



HOW TO SET UP COMBINED SECTIONS

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

<p><b>1</b></p> <p><b>UA Schedule of Classes &gt; Combined Sections Table</b></p> <p>Input your desired values into the <b>Term</b> and <b>Session</b> fields.</p> <p>Combined sections are unique to each term/session. Searching with only the term value will return a long and unmanageable list of data.</p>																																																	
<p><b>2</b></p> <p>Use <b>Ctrl + F</b> to find existing combined sections using the following format: <b>[subject code] [catalog number]</b></p> <p>If the combined section exists, select <b>View Combined Sections</b> to update.</p> <p>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 <b>View Combined Sections</b> to input details.</p>																																																	
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<p><b>3</b></p> <p>After selecting <b>View Combined Sections</b>, input details in the following fields:</p> <ul style="list-style-type: none"> <li><b>Combination Type</b> (see step 2)</li> <li><b>Requested Room Capacity</b></li> <li><b>Enrollment Capacity</b> (total for all combined sections)</li> <li><b>Wait List Capacity</b> (total for all combined sections)</li> <li><b>Class Nbr</b></li> </ul> <p>This is where you set the rules for all classes in the combination. After inputting the details, select <b>Save</b>.</p>	<table border="1"> <thead> <tr> <th>*Class Nbr</th> <th>Subject</th> <th>Catalog Nbr</th> <th>Section</th> <th>Status</th> <th>Req Room Cap</th> <th>Enrl Cap</th> <th>Enrl Tot</th> <th>Wait Cap</th> <th>Wait Tot</th> <th>Acad Group</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>71436</td> <td>COGS</td> <td>517</td> <td>001</td> <td>Open</td> <td>0</td> <td>30</td> <td>0</td> <td>20</td> <td>0</td> <td>UA</td> <td>Intro Cognitive Science</td> </tr> <tr> <td>71437</td> <td>LING</td> <td>517</td> <td>001</td> <td>Open</td> <td>0</td> <td>30</td> <td>0</td> <td>20</td> <td>0</td> <td>UA</td> <td>Intro Cognitive Science</td> </tr> <tr> <td>71438</td> <td>PHIL</td> <td>517</td> <td>001</td> <td>Open</td> <td>0</td> <td>30</td> <td>0</td> <td>20</td> <td>0</td> <td>UA</td> <td>Intro Cognitive Science</td> </tr> </tbody> </table>	*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	Description	71436	COGS	517	001	Open	0	30	0	20	0	UA	Intro Cognitive Science	71437	LING	517	001	Open	0	30	0	20	0	UA	Intro Cognitive Science	71438	PHIL	517	001	Open	0	30	0	20	0	UA	Intro Cognitive Science
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