## UNIVERSITY of WISCONSIN LACROSSE

## **Combined Sections**



04/13/09

## **Combined Sections**

## Procedure



Step	Action
1.	
	Click the Schedule of Classes link.
	Schedule of Classes
2.	Point to the Schedule Class Meetings link.

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<ul> <li>Class Search</li> <li>Maintain Schedule of</li> </ul>		
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- Schedule Class	Term: = 💌	Q.
- Adjust Class	Subject Area: = -	Q
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- Update Sections of a Class	Academic Career:	<b>_</b>
- Print Class Schedule	Campus:	
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▷ Instructor/Advisor	Session: =	<b>_</b>
Information ▷ Set Up SACR	Class NDr:	
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- My Personalizations	Course ID: begins with 🔽	Q
– <u>My System Profile</u>	Course Offering Nbr: =	Q.
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Step	Action
3.	
	Enter the desired information into the <b>Academic Institution</b> field. Enter " <b>uwlac</b> ".
4.	
	Click in the <b>Term</b> field.
5.	
	Enter the desired information into the Term field. Enter "2101".
6.	
	Click in the Subject Area field.
7.	
	Enter the desired information into the Subject Area field. Enter "spe".
8.	
	Click in the Catalog Nbr field.
9.	Estende designation into the Cotale - Nier Cold Dates #401#
	Enter the desired information into the <b>Catalog NDr</b> field. Enter "401".
10.	
	Click the Search button.
	Search

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- Schedule Class Meetings	Class Sections							
- Adjust Class	Session:	4W1	First Session - Fi	nur Weeks	Class Nbr:	2303		
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Step	Action
11.	Click on the magnifying glass to choose your facility.
	Click an entry in the <b>Capacity</b> column.
12.	Click in the <b>Building</b> field.
13.	Enter the desired information into the <b>Building</b> field. Enter " <b>tmh</b> ".
14.	Click the Look up Building (Alt+5) button.
15.	Click an entry in the <b>Description</b> column. Thomas Morris Hall
16.	Click an entry in the <b>Description</b> column.
17.	Click the Look up Pat (Alt+5) button.

Step	Action
18.	Click an entry in the <b>Description</b> column.
	Monday/Wednesday/Friday
19.	Click in the <b>Mtg Start</b> field.
20.	Enter the desired information into the Mtg Start field. Enter "0745am".
21.	Once you click into the Mtg End field the end time is automatically populated by the meeting pattern you chose. Click in the <b>Mtg End</b> field.
22.	Click on the magnifying glass to view the EDS Department instructors. Click an entry in the <b>ID</b> column.
23.	To resort the list of names, you can click on any column heading. Click the <b>Name</b> column header.
24.	Click on the instructor name from the list. Point to the <b>Name</b> column.
25.	Click the <b>Save</b> button.
26.	To view the slash course combined with SPE 401, you should return to search. Point to the <b>Return to Search</b> button.

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Step	Action
27.	Press the Clear button to empty all of the fields.
	Enter the desired information into the Academic Institution field. Enter "uwlac".
28.	
	Enter the desired information into the <b>Term</b> field. Enter " <b>2101</b> ".
29.	
	Enter the desired information into the <b>Subject Area</b> field. Enter " <b>spe</b> ".
30.	
	Enter the desired information into the <b>Catalog Nbr</b> field. Enter "501".
31.	
	Click the Search button.

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Step	Action
32.	You will notice that the Facility ID, Meeting Pattern and the Instructor have carried forward and populated the SPE 501 class.
	All classes taught in the same room, at the same time must be linked through Combined Sections. This includes slash courses, crosslisted courses and other combined courses taught in the same facility.
	Point to the <b>Combined Section</b> link.
33.	
	Click the <b>Combined Section</b> link.
	Combined Section
34.	The enrollment capacity for the Combined Sections is the total combined enrollment for both sections. Once the enrollment has been met, both classes become closed.
35.	End of Procedure.