

HOW TO UPDATE THE TOTAL ENROLLMENT CAPACITY ON COMBINED SECTIONS:

When users update the Enrollment Capacity on Maintain Schedule of Classes, the Combined Section Enrollment Capacity *does not* automatically update. This causes students to see open seats in ONE.UF, but they will not be able to enroll since the Combined Section is full.

NAVIGATION

Main Menu > Student Information System > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

1. Update **Enrollment Capacity** and click **SAVE**:

The screenshot shows the 'Enrollment Control' form for Course ID 017064, Course Offering Nbr 1. The form includes fields for Course ID, Academic Institution, Term, Subject Area, and Catalog Nbr. The 'Enrollment Control' section shows Session 1, Class Section 0689, and Class Nbr 11095. The 'Enrollment Capacity' field is highlighted with a red box and contains the value 80. Other fields include 'Requested Room Capacity' (78), 'Wait List Capacity' (0), and 'Minimum Enrollment Nbr'. The 'Combined Section' link is visible at the bottom right of the form.

2. Click the **Combined Section** link:

The screenshot shows the 'Enrollment Control' form for the same course and section as the previous image. The 'Enrollment Capacity' field is now highlighted with a red box and contains the value 85. The 'Requested Room Capacity' field is also highlighted with a red box and contains the value 85. The 'Combined Section' link at the bottom right of the form is also highlighted with a red box.

3. Make note of the **Term**, **Session**, and **Combined Sections ID**:

Combined Section

Schedule of Classes

Combined Section Detail

Academic Institution: UFLOR University of Florida
 Term: 2201 Spring 2020
 Session: 1 Regular Academic Session
 Combined Sections ID: 0131 CHM2045LM 8-10 Skip Mtg Pattern & Instr Edit

Status: A class may be closed if students are on the wait list.
Enrollment restrictions may apply to open classes.

Combined Enrollment Capacities

Requested Room Capacity	Enrollment Capacity	Enrollment Total	Available Seats
176	176	171	5
Wait List Capacity	Wait List Total		
0	0		

Combined Sections							Personalize	Find	1-2 of 2
Subject	Catalog	Section	Class Num	Description	Status	Enrollment Total	Wait Tot		
CHM	2045L	0689	11095	General Chemistry Lab	Open	78	0		
CHM	2046L	0737	11320	Gen Chem & Qual Analysis Lab	Closed	96	0		

[Return](#)

4. Navigate to the **Identify Combined Sections** table:

Main Menu > Curriculum Management > Combined Section > Identify Combined Sections

5. Enter the **Term**, **Session**, and **Combined Sections ID** and click **Search**

Identify Combined Sections

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: [=] UFLOR
 Term: [=] 2201
 Session: [=] Regular Academic Session
 Combined Sections ID: begins with [v] 0131
 Description: begins with [v]

Case Sensitive

[Basic Search](#)

6. Note that the individual Enrollment Capacities add up to *more than* the TOTAL Enrollment Capacity:

Identify Combined Sections

Academic Institution UFLOR University of Florida
Term 2201 Spring 2020
Session 1 Regular Academic Session
Combined Sections ID 0131 CHM2045LM 8-10

Permanent Combination
 Skip Mtg Pattern & Instr Edit
Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type

Room Capacity

Requested Room Capacity	<input type="text" value="176"/>	Enrollment Capacity	<input type="text" value="176"/>	Total	171
		Wait List Capacity	<input type="text" value="0"/>		0

Linked Classes Personalize | Find | View All | First 1-2 of 2 Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
11095	CHM	2045L	0689	Open	0	85	78	0	0	LAS	+ -
11320	CHM	2046L	0737	Closed	0	96	96	0	0	LAS	+ -

UF Combined Section Mtg Nbr Personalize | Find | View All | First 1 of 1 Last

Class Meeting Pattern Nbr	Start Date	End Date	Meeting Start Time	Meeting End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
1	01/06/2020	04/22/2020	3:00PM	6:00PM	Y	N	N	N	N	N	N	+ -

View Combined Sections Table

7. Click the **[+]** to add a row and enter "10001" and hit **ENTER** on the keyboard

a. Note that "10001" may not always work. If not, click the **Magnifying Glass** and select any Class Nbr.

Identify Combined Sections

Academic Institution UFLOR University of Florida
Term 2201 Spring 2020
Session 1 Regular Academic Session
Combined Sections ID 0131 CHM2045LM 8-10

Permanent Combination
 Skip Mtg Pattern & Instr Edit
Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type

Room Capacity

Requested Room Capacity	<input type="text" value="176"/>	Enrollment Capacity	<input type="text" value="176"/>	Total	171
		Wait List Capacity	<input type="text" value="0"/>		0

Linked Classes Personalize | Find | View All | First 1-3 of 3 Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
11095	CHM	2045L	0689	Open	0	85	78	0	0	LAS	+ -
10001					0	0	0	0	0		+ -
11320	CHM	2046L	0737	Closed	0	96	96	0	0	LAS	+ -

UF Combined Section Mtg Nbr Personalize | Find | View All | First 1 of 1 Last

Class Meeting Pattern Nbr	Start Date	End Date	Meeting Start Time	Meeting End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
1	01/06/2020	04/22/2020	3:00PM	6:00PM	Y	N	N	N	N	N	N	+ -

View Combined Sections Table

8. After hitting **ENTER**, the rest of the section's information will populate.
 - a. Delete the row with "10001" by using the [-] button
 - b. Click **Save**
 - c. If you get the following error message, click **OK**:
 - i. "Warning -- You have changed the Combined Sections ID to Skip Meeting Pattern Edit. (14620,99)
You have changed the Combined Sections ID to Skip Meeting Pattern Edit. The shared meeting pattern data will be deleted. Remember to add meeting pattern data to the individual class sections as required."

Identify Combined Sections

Academic Institution: UFLOR University of Florida
 Term: 2201 Spring 2020
 Session: 1 Regular Academic Session
 Combined Sections ID: 0131 CHM2045LM 8-10

Permanent Combination
 Skip Mtg Pattern & Instr Edit
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type: Both

Room Capacity

Requested Room Capacity	182	Enrollment Capacity	182	Total	171
		Wait List Capacity			0

Linked Classes

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
11095	CHM	2045L	0689	Open	0	85	78	0	0	LAS	[+]
10001	ANT	2000	TEST	Closed	30	1	0	0	0	LAS	[-]
11320	CHM	2046L	0737	Closed	0	96	96	0	0	LAS	[+]

UF Combined Section Mtg Nbr

Class Meeting Pattern Nbr	Start Date	End Date	Meeting Start Time	Meeting End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	01/06/2020	04/22/2020	3:00PM	6:00PM	Y	N	N	N	N	N	N

Buttons: Save, Return to Search, Notify

9. Note that the Total Enrollment Capacity has now been updated to reflect the correct sum:

Identify Combined Sections

Academic Institution: UFLOR University of Florida
 Term: 2201 Spring 2020
 Session: 1 Regular Academic Session
 Combined Sections ID: 0131 CHM2045LM 8-10

Permanent Combination
 Skip Mtg Pattern & Instr Edit

*Combination Type: Both

Room Capacity

Requested Room Capacity	181	Enrollment Capacity	181	Total	171
		Wait List Capacity			0

Linked Classes

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
11095	CHM	2045L	0689	Open	0	85	78	0	0	LAS	[+]
11320	CHM	2046L	0737	Closed	0	96	96	0	0	LAS	[+]

UF Combined Section Mtg Nbr

Class Meeting Pattern Nbr	Start Date	End Date	Meeting Start Time	Meeting End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	01/06/2020	04/22/2020	3:00PM	6:00PM	Y	N	N	N	N	N	N

Buttons: Save, Return to Search, Notify