

quick tips

Combining 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 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**

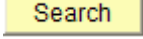

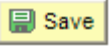
- Enter the Facility ID and Empl ID information for **only ONE** of the classes; this information is automatically updated on all other classes after you have completed **Step III**.

 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 IDs are linked to sessions, which means it is possible to have a Combined Sections ID # 1 linked to the FUL session and also have a Combined Sections ID # 1 linked to the FT1 session.

- Create a Combined Sections ID in the Combined Sections Table panel
[Home](#) > [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 MW 11:00am)
 - Order: alphabetical by subject (example: AIS before ANTH)
- Save the new data. , or **Alt+1+enter**


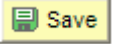
III. Combine the classes and establish total enrollment caps:

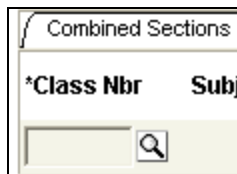
Tip: Use the [View Combined Sections](#) link on the Combined Sections Table page to go directly into the Identify Combined Sections panel where the class numbers are linked to the Combined Sections ID.

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

- Enter the term and session and enter new Combined Sections ID number generated in **Step II**.
- Enter the appropriate enrollment and wait list information in the **Combined Capacities** section. No need to enter Requested Room Capacity – Palomar does not use this field.

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

- 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, , PeopleSoft will order the classes by the class numbers.




The screenshot shows a search box titled "Combined Sections". It has two columns: "*Class Nbr" and "Subj". Below the columns is a search input field with a magnifying glass icon.

IV. Enter 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.

 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.

- Verify the Facility ID was automatically updated on the individual classes that are combined. If not, enter the Facility ID and save.