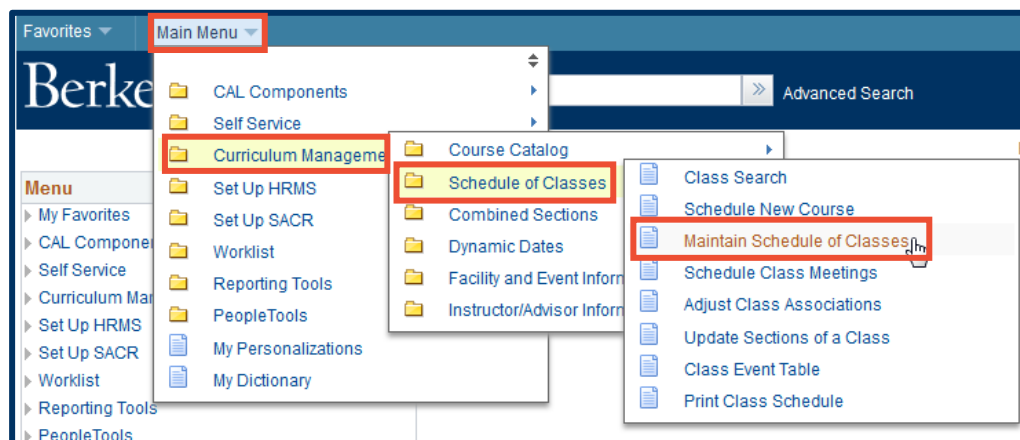


How to Set up Combined Sections

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 also applies to other classes that share rooms. Once 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.

1. Begin by checking each section: 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.

- Select **Search**.

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

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

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

- 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 **Auto Create Component**
 Catalog Nbr: C1 Intro To Env Econ

Class Sections Find | View All First 1 of 5 Last

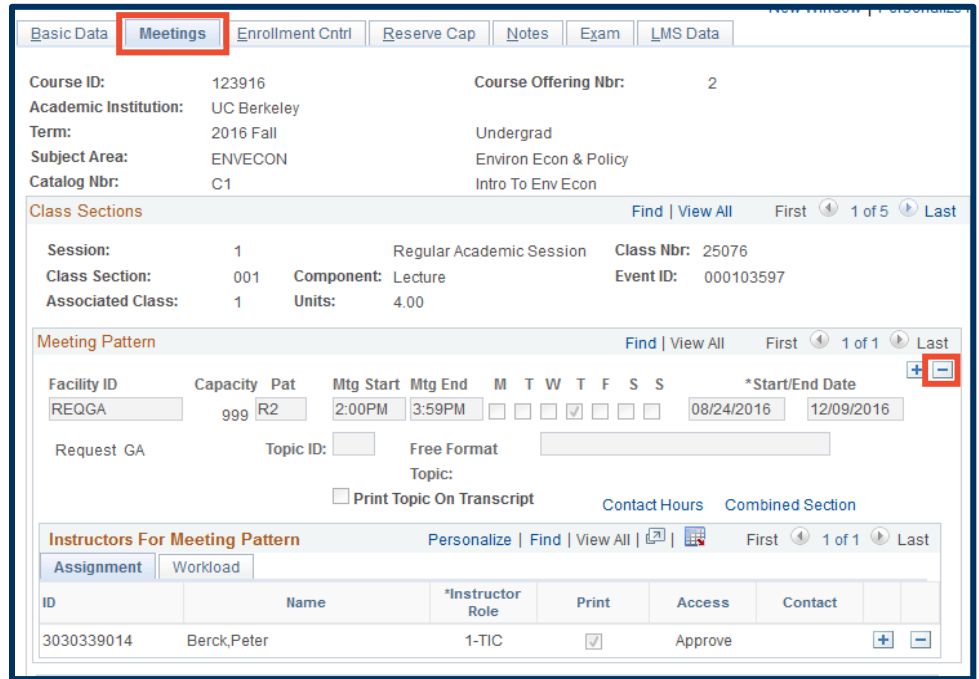
*Session: 1 Regular Academic Session **Class Nbr: 25076**
 *Class Section: 001
 *Component: LEC Lecture
 *Class Type: Enrollment
 *Associated Class: 1 Units: 4.00 Associated Class Attributes
 *Campus: BERK Berkeley **Add Fee**
 *Location: MAIN UC Berkeley Main Campus Schedule Print
 Course Administrator: Student Specific Permissions

5. Select 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.



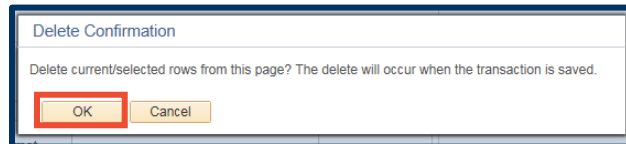
The screenshot shows a software interface with several tabs: Basic Data, **Meetings**, Enrollment Cntrl, Reserve Cap, Notes, Exam, and LMS Data. The 'Meetings' tab is active and highlighted with a red box. Below the tabs, there is a form with the following fields:

- Course ID: 123916
- Academic Institution: UC Berkeley
- Term: 2016 Fall
- Subject Area: ENVECON
- Catalog Nbr: C1
- Course Offering Nbr: 2
- Undergrad
- Environ Econ & Policy
- Intro To Env Econ

Below this is the 'Class Sections' section, followed by the 'Meeting Pattern' section. The 'Meeting Pattern' section has a minus button highlighted with a red box. The 'Instructors For Meeting Pattern' section shows a table with one instructor:

ID	Name	*Instructor Role	Print	Access	Contact
3030339014	Berck, Peter	1-TIC	<input checked="" type="checkbox"/>	Approve	

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



The screenshot shows a 'Delete Confirmation' dialog box with the following text:

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

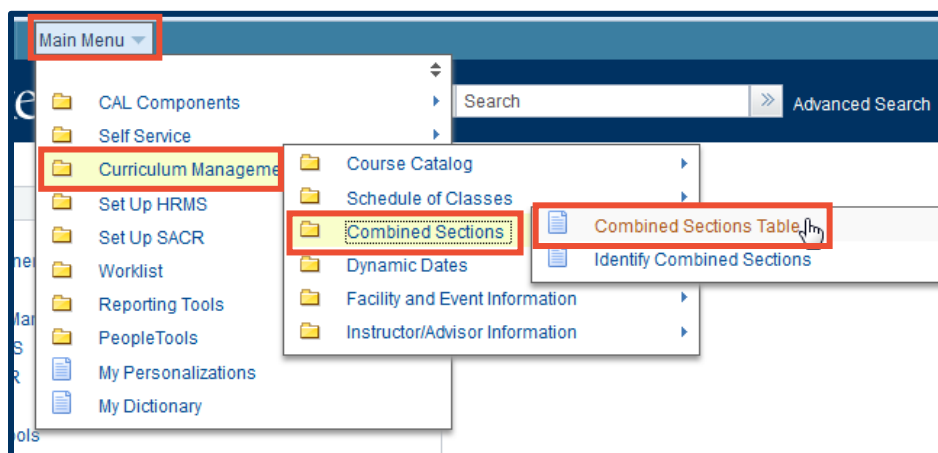
At the bottom of the dialog are two buttons: **OK** (highlighted with a red box) and **Cancel**.

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.

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



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

The screenshot shows the 'Combined Sections Table' search interface. It includes a 'Find an Existing Value' button and a 'Search Criteria' section. The search criteria are:

- Academic Institution: = UCB01
- Term: = 2168
- Session: = Regular Academic Session

 The 'Term' and 'Session' fields are highlighted with a red box. At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

- Select **Search**.

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

Select 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.

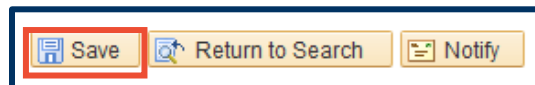
For all other combined sections, the **Short Description** should be a summarized version of the **Description**.

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. Select the **Save** button at the bottom of the page



15. Select 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 | 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 | 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. Select 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: 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

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:

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: 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

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:

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: 0

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

22. Select 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

Requested Room Capacity: <input style="width: 50px;" type="text" value="114"/>	Enrollment Capacity: <input style="width: 50px;" type="text" value="114"/>	Total
	Wait List Capacity: <input style="width: 50px;" type="text" value="15"/>	0
		0

Personalize | Find | View All | | First 1-2 of 2 Last

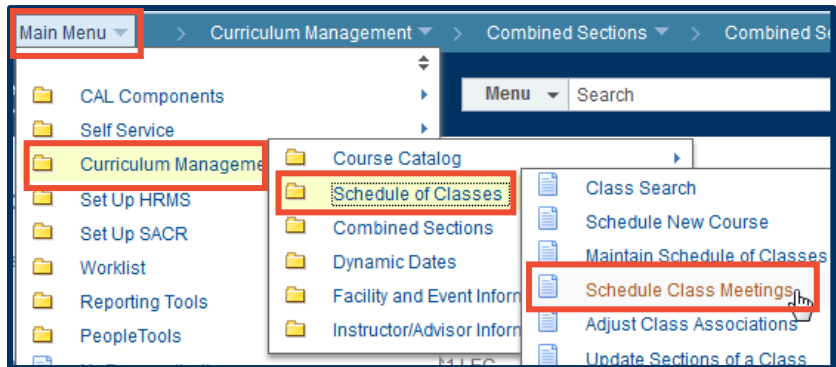
Combined Sections		Class Description									
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
14297	ECON	C3	001	Open	999	54	0	20	0	CLS	
15735	ENVECON	C1	001	Open	100	60	0	60	0	CNR	

View Combined Sections Table

Save
 Return to Search
 Notify

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

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



24. 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), and 'Catalog Nbr' (begins with C1). Other fields include 'Academic Career', 'Campus', 'Session' (Regular Academic Session), 'Class Nbr', 'Class Section', 'Description', 'Course ID', and 'Course Offering Nbr'. There is a 'Case Sensitive' checkbox. At the bottom, there is a 'Search' button highlighted with a red box, along with 'Clear', 'Basic Search', and 'Save Search Criteria' options.

25. Select **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 select **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' page in the Berkeley SIS. The 'Meeting Pattern' section is highlighted with a red box. It includes the following information:

- Course Information:** Course ID: 123916, Course Offering Nbr: 2, Academic Institution: UC Berkeley, Term: 2016 Fall, Subject Area: ENVECON, Catalog Nbr: C1.
- Class Sections:** Session: 1, Class Section: 001, Component: Lecture, Associated Class: 1, Units: 4.00.
- Meeting Pattern:** Facility ID: REQGA, Capacity: 999, Pat: R2, Mtg Start: 2:00PM, Mtg End: 3:59PM, Schedule: M T W T F S S, Start/End Date: 08/24/2016 to 12/09/2016.
- Instructors For Meeting Pattern:**

ID	Name	*Instructor Role	Print	Access	Contact
3030339014	Berck, Peter	1-TIC	<input checked="" type="checkbox"/>	Approve	

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call **510-664-9000** (press **option 6**)

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>