

Combined Sections Guide

Combined Sections Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Academic Institution = ▾ UTTYL 🔍

Term = ▾ 🔍

Session = ▾

Limit the number of results to (up to 1000): 300

Search Clear Basic Search 🔍 Save Search Criteria

To Combine:

1. Type in the term code for the courses being combined and then choose the appropriate session from the drop-down menu
2. Click Search to bring up the Combined Sections Table. It will look something like this:

Combined Sections Table

Academic Institution: University of Texas at Tyler
Term: 2020 Summer
Session: Twelve Week

*Combined Sections ID	*Description	*Short Description		
0001			+	-

Save Return to Search Previous in List Next in List Notify

3. Click the + sign on a row that is already present
4. Type in the **Subject Area** and **Catalog Nbr** for the sections being combined in the description field. In the short description field, you can type in whatever signifier you need to easily identify that combination.
5. Save at the bottom of the screen to create the **View Combined Sections** hyperlink.

*Combined Sections ID	*Description	*Short Description		
0001	JAPN 3140.001/3140.060	Women Writ	View Combined Sections	+ -

6. Click on the hyperlink on the right to open the **Identify Combined Sections** page.

Identify Combined Sections

Academic Institution UTTYL University of Texas at Tyler
 Term 2205 2020 Summer
 Session 12W Twelve Week
 Combined Sections ID 0001 BIOL 3330.001/CHEM 4328.001

Permanent Combination
 Skip Mtg Pattern & Instr Edit
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type

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

Linked Classes Personalize | Find | View All | First 1 of 1 Last

Combined Sections		Class Description									
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
<input type="text"/>					0	0	0	0	0		<input type="button" value="+"/> <input type="button" value="-"/>

[View Combined Sections Table](#)

- Choose a **Combination Type** from the drop down menu, either for sections being combined **within** the same subject, **across** different subjects, or **both** if more than two courses are being combined.
- Optional: Click the **Permanent Combination** box if these courses will always be cross-listed together
- ALWAYS** check the **Skip Mtg Pattern and Instr Edit** box. This allows State Reporting to run correctly.

Permanent Combination
 Skip Mtg Pattern & Instr Edit
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.

- Enter the 5 digit **Class Nbr** for the first course and use the Tab key to auto-fill the remaining information
- Use the **+** box in the row just created to add a new row and fill in the Class Nbr field for the second (or third, etc.) course being combined.
- Enter the **Requested Room Capacity** and **Enrollment Capacity** fields by totaling the numbers listed in the Linked Classes window as shown below. These two fields should match.

Room Capacity		
Requested Room Capacity <input type="text" value="36"/>	Enrollment Capacity <input type="text" value="36"/>	Total
	Wait List Capacity <input type="text"/>	0
		0

Linked Classes Personalize | Find | View All | First 1-2 of 2 Last

Combined Sections		Class Description									
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
<input type="text" value="80005"/>	JAPN	3140	001	Open	25	25	0	0	0	CAS	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="80010"/>	JAPN	3140	060	Open	11	11	0	0	0	CAS	<input type="button" value="+"/> <input type="button" value="-"/>

[View Combined Sections Table](#)

- Sections are not actually combined until all steps are completed and the information is saved.

To Uncombine:

1. Navigate to the Combined Sections Table page using the navigation above and click on the View Combined Section hyperlink in the row the courses are listed in.
2. Once on the Identify Combined Sections Page, click the - box for **EACH** section listed. **MAKE SURE YOU SAVE.**

Identify Combined Sections

Academic Institution UT TYL University of Texas at Tyler
Term 2208 2020 Fall
Session 1 Regular Academic Session
Combined Sections ID 0001 JAPN 3140.001/3140.060

Permanent Combination
 Skip Mtg Pattern & Instr Edit
Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type Within Subject

Room Capacity		
Requested Room Capacity	36	Total
Enrollment Capacity	36	0
Wait List Capacity		0

Linked Classes Personalize | Find | View All | First 1 of 1 Last

Combined Sections		Class Description											
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group			
					0	0	0	0	0				

View Combined Sections Table

3. This step **MUST** be done before anything else. Simply clicking the”---” in the Combined Sections Table will **NOT** uncombine the sections; it will only delete them off the list and the View Combined Sections hyperlink will disappear meaning those sections can **NEVER be uncombined**.
 1. **If a cross listed section needs to be cancelled, you must uncombine them first!**
4. Navigate back to the Combined Section Table list and use the - box to delete the hyperlink and descriptions. Do NOT do this without completing **Step 2** first.