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Schedule of Classes: Combine Classes

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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
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.

   ![Search Results Screenshot](image)

   - **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.
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.*

![Meeting Pattern Example]

Now let's search for the second class.

3. Click **Return to Search**.

4. Enter **Search Criteria** to find the second class.

5. **Search** the criteria.
The Maintain Schedule of Classes page will open with the **Basic Data** tab sowing.

6. 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**.

![Image of Maintain Schedule of Classes](image)

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.

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

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

8. 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.

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.

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](image)

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](image)

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.

![Room Capacity](image)

**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

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

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 LB 181, 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**.

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.
27. Click the Combined Section hyperlink.

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

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.)
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**.

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.