




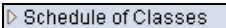

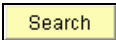




Combining Class Sections

1.	<p>Begin by navigating to the Schedule Class Meetings page to find your class. Click the Curriculum Management link.</p> 
2.	Click the Schedule of Classes link.
3.	Click the Schedule Class Meetings link.
4.	Click in the Term field. 
5.	Enter the desired information into the Term field. Enter a valid value e.g. " 6091 ".
6.	Click in the Class Nbr field. 
7.	Enter the desired information into the Class Nbr field. Enter a valid value e.g. " 65652 ".
8.	Click the Search button. 
9.	<p>This is one of two classes that you want to combine. When combining classes, the meeting pattern of all but one class must be removed.</p> <p>Under the Meeting Pattern section, click the Delete row 1 button.</p> 
10.	Click the OK button confirming that you do want this meeting pattern deleted. 
11.	Click the Save button. 
12.	<p>Next, navigate to the Combined Sections Table page.</p> <p>Click the Combined Sections link.</p> 
13.	Click the Combined Sections Table link.
14.	Click in the Term field. 
15.	Enter the desired information into the Term field. Enter a valid value e.g. " 6091 ".
16.	Click the Session list. 
17.	<p>The classes are tied to the Regular Term session.</p> <p>Click the scrollbar to view more list choices.</p>
18.	Click the Regular Term list item. 

19.	Click the Search button. 
20.	Add a row to enter a new combined section. Click the Add a new row (Alt+7) button. 
21.	Enter the Description and Short Description of your new combination. Make sure to use something that will be familiar to you later if this combination is to be used multiple times. Click in the Description field. 
22.	Enter the desired information into the Description field. Enter a valid value e.g. " CE COMP I ".
23.	Click in the Short Description field. 
24.	Enter the desired information into the Short Description field. Enter a valid value e.g. " CE COMP ".
25.	Click the scrollbar to move downward on the page.
26.	Click the Save button. 
27.	Next, navigate to the Identify Combined Sections page. Click the Identify Combined Sections link. 
28.	Most of your information carried over. Click the Search button. 
29.	Click the CE COMP I link.
30.	Click the Combination Type list. 
31.	Click the Within Subject list item. 
32.	Click in the Enrollment Capacity field. 
33.	Enter the desired information into the Enrollment Capacity field. Enter a valid value e.g. " 15 ".
34.	Enter the class numbers of the sections that are being combined. Click in the Class Nbr field. 
35.	Enter the information of your first class into the Class Nbr field. Enter " 65652 ".

36.	Press [Tab] to refresh the page.
37.	Add a new row to enter the second class. Click the Add a new row (Alt+7) button. 
38.	Click in the Class Nbr field. 
39.	Enter the information of your second class into the Class Nbr field. Enter " 65653 ".
40.	Press [Tab] to refresh the page.
41.	Click the Save button. 
42.	Navigate to the Schedule Class Meetings page to verify that the combination was successful. Click the Schedule of Classes link. 
43.	Click the Schedule Class Meetings link.
44.	Click in the Class Nbr field. 
45.	Enter the desired information into the Class Nbr field. Enter a valid value e.g. " 65652 ".
46.	Click the Search button. 
47.	Click the Combined Section link. 
48.	View the combined class information. Click the Return button. 
49.	Click the Home link to return to the Main Menu. 
50.	You have successfully combined two sections in the system. End of Procedure.