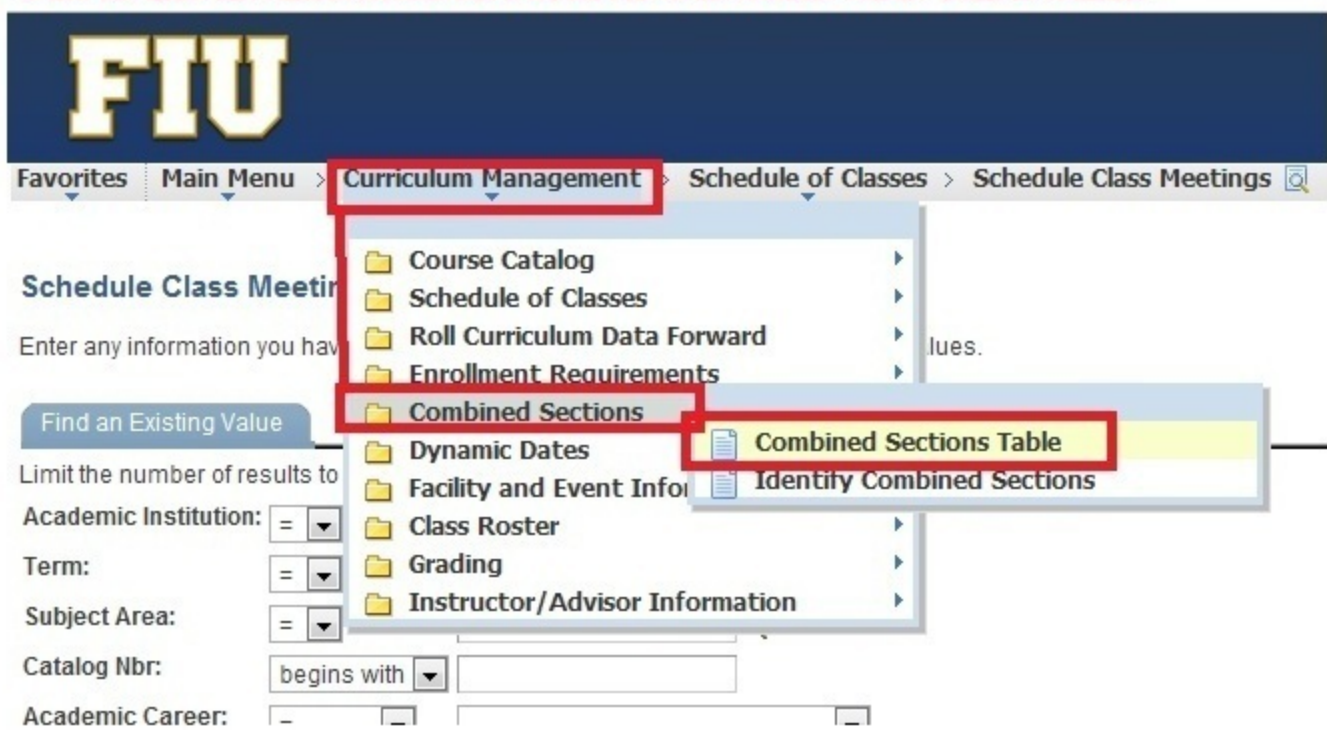# How to combine classes that will meet at the same time/days and in the same room with the same professor

Step 1

-Create each section to the schedule using Maintain Schedule of Classes or Schedule New Class under Curriculum Management>Schedule of Classes

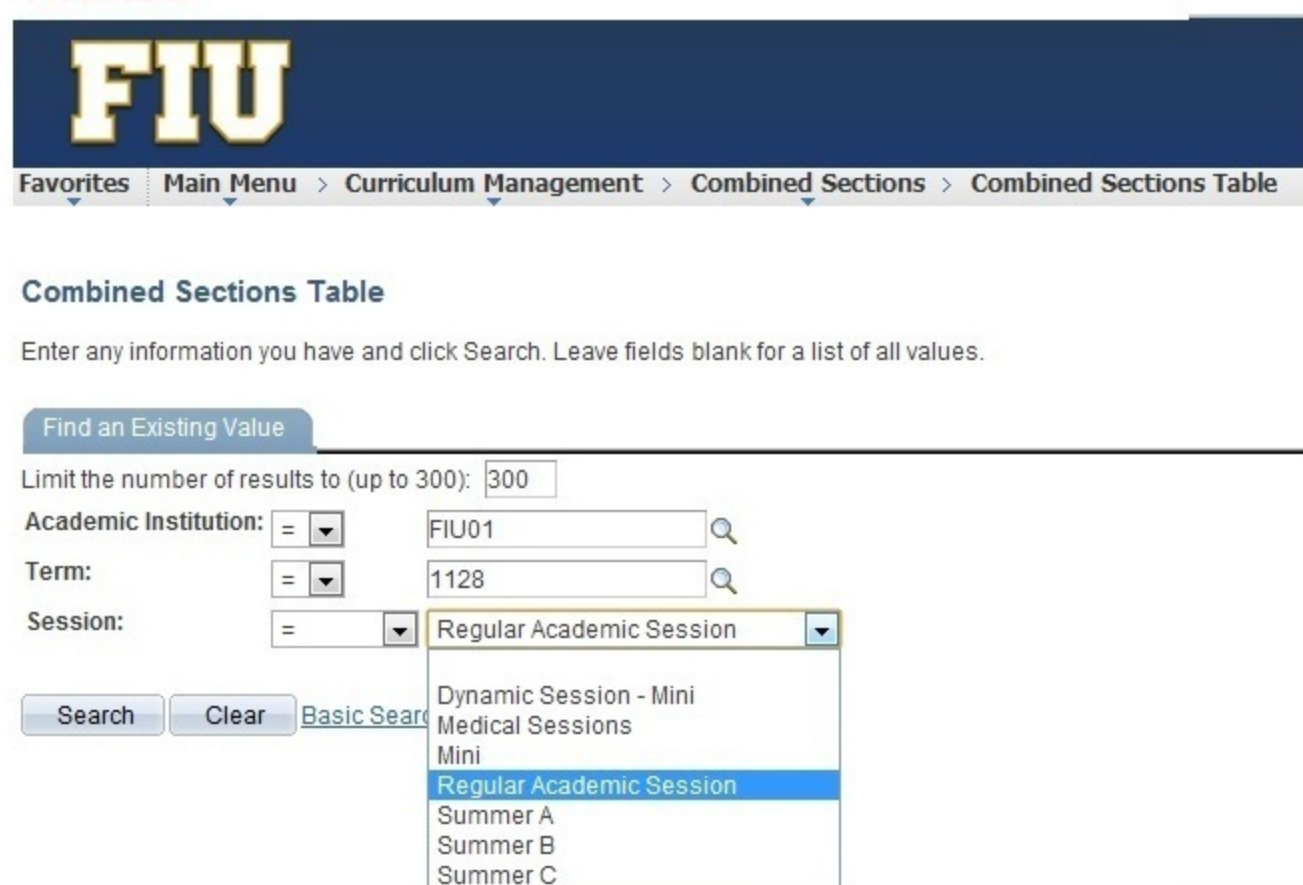-Leave the times/days and professor BLANK for one of the sections you are going to combine.

FIU

Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

Schedule Class Meeting

Enter any information you hav[...]ues.

📁 Course Catalog
📁 Schedule of Classes
📁 Roll Curriculum Data Forward
📁 Enrollment Requirements
📁 Combined Sections → 📄 Combined Sections Table
📁 Dynamic Dates   📄 Identify Combined Sections
📁 Facility and Event Infor
📁 Class Roster
📁 Grading
📁 Instructor/Advisor Information

Find an Existing Value

Limit the number of results to [...]
Academic Institution: = ▼
Term: = ▼
Subject Area: = ▼
Catalog Nbr: begins with ▼
Academic Career: – ▼

Step 2

-Go to Curriculum Management>Combined Sections>Combined Sections Table
-Select the Term and Session
  -For the Session, if it is a fall or spring course, select Regular Academic Session
  -For the Session, if it is a summer course, select one of the following: Summer A, B, or C
-Press Search

FIU

Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

Combined Sections Table

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300
Academic Institution: = ▼ FIU01 🔍
Term: = ▼ 1128 🔍
Session: = ▼ Regular Academic Session ▼

Search   Clear   Basic Sear[...]

Dynamic Session - Mini
Medical Sessions
Mini
Regular Academic Session
Summer A
Summer B
Summer C

Step 3

-Click one of the plus signs to make a new row appear

FIU

Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

Combined Sections Table

Academic Institution: Florida International Univ
Term: Fall Term 2012
Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description			
7342	EEL5820U01/EEL5820RXA	EEL5820U01	View Combined Sections	+	−
7341	EEE6311U01/EEE6311RXA	EEE6311U01	View Combined Sections	+	−
7340	EEE6285U01/EEE6285RXA	EEE6285U01	View Combined Sections	+	−
7339	MGF1106 RDX/RXD1/RXD2/RXD3	MGF1106 RD	View Combined Sections	+	−
7338	MGF1106 RXC/RXC1	MGF1106 RX	View Combined Sections	+	−

Step 4

-In the new row, follow the naming convention "course-section/course-section"
-Scroll all the way down and press SAVE
-Scroll back up to the row you created and select View Combined Sections Link that would have appeared next to the box you just edited

FIU

Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

Combined Sections Table

Academic Institution: Florida International Univ
Term: Fall Term 2012
Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description			
7342	EEL5820U01/EEL5820RXA	EEL5820U01	View Combined Sections	+	−
7343	EDIT HERE			+	−
7341	EEE6311U01/EEE6311RXA	EEE6311U01	View Combined Sections	+	−
7340	EEE6285U01/EEE6285RXA	EEE6285U01	View Combined Sections	+	−
7339	MGF1106 RDX/RXD1/RXD2/RXD3	MGF1106 RD	View Combined Sections	+	−

Step 5

-search for the class you want to combine (use the magnifying glass if you do not know the class number)
-press the plus sign to add the second combined section (again, use the magnifying glass if you do not know the class number)
-press save when you are done
-if you get an error that the two sections have different meeting patterns or instructors, then you need to go back to one of the sections and make sure you erased the meeting pattern/instructor of one of the sections, so that it will save.
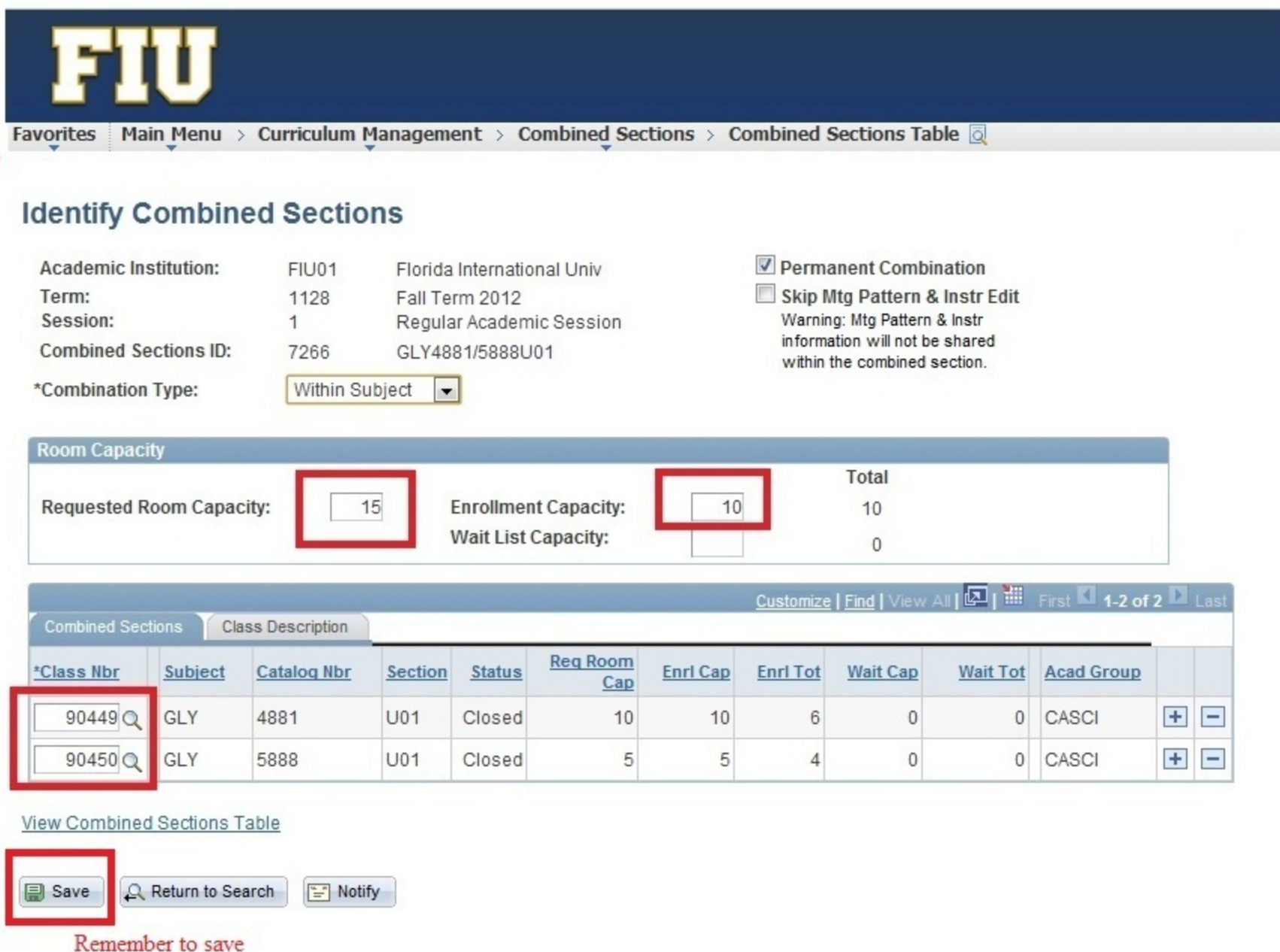
Requested Room Capacity: -this the overall size of the room you are requesting. For example, if you have two sections of 32, then you will ask for a room that holds 64.

Enrollment Capacity: -this is the overall enrollment you would like in both sections. For example, if two sections are supposed to enroll 10 students each, then the enrollment cap should be set to 20.

FIU

Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

Identify Combined Sections

Academic Institution: FIU01 Florida International Univ   ☑ Permanent Combination
Term: 1128 Fall Term 2012   ☐ Skip Mtg Pattern & Instr Edit
Session: 1 Regular Academic Session   Warning: Mtg Pattern & Instr
Combined Sections ID: 7266 GLY4881/5888U01   information will not be shared
*Combination Type: Within Subject ▼   within the combined section.

Room Capacity

Requested Room Capacity: 15   Enrollment Capacity: 10   Total
Wait List Capacity: 10
                                                        0

Customize | Find | View All | 🔁 | 🔢   First ◀ 1-2 of 2 ▶ Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Reg Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group		
90449 🔍	GLY	4881	U01	Closed	10	10	6	0	0	CASCI	+	−
90450 🔍	GLY	5888	U01	Closed	5	5	4	0	0	CASCI	+	−

View Combined Sections Table

💾 Save   🔍 Return to Search   📋 Notify

Remember to save