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

**Step 1**
- Create a new section in the schedule using Maintain Schedule/Classes or Schedule New Class under Curriculum Management/Schedule of Classes.
- Leave the times/days and professor for one of the sections you want to combine.

**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.

**Step 3**
- Click one of the plus signs to make a new row appear.

**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.

**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 a second combined section (again, use the magnifying glass if you do not know the class number).
- 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 is 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.