How to Combine Two or More Course Sections in CaneLink

Before you get started:

- If the combined course sections will be assigned a department space (excluding GPC spaces), the owner of the department space must be the PARENT course section.
- The PARENT department must be tasked with combining the course sections.
- Take note of both the parent and child CLASS Nbr generated given by the system when the section was SAVED.

  Example:

  - PARENT course section
    - RED 630 5U class # is 13063
  - CHILD course section
    - ARC 584 5U class # is 13064
First course section (called the PARENT) must have the meeting pattern and instructor for meeting pattern information entered. For example, RED 630 5U
- Second course section (called the CHILD) cannot have the meeting pattern and instructor for meeting pattern information entered. There can be more than one CHILD section. For example, **ARC 584 5U**
Let's get started

Now that you have verified information showing for your Parent and Child course sections, please use the step-by-step instructions below to combine them.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action and Print Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Log into CaneLink</td>
</tr>
</tbody>
</table>
| B    | **Follow the breadcrumb:**  
    |   Main Menu → Curriculum Management → Combined Section →  
    |   Combined Section Table |
Enter the following information under the Search Criteria:

- **Academic Institution**: MIAMI
- **Term**: e.g. 2141
- **Session**: e.g. Regular Academic Session

Then click **Search**
D. In the Combined Sections Table page, click the **plus sign (+)** to create a new row.

E. In the **Description** field:
   - ✓ Enter the two (2) or more course section Subject Area/Catalog Nbr.
In the **Short Description** field

- Enter the **PARENT** course section Subject Area/Catalog Number

*Remember that the **PARENT** is the course section which has the meeting pattern information*

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**Combined Sections Table**

<table>
<thead>
<tr>
<th>*Combined Sections ID</th>
<th>*Description</th>
<th>*Short Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0606</td>
<td>MAF 583 u/g</td>
<td>MAF 583</td>
<td>View Combined Sections</td>
</tr>
<tr>
<td>0607</td>
<td>ARC584 N1/ARC 584 N2</td>
<td>ARC584 N1</td>
<td></td>
</tr>
<tr>
<td>0605</td>
<td>MAF 582 u/g</td>
<td>MAF 582</td>
<td>View Combined Sections</td>
</tr>
</tbody>
</table>

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**H**  Click **SAVE**

**I**  Click the **View Combined Section** link

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**J**  

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</tr>
</tbody>
</table>
**K** In the **Class NBR** field

- Enter the Class Number of the **PARENT** course section e.g. “**12447**”
- Hit the *Tab* button on your keyboard to auto populate the remaining fields in the row or click your mouse anywhere outside of the

*Remember that the **PARENT** is the course section which has the meeting pattern information*

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**L** Click on the **plus sign (+)** to create a new row

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![Image of the Office of Classroom Management interface](image-url)
<table>
<thead>
<tr>
<th>M</th>
<th>In the <strong>Class NBR</strong> field</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Enter the Class Number of the <strong>CHILD</strong> course section e.g. “12448”</td>
</tr>
<tr>
<td>✓</td>
<td>Hit the <em>Tab</em> button on your keyboard to auto populate the remaining fields in the row or click your mouse anywhere outside of the</td>
</tr>
</tbody>
</table>

*Remember that the **CHILD** is the course section which has no meeting pattern information*

| N | Repeat steps **L-M** for any additional **CHILD** courses |
In the **Requested Room Capacity** field

- Enter the **Combined Total Number** of the requested room capacities for **all** course sections
- E.g. 5+10=15
| P | In the **Enrollment Capacity** field  
|   | ✓ Enter the **Combined Total Number** of the enrollment capacities for all course sections  
|   | ✓ E.g. 5+10=15 |

![Image of a combined sections identification form]

- **Requested Room Capacity:** 15
- **Enrollment Capacity:** 16
- **Class Description**
  - *Class Nbr:* 12447  
  - **Subject:** ARC  
  - **Catalog Nbr:** 584  
  - **Section:** N1  
  - **Status:** 5  
  - **Reg Room Cap:** 5
  - **Enrl Cap:** 5  
  - **Enrl To:** 0
  - *Class Nbr:* 12448  
  - **Subject:** ARC  
  - **Catalog Nbr:** 584  
  - **Section:** N2  
  - **Status:** 10  
  - **Reg Room Cap:** 10
  - **Enrl Cap:** 10  
  - **Enrl To:** 0
<table>
<thead>
<tr>
<th>Q</th>
<th>If the combined course section will have the <strong>SAME</strong> Meeting Pattern and Instructor of Record <strong>DO NOT</strong> check the “Skip Mtg. Pattern &amp; Instr Edit” box. Conversely, if the combined course section will <strong>NOT</strong> have the same Meeting Pattern and Instructor of Record <strong>DO</strong> check the “Skip Mtg. Pattern &amp; Instr Edit” box.</th>
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<tr>
<td>R</td>
<td>Click <strong>SAVE</strong></td>
</tr>
<tr>
<td>S</td>
<td><strong>Congratulations</strong>, you have combined two or more course sections. <strong>End of Procedure.</strong></td>
</tr>
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