Class Quick Guide

Modify/Remove Combined Sections

Curriculum Management > Combined Sections > Identify Combined Sections

I. Call up the Combined Section – “Find an Existing Value”
   Academic Institution: Chico
   A. Term: 2 + last two digits of year + 2 = Spring, 4 = May/June, 6 = Summer, 8 = Fall
   B. Session: Select Regular State Support from the drop down box.
   C. Description: Input a percent sign (wildcard search) and the Subject Area of one of the classes to be combined. (e.g. %ENGL, %MATH, %CSCI).
   D. Click on the line in the Search Results that you’re looking for.

II. Remove one or more of the sections:
   NOTE: You must have at least two sections listed on the Combined Sections page in order to Save.
   A. Click the (minus) button on the section you wish to remove. If you’re removing all sections, click the (minus) by each section.
   B. Click Save

Important Note: ALL Meetings Tab information (room, meeting pattern, and instructor) will disappear from any section removed from a combined section.
III. To Add one or more sections:

A. **Click** any of the (plus) buttons and **input** the Class Nbr of the section you wish to add in the Class Nbr field or do a lookup for the Class Nbr.

B. **Continue adding sections** until they are all listed.

C. **Enrollment Capacity**: Be sure to **adjust** the Enrollment Capacity if you have added a section.

D. **Wait List Capacity**: Enter double the regular enrollment capacity. (This is a CMS workaround issue)

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**Note:** Instructor and booking information will automatically show up on any new sections you have added to the record.

**Important Note:** If the instructor will be using BBLearn for combined classes you must email BBLearn and notify them of ANY changes to combined sections.