

Courses that are cross-listed or double numbered (e.g. undergrad/grad, two faculties offering two different courses in the same room, same time and same location) must be combined.

In order to combine class sections, classes must have identical meeting pattern information (days, times, dates, instructors). Classes must also be in the same session. Make one course TBA (days and time information is not entered on the Meetings tab) including capacities and then input the date time, duration room and capacity in the other course.

If sections have not been combined before, they have to be requested and approved via the scheduling website under concurrently offered sections.

Combining Sections:

To combine sections follow these steps:

1. Timetable one section with the correct days, times, duration and capacities (cap). Then add the second course as TBA (to be announced) and add the capacity (cap). Do not include anything else in this second course, everything MUST be TBA.

Alternatively, you may schedule both sections TBA (by not entering any days and time on the meetings tab. When both sections are scheduled TBA it will be necessary to add the meeting day(s) and time information to one of the sections after combining the sections

2. Once the sections are timetabled, proceed to the combined sections component/page. Click the **Curriculum Management** link.

[▶ Curriculum Management](#)

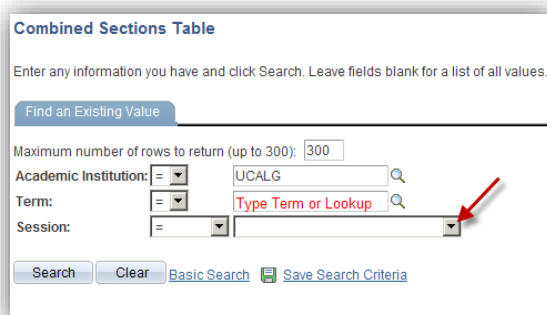
3. Click the **Combined Sections** link.

[Combined Sections](#)

4. Click the **Combined Sections Table** link.

[Combined Sections Table](#)

5. On the Combined Sections Table use the **Look up** button to select the Term or enter it directly in the search criteria.



Combined Sections Table

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

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Academic Institution: UCALG

Term: Type Term or Lookup

Session:

Search Clear Basic Search Save Search Criteria

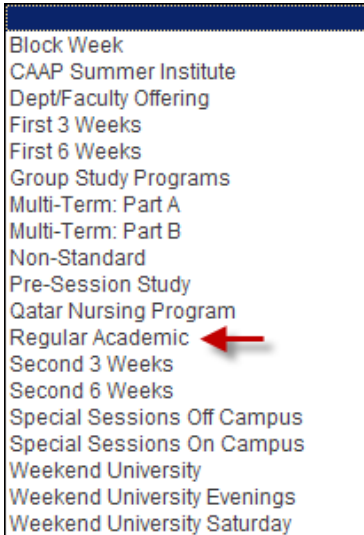
Combining/Uncombining Sections

SA – Schedule of Classes - Timetabling

6. Click the **Session** list.



The session list has several options to choose. Most are not applicable. For this example we will select **Regular Academic**.



7. Click the **Regular Academic** list item.

Regular Academic

8. When you have entered the search criteria on the Combined Sections Table, click the **Search** button or press Enter.

Search

Combining/Uncombining Sections

SA – Schedule of Classes - Timetabling

11. The Class Description tab offers more details about the section (Description Name). To add another section, you can add a new row from either the Combined Sections tab or the Class Description tab.

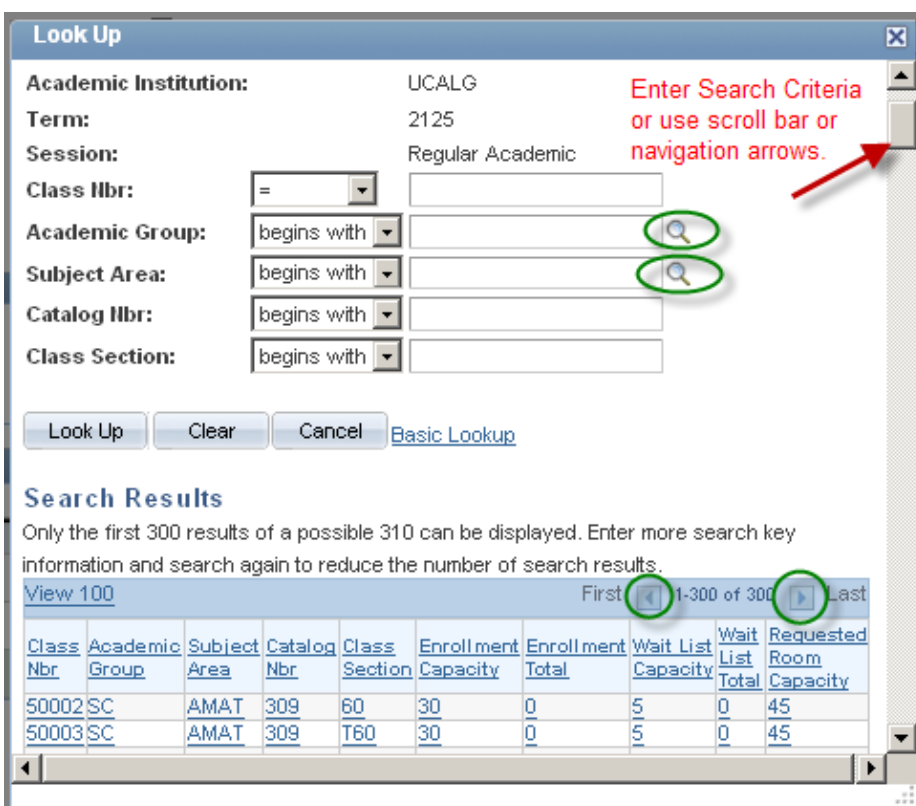
Click the **Add a new row** button.



12. Click the **Look up Class Nbr** button.



13. You can use the Lookup Tool or type part of the subject in the **subject area** to refine your search.



Look Up

Academic Institution: UCALG
Term: 2125
Session: Regular Academic

Class Nbr: = []
Academic Group: begins with []
Subject Area: begins with []
Catalog Nbr: begins with []
Class Section: begins with []

Look Up Clear Cancel Basic Lookup

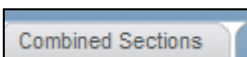
Search Results

Only the first 300 results of a possible 310 can be displayed. Enter more search key information and search again to reduce the number of search results.

View 100 First 1-300 of 300 Last

Class Nbr	Academic Group	Subject Area	Catalog Nbr	Class Section	Enrollment Capacity	Enrollment Total	Wait List Capacity	Wait List Total	Requested Room Capacity
50002	SC	AMAT	309	60	30	0	5	0	45
50003	SC	AMAT	309	T60	30	0	5	0	45

14. The new section will appear. Click the **Combined Sections** tab.



When combining another section, double check the Enrollment capacity. It must have the combined total of both or all classes or the system will not recognize which section is open or closed and students will have issues registering. The total enrollment capacity is the total for each Enrol Cap section you wish to combine. The total enrollment capacity is the total for each Enrol Cap section you wish to combine.

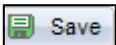
Room Capacity

Requested Room Capacity:	<input type="text" value="30"/>	Enrollment Capacity:	<input style="border: 2px solid green;" type="text" value="115"/>	Total
		Wait List Capacity:	<input type="text"/>	70
				1

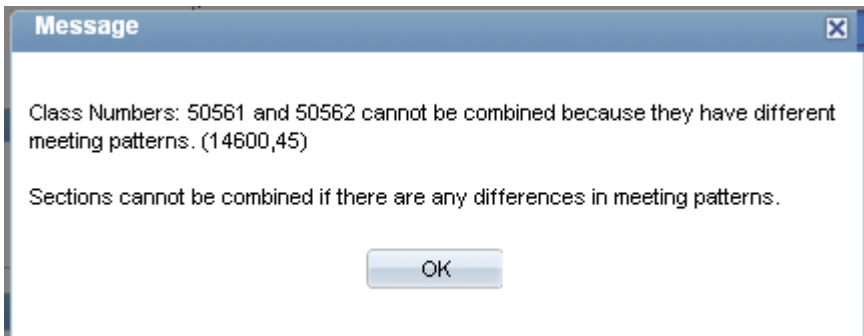
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group		
50562	PHIL	405	60	Open	45	45	19	5	0	AR	+	-
50563	PHIL	609	60	Open	20	20	1	0	0	AR	+	-
50561	PHIL	345	60		50	50	50	5	1	AR	+	-

[View Combined Sections Table](#)

15. Click the **Save** button.



16. When combining sections they must have identical meeting pattern information (days, times, dates, instructors). Classes must also be in the same session or this message will appear. The class numbers will indicate which sections you are trying to combine (this is an example only).

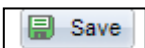


Note: Make one course TBA (days and time information is not entered on the Meetings tab) including capacities, then input the date time, duration room and capacity in the other course. Click the **OK** button.



17. Otherwise, if no warning message appears, press the save button.

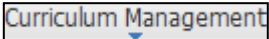
Click the **Save** button.



Confirming the Combined Sections:

The next steps will explain how to confirm the combined sections.

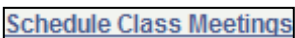
1. Click the **Curriculum Management** button.



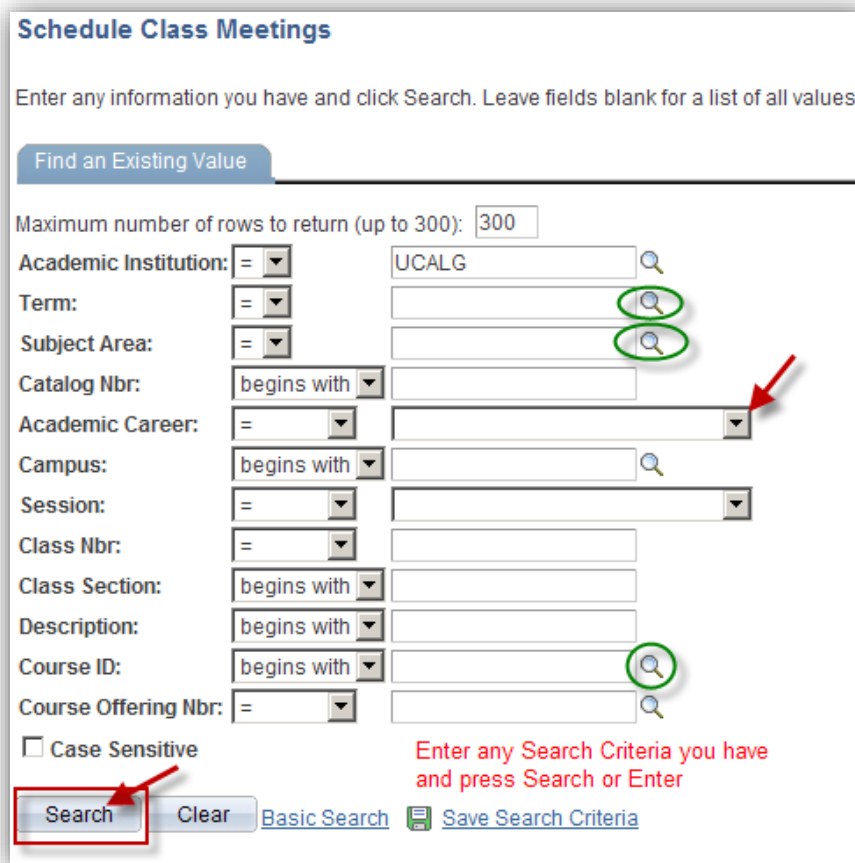
2. Click the **Schedule of Classes** menu.



3. Click the **Schedule Class Meetings** link.



4. Enter any search criteria on the Schedule Class Meetings page for the class section combined previously.



Schedule Class Meetings

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Session: =

Class Nbr: =

Class Section: begins with

Description: begins with

Course ID: begins with

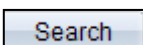
Course Offering Nbr: =

Case Sensitive

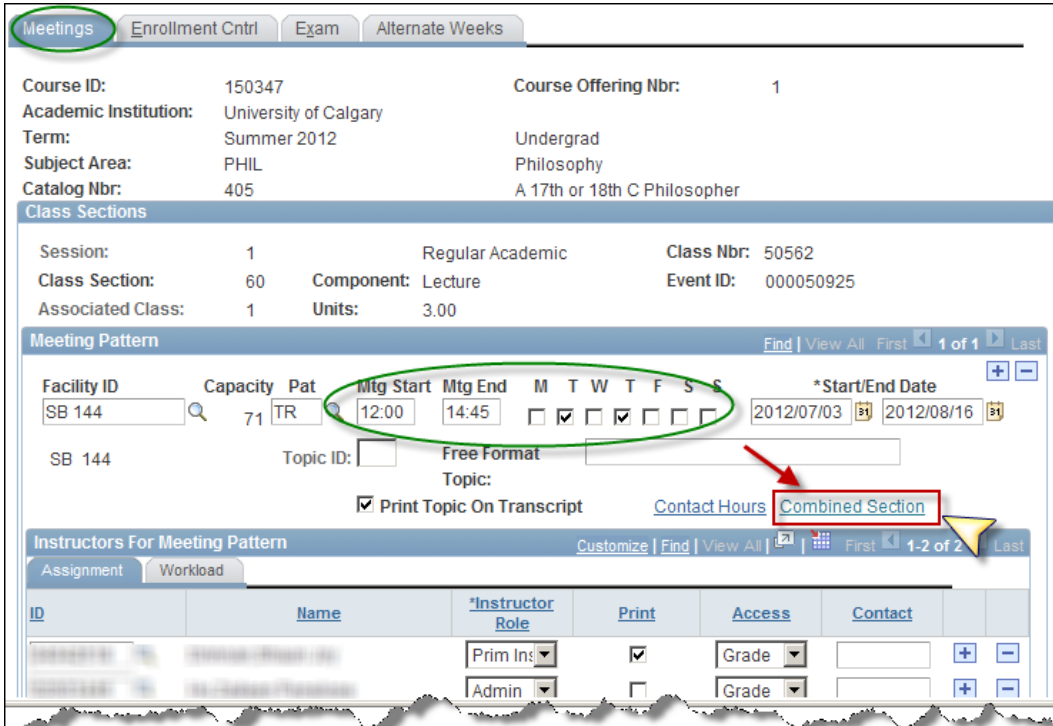
Enter any Search Criteria you have and press Search or Enter

[Basic Search](#)

Click the **Search** button.



5. If the sections have been combined, the hyperlink **Combined Sections** will appear. **Note:** If you left the sections TBA, please enter the days and times on the Meetings Tab and they will automatically update the other sections.



The screenshot shows the 'Meetings' tab selected. The 'Meeting Pattern' section is circled in green, showing the following details:

Facility ID	Capacity	Pat	Mtg Start	Mtg End	M	T	W	T	F	S	S	*Start/End Date
SB 144	71	TR	12:00	14:45	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2012/07/03 - 2012/08/16

Below the meeting pattern, there is a 'Free Format' field and a 'Print Topic On Transcript' checkbox. A red box highlights the 'Combined Section' link, with a red arrow pointing to it from the 'Free Format' field.

Click the **Combined Section** link.

[Combined Section](#)

6. The Combined Section Detail will appear. This is a view only page and no changes can be made.

Schedule Class Meetings

Combined Section Detail

Academic Institution: UCALG University of Calgary
Term: 2125 Summer 2012
Session: 1 Regular Academic
Combined Sections ID: 0017 PHIL405/PHIL609/PHIL345 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
	115		
Wait List Capacity	Wait List Total		
0	0		

Combined Sections

Subject	Catalog	Section	Class Nbr	Description	Status	Enri Tot	Wait Tot
PHIL	405	60	50562	A 17th or 18th C Philosopher	Open	19	0
PHIL	609	60	50563	Topics History of Philosophy	Open	1	0
PHIL	345	60	50561	Issues in Environmental Ethics	Open	19	0

[Return](#) Note this page is view only

Click the **Return** button.

[Return](#)

Uncombining Sections:

Combined Sections roll over from the previous year. If a course is no longer being offered it should be uncombined. **Note:** you can only uncombined sections when your access is "open". Once your access is closed, contact the Scheduling Office to uncombine the sections.

1. Click the **Curriculum Management** link.

[Curriculum Management](#)

2. Click the **Combined Sections** link.

[Combined Sections](#)

3. Click the **Combined Sections Table** link.

[Combined Sections Table](#)

- Search for the desired Term and Session and press **Search** or **Enter**.

Combined Sections Table


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

Find an Existing Value

Maximum number of rows to return (up to 300):

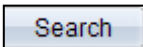
Academic Institution: [=]

Term: [=]

Session: [=] 

[Basic Search](#) [Save Search Criteria](#)

Click the **Search** button.




- Based on the selection any combined sections will appear.
Click the **View Combined Sections** link.

[View Combined Sections](#)

- To Uncombine a Section, click on the minus sign at the end of the row.

*Class Nbr	Subject	Catalog Nbr	Section	Status	Reg Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
50562	PHIL	405	60	Open	45	45	19	5	0	AR	+ -
50563	PHIL	609	60	Open	20	20	1	0	0	AR	+ -
50561	PHIL	345	60		50	50	50	5	1	AR	+ -



Click the **Minus "-"** button. Repeat this for every combined class listed.



- Click the **OK** button.



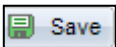
Combining/Uncombining Sections

SA – Schedule of Classes - Timetabling

- Return to the Combined Sections Table and remove the combined section listed on the table by clicking the **Minus** “-” button at the end of the line.

*Combined Sections ID	*Description	*Short Description			
0019	EDER719.14L64/L69	EDER719.14	View Combined Sections	+	-
0018	EDER705L60/705L61	EDER705	View Combined Sections	+	-
0017	PHIL405/PHIL609	PHILHUME	View Combined Sections	+	-
0005	ECON/ENGG 209 T61	ECON/ENGG	View Combined Sections	+	-
0004	ECON/ENGG 209 T60	ECON/ENGG	View Combined Sections	+	-
0003	ECON/ENGG 209 L60	ECON/ENGG	View Combined Sections	+	-

- Click the **Save** button.



- After uncombining sections all scheduling information for the uncombined classes will be set to TBA. All timetabling information is gone and you will need to update the sections with their correct day, time and duration.

For the corresponding online learning; consult: www.ucalgary.ca/ittraining

End of Procedure