

CLSS Documentation for Combined Courses:

All previous course combinations are uncombined in SIS before the term information is synced to CLSS. This is done because CLSS cannot receive combinations from SIS, it is a limitation of the CLSS software. Courses that were combined in a previous year will appear in CLSS but will not have the instructor or meeting pattern information. Please note that previous terms are available to view in CLSS for reference.

Combined Courses in CLSS consist of a Child Section and a Parent Section. Whichever section is used to combine from becomes the Child Section. Once combined, changes to the meeting pattern, instructor, room, and combined enrollment cap must be made in the Parent Section. This updated information will auto-populate to the Child Section after the changes are saved in the Parent Section. CLSS will provide a notice at the top of the Child Section stating which section controls the primary scheduling of the combination.

From Child Section: create combinations and delete combinations.

From Parent Section: change meeting pattern, instructor, room, combined enrollment caps.

Notes:

Enrollment caps of the Child Section and the Parent Section may be the same or different to combine. After the combination is saved, if the Enrollment Caps of the Child and Parent Sections are the same, the Combined Enrollment Cap will be that same value. If the Enrollment Caps of the Child and Parent Sections are different, the Combined Enrollment Cap value will be the higher of the two values. The individual Enrollment Caps of the Child and Parent Sections can be changed in their individual section. But the Combined Enrollment Cap (the total number of students the instructor will teach) can only be changed in the Parent Section. Please review the individual section Enrollment Caps and the Combined Enrollment Caps in the Parent Section to be sure they are correct.

Combinations & Campuses - Combined Sections must be at the same campus; combinations between campuses are not allowed.

Multi-Component Courses & Combinations – Complete and Link all parts of Multi-Component Courses. Then combine the lectures together and then combine the discussions and/or labs together.

Once combinations are completed, CLSS will have a note stating that a section is combined with another section as shown below.

CHEM 417 - Nuclear Physics and Radiochemistry (Green Bay)					 
	0001	LEC	To, Be, Announced	MWF 10:35am-11:30am	Identifies other sections in the combination.  
CHEM 617 - Nuclear Physics and Radiochemistry (Green Bay)					 
	0001	LEC	To, Be, Announced	MWF 10:35am-11:30am	

Step 1: Build and Save the First (Parent) Section.

Create Section – CHEM 417: Nuclear Physics and Radiochemistry (Gree...

Section Information Fall 2021, CHEM

Combined Courses - Building the First (Parent) Section

Title/Topic: Nuclear Physics and Radiochemistry (Gre v	Session: Regular Academic Session (9/2/21 to 12/ v
Section #: 0001	Custom Dates: mm / dd / yyyy to mm / dd / yyyy
Location: Green Bay Campus v	Credits: 3
Inst. Mode: In Person v	Status: Active v
Schedule Print: Yes v	Consent: No Add Consent; No Drop Consent Requ v
Component: Lecture v	Grading Basis: Graded v
Final Exam: (No Option Selected) v	Link To: Not linked to other sections v
Combine With: Select section... v	

Section Attributes None Selected

Instructor To, Be, Announced	Room General Assignment Room v	Schedule MWF 10:35am-11:30am x
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Enrollment Maximum and Rm Cap Request values must match. 0 current

Maximum: 24	Wait Cap: 5	Rm Cap Request: 24
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Notes Add a note stating which class this section is combined with.

- 1. Combined with Chem 617-0001

Internal Comments for RO

Bridge Tools Cancel Save Section

Step 2: Build and Save the Second (Child) Section. The sections must be saved before they can be combined.

Create Section – CHEM 617: Nuclear Physics and Radiochemistry (Gree... + ? x

Section Information **Combined Courses - Building the Second (Child) Section** Fall 2021, CHEM

Title/Topic	Nuclear Physics and Radiochemistry (Gre	Session	Regular Academic Session (9/2/21 to 12/
Section #	0001	Custom Dates	mm / dd / yyyy to mm / dd / yyyy
Location	Green Bay Campus	Credits	3
Inst. Mode	In Person	Status	Active
Schedule Print	Yes	Consent	No Add Consent; No Drop Consent Requ
Component	Lecture	Grading Basis	Graded
Final Exam	(No Option Selected)	Link To	Not linked to other sections
Combine With	Select section...		

Section Attributes ✎ *None Selected*

Course Attributes
Course Level for CDR: Graduate
Course Level for TIS: Graduate

Instructor ✎ **Room** ✎ **Schedule**
To, Be, Announced No Room Needed Does Not Meet

Enrollment **Maximum and Rm Cap Request values must match, 0 current** **Notes** **Add a note stating which class this section is combined with.** ✎

Maximum	Wait Cap	Rm Cap Request
24	5	24

1. Combined with Chem 417-0001

Internal Comments for RO

✎

Must save the Child Section before it can be combined with Parent Section.

✎

✎ Bridge Tools ✕ Cancel ✓ Save Section

Step 3: Combine the two sections from the section that will become the Child Section.

Edit Section – CHEM 617-0001: Nuclear Physics and Radiochemistry (Gree... (SIS ID: NEW; CLSS ID: 2449)

Section Information Fall 2021, CHEM

Combined Courses - Building the Second (Child) Section

Title/Topic: Nuclear Physics and Radiochemistry (Gre...
 Session: Regular Academic Session (9/2/21 to 12/...
 Section #: 0001
 Custom Dates: mm / dd / yyyy to mm / dd / yyyy
 Location: Green Bay Campus
 Credits: 3
 Inst. Mode: In Person
 Status: Active
 Schedule Print: Yes
 Consent: No Add Consent; No Drop Consent Requ...
 Component: Lecture
 Grading Basis: Graded
 Final Exam: (No Option Selected)
 Link To: Not linked to other sections

Combine With Select section...
 chem 417
 CHEM 417-0001 (Lecture)

Section Attributes None Selected

Course Attributes
 Course Level for CDR: Graduate
 Course Level for TIS: Graduate

Instructor To, Be, Announced
Room No Room Needed
Schedule Does Not Meet

Enrollment 0 current
 Maximum: 24
 Wait Cap: 5
 Rm Cap Request: 24

Notes 1. Combined with Chem 417-0001

Internal Comments for RO

Bridge Tools | Cancel | Save Section

After the combination is saved, CLSS will note the combination in the Scheduling Unit as shown below.

CHEM 417 - Nuclear Physics and Radiochemistry (Green Bay)					
0001	LEC	To, Be, Announced	MWF 10:35am-11:30am	Identifies other sections in the combination.	Also CHEM 617-0001
CHEM 617 - Nuclear Physics and Radiochemistry (Green Bay)					
0001	LEC	To, Be, Announced	MWF 10:35am-11:30am		See CHEM 417-0001

Step 4: Changes to the instructor, meeting pattern, room, and/or combined enrollment cap must be made in the Parent Section.

Edit Section – CHEM 417-0001: Nuclear Physics and Radiochemistry (Gree... (SIS ID: NEW; CLSS ID: 2448)

Section Information **Combined Courses - Parent Section after the combination** Fall 2021, CHEM

Title/Topic: Nuclear Physics and Radiochemistry (Gre	Session: Regular Academic Session (9/2/21 to 12/
Section #: 0001	Custom Dates: mm / dd / yyyy to mm / dd / yyyy
Location: Green Bay Campus	Credits: 3
Inst. Mode: In Person	Status: Active
Schedule Print: Yes	Consent: No Add Consent; No Drop Consent Requ
Component: Lecture	Grading Basis: Graded
Final Exam: (No Option Selected)	Link To: Not linked to other sections

Combine With **CHEM 617-0001**

Section Attributes *None Selected* **Course Attributes**

Instructor, Room, & Schedule can only be edited in the Parent Section.

Instructor To, Be, Announced **Room** General Assignment Room **Schedule** MWF 10:35am-11:30am

Enrollment 0 current **Combined Enrollment** *Once combined, the Combined Caps will appear. These can only be edited in the Parent Section.*

Maximum: 24	Wait Cap: 5	Rm Cap Request: 24	Maximum: 24	Wait Cap: 5	Rm Cap Request: 24
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Notes 1. Combined with Chem 617-0001 **Internal Comments for RO**

Bridge Tools Cancel Save Section

Step 5: Breaking or Deleting combinations must be done from the Child Section by clicking on the red "X" next to the reference of the Parent Section as shown below.

Edit Section – CHEM 617-0001: Nuclear Physics and Radiochemistry (Gree... (SIS ID: NEW; CLSS ID: 2449)

CHEM 417-0001 controls the primary scheduling configuration for this combined section

Section Information **Combined Courses - Child Section after the combination** Fall 2021, CHEM

Title/Topic	Nuclear Physics and Radiochemistry (Gre	Session	Regular Academic Session (9/2/21 to 12/
Section #	0001	Custom Dates	mm / dd / yyyy to mm / dd / yyyy
Location	Green Bay Campus	Credits	3
Inst. Mode	In Person	Status	Active
Schedule Print	Yes	Consent	No Add Consent; No Drop Consent Requ
Component	Lecture	Grading Basis	Graded
Final Exam	(No Option Selected)	Link To	Not linked to other sections

Combine With CHEM 417-0001 **X** ← To break a combination, click the red 'X'. Cominations can only be broken from the Child Section.

Section Attributes None Selected

Instructor To, Be, Announced	Room General Assignment Room	Schedule MWF 10:35am-11:30am X
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Enrollment 0 current	Combined Enrollment
Maximum: 24	Maximum: 24
Wait Cap: 5	Wait Cap: 5
Rm Cap Request: 24	Rm Cap Request: 24

Notes 1. Combined with Chem 417-0001

Internal Comments for RO

Bridge Tools Cancel Save Section