



SETTING UP COMBINED SECTIONS

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

<p>1</p> <p>UA Schedule of Classes > Combined Sections Table</p> <p>Input your desired values into the Term and Session 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 results.</p>																																																	
<p>2</p> <p>Use Ctrl + F to find existing combined sections using the following format: [subject code] [catalog number]</p> <p>If the combined section exists, select View Combined Sections 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 View Combined Sections to input details.</p> <table border="1"> <thead> <tr> <th>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>	Type	Rule	Description Examples	Combined	Same course with different campuses or honors/non-honors	Long: LIS 470 101/201 Short: LIS470_101	Cross Listed	Same course title, different subject codes	Long: LIS 470 XLIST 101/201 Short: LIS470_101	Cross Listed and Co-convened	Same course title, different subject codes, different catalog numbers	Long: LIS 470/570 XLIST 101/201 Short: LIS470_101	Co-convened	Same class SUB and title, different catalog numbers	Long: LIS 470/570 101/201 Short: LIS470_101																																		
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<p>3</p> <p>After selecting View Combined Sections, input details in the following fields:</p> <ul style="list-style-type: none"> 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 <p>This is where you set the rules for all classes in the combination. After inputting the details, select Save.</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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