

quick tips

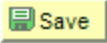
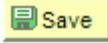
Combined Classes: Uncombining

Uncombining classes becomes necessary when:

- You want to delete one or more of the classes that have been combined; or
- You want to schedule the classes as separate and distinct offerings.

I. Go to: Schedule Class Meetings page


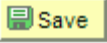
[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Schedule Class Meetings**

- Enter the class number to display the class to be uncombined.
- Remove the Facility ID; 
- Go to **Detail** and remove employee pay information; 
- Repeat for each class linked by the same Combined Sections ID.



II. Go to: Combined Sections page

[Home](#) > [Curriculum Management](#) > [Combined Sections](#) > **Identify Combined Sections**


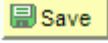
- Enter the term, session and Combined Sections ID number
- Delete all the classes no longer to be combined by using the  button on each line.
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III. Removing the Combined Section ID number:

- All classes assigned to the Combined Section ID must have already been deleted (refer to **Step II (b)**).


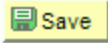
- Select the Combined Sections Table page

[Home](#) > [Curriculum Management](#) > [Combined Sections](#) > **Combined Sections Table**

- Enter the term and session that applies to the courses.
- Locate course combined ID number and delete the ID by using the  button.
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IV. Go to: Schedule of Classes page

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Maintain Schedule of Classes**

- Enter the appropriate search fields to display the class you need to update.
- Update the class information as appropriate:
 - Delete the course from semester, canceling it first in the Enrollment Control tab, then go to the Basic Data tab use the  button to delete, **or**
 - Re-enter the Facility ID, the EMPLID, and employee pay information if the class is to be scheduled as an individual offering; 



Always remember to save your work after each step!