

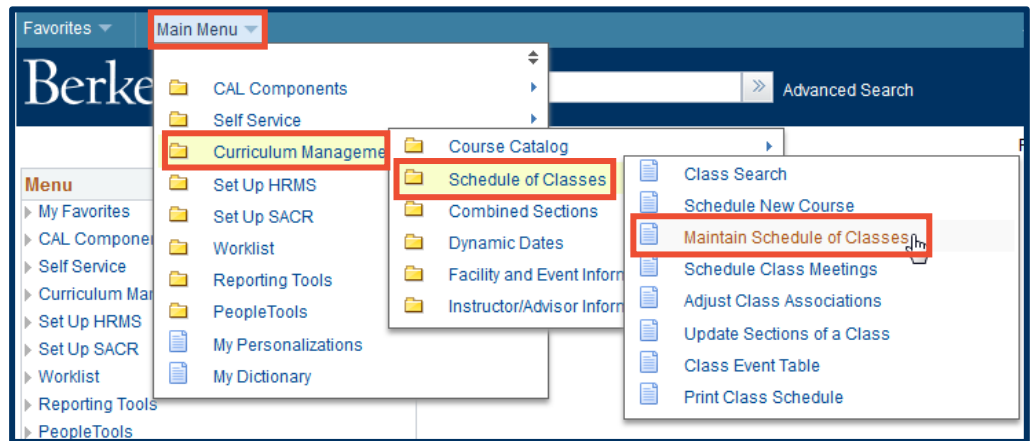
## Setting up Combined Sections

Combining Sections allows you to schedule more than one section of different classes in the same room, at the same time. This is most often done for cross-listed courses, but this also applies to other classes that share rooms. Once these are set up in Campus Solutions for each term, Fall, Spring, and Summer, the Combined Sections will then be copied over into each new like term (Fall to Fall; Spring to Spring).

Before setting up combined sections, you must first check each section to be combined for some important information and to make sure that each section you are combining has blank Meeting Pattern and Instructors for Meeting Pattern fields. You will add that information in to one of the class sections, once the Combined Sections process is complete.

Begin by checking each section:

1. From the **Main Menu**, navigate to:  
**Curriculum Management >**  
**Schedule of Classes >**  
**Maintain Schedule of**  
**Classes.**



- Under **Search Criteria**, use the look up table (🔍) or enter the **Term**, **Subject Area**, and **Catalog Nbr** of the first class you wish to combine sections for.

**Maintain Schedule of Classes**  
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: = UCB01 🔍

**Term:** = 2168 🔍

**Subject Area:** = ENVECON 🔍

**Catalog Nbr:** begins with c1

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with 🔍

Course Offering Nbr: =

Academic Organization: begins with

Case Sensitive

**Search** Clear Basic Search Save Search Criteria

- Click **Search**.

The **Basic Data** page for the class will appear next.

**NOTE:** If a list of classes appears below the **Search** button, click the link for the intended class to get to the **Basic Data** page.

- For cross-listed sections, note the **Course ID**.

For all sections to be combined, note the **Class Nbr**.

**TIP:** Make a written record, take screenshots or use the **New Window** link to keep track of the **Course ID** and **Class Nbr** for later steps in this process.

Favorites Main Menu Schedule of Classes Maintain Schedule of Classes Home

Berkeley Menu Search Advanced Search Last Search Results

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data **New Window** Personalize Page

**Course ID:** 123916 **Course Offering Nbr:** 2

Academic Institution: UC Berkeley

Term: 2016 Fall Undergrad

Subject Area: ENVECON Environ Econ & Policy

Catalog Nbr: C1 Intro To Env Econ [Auto Create Component](#)

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

\*Session: 1 Regular Academic Session **Class Nbr:** 25076

\*Class Section: 001 \*Start/End Date: 08/24/2016 12/09/2016

\*Component: LEC Lecture Event ID: 000103597

\*Class Type: Enrollment


\*Associated Class: 1 Units: 4.00 Associated Class Attributes

\*Campus: BERK Berkeley [Add Fee](#)

\*Location: MAIN UC Berkeley Main Campus  Schedule Print

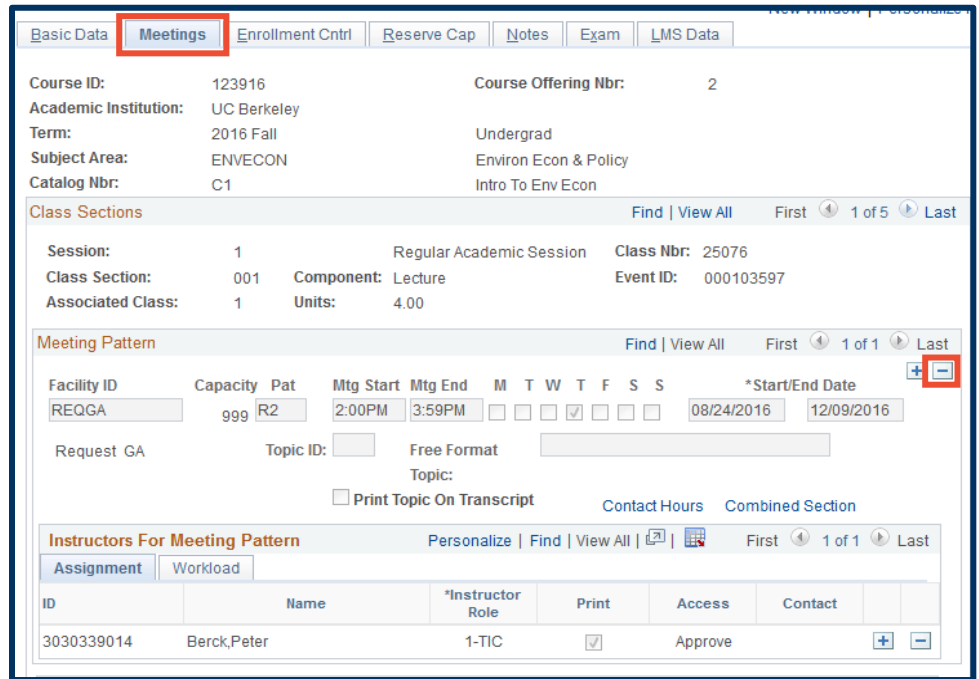
Course Administrator:   Student Specific Permissions

5. Click on the **Meetings** tab.

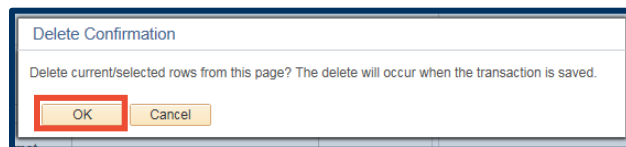
6. Delete the **Meeting Pattern** section, by clicking the  button.

Data in the fields under **Instructors For Meeting Pattern** are automatically deleted with the **Meeting Pattern**.

**NOTE:** Again, first make a written record or take a screenshot of all the data stored in the **Meeting Pattern**, including the **Instructors For Meeting Pattern** data. You may need this information to repopulate the **Meeting Pattern** data after combining.



7. Click **OK** to confirm deleting the **Meeting Pattern** and click **SAVE** at the bottom of the page.

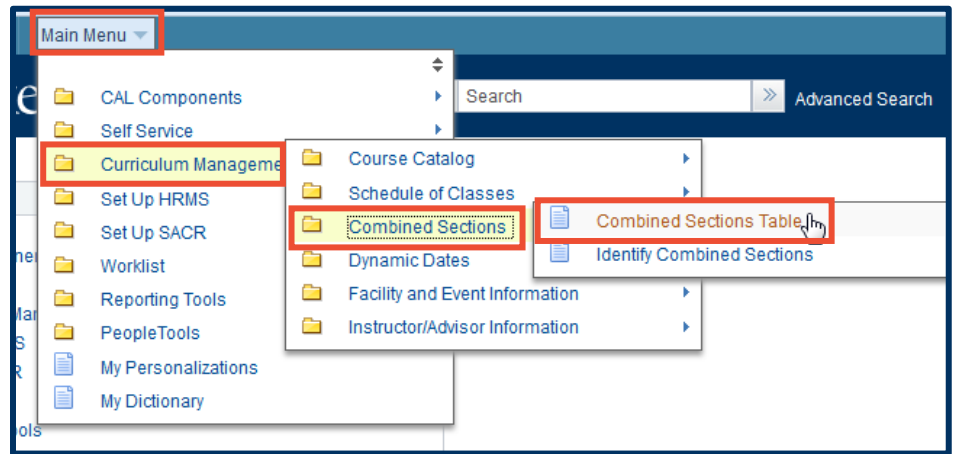


8. Repeat **Steps 2-7** for all classes to be combined.

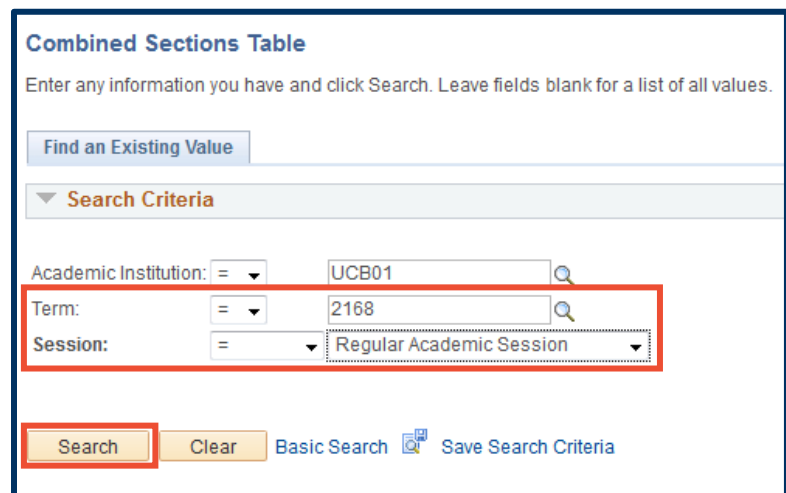
If you are cross-listing a course with multiple sections, repeat **Steps 2-7** for each section.

From this point forward, you will actually be combining sections.

- 9. From the **Main Menu**, navigate to:  
**Curriculum Management >**  
**Combined Sections >**  
**Combined Sections Table.**




- 10. Choose the **Term** and **Session** for your combined sections.



















- 11. Click **Search**.

12. The **Combined Sections Table** will display already combined sections.

Click the last  button to add a new row for your combined section.

**Combined Sections Table**

Academic Institution: UC Berkeley  
 Term: 2016 Fall  
 Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description		
0001	ARESEC C251/ECON C270A	123867	View Combined Sections	 
0002	ARESEC C253/PUBPOLC253	123790	View Combined Sections	 
0003	AFRICAM C133/AEDUC C181	124139	View Combined Sections	 
0004	AFRICAM C134/AMERSTD C134	123904	View Combined Sections	 
0005	AFRICAM C143C/THEATER C183C	124339	View Combined Sections	 
0006	AFRICAM C375/ETHGRP C375	124386	View Combined Sections	 
0007	AMERSTD C111E/ENGLISH C136	123809	View Combined Sections	 
0008	AMERSTD C132B/HIST C132B LEC	124142	View Combined Sections	 

13. Enter a **Description** and **Short Description**.



(The View Combined Sections link to the right of the Short Description will appear after you save the record.)

For cross-listed sections, the **Short Description** should be the **Course ID**, which you noted in Step #11.

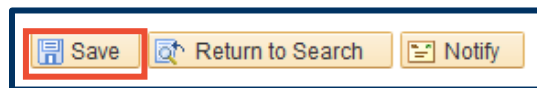
For all other combined sections, the **Short Description** should be a shortened version of the **Description**.

**Combined Sections Table**

Academic Institution: UC Berkeley  
 Term: 2016 Fall  
 Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description		
0190	ECON C3/ENVECON C1 DIS102	123916	View Combined Sections	 
0191	ECON C3/ENVECON C1 DIS101	123916	View Combined Sections	 
0192	ECON C3/ENVECON C1 LEC	123916		 

14. Click the **Save** button at the bottom of the page



15. Click the **View Combined Sections** link that appeared to the right of your **Short Description** after being saved.

**Combined Sections Table**

Academic Institution: UC Berkeley  
 Term: 2016 Fall  
 Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description	
0190	ECON C3/ENVECON C1 DIS102	123916	View Combined Sections + -
0191	ECON C3/ENVECON C1 DIS101	123916	View Combined Sections + -
0192	ECON C3/ENVECON C1 LEC	123916	View Combined Sections + -

16. The **Identify Combined Sections** window opens.

Enter the **Class Nbr** of one of the classes to be combined.

**Identify Combined Sections**

Academic Institution: UCB01 UC Berkeley  Permanent Combination  
 Term: 2168 2016 Fall  Skip Mtg Pattern & Instr Edit  
 Session: 1 Regular Academic Session  
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.  
 Combined Sections ID: 0192 ECON C3/ENVECON C1 LEC  
 \*Combination Type: Cross Subject

**Room Capacity**

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

Personalize | Find | View All | 1 of 1 | First | Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
15735					0	0	0	0	0	

17. Press the **Tab** key to populate the fields to the right of the **Class Nbr**.

Personalize | Find | View All | 1 of 1 | First | Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
15735	ENVECON C1		001		100	60	0	60	0	CNR

18. Click the **+** button on the right to add another row.

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
15735	ENVECON C1		001		100	60	0	60	0	CNR

19. Type the next **Class Nbr** in the **Class Nbr** field, and then press the **Tab** key, to populate the rest in the fields in that row.

You can add as many sections as you need to combine.

Identify Combined Sections

Academic Institution: UCB01 UC Berkeley  
 Term: 2168 2016 Fall  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 0192 ECON C3/ENVECON C1 LEC  
 \*Combination Type: [Dropdown]

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:  Enrollment Capacity:  Total: 0  
 Wait List Capacity:  Wait List Capacity:  Total: 0

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
14297	ECON	C3	001	Open	999	54	0	20	0	CLS
15735	ENVECON	C1	001	Open	100	60	0	60	0	CNR

View Combined Sections Table

Save Return to Search Notify

20. Enter the **Requested Room Capacity**, **Enrollment Capacity**, and **Wait List Capacity**.

**NOTE:** Conventions for this process vary, but most add the **Enrl Cap** numbers for each class and set that total as the **Enrollment Capacity**.

Identify Combined Sections

Academic Institution: UCB01 UC Berkeley  
 Term: 2168 2016 Fall  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 0192 ECON C3/ENVECON C1 LEC  
 \*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:  Enrollment Capacity:  Total: 0  
 Wait List Capacity:  Wait List Capacity:  Total: 0

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
14297	ECON	C3	001	Open	999	54	0	20	0	CLS
15735	ENVECON	C1	001	Open	100	60	0	60	0	CNR

View Combined Sections Table

Save Return to Search Notify

21. Set the **Combination Type** to the appropriate value.

In this example, it is “**Cross Subject**” because the classes are in different subject areas.

“**Within Subject**” refers to classes in the same departments, and “**Both**” refers to three or more combined classes that are both within *and* across subject areas.

Identify Combined Sections

Academic Institution: UCB01 UC Berkeley  
 Term: 2168 2016 Fall  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 0192 ECON C3/ENVECON C1 LEC  
 \*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:  Enrollment Capacity:  Total: 0  
 Wait List Capacity:  Wait List Capacity:  Total: 0

**NOTE:** **Permanent Combination** and **Skip Mtg Pattern & Instr Edit** checkboxes are defaults. Do not change.

22. Click the **Save** button after adding all of the class sections to be combined.

### Identify Combined Sections

**Academic Institution:** UCB01 UC Berkeley  Permanent Combination  
**Term:** 2168 2016 Fall  Skip Mtg Pattern & Instr Edit  
**Session:** 1 Regular Academic Session Warning: Mtg Pattern & Instr information will not be shared within the combined section.  
**Combined Sections ID:** 0192 ECON C3/ENVECON C1 LEC  
**\*Combination Type:** Cross Subject

Room Capacity				Total
Requested Room Capacity:	<input type="text" value="114"/>	Enrollment Capacity:	<input type="text" value="114"/>	0
		Wait List Capacity:	<input type="text" value="15"/>	0

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	
<input type="text" value="14297"/>	ECON	C3	001	Open	999	54	0	20	0	CLS	
<input type="text" value="15735"/>	ENVECON	C1	001	Open	100	60	0	60	0	CNR	

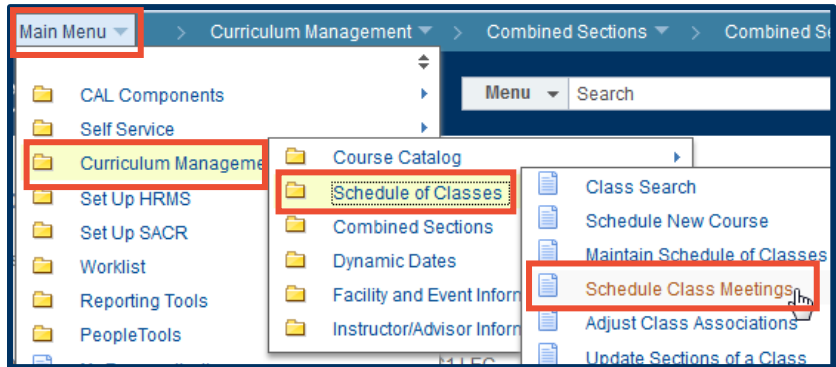
View Combined Sections Table

Save
 Return to Search
 Notify



Finally, add the Meeting Pattern back into one of the combined sections.

- From the **Main Menu**, navigate to:  
**Curriculum Management >**  
**Schedule of Classes >**  
**Schedule Class Meetings**



- Under **Search Criteria**, use the look up table (🔍) or enter the **Term**, **Subject Area**, and **Catalog Nbr** of the first of the classes you just combined.

The screenshot shows the 'Schedule Class Meetings' search form. The 'Search Criteria' section is expanded. The following fields are filled in and highlighted with a red box:

- Academic Institution: = UCB01
- Term: = 2168
- Subject Area: = ENVECON
- Catalog Nbr: begins with C1

Other fields include Academic Career, Campus, Session, Class Nbr, Class Section, Description, Course ID, and Course Offering Nbr. At the bottom, there is a 'Search' button highlighted with a red box, along with 'Clear', 'Basic Search', and 'Save Search Criteria' options.

- Click **Search**.

**NOTE:** If a list of classes appears below the **Search** button, click the link for the section that you just combined.

26. Add in the **Meeting Pattern** and **Instructor** information for the newly combined sections and click **Save** at the bottom of the page.

The meeting information entered here will automatically be populated on the **Meetings** tab of the class section that this is combined with.

The screenshot displays the 'Schedule Class Meetings' interface. At the top, there are navigation tabs: 'Meetings', 'Enrollment Cntrl', and 'Exam'. The 'Meetings' tab is active. Below the tabs, course information is shown: Course ID: 123916, Course Offering Nbr: 2, Academic Institution: UC Berkeley, Term: 2016 Fall, Undergrad, Subject Area: ENVECON, Environ Econ & Policy, Catalog Nbr: C1, Intro To Env Econ. The 'Class Sections' section shows Session: 1, Regular Academic Session, Class Nbr: 25076, Class Section: 001, Component: Lecture, Event ID: 000103597, and Associated Class: 1, Units: 4.00. The 'Meeting Pattern' section is highlighted with a red box and includes fields for Facility ID (REQGA), Capacity (999), Pat (R2), Mtg Start (2:00PM), Mtg End (3:59PM), days of the week (M, T, W, T, F, S, S), and Start/End Date (08/24/2016 to 12/09/2016). Below this is the 'Instructors For Meeting Pattern' section, also highlighted with a red box, showing a table with columns for ID, Name, Instructor Role, Print, Access, and Contact. One instructor is listed: ID 3030339014, Name Berck, Peter, Role 1-TIC, and Access Approve.