting Patterns  
      |     Go to step 18 on page 10 |
## Step 2: Create Combined Section IDs for each term and session at your institution.

1. Enter the **Academic Institution**, **Term**, and **Session** the combined section is to be created in.
2. Click the **Search** button.
Step | Action
--- | ---
3. | The system will display all of the combined sections that have been created for the Academic Institution, Term, and Session.
   If combined sections already exist, click the Add a Record icon to create a new combined section. The system will automatically generate a Combined Sections ID number.
   Enter the description of the section in the following format: Combined Section 1111 (enter the Combined Section ID) into the *Description field.
   Enter "COMBINED SECTION 0001".
4. | Enter the short description in the format: CS 1111 into the *Short Description field.
   Enter "CS 0001".
5. | Click the Save button, this will create the combined section, and the View Combined Section link will display.
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<tr>
<td>6.</td>
<td>After you create a combined section ID, link classes to the ID, and to determine the combination type. Once you combine classes, you must perform all updates to the meeting pattern and instructor information through the Schedule Class Meetings - Meetings page. When you edit this information for a combined section, it is automatically propagated to all of the other combined sections within the same Combined Sections ID. Within the Schedule of Classes and Schedule New Course components, the facility/meeting pattern and instructor information grays out for combined sections. Click the <strong>Combined Sections</strong> link.</td>
</tr>
</tbody>
</table>
| 7.   | **Permanent Combination**  
Checking the permanent combination checkbox will assure that the combined section will be rolled to the next term. If the box is unchecked, the system will assume that this combined section is temporary and the sections are only combined for a single term and session.  
Verify that this checkbox is CHECKED  
**Skip Mtg Pattern & Instr Edit**  
This field should remain UNCHECKED as the University of Missouri - Columbia does not offer combined sections that do not meet on the same day, time or has different instructors. |
Step | Action
--- | ---
8. | Select the combination type. You combine sections Within Subject, Cross Subject, or Both. There is no programming associated with this field.

Select a **Combination Type** from the list.

![Combination Type dropdown](image)

9. | Click an entry in the list.

![Entry Selection](image)

10. | The **Combined Capacities** section holds the total capacity for the combined sections.

The University of Missouri - Columbia is not utilizing the Requested Room Capacity and the Wait List Capacity for combined sections.

11. | Enter the total number of students allowed to enroll in the combined section into the **Enrollment Capacity** field.

Enter "35".
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</tr>
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<tr>
<td>12.</td>
<td>To combine class sections they need to be added to the combined section.</td>
</tr>
<tr>
<td>13.</td>
<td>Enter the class number of a class section that is to be combined into the <em>Class Nbr</em> field. If the class number is not known, the class can be found in the list of values. Enter &quot;70018&quot;.</td>
</tr>
<tr>
<td>14.</td>
<td>Click the <strong>Add a new row at row 1 (Alt+7)</strong> button to enter another class to the combined section.</td>
</tr>
<tr>
<td>15.</td>
<td>Enter the class number of the class section that is to be combined into the <em>Class Nbr</em> field. Enter &quot;70019&quot;.</td>
</tr>
<tr>
<td>16.</td>
<td>In order for the class sections to be combined, click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>17.</td>
<td>Once the Combined Section has been saved, the Status of the sections will be set to open. If the Status is &quot;Closed&quot;, the combined Enrollment Capacity has not been entered. Class sections have been successfully combined. <strong>End of Procedure.</strong> Remaining steps apply to other paths.</td>
</tr>
</tbody>
</table>
Step 18. Before you combine sections be sure that a facility ID (if one was entered) exists for only one of the classes you are combining.

If meeting pattern information is entered on a section that is being combined, enter the same information on all sections that are being combined. You may enter information for only one section, and leave the remaining section's meeting pattern information blank. When the sections are combined, the meeting pattern information will be copied to the other sections.
Step | Action
--- | ---
19. | **Meeting Pattern Option 1**
The first option is to delete the meeting pattern for one of the sections that is being combined. When the sections are combined, the meeting pattern will be populated with the information from the section that has the meeting pattern information.

**Meeting Pattern Option 2**
The second option is to enter the meeting pattern information exactly the same as the other class section that is being combined, leaving the Facility ID blank. The Facility ID can only be populated on one of the sections that is being combined. If the Facility ID is populated on both sections, they will not be combined.

This graphic shows the options available for entering meeting patterns when combining sections.

Go to step 2 on page 5