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If you need to offer two or more separate classes as one class offering, you can combine sections (formerly known as stacked classes). Combining sections will allow the sections to have one professor, one location, one meeting pattern, and so on. Students who enroll in one course offering can use one class number to enroll, and students who enroll in the second course offering can use a different class number to enroll. Yet, all of the students participate in a single class environment.

You can combine sections permanently or for a single class occurrence, DO NOT CHOOSE THE PERMANENT OPTION. You can also combine sections within or across subjects. The enrollment and wait list capacities are controlled both at the section level and at the sections combined level.

To create combined sections:

1. Schedule all sections of the courses that you want to combine. Leave ALL class meeting patterns blank.

2. Define a combined sections ID on the Combined Sections Table page for the term and session. The best practice is to use courses and class numbers in the description rather than meeting patterns. An example "TPA 1290 1291 2293" If you have multiple combines of the same courses an example would be "TPA 1290 1291 2293 2200 2250 2290 In the second example class numbers were added to further define the combined section.

3. Link classes to the combined sections ID and choose a combination type on the Combined Sections page.

   A best practice is to delay adding the faculty until you have combined the sections.

Step	Action
1.	Begin by navigating to the **Combined Sections Table** page. Click the **Main Menu > Curriculum Management > Combined Sections > Combined Sections Table** link.

![Florida State College at Jacksonville logo]

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

Search Criteria

Academic Institution: = ▼ FSCJ1 🔍

Term: = ▼ 🔍

Session: = ▼ ▼

Search   Clear   Basic Search 💾 Save Search Criteria

Step	Action
2.	Enter into the **Academic Institution** field "**FSCJ1**".
3.	Enter into the **Term** field the term you are setting up the combined section for.
4.	Click the **Session** list and choose the session that the classes you are combining are in.
5.	Click the **Search** button.
	Search

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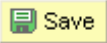
Combined Sections Table

Academic Institution: FSCJ1
Term: Fall 2017
Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description		
0001			+	−

💾 Save   🔍 Return to Search   📧 Notify

6.	Use the **Combined Sections Table** page to create combined sections for each term and session at your institution.
7.	The system generates a combined sections ID, providing a unique identifier for each combined sections record.

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8.	Enter a **Description** and a **Short Description** for the combined sections ID. The descriptions are not visible by students. They should give a description about the classes that are combined for this entry. It is suggested to use courses and class numbers in the description rather than meeting patterns.
9.	Click the Save button. ![Save] Save

Favorites ▾   Main Menu ▾   >   Campus Solutions ▾   >   Curriculum Management ▾   >   Combined Sections ▾   >   Combined Sections Table

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Combined Sections Table

Academic Institution:	FSCJ1
Term:	Spring 2018
Session:	Regular Academic Session

*Combined Sections ID	*Description	*Short Description			
0001	DAA 1201 DAA2206 1059 1062	DAA 1201 D	View Combined Sections	+	−
0002	DAA 2101 DAA2103 1550 1551	DAA 2101 D	View Combined Sections	+	−

10.	After saving you will see a link for Viewing Combined Sections. Click on this link to access the Identify Combined Sections page where you will link classes to the combined section ID, and to determine the combination type.
11.	Select the Combination Type. You can select within subject, cross subject, or both.
12.	Always uncheck the Permanent Combination check box. If this box is checked these classes will be combined if the term schedule is rolled into any future term.
13.	Ensure the "Skip Mtg Pattern & Instr Edit box **is not** checked. To edit these combined sections Click the **Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings** link From here you can edit the combined section. The system considers instructor workload for each of the sections, and does not combine hours. If necessary, instructor workload hours can be adjusted on the Meetings page.

14.	Enter the requested room capacity and enrollment capacity for the combined section. The system updates the total as enrollments are processed. The system uses the lower of the individual section and combined section values. The system uses these values to determine the combined section's status.
15.	Enter the class numbers of sections to combine.

Favorites ▾   Main Menu ▾   >   Campus Solutions ▾   >   Curriculum Management ▾   >   Combined Sections ▾   >   Combined Sections Table   >   Identify Combined Sections

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Identify Combined Sections
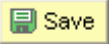
Academic Institution:	FSCJ1	FSCJ1	☐ **Permanent Combination**
Term:	2182	Spring 2018	☐ **Skip Mtg Pattern & Instr Edit**
Session:	1	Regular Academic Session	Warning: Mtg Pattern & Instr information will not be shared within the combined section.
Combined Sections ID:	0002	DAA 2101 DAA2103 1550 1551	
***Combination Type:**	Within Subject ▾		

Room Capacity

		Total
Requested Room Capacity: 20	**Enrollment Capacity:** 20	16
	Wait List Capacity:	0

Personalize | Find | View All | 🖉 | 🎴   First ◀ 1-2 of 2 ▶ Last

| Combined Sections | Class Description |

*Class Nbr	Subject	Catalog Nbr	Section	Status	Reg Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group		
1550 🔍	DAA	2102	1	Open	6	6	4	0	0	01	➕	➖
1551 🔍	DAA	2103	1	Open	14	14	12	0	0	01	➕	➖

View Combined Sections Table

💾 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List   📧 Notify

Step	Action
16.	The combined section's status appears here. If a class's enrollment status is closed the class's status is closed. If the class's enrollment status is open, the system determines the status by comparing the total number of students enrolled with the combined enrollment capacity. For example, if the combined enrollment capacity was set to 9 and there were 5 students enrolled in ABX0125 and 4 in ABX0126 the status would be closed. Thus, when a person conducts a class search, ABX0125 and ABX0126 would appear as closed, even though in the schedule of classes (CLASS_TBL) the sections would show statuses of open.
17.	Click the **Save** button. 🖫 Save
18.	Once the classes are combined, go to schedule class meetings. Here you will need add the meeting pattern and instructor information. Don't forget to click the contact hours in the meetings tab on the sections for the instruction mode to change.

Favorites ▾   Main Menu ▾   >   Campus Solutions ▾   >   Curriculum Management ▾   >   Schedule of Classes ▾   >   Schedule Class Meetings

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Schedule Class Meetings

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

Find an Existing Value

▾ **Search Criteria**

Academic Institution:	= ▾	FSCJ1 🔍
Term:	= ▾	🔍
Subject Area:	= ▾	🔍
Catalog Nbr:	begins with ▾	
Academic Career:	= ▾	▾
Campus:	begins with ▾	🔍
Session:	= ▾	▾
Class Nbr:	= ▾	
Class Section:	begins with ▾	
Description:	begins with ▾	
Course ID:	begins with ▾	🔍
Course Offering Nbr:	= ▾	🔍

☐ Case Sensitive

Search   Clear   Basic Search   🖫 Save Search Criteria