

Combine/Dual-list/Cross-list Sections

With CLSS the scheduling unit will be able to set up their own combined sections, dual-listed sections, and cross-listed sections. Although this is a feature within CLSS, our policies around these offerings still stand and must be followed. The Scheduling Office will be reviewing all combinations to make sure they adhere to our [Course Offering Rules](#).

Click one of the following to go directly to instructions:

Combining Sections

Dual Listing Courses

Cross-Listing Courses

Combining Sections

1. Combined sections are two or more sections of the same course that meet together (i.e. ENGL 323-010/080; ENGL 323-11/081)
2. Decided within a department
3. Schedule all sections in the combination individually, if not already available.
4. Open section that will be 'child' or secondary section. For combined sections, generally you want your higher section numbers to be child sections.
5. In the 'Combine with' field, search for section(s) that will be added to the combination. This will be the 'parent' or primary section. All changes for the combination will occur in this section after you save. Any other child sections in the combination should also be combined with this parent section.

Edit Section – ARTH 229-010: Contemporary Art (SIS ID: 1

Section Information

Title/Topic

Section #

Units

Status

Schedule Print

Component

Final Exam

Combine With

Section Attributes

6. After the combination is saved, all changes are made on the parent section, except for enrollment capacity, which is still maintained on each individual section. Combined enrollment capacities should update automatically.

Edit Section – ANTH 104-080: Introduction to Archaeology and Biological ... (SIS ID: 9108; CLSS ID: 252

ANTH 104-010 controls the primary scheduling configuration for this combined section

Section Information

Title/Topic

Section #

Units

Session

Campus

Inst. Mode

7. The child section(s), can be removed from the parent section, but the parent section cannot remove the child section(s). If separating combined sections while in Design Mode, you must wait until your scheduling unit moves into Refine Mode to make any further changes to those sections.

Dual Listing Courses

1. Dual listed courses are courses of different levels within the same department that are offered together. Dual listing can also be offered in conjunction with combined and cross-listed sections. (i.e. ELEG 469-010/679-010)

2. A 400-level course may be dual-listed with a 600-level course. Some departments have run out of 600-level catalog numbers, so they are approved to offer a 400- and a 700-level dual-listed course. An approved 400- or 600-level course may be dual-listed with an experimental course (X67).
3. Decided within in a department
4. Schedule all sections in the combination individually, if not already available.
5. Open section that will be 'child' or secondary section.
6. In the 'Combine with' field, search for section(s) that will be added to the combination. This will be the 'parent' or primary section. All changes for the combination will occur in this section after you save. Any other child sections in the combination should also be combined with this parent section.

Edit Section – ARTH 229-010: Contemporary Art (SIS ID: 1

Section Information

Title/Topic	Contemporary Art (Default Value) ▼	
Section #	010	
Units	3	
Status	Active ▼	
Schedule Print	Yes ▼	
Component	Lecture ▼	
Final Exam	(No Option Selected) ▼	
Combine With	Select section... ▼	

Section Attributes

7. After combination is saved, all changes are made on parent section, except for enrollment capacity, which is still maintained on each section. Combined enrollment capacity should automatically update.

Edit Section – ANTH 104-080: Introduction to Archaeology and Biological ... (SIS ID: 9108; CLSS ID: 252

ANTH 104-010 controls the primary scheduling configuration for this combined section

Section Information

Title/Topic	Introduction to Archaeology and Biologic ▼	Session	Regular Academic Session (8
Section #	080	Campus	Newark (UD Online)
Units	3	Inst. Mode	Online

8. The child section(s), can be removed from the parent section, but the parent section cannot remove the child section(s). If separating combined sections while in Design Mode, you must wait until your scheduling unit moves into Refine Mode to make any further changes to those sections.

Cross-Listing Courses

1. Cross-listed courses are same level courses from different departments that meet together (i.e. WOMS 204-010/COMM 204-010).
2. Cross-listings for permanent courses are set up at the catalog level, and are typically created at the time courses are established. A primary department may request an additional cross-listing added to a course using the [Course Inventory application](#).
3. An experimental course **cannot** be cross-listed with a permanent course.
4. Two experimental courses **can** be cross-listed.
5. A secondary course cannot be offered unless the corresponding primary course (owner) is being offered. NO EXCEPTIONS.
6. Decided across departments.
7. The Scheduling Unit that owns the cross-listing will have all courses in the cross-listing under their Scheduling Unit. The owner will need to set up each section of the cross-listing before combining the sections in the system.
8. Open section that will be 'child' or secondary section. For cross-listed sections, your parent site should be from the scheduling unit that owns the cross-listing and your child section(s) will be the sections from the secondary department(s). CLSS will correct this, if not initially set up this way.
9. In the 'Combine with' field, search for section(s) that will be added to the combination. This will be the 'parent' or primary section. All changes for the combination will occur in this section after you save. Any other child sections in the combination should also be combined with this parent section.

Create Section – AFRA 134: History of Africa

Section Information

Title/Topic	History of Africa (Default Value) ⌵	
Section #	012	
Units	3	Inst
Status	Active ⌵	Rqn
Schedule Print	Yes ⌵	C
Component	Lecture ⌵	Gradir
Final Exam	(No Option Selected) ⌵	
Combine With	Select section... ⌵	

10. After combination is saved, all changes are made on parent section, except for enrollment capacity, which is still maintained on each section. Combined enrollment capacity should update automatically.

Edit Section – HIST 134-010: History of Africa (SIS ID: 5742; CLSS ID: 3665)

AFRA 134-010 controls the primary scheduling configuration for this combined section

Section Information

Title/Topic	History of Africa (Default Value) ⌵	Session	Regular Academic Sessio
Section #	010	Campus	Newark (Main Campus)
Units	3	Inst. Mode	In Person
Status	Tentative Section ⌵	Rqmt Dsgn	Multicultural
Schedule Print	No ⌵	Consent	No Add Consent; No Drc
Component	Lecture ⌵	Grading Basis	Student Option
Final Exam	(No Option Selected) ⌵	Link To	Not linked to other secti

Combine With AFRA 134-010 ✘

Section Attributes ✎ Course Attributes

11. The child section(s), can be removed from the parent section, but the parent section cannot remove the child section(s). If separating combined sections while in Design Mode, you must wait until your scheduling unit moves into Refine Mode to make any further changes to those sections.