

## Combined Class Sections

Class combinations are used to deliver a single instructional experience for multiple groups of students. Class sections are scheduled individually and then combined for the instructor to deliver what appears to be a single class. Types of class combinations include: **combined sections of the same course**, **cross-listed classes**, and **co-convened class sections**. Class combinations have the same meeting pattern and instructor. Only the department that owns the course has the authority to cancel the scheduled class sections.

When cancelling combined class sections, first the sections are removed from the combination, the combination row is removed from the Combined Sections Table, then all sections previously in the combination can be cancelled.

## Checking the Catalog

**Step 1:** Navigate to the Course Catalog to check for any related components or additional cross listings that also need to be cancelled.

**Step 2:** Execute a search for the course of the class section needing to be cancelled.

**Step 3:** Select the **Components** tab and review the number of **Course Offerings** and review the number of **Course Components**; all course offerings and components will also require cancellation (the course owner appears as the first course offering).

## Removing a Combination

**Step 1.** Navigate to the Maintain Schedule of Classes tile.

**Step 2.** on the **Enrollment Cntrl** tab, use the **Combined Section** hyperlink to retrieve the Combined Sections ID number. (note this number as it is needed to cancel the combination)

# RESOURCE GUIDE: Removing a Combination and Cancelling Class Sections



**Step 3:** Once you have navigated through the **Combined Sections** hyperlink and have found the **Combined Section ID number**.

**Step 4:** Use the **Return** to return to previous screen.

Combined Section Detail

Academic Institution: UAZ00 The University of Arizona  
 Term: 2244 Fall 2024  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 0810 OPTI 527 XLIST 001

Combined Enrollment Capacities

Requested Room Capacity	Enrollment Capacity	Enrollment Total	Available Seats
0	40	0	40
Wait List Capacity	Wait List Total		
0	0		

Subject	Catalog	Section	Class Num	Description	Status	Enrollment Total	Wait Tot
ECE	527	001	54122	Holography+Diff Optics	Open	0	0
OPTI	527	001	54121	Holography+Diff Optics	Open with Requirements	0	0

Return

**Step 5:** Navigate to the Identify Combined Sections tile, **execute a search for the combination to be removed** using the term data, session, and the Combined Sections ID number for the class section. **Select Search.**

Identify Combined Sections

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: UAZ00  
 \*Term: 2244  
 Session: Regular Academic Session  
 Combined Sections ID: begins with 0810

Search

**Step 6:** Note the **Class Nbr** (this data will be used in the next action step). Use the **minus button** to delete all class sections in the combination.

**Step 7:** Select Save

**Step 8:** Then, select the **View Combined Section Sections Table** hyperlink.

Identify Combined Sections

Academic Institution: UAZ00 The University of Arizona  
 Term: 2244 Fall 2024  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 0810 OPTI 527 XLIST 001

Room Capacity

Requested Room Capacity	Enrollment Capacity	Total
	40	0
Wait List Capacity		0

Linked Classes

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
54121	OPTI	527	001	Open with Requirements	0	40	0	0	0	UA	-
54122	ECE	527	001	Open	0	40	0	0	0	UA	-

View Combined Sections Table

Save Return to Search Notify

**Step 9:** Using the keyboard commands ctrl + f search for the Combined Section ID number (noted from step 2). Use the **minus (-) button** to delete the combination section id row and select **Save**.

0811	INFO 516/416 001	INFO516_1	View Combined Sections	+ -
0810	OPTI 527 XLIST 001	OPTI527_1	View Combined Sections	+ -
0809	SPAN 449D 101/201	SPAN449D_1	View Combined Sections	+ -
0808	MUS 402/502 070	MUS402_070	View Combined Sections	+ -

The combination is now removed from the Combined Sections Table. The remaining steps to cancel the previously combined sections align with the standard cancellation process.

### Cancelling a Class Section

**Step 1:** Navigate to the Maintain Schedule of Classes tile.

**Step 2:** Execute a search for the class section to be cancelled. (Use the Class Nbr from Step 5 for the previously combined sections)

**Step 3:** Select the **Enrollment Cntrl** tab. Use the **\*Class Status** drop down menu to select the **Cancelled Section** option.

**Step 4:** Select **Save**. (In the situation of a combination all previously combined class sections require cancellation)

### Need Help? Contact Us!

Questions? Please contact RCS regarding the cancellation process via email: [rcshelp@arizona.edu](mailto:rcshelp@arizona.edu) or phone: 520-621-3313.