Combining Sections of a Course

This guide will cover:

- Combining sections of two different course offerings with the same meeting pattern in the same facility. This is a convenient way of combining two or more courses, which are identical in content offered by different departments.

- Note: To create combined sections, the two classes must first be ordered in the term desired. Also when combining sections, one of the course sections cannot have an assigned meeting pattern and instructor.

Step One
To create a combined section, first a combined section ID has to be created in the Combined Sections Table. Combined sections are created for an institution and for a session in a term.

Navigate to the following breadcrumb:

Step Two
Complete the following fields in the Search Criteria: Institution, Term and Session. Then select your desired search result.
**Step Three**
Click on the “+” sign to create an additional *Combined Sections ID* value. The new entry will be sequentially numbered by the system.

You will be required to enter the **Description** and **Short Description** values.

**Note:** We strongly encourage you to follow the demonstrated format for consistency across college and department lines.

![Combined Sections Table](image)

Then click **Save**.

**Step Four**
Now that the row has been made in the Combined Sections Table, you can now identify the sections that you will be combining.

Click the link for **View Combined Sections** link (View Combined Sections) next to your row entry to access the **Identify Combine Sections** page.

**IMPORTANT:** You may also access the Identify Combine Sections page by navigating to: **Main Menu > Campus Solutions > Curriculum Management > Combine Sections > Identify Combine Sections.** Use this navigation only if you have already created a row in the Combine Sections Table detailed in steps 1 through Step 4.
Step Five
The following fields can be edited:

- **Combination Type** – Change to Cross Subject.
  **Other values may be added as we mature into the use of Catalyst, but it’s anticipated that Cross Subject will be used for cross-listing courses at the University of Cincinnati.**

- **Permanent Combination** – This box can be checked when the combined sections identified will be used in future terms.

- **Skip Mtg Pattern and Instr Edit** – Leave this box unchecked to make sure the meeting pattern and instructor information cannot be independently entered for each class section in the combination. This ensures that meeting and instructor data is the same for all sections of this combination.

- **Enrollment Capacity** – Default capacity is 30 but can be edited. Remember that this is the combined enrollment capacity for all sections. Enrollment capacity on each section identified in the combined sections should be totaled and reflected in this field.

- **Class Nbr** – Click the . Select the two class sections that are to be combined. This field identifies the class sections that are to be combined. The class must be scheduled for the term and session for which the combined section ID was created.

REMEMBER: If a class section is deleted from a combination, the meeting and instructor information for that class will be deleted from the Meetings page of the Schedule of Classes.
Step Six

Click Save.

You have completed the steps to combine course offerings across disciplines in a term to facilitate cross-listed offerings.