



JOB AID

Schedule of Classes: Combine Classes

03/05/2021





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Schedule of Classes: Combine Classes

The Combine Classes process allows you to join two scheduled courses. The classes must be approved through governance to be “**interdepartmental**” and must already exist in the Schedule of Classes.

Note: If there are corresponding D2L courses, they will also need to be combined, unless you want them to remain separate in D2L based on section.

For this scenario, we will combine 1) Biological Sciences 161, and 2) Microbiology & Molecular Genetics 161.

Combine Class Sections

The process of combining class sections consists of four primary steps:

- Reviewing the meeting patterns for the classes being combined
- Removing the meeting pattern from all **but one** of the class sections
- Naming the combined section
- Identifying the class sections to be combined

Review Meeting Pattern for Classes Being Combined

Navigation: NavBar > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

The screenshot shows the 'Maintain Schedule of Classes' search interface. The 'Search Criteria' section is expanded, showing search fields for Academic Institution, Term, Subject Area, Catalog Nbr, Academic Career, Campus, Description, Course ID, Course Offering Nbr, and Academic Organization. The values entered are MSU55, 2218, bs, and 161. The 'Search' button is highlighted with a red box.

Field	Value
*Academic Institution:	MSU55
*Term:	2218
*Subject Area:	bs
Catalog Nbr:	begins with 161
Academic Career:	
Campus:	begins with
Description:	begins with
Course ID:	begins with
Course Offering Nbr:	
Academic Organization:	begins with



1. Enter **Search Criteria** to find the first class:

- **Academic Institution:** MSU55
- **Term:** Type in the 4-digit term. Notice when you enter the first few characters, a list will begin to populate. Select a Term from the list.

Term Description	Short Description
9999 End Term - Svc Indicator Use	End Term
2262 Spring 2026	SS26
2258 Fall 2025	FS25
2255 Summer 2025	US25
2252 Spring 2025	SS25
2248 Fall 2024	FS24
2245 Summer 2024	US24
2242 Spring 2024	SS24
2238 Fall 2023	FS23
2235 Summer 2023	US23
2232 Spring 2023	SS23
2228 Fall 2022	FS22
2225 Summer 2022	US22
2222 Spring 2022	SS22
2218 Fall 2021	FS21
2215 Summer 2021	US21
2212 Spring 2021	SS21

- **Subject Area:** Enter if known or click the look-up and select from the list.
- **Catalog Number:** Enter the course number.

Click the **Search** button. (If more than one course meets the criteria, select the course from the Search Results list.)

The Maintain Schedule of Classes page will open with the **Basic Data** tab showing.

In this example, we are viewing *Biological Science 161, Section 1 of 5, Class Number 10847*.

Note: If you make a note of the ★**Class Number**, you will not have to search for it when completing the combine steps later.

Admin Home | Maintain Schedule of Classes | Home | Notifications | Help | Personalize Page

Basic Data | Meetings | Enrollment Control | Reserve Cap | Notes | Exam

Course ID 117187 | Course Offering Nbr 1

Academic Institution Michigan State University

Term Fall Semester 2021 | Undergrad

Subject Area BS | Biological Science

Catalog Nbr 161 | Cells and Molecules

Auto Create Component

Class Sections | Find | View All | First | 1 of 5 | Last

*Session 1 | Regular Academic Session | ★ Class Nbr 10847

*Class Section 001 | *Start/End Date 09/01/2021 | 12/17/2021

*Component LEC | Lecture | Event ID 000886236

*Class Type Enrollment Section

*Associated Class 1 | Units 3.00 | Associated Class Attributes

*Campus MAIN | Main | Add Fee

*Location ELANSING | East Lansing

Course Administrator

*Academic Organization 10032100 | Biological Science Program

Academic Group CNS | College of Natural Science

*Holiday Schedule MSU | MSU Common Schedule

*Instruction Mode P | In Person

Primary Instr Section 001

Schedule Print

Student Specific Permissions

Dynamic Date Calc Required



2. Click the **Meetings** tab to view the meeting pattern.

In the example below, we can see in the Meeting Pattern section that the class meets in *Erickson Hall at 4:10 every Tuesday and Thursday*.

The screenshot shows the 'Maintain Schedule of Classes' interface. The 'Meetings' tab is selected. The 'Meeting Pattern' section is highlighted with a red box. It displays the following information:

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
EH103	300		4:10PM	5:30PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/01/2021 - 12/17/2021

Below the table, the facility is identified as 'ERICKSON H 103'. The 'Instructors For Meeting Pattern' section shows a table with columns for ID, Name, *Instructor Role, Print, and Access. The role is set to 'Faculty Member'.

Now let's search for the second class.

3. Click **Return to Search**.
4. Enter Search Criteria to find the second class.

The screenshot shows the search interface for 'Maintain Schedule of Classes'. It includes a search bar and a 'Search Criteria' section with the following fields:

- *Academic Institution: MSU55
- *Term: 2218
- *Subject Area: mmg
- Catalog Nbr: begins with 161
- Academic Career: [dropdown]
- Campus: begins with [input]
- Description: begins with [input]
- Course ID: begins with [input]
- Course Offering Nbr: [dropdown]
- Academic Organization: begins with [input]

There is a 'Case Sensitive' checkbox which is unchecked. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- 5.



The Maintain Schedule of Classes page will open with the **Basic Data** tab showing.

- Click the **Meetings** Tab.

In this example, we are viewing *Microbio & Molecular Genetics 161, Section 1 of 5, Class Number 30099*.

Note: If you make a note of the **★Class Number**, you will not have to search for it when completing the combine steps later.

In the Meeting Pattern section, you can see that this class is also scheduled for **4:10 every Tuesday and Thursday**.

Delete Meeting Pattern from All But One Class

When you are combining one or more classes, only one of them can have a meeting pattern. Therefore, you must delete the meeting pattern from **all but one** of the classes being combined – it does not matter which class retains the meeting pattern. In this example, we will delete the meeting pattern from *MMG 161*.

- Click the **[-] Delete Row** button to remove the meeting pattern from *MMG161*. (See screenshot above.)

You will receive a **Delete Confirmation** pop-up message.

- Click **OK**.

Name the Combined Section

Navigation: NavBar > Curriculum Management > Combined Sections > Combined Sections Table



9. On the Combined Sections Table search page, enter the following:
 - a. **Academic Institution:** MSU55
 - b. **Term:** Type in the 4-digit term. Notice when you enter the first few characters, a list will begin to populate. Select a Term from the list.

Combined Sections Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

*Academic Institution: = MSU55

*Term: = 2218

Session: =

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Academic Institution	Term	Short Description	Session
MSU55	2218 FS21	Regular	Regular
MSU55	2218 FS21	Dynamic	Dynamic

10. Click **Search**.
11. Select the **Regular** option from the Search Results list since the class will be for a full session. The Combined Sections Table page will open where we will assign a name for the combined course.

Combined Sections Table

Academic Institution: Michigan State University

Term: Fall Semester 2021

Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description
j001	BS/MMG 161	BS/MMG 161

View Combined Sections + -

Save Return to Search Previous in List Next in List Notify

12. Enter a **Description** (e.g., *BS/MMG 161*).



13. Enter a **Short Description** (*same as Description*).

14. Click **Save**.

Identify Combined Class Sections

Navigation: NavBar > Curriculum Management > Combined Sections > Identify Combined Sections

This is where we will identify the classes that we want to go into the combined sections table.

15. Enter Search Criteria for the combined section created above:

- a. **Academic Institution:** MSU55
- b. **Term:** Type in the 4-digit term.
- c. **Session:** Regular or Dynamic
- d. **Combined Sections ID:** Enter if known.

16. Click **Search**. If more than one combined section meets the criteria, select the appropriate one from the list.

The Identify Combined Sections page will open.



17. **Permanent Combination Checkbox:** Ensure this is **checked** so that the combined class will be picked up in the rollover for WorkCopy. If it is not checked, the combined class will only be good for the semester indicated.

18. **Combination Type:** Click the drop-down and make a selection:

- Both:** Select if the subject codes are a combination of Cross Subject and Within Subject (e.g., **BS 161, BS 171 and MMG 161**).
- Cross Subject:** Select if the subject codes will be different (e.g., **BS 161 and MMG 161**).
- Within Subject:** Select if the subject codes will be the same (e.g., **BS 161 and BS 171**).

Room Capacity ★

We will return to complete this section after identifying the linked classes and their individual enrollment capacities in the step below.

Linked Classes

19. **Class Number:** Enter the first class number, if known. If you do not know the class number, click the look-up and enter search criteria:

- Subject Area:** Enter subject code (e.g., **BS**)
- Catalog Nbr:** Enter catalog number (e.g., **161**)
- Click the **Look Up** button and select the class from the list.

The **Class Number** will populate.



20. When the **Class Number** is populated into the field, click **[Tab]** on your keyboard. This will auto-populate the remaining fields for the first class (Subject, Catalog Number, Section, etc.)

Linked Classes										
Personalize Find View All First 1 of 1 Last										
Combined Sections Class Description										
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
10847	BS	161	001		0	150	0	9999	0	CNS

21. **Class Number:** Enter the second class number, if known. If you do not know the class number, click the look-up and enter search criteria.

22. When the **Class Number** is populated into the field, click **[Tab]** on your keyboard. This will auto-populate the remaining fields for the second class (Subject, Catalog Number, Section, etc.)

Linked Classes										
Personalize Find View All First 1-2 of 2 Last										
Combined Sections Class Description										
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
10847	BS	161	001		0	150	0	9999	0	CNS
30009	MMG	161	001		50	50	0	0	0	CNS

Now that the two classes have been identified and linked, we can see the capacity limits that were assigned to each *individual* class.

Now we will return to the Room Capacity section to enter the **Requested Room Capacity**, **Enrollment Capacity** and **Wait List Capacity** for the *combined* class.

< Sections Combined Table
Identify Combined Sections

Identify Combined Sections

Academic Institution MSU55 Michigan State University

Term 2218 Fall Semester 2021

Session 1 Regular Academic Session

Combined Sections ID 0001 BS/MMG 161

*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

Requested Room Capacity <input style="width: 80%;" type="text"/>	Enrollment Capacity <input style="width: 80%;" type="text"/>	Total
	Wait List Capacity <input style="width: 80%;" type="text"/>	0
		0

Linked Classes										
Personalize Find View All First 1-2 of 2 Last										
Combined Sections Class Description										
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
10847	BS	161	001	Closed	0	150	0	9999	0	CNS
30009	MMG	161	001	Closed	50	50	0	0	0	CNS

View Combined Sections Table

Save
 Return to Search
 Notify

Room Capacity

23. **Requested Room Capacity:** Enter the room requirements for the combined class.

24. **Enrollment Capacity:** Enter the total number of students allowed in the combined class.



25. Wait List Capacity (Optional)

It is important to think about what the total enrollment capacity will be for the combined class, and how enrollment capacities for each individual class will contribute to that total. Two capacity scenarios are provided for consideration.

Capacity Scenario #1

In the example below, the capacity settings are:

- Combined Class: 56
- Individual Section 025: 28
- Individual Section 026: 28

The screenshot shows the 'Identify Combined Sections' page. At the top, it displays 'Admin Home' and 'Identify Combined Sections'. The main content area includes the following information:

- Academic Institution: MSU55 Michigan State University
- Term: 2218 Fall Semester 2021
- Session: 1 Regular Academic Session
- Combined Sections ID: 0076 BS 171 25&26
- *Combination Type: Within Subject
- Permanent Combination
- Skip Mtg Pattern & Instr Edit
- Warning: Mtg Pattern & Instr information will not be shared within the combined section.

The 'Room Capacity' section shows:

- Requested Room Capacity: 56
- Enrollment Capacity: 56
- Wait List Capacity: [empty]
- Total: 0

The 'Linked Classes' table is as follows:

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
10879	BS	171	025	Open	28	28	0	9999	0	CNS
10880	BS	171	026	Open	28	28	0	9999	0	CNS

This means only 28 students can enroll in Section 025 and only 28 students can enroll in Section 026.

With the current capacity settings, if there needed to be 30 students allowed in Section 025, the other two students would not be permitted to enroll; they would have to be directed to the other class, Section 026.

Capacity Scenario #2

In the example below, the capacity settings are:

- Combined Class: 80
- Individual FW 181: 80
- Individual LB 181: 80



- Individual MC 181: 80

Admin Home Identify Combined Sections

Identify Combined Sections

Academic Institution MSU55 Michigan State University
Term 2218 Fall Semester 2021
Session 1 Regular Academic Session
Combined Sections ID 0099 FW/LB/MC 181

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

*Combination Type Cross Subject

Room Capacity

Requested Room Capacity	80	Enrollment Capacity	80	Total	0
		Wait List Capacity			0

Linked Classes Personalize Find View All First 1-3 of 3 Last

Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
14580	FW	181	001	Open	80	80	0	9999	0	CANR
17741	LB	181	001	Open	80	80	0	9999	0	CANR
18018	MC	181	001	Open	80	80	0	9999	0	CANR

This means that 80 students can enroll in FW 181, 80 students can enroll in LB 181 and 80 students can enroll in MC 181.

If only 60 students enroll in FW 181, and 20 enroll in LB181, no one else will be able to enroll in MC 181 because the combined enrollment capacity of 80 will have been reached.

If each of the three classes had set their enrollment capacity to 20, the most you will ever get enrolled into the combined class will be 60 because once the class fills to the individual capacity, it will be closed even though the combined enrollment cap is set at 80.

26. When your enrolment capacities have been set, click **Save**.  Save

Now when viewing either of the individual classes that are part of the combined section, the Meeting Pattern will be grayed out to prevent editing. You will also see a new **Combined Section** hyperlink that will allow you to view the classes that are combined.



Maintain Schedule of Classes

Basic Data | **Meetings** | Enrollment Control | Reserve Cap | Notes | Exam

Course ID 117187 Course Offering Nbr 3
 Academic Institution Michigan State University
 Term Fall Semester 2021 Undergrad
 Subject Area MMG Microbio & Molecular Genetics
 Catalog Nbr 161 Cells and Molecules

Class Sections Find | View All First 1 of 1 Last
 Session 1 Regular Academic Session Class Nbr 30009
 Class Section 001 Component Lecture Event ID 000886236
 Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
EH103	300		4:10PM	5:30PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/01/2021 12/17/2021

ERICKSON H 103 Topic ID Free Format Topic

Print Topic On Transcript [Combined Section](#)

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

Assignment	Workload	ID	Name	Instructor Role	Print	Access
Lookup				Faculty Member	<input checked="" type="checkbox"/>	

Save | Return to Search | Notify

27. Click the **Combined Section** hyperlink.

The **Combined Section Detail** page will open where you can see which classes are combined together.

Combined Section Help

Schedule of Classes

Combined Section Detail

Academic Institution MSU55 Michigan State University
 Term 2218 Fall Semester 2021
 Session 1 Regular Academic Session
 Combined Sections ID 0001 BS/MMG 161 Skip Mtg Pattern & Instr Edit

Status: A class may be closed if students are on the wait list.
 Enrollment restrictions may apply to open classes.

Combined Enrollment Capacities

Requested Room Capacity	Enrollment Capacity	Enrollment Total	Available Seats
150	150	0	150
Wait List Capacity	Wait List Total		
9999	0		

Combined Sections Personalize | Find | View All | First 1-2 of 2

Subject	Catalog	Section	Class Num	Description	Status	Enrollment Total	Wait Tot
BS	161	001	10847	Cells and Molecules	Open	0	0
MMG	161	001	30009	Cells and Molecules	Open	0	0

Return

The Combined Section hyperlink provides details for information purposes only. If you want to change anything about the meeting pattern, you will need to follow the Edit Combined Classes process.



Edit Combined Classes

Navigation: NavBar > Curriculum Management > Schedule of Classes > Schedule Class Meetings

The Schedule Classes Meetings search page will open where you can search for one of the combined classes. Any changes made to the meeting pattern in one class will be inherited for all classes in the combined section.

1. Enter **Search Criteria**:

- **Academic Institution:** MSU55
- **Term:** Type in the 4-digit term. Notice when you enter the first few characters, a list will begin to populate. Select a Term from the list.
- **Subject Area:** Enter if known or click the look-up and select from the list.
- **Catalog Number:** Enter the course number.

2. Click **Search**.

The **Schedule Class Meetings** page will open. (Notice there are three tabs at the top of the page; unlike the Maintain Schedule of Classes page which has five tabs.)



Enrollment Control Schedule Class Meetings

Meetings | Enrollment Control | Exam

Course ID 117187 Course Offering Nbr 3
Academic Institution Michigan State University
Term Fall Semester 2021 Undergrad
Subject Area MMG Microbio & Molecular Genetics
Catalog Nbr 161 Cells and Molecules

Class Sections
Session 1 Regular Academic Session Class Nbr 30009
Class Section 001 Component Lecture Event ID 000886236
Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
EH103	300		4:10PM	5:30PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/01/2021 12/17/2021

ERICKSON H 103 Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access
Lookup				Faculty Member	<input checked="" type="checkbox"/>	

3. Meeting Pattern: Update details for the meeting pattern as necessary.

In the example below, we changed the Meeting End time from 5:30 PM to 6:00 PM.

Enrollment Control Schedule Class Meetings

Meetings | Enrollment Control | Exam

Course ID 117187 Course Offering Nbr 3
Academic Institution Michigan State University
Term Fall Semester 2021 Undergrad
Subject Area MMG Microbio & Molecular Genetics
Catalog Nbr 161 Cells and Molecules

Class Sections
Session 1 Regular Academic Session Class Nbr 30009
Class Section 001 Component Lecture Event ID 000886236
Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
EH103	300		4:10PM	6:00PM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	09/01/2021 12/17/2021

ERICKSON H 103 Topic ID Free Format Topic

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

Assignment	Workload	ID	Name	*Instructor Role	Print	Access
Lookup				Faculty Member	<input checked="" type="checkbox"/>	

4. Click Save at the bottom of the page.

Any changes made to the meeting pattern will now be visible on each of the classes that are combined together.