CLASS Quick Guide

Creating a New Combined Section

I. Make sure there is meeting pattern and instructor information on no more than one of the sections you are about to combine.

II. Check to see if a Combined Section record exists for these Classes before you add another one. Sections can only be connected to one combined section record. To check:

Curriculum Management > Combined Sections > Identify Combined Sections
A. In Find an Existing Value:
B. Academic Institution: Chico
C. Term: 2 + last two digits of year + 2 = Spring, 4 = May/June, 6 = Summer, 8 = Fall
D. Session: Regular State Support
E. Description:
   Description: begins with 
   Enter the Subject Area of one of the classes to be combined. (e.g. ENGL, MATH, CSCI).
F. Click
G. If you find a setup for the classes you were going to add (Classes AND Section numbers must match) see the Class Quick Guide for Modifying/Removing Combined Sections. Otherwise, continue with the instructions in this guide.

III. Navigate to:
Curriculum Management > Combined Sections > Combined Sections Table
A. In Find an Existing Value:
B. Academic Institution: CHICO
C. Term: 2 + last two digits of year + 2 = Spring, 4 = May/June, 6 = Summer, 8 = Fall
D. Session: Regular State Support
E. Click

Combined Sections Table

<table>
<thead>
<tr>
<th>Combined Sections ID</th>
<th>Description</th>
<th>Short Description</th>
<th>View Combined Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>0390</td>
<td>HIST 101-01/02</td>
<td>HIST10101</td>
<td></td>
</tr>
<tr>
<td>0375</td>
<td>HIST130-011/HIST130-40</td>
<td>HIST13001</td>
<td></td>
</tr>
<tr>
<td>0376</td>
<td>RELS482-01/ANTH432-01</td>
<td>RELS48201</td>
<td></td>
</tr>
</tbody>
</table>
IV. Add a new line.
   A. **Click** any of the existing \( + \) (plus) buttons.
   B. Combined Section ID: This is automatically generated, do not change the number the system provides.
   C. **Description:** List classes with the primary (master) section first. Include each distinct Subject, Number, and Section (e.g. JAPN 101/102-01 or CMST/JOUR/POLS 424-01).
   D. **Short Description:** Put the primary section in the Short Description without spaces, dashes, or any symbols at all: POLS42801. This format is important both for Vista and various reports run from this information.

Click **Save**

E. Click the View Combined Section Link that shows up when you save.

**Identify Combined Sections**

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>CHICO</th>
<th>California State Univ, Chico</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term:</td>
<td>2078</td>
<td>Fall 2007</td>
</tr>
<tr>
<td>Session:</td>
<td>1</td>
<td>Regular State Support</td>
</tr>
<tr>
<td>Combined Sections Rx</td>
<td>0981</td>
<td>JAPN 101, 102-01</td>
</tr>
</tbody>
</table>

*Combination Type: \[ \text{Cross Subject} \]*

**Combined Capacities**

Requested Room Capacity: [ ]

Enrollment Capacity: [ ]

Wait List Capacity: [ ]

**Combining Capacities**

<table>
<thead>
<tr>
<th>Class Nbr</th>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Section</th>
<th>Status</th>
<th>Enroll Room Cap</th>
<th>Enrl Cap</th>
<th>Enrl Tot</th>
<th>Wait Cap</th>
<th>Wait Tot</th>
<th>Acad Group</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

**V.** Fill in the Combined Section information starting at the bottom of the page:

A. **Class Nbr:** input the Class (Registration) Number for the first section or click the magnifying glass to look up the number.

B. **Click** the \( + \) (plus) button and input the next Class Nbr. Order does not matter.

C. Continue adding sections until they are all listed. **You must input at least two sections or you will not be able to Save.**

D. **Enrollment Capacity:** The individual class capacities will show on the page now that you’ve added in the sections. The Enrollment Capacity value depends on whether you want the enrollment controlled at the section level or if you don’t care which section the student enrolls in and just want a grand total number:
   - Control at the section level: For Enrollment Capacity input the sum of the individual section capacities.
   - Grand Total: the total capacity for all sections should be put on both the Enrollment Capacity field and as the capacity for each individual section.

E. **Permanent Combination checkbox:** Check this box at top of your screen if you want this setup to roll to the next like term.

F. **Combination Type:** Choose “Cross Subject” or “Within Subject” as appropriate.

Click **Save**

G. If you need to add or change meeting and faculty information for combined sections, you must use the Schedule Class Meetings page to do so: