

## Combined Sections

If you need to offer two or more separate classes as one class offering, you can combine sections. This feature can be used for dual offerings of the same course (both graduate and undergraduate) or courses within different subject areas.

To offer both courses in the schedule of classes each semester, yet have the courses be taught as a single class (with one instructor, one location, one meeting pattern, etc.), you can combine sections. You can combine sections permanently or for a single class occurrence.

You can also combine sections within or across subjects. When classes are linked to a combined section, they are all given the same **Event ID**. The enrollment capacities are controlled both at the section level and at the sections combined level.

**NOTE:** If the **Combined Section** is already defined on the Combined Sections Table, navigate to the following path to link the combined sections.

**Navigation:** NavBar > Navigator > Curriculum Management > Combined Sections > Identify Combined Sections

## Creating Combined Sections

**Navigation:** NavBar > Navigator > Curriculum Management > Combined Sections > Combined Sections Table

**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

Term

Session

[Basic Search](#)  [Save Search Criteria](#)

**Search Results**

View All      First  1-6 of 6  Last

Academic Institution	Term	Short Description	Session
<a href="#">THEUA</a>	1199 Fa 2019		Regular
<a href="#">THEUA</a>	1199 Fa 2019		Twelve Wk
<a href="#">THEUA</a>	1199 Fa 2019		Eight Wk 1
<a href="#">THEUA</a>	1199 Fa 2019		Eight Wk 2
<a href="#">THEUA</a>	1199 Fa 2019		Intersessn
<a href="#">THEUA</a>	1199 Fa 2019		Mini

1. Click on the appropriate session.

- The Combined Sections Table appears. Click on the **Description** header to sort in alphabetical order.

Combined Sections Table

**Academic Institution:** The University of Arkansas  
**Term:** Fall 2019  
**Session:** Regular Academic Session

*Combined Sections ID	*Description	*Short Description	
4196	AAST 2023 601/903/904	AAST 2023	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
4064	AAST 2023 901/902	AA2023901/	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
4389	AAST 2023/2023 (902)	12985	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
4065	AAST 3023 901/902	AA3023901/	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
4390	AAST 3123/3123 (902)	12987	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
4393	AAST 3233/3233 (901)	10807	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
4401	AAST 3263/3263 (902)	13011	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
3570	AAST 4153/SOCI 4153	AAST 4153/	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
4453	ACCT 549V/4003H (001)	4746	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>

- Click  to add a new row.
- Type the course name and number in the **Description** field. *This is a required field.*
- Type the short description in the **Short Description** field. *This is a required field.*

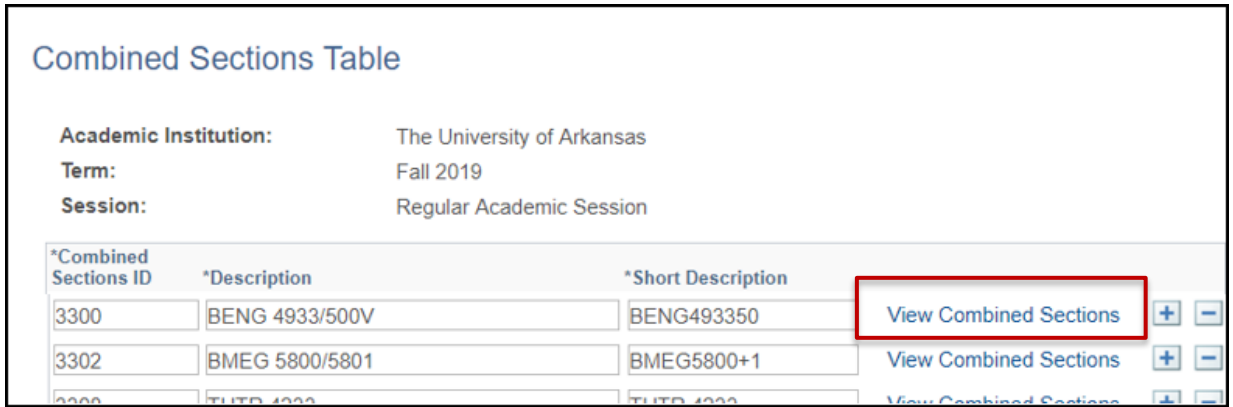
Combined Sections Table

**Academic Institution:** The University of Arkansas  
**Term:** Fall 2019  
**Session:** Regular Academic Session

*Combined Sections ID	*Description	*Short Description	
4473	MEEG491V/591V	MEEG491/59	View Combined Sections <input type="button" value="+"/> <input type="button" value="-"/>
4474	BENG 4933/500V	BENG4933/500	<input type="button" value="+"/> <input type="button" value="-"/>

- Click **Save**.
- Repeat steps 3, 4, 5 and 6 for each class.
- To offer more than one section of a class, insert additional rows of data for that class. Use the format: **subject, catalog number, section**. Example: **BENG4203 1, BENG4203 2**

- When the record is saved the **View Combined Sections** link will appear. Click the link to go to the *Identify Combined Sections* page.

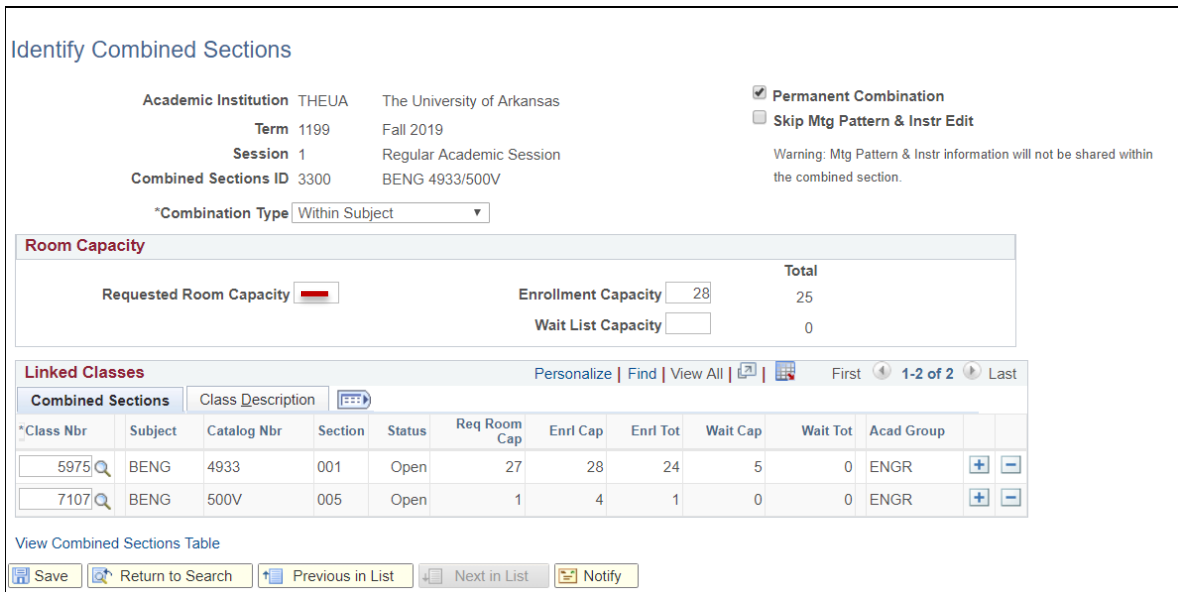


### Linking Combined Sections

Link classes to the **Combined Sections ID**. This is the unique identifier for each combined sections record.

If not using the **View Combined Sections** link on the **Combined Sections Table**, use this navigation:

**Navigation:** NavBar > Navigator > Curriculum Management > Combined Sections > Identify Combined Sections



- Select a combination type from the **Combination Type** drop-down menu. Available values are:
  - **Both** – Courses that can be considered within subject and cross subject.
  - **Cross Subject** – Courses to be combined are not within the same subject area.
  - **Within Subject** – Courses to be combined are within one subject area

2. Check the **Permanent Combination** check box if this is a permanent combination. *Example: all dual-credit courses are permanent combinations. When the box is checked, the combination will roll forward each term with the prior term copy process.*
3. Check the **Skip Mtg Pattern & Instr Edit** check box to combine sections with different meeting patterns and instructor information.
4. **Requested Room Capacity should be left blank** in UAConnect to avoid scheduling errors in 25Live Pro.
5. Enter the enrollment capacity for the combined sections in the **Enrollment Capacity** field.

The **Enrollment Capacity** field controls the total number of students allowed to register in the class. For example, a total enrollment number of 30 only allows a total of thirty students to enroll, regardless of the number entered in the enrollment capacity in the individual classes that are combined. If the **Enrollment Capacity** field for the combined sections is 30, and the individual sections each have an **EnrlCap** of 30, only thirty students will be able to enroll in the class.

**Wait List Capacity** is being used in a limited number of departments. If the class is to be set up to allow students to add the class with a status of "waiting", the maximum number of students allowed to be on the wait list for the combined sections should be entered here.

6. Type in the class numbers of sections to combine **OR** click the magnifying glass icon to look up the number.
7. The Class Description page has a summary of the information provided on the Combined Sections Table page.
8. Click **Save**.