HOW TO SET UP COMBINED SECTIONS

Follow the steps below to successfully set up combined sections in UAccess:

1. **UA Schedule of Classes > Combined Sections Table**
   Input your desired values into the **Term** and **Session** fields.

   Combined sections are unique to each term/session. Searching with only the term value will return a long and unmanageable list of data.

2. **Use Ctrl + F to find existing combined sections using the following format:**
   
   [subject code] [catalog number]

   If the combined section exists, select **View Combined Sections** to update.

   If the combined section does not exist, select the plus sign to add a row and create a new combined section using the Formatting Guidelines below. Once you’ve created a new row, select **View Combined Sections** to input details.

<table>
<thead>
<tr>
<th>Cross List Type</th>
<th>Rule</th>
<th>Description Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Combined</td>
<td>Same course with different campuses or honors/non-honors</td>
<td>Long: LIS 470 101/201 Short: LIS470_101</td>
</tr>
<tr>
<td>Cross Listed</td>
<td>Same course title, different subject codes</td>
<td>Long: LIS 470 XLIST 101/201 Short: LIS470_101</td>
</tr>
<tr>
<td>Cross Listed and Co-convened</td>
<td>Same course title, different subject codes, different catalog numbers</td>
<td>Long: LIS 470/570 XLIST 101/201 Short: LIS470_101</td>
</tr>
<tr>
<td>Co-convened</td>
<td>Same class SUB and title, different catalog numbers</td>
<td>Long: LIS 470/570 101/201 Short: LIS470_101</td>
</tr>
</tbody>
</table>

3. **After selecting **View Combined Sections**, input details in the following fields:**
   - **Combination Type** (see step 2)
   - **Requested Room Capacity**
   - **Enrollment Capacity** (total for all combined sections)
   - **Wait List Capacity** (total for all combined sections)
   - **Class Nbr**

   This is where you set the rules for all classes in the combination. After inputting the details, select **Save**.