



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

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).

Note:

Until further testing has occurred, it is not recommended that you roll or copy combined sections from a prior term. Enrollment and wait list are controlled by the combining of sections.

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**



- 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

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution:

Term:

Session:

[Basic Search](#)

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


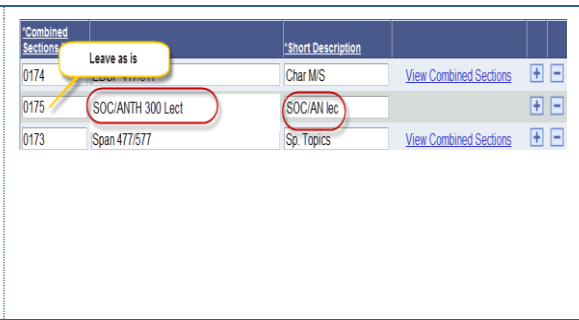
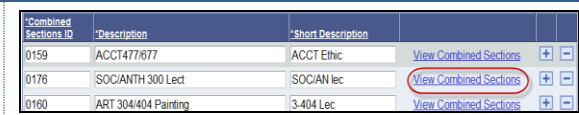
| *Combined Sections ID | *Description | *Short Description | | |
|-----------------------|------------------------------|--------------------|--|--|
| 0174 | EDSP 417/517 | Char M/S | View Combined Sections | |
| 0173 | Span 477/577 | Sp. Topics | View Combined Sections | |
| 0172 | PHYS 307/ENGR 307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

| Column Name | Explanation | Example |
|-------------------------------|---|--|
| Combined Sections Id | A system generated number that uniquely identifies each combined section record. DO NOT CHANGE THIS NUMBER. | 0169 |
| Description | 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 |
| Short Description | 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 |
| View Combined Sections | Hyperlink to the Identify Combined Sections page | View Combined Sections |
| | Add row | |
| | Remove row <i>(Please do not remove any existing courses or rows)</i> | |

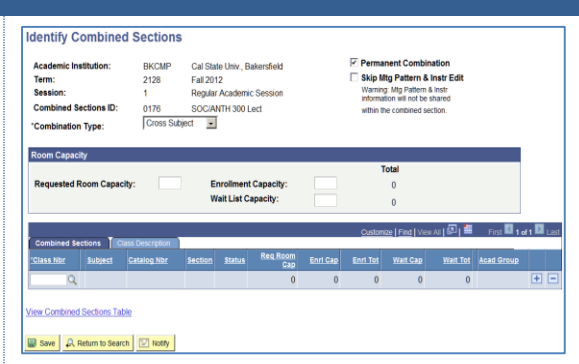
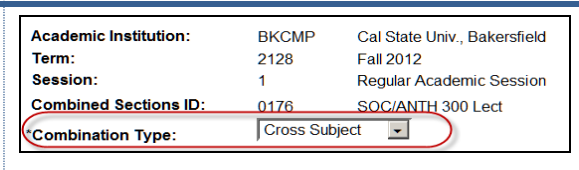
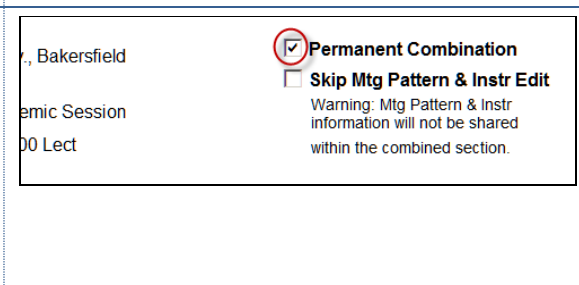
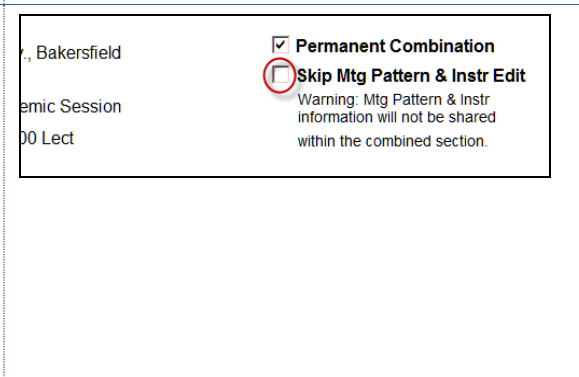
- When combining sections, you must add a row for each section. For example if you were combining classes that have a lecture and an activity, then you would add a row for the lecture and another row for the activity. To add a row,
 - Click the button

| *Combined Sections ID | *Description | *Short Description | | |
|-----------------------|-------------------|--------------------|--|--|
| 0174 | EDSP 417/517 | Char M/S | View Combined Sections | |
| 0173 | Span 477/577 | Sp. Topics | View Combined Sections | |
| 0172 | PHYS 307/ENGR 307 | LAB | View Combined Sections | |



| | |
|--|--|
| <p>5. On the new row,</p> <ul style="list-style-type: none"> In the Combined Sections Id, leave the default information In the Description, enter a description, such as <i>SOC/ANTH 300 Lect.</i> In the Short Description, enter a short description, such as <i>SOC/AN lec.</i> Click the  button |  |
| <p>6. Click the View Combined Sections link for your newly added row.</p> |  |

Part C: Linking Classes to a Combined Section ID

| | |
|---|--|
| <p>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.</p> |  |
| <p>2. In Combination Type, select the combination type, such as <i>Within Subject</i>. You can select Cross Subject, Within Subject, or both.</p> |  |
| <p>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.</p> |  |
| <p>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.</p> |  |



5. For the **Room Capacity** section,
- In the **Requested Room Capacity** section, enter the requested room capacity, such as 120. *This capacity should be the same as the enrollment capacity.*
 - In the **Enrollment Capacity**, enter the enrollment capacity for the combined section, such as 120. *This capacity should be the same as the requested room capacity.*
 - In the **Wait List Capacity** - enter the wait list capacity for the combined section, such as 20.

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

*(The system will update the **Total** column for the enrollment and wait list capacities totals as enrollments are processed.)*

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 | |
| <input type="text" value="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 | |
| <input type="text" value="80994"/> | SOC | 300 | 01 | | 30 | 25 | 25 | 5 | 3 | SS&E | |
| <input type="text" value="81585"/> | ANTH | 300 | 01 | | 30 | 30 | 0 | 0 | 0 | SS&E | |

*An error will occur, if the instructor, facility ID, or meeting pattern, are listed on both class numbers.
* See note below.*

Message

Class Numbers: 80994 and 81252 cannot be combined because they have different meeting patterns. (14600,45)

Sections cannot be combined if there are any differences in meeting patterns.

If you receive a message, such as the one on the left, you should

- Return to **Maintain Schedule of Classes**
- Make sure that you removed the meeting pattern and the instructor for the meeting pattern using the button.
- Save your changes
- Return to **Combined Sections** and try to combine the classes.

The PeopleSoft system does not allow you to blank out information. You must use the button to remove the information, such as the meeting pattern and instructor for the meeting pattern.



9.



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, faculty ID, 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*:

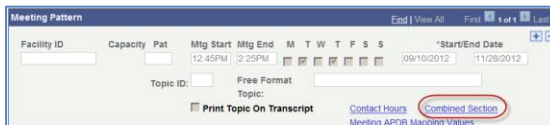
- In the **Academic Institution**, enter *BKCOMP*
- In the **Term**, enter a term, such as *2128* or use the
- In the **Subject Area**, enter the subject for one of the combined sections, such as *ANTH*
- In the **Catalog Nbr**, enter the catalog number, such as *300*
- Click the **Search** button

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
Term: 2128 Fall 2012
Session: 1 Regular Academic Session
Combined Sections ID: 0175 SOC 300/ANTH 300 Lect
***Combination Type:** Cross Subject

Permanent Combination
 Skip Mtg Pattern & Instr Edit
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.

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

| Combined Sections | | Class Description | | | | | | | | | First 1-2 of 2 Last | |
|-------------------|---------|-------------------|---------|--------|--------------|----------|----------|----------|----------|------------|---------------------|---|
| *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.