

UNIVERSITY *of* WISCONSIN  
LA CROSSE

Combined Sections

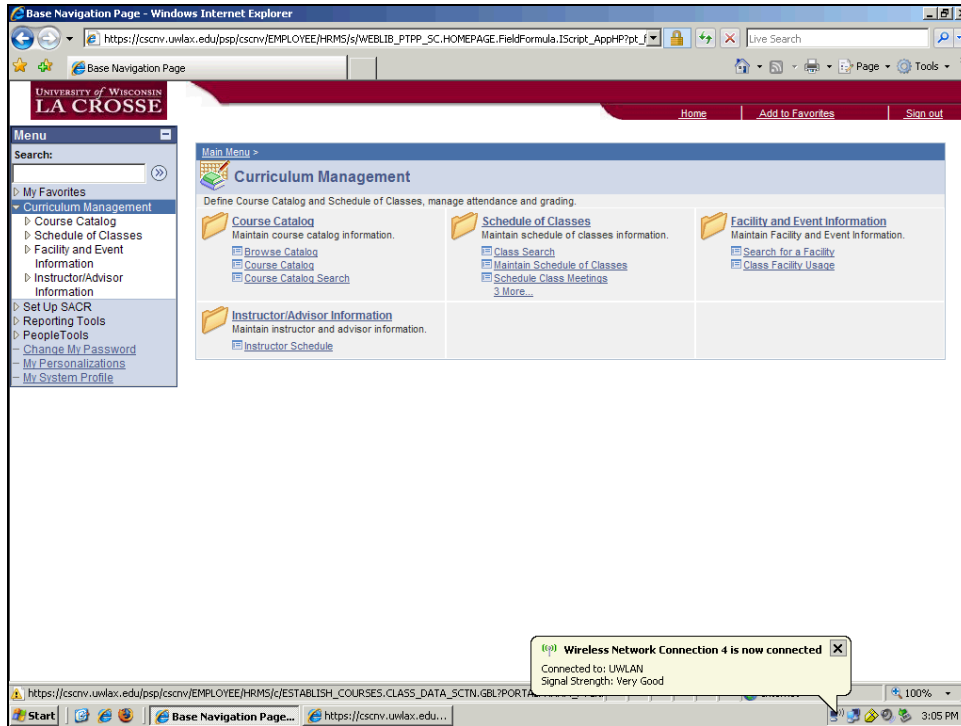


*Student Information System Project*

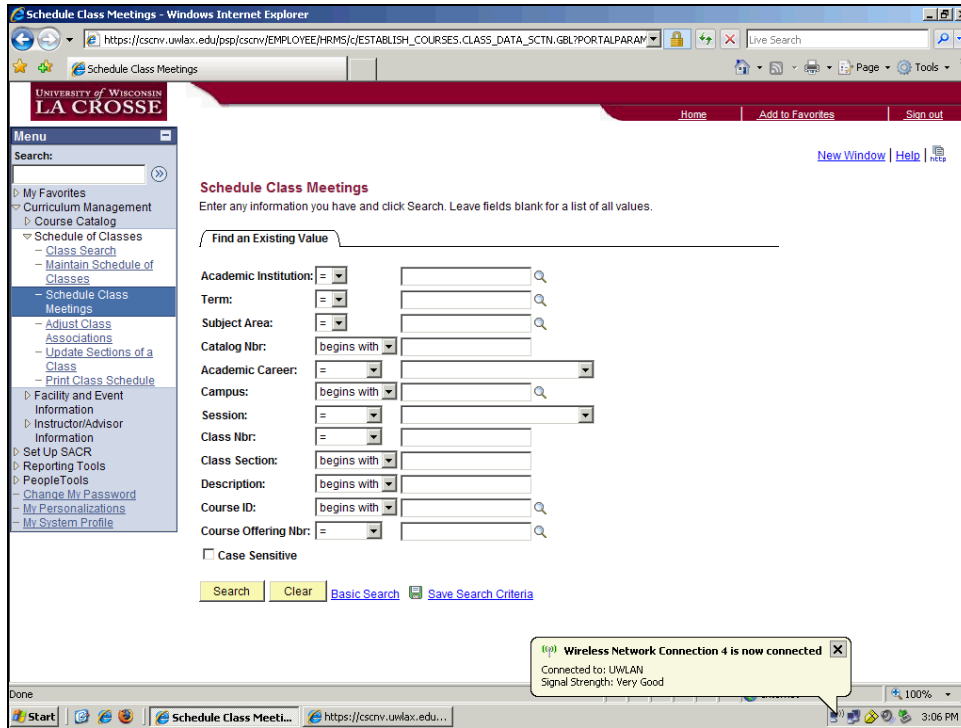
04/13/09

# Combined Sections

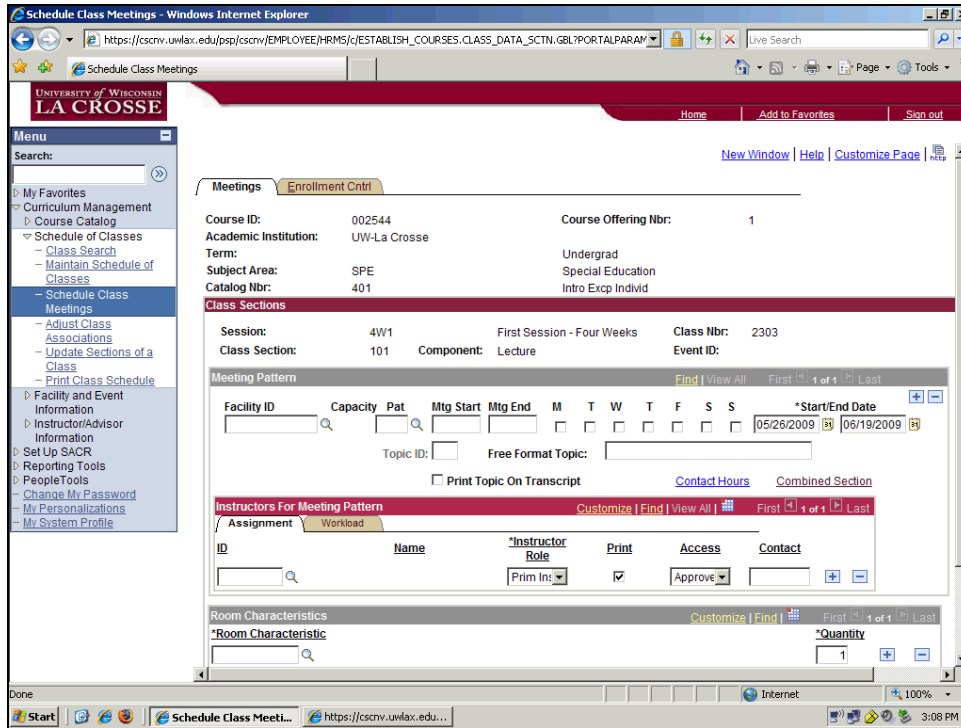
## Procedure




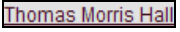




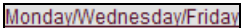





Step	Action
1.	Click the <b>Schedule of Classes</b> link. <a href="#">Schedule of Classes</a>
2.	Point to the <b>Schedule Class Meetings</b> link.

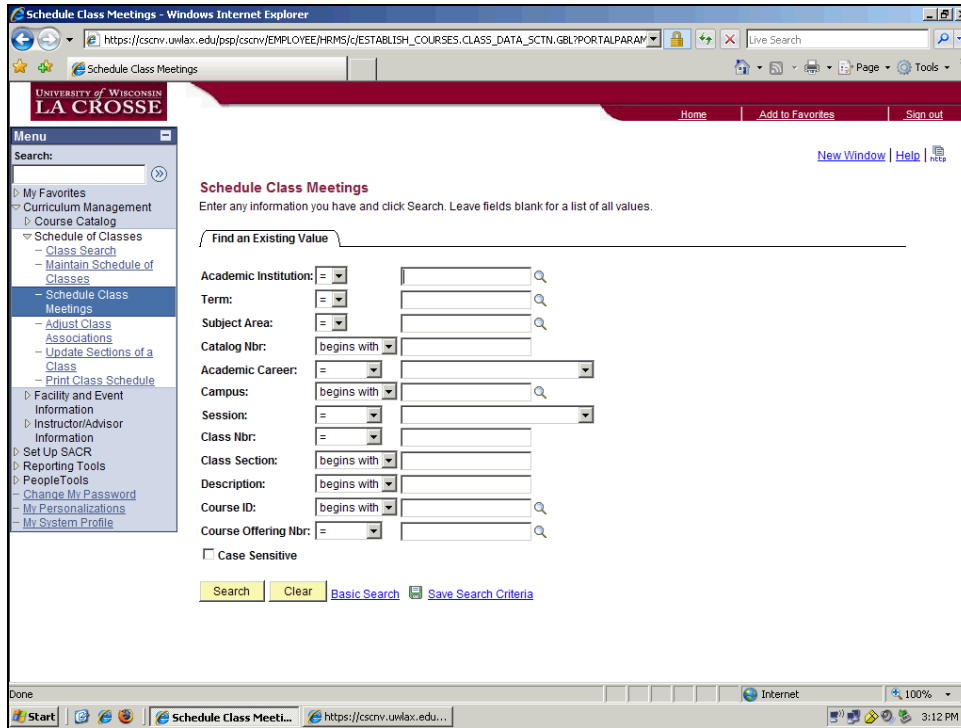



Step	Action
3.	Enter the desired information into the <b>Academic Institution</b> field. Enter " <b>uwlac</b> ".
4.	Click in the <b>Term</b> field. <input type="text"/>
5.	Enter the desired information into the <b>Term</b> field. Enter " <b>2101</b> ".
6.	Click in the <b>Subject Area</b> field. <input type="text"/>
7.	Enter the desired information into the <b>Subject Area</b> field. Enter " <b>spe</b> ".
8.	Click in the <b>Catalog Nbr</b> field. <input type="text"/>
9.	Enter the desired information into the <b>Catalog Nbr</b> field. Enter " <b>401</b> ".
10.	Click the <b>Search</b> button. <input type="button" value="Search"/>

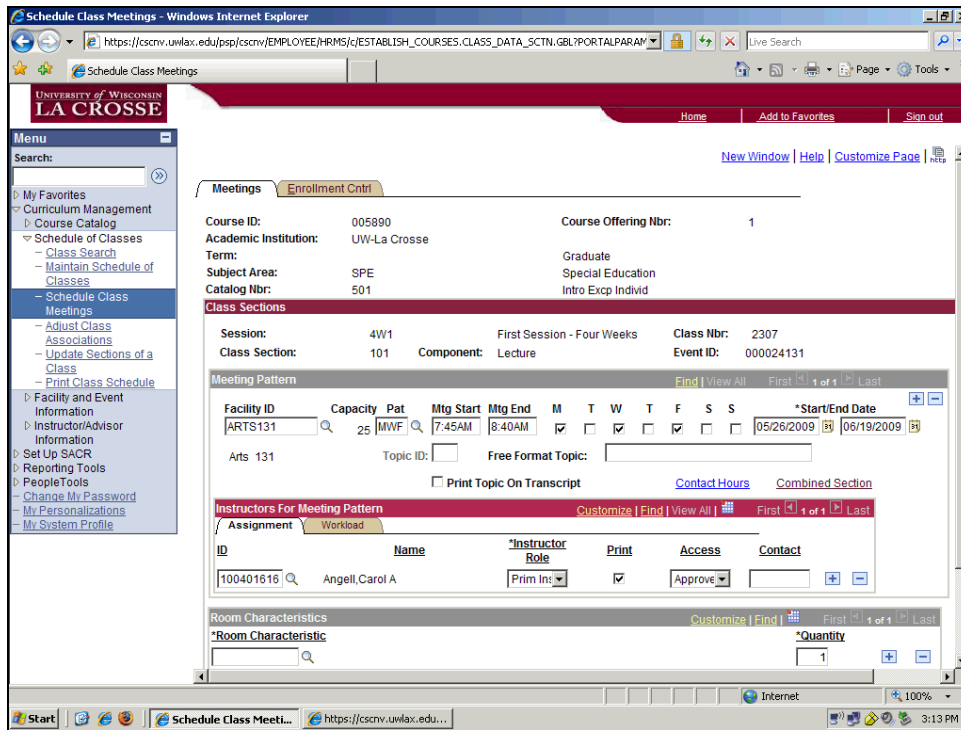


Step	Action
11.	Click on the magnifying glass to choose your facility.  Click an entry in the <b>Capacity</b> column. 
12.	Click in the <b>Building</b> field. 
13.	Enter the desired information into the <b>Building</b> field. Enter " <b>tmh</b> ".
14.	Click the <b>Look up Building (Alt+5)</b> button. 
15.	Click an entry in the <b>Description</b> column. 
16.	Click an entry in the <b>Description</b> column. 
17.	Click the <b>Look up Pat (Alt+5)</b> button. 

Step	Action
18.	Click an entry in the <b>Description</b> column. 
19.	Click in the <b>Mtg Start</b> field. 
20.	Enter the desired information into the <b>Mtg Start</b> field. Enter " <b>0745am</b> ".
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.



Step	Action
27.	Press the Clear button to empty all of the fields.  Enter the desired information into the <b>Academic Institution</b> field. Enter " <b>uwlac</b> ".
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 " <b>501</b> ".
31.	Click the <b>Search</b> button. 



Step	Action
32.	<p>You will notice that the Facility ID, Meeting Pattern and the Instructor have carried forward and populated the SPE 501 class.</p> <p>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.</p> <p>Point to the <b>Combined Section</b> link.</p>
33.	<p>Click the <b>Combined Section</b> link.</p> <p><u>Combined Section</u></p>
34.	<p>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.</p>
35.	<p><b>End of Procedure.</b></p>