RESOURCE GUIDE: Removing a Combination and Cancelling Class Sections

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).

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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)

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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.

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**.

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.

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.**

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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.

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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

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Need Help? Contact Us!

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