

# quick tips

## Combined Classes

 The following criteria must be identical before classes can be combined:

- Session
- Facility ID and Mtg pattern
- Begin/End Dates
- Instructor
- Begin/End Times
- TBA classes: same unit value

### I. Create or update the class information using the following navigation:

*To change an existing class:*


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

*To add an additional class number for a particular course within a term:*

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

*To schedule a course that does NOT exist in a particular term:*

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


- leave the **Facility ID** and the **Empl ID** fields blank until after the classes are combined
-  Enrollment limits can be set several ways to accommodate your specific needs. Please, refer to the Class Scheduling Handbook for a detailed explanation.

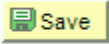
### II. Creating a Combined Sections ID:

Before classes can be combined, the Combined Sections ID must first exist in the Combined Sections Table. Combined Sections ID are linked to sessions which means it is possible to have Combined Sections ID # 1 linked to the FUL session and also have Combined Sections ID # 1 linked to the FT1 session.

- Create a Combined Sections ID in the Combined Sections Table page

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


- Enter the term and session in which the classes are scheduled.
- If needed, insert a new row using the first  button.
  - The ID number is automatically generated. **You'll use this # in Step III.**

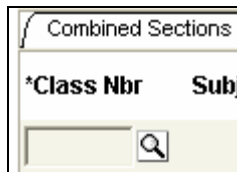
- Enter the description.
  - Format: Subj/Cat/Pat/Time (example: AIS/ANTH 140 11:00am)
  - Order: alphabetical by subject (example: AIS before ANTH)
- Save the new data.  or *Alt+1+enter*

### III. Combine the classes and establish total enrollment caps:

**Tip:** Use the [View Combined Sections](#) link on the Combined Sections Table page to go directly into the Combined Sections page where the class numbers are linked to the Combined Sections ID.

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

- Enter the term and session and enter new combined section ID number generated in **Step II**.
- Enter **class numbers** to be combined in the **Combined Sections** tab.
- To insert a row for additional class numbers click on the 
- No specific order of class numbers is required. After the page is saved People Soft will order the classes by the class numbers.




- Enter the appropriate enrollment and wait list information in the **Combined Capacities** section.

Combined Capacities			
<b>Requested Room Capacity:</b>	<input type="text"/>	<b>Enrollment Capacity:</b>	<input type="text"/>
		<b>Wait List Capacity:</b>	<input type="text"/>
			<b>Total</b>
			0
			0

### IV. Enter Schedule Class Meetings and Instructor payroll information

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

**Tip:** It is only necessary to enter the term and class number in the search box to display the class information.

- **Now**, you can enter the Facility ID and Empl ID information for **only ONE** of the classes; this information is automatically updated on all other classes within a Combined Sections ID.
-  The Instructor detail pay information **MUST** be updated on ALL classes within a Combined Sections ID; only ONE class can be a paid assignment; all others should be assigned as NOP assignment type.