

## **RCS Scheduling Tip**

## **Setting Up Combined Sections**

## SETTING UP COMBINED SECTIONS

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

|   | UA Schedule of Classes > Combined<br>Sections Table<br>Input your desired values into the Term<br>and Session fields.<br>Combined sections are unique to each<br>term/session. Searching with only the<br>term value will return a long and<br>unmanageable list of results.  |                   | Favo   | orites 👻 Main Menu 👻  | > UA Schedule                                     | e of Classes   | Combined Sections Table  |                       |              |
|---|---|-------------------|--|---|---|--|--|-----------------------|--------------|
| 1 |   |                   | Combined Sections Table<br>Enter any information you have and click Search. Leave fields blank for a list of all values.<br>Find an Existing Value<br>Search Criteria  |   |   |  |  |                       |              |
|   |   |                   | Academic Institution   |   |   |  |  |                       |              |
|   |   |                   | Se   | Clear Basic Search  | h 📓 Save Se                                       | earch Criteria                                       |  |                       |              |
| 2 | Use <b>Ctrl + F</b> to find existing combined<br>sections using the following format:<br>[subject code] [catalog number]  |                   | Favorites -  | Main Menu 🗸 > UA Schedule   | e of Classes >                                    | COGS 517   | 1/1 • • •  | × ×                   |              |
|   | If the combined section exists, select<br>View Combined Sections to update.   |                   | Academic Institution:       The University of Arizona         Term:       Fall 2021         Session:       Regular Academic Session  |   |   |  |  |                       |              |
|   | If the combined section does not exist,<br>select the plus sign to add a row and<br>create a new combined section using the<br>Formatting Guidelines below. Once  |                   | *Combined<br>Sections ID<br>2145<br>2144<br>2143<br>2142   | *Description<br>ATMO 569A XLIST 101<br>ATMO 541A XLIST 101<br>PHSC 502 XLIST 001<br>GEN XLIST 402 001 | *Short De<br>ATMO54<br>ATMO54<br>PHSC50<br>GEN402 | escription<br>69A_1<br>41A_1<br>02_00<br>2_1         | View Combined Sections +<br>View Combined Sections +<br>View Combined Sections +<br>View Combined Sections + | -                     |              |
|   | you've created a new row, select <b>View</b><br><b>Combined Sections</b> to input details.  |                   | 2141<br>2140<br>2139   | COGS 517 XLIST 001<br>PFFP 311 XLIST 001<br>MUSI 585/685/785 098                                      | COGS5<br>PFFP31<br>MUSI58                         | 17_00  | View Combined Sections +<br>View Combined Sections +<br>View Combined Sections +                             |                       |              |
|   | Туре  |                   | Rule   |   |   | Description Examples                                 |  |                       |              |
|   | Combined  | Same course wit   | course with different campuses or honors/non-honors  |   |   |  | Long: LIS 470 101/201<br>Short: LIS470_101   |                       |              |
|   | Cross Listed  | Same course title | e, different subject codes   |   |   | Long: LIS 470 XLIST 101/201<br>Short: LIS470_101     |  |                       |              |
|   | Cross Listed and Co-convened  | numbers           | different subject codes, different catalog   |   |   | Long: LIS 470/570 XLIST 101/201<br>Short: LIS470_101 |  |                       |              |
|   | Co-convened   | Same class SUB a  | nd title, different catalog numbers  |   |   | Long: LIS 470/570 101/201<br>Short: LIS470_101       |  |                       |              |
| 3 | <ul> <li>After selecting View Combined Sections, input details in the following fields: <ul> <li>Combination Type (see step 2)</li> <li>Requested Room Capacity</li> <li>Enrollment Capacity (total for all combined sections)</li> <li>Wait List Capacity (total for all combined sections)</li> <li>Class Nbr</li> </ul> </li> <li>This is where you set the rules for all classes in the combination. After</li> </ul> |                   | Identify Combined Sections         Academic Institution UA200       The University of Arizona         Term 2214       Fall 2021       Subjuit Academic Session         Session 1       CodS 517 XLIST 001         Combination Type Cross Subject         Total         Combination Type Cross Subject         Total         Wait List Capacity       0         Were All [20]       Fest (1 of 0 of 0)         Wait List Capacity         Combination Type Cross Subject         Total         Wait List Capacity       0         Output Sections Tiol         Total         Wait List Capacity         Output Section Capacity         Wait List Capacity         Output Section Tiol         Combination Type Cross Subject         Output Section Tiol         Output Section Capacity         Output Section Tiol         Combination Type Cross Subject         Output Section Tiol         Output Section Tiol         Output Sectino Tiol <td col<="" th=""><th>red section.</th></td> |   |   |  |  | <th>red section.</th> | red section. |
|   | inputting the details, select Save.   |                   |  |   |   |  |  |                       |              |