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:

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data	Textbook GL Interface
Course ID 017064 Course Offering Nbr 1 Academic Institution University of Florida Term Spring 2020 Undergrad Subject Area CHM Chemistry Cataloo Nbr 2045L General Chemistry Lab	
Enrollment Control	Find View All First 🕔 3 of 12 🕑 Last
Session 1 Regular Academic Session Class Section 0689 Component Laboratory Associated Class 12 Units 1.00 *Class Status Active ✓	Class Nbr 11095 Event ID 000216086
Class Type Enrollment Enrol	rollment Status Open
*Add Consent No Special Consent Required 🗸	Requested Room Capacity Total
*Drop Consent No Special Consent Required 🗸	Enrollment Capacity 80 78
1st Auto Enroll Section	Wait List Capacity 0
2nd Auto Enroll Section	Minimum Enrollment Nbr
Resection to Section	
Auto Enroll from Wait List Cancel if Student Enrolled	Combined Section
Save Return to Search T Previous in List Next in List Notify Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Inte	rface

2. Click the Combined Section link:

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LM	IS Data <u>T</u> extbook <u>G</u> L Interface
Course ID 017064 Course Offering Nbr 1 Academic Institution University of Florida 1 Term Spring 2020 Undergrad Subject Area CHM Chemistry Catalog Nbr 2045L General Chemistry Lab	
Enrollment Control	Find View All First 🕔 3 of 12 🕑 Last
Session 1 Regular Academic Session Class Section 0689 Component Laboratory Associated Class 12 Units 1.00 *Class Status Active	Class Nbr 11095 Event ID 000216086 Cancel Class
Class Type Enrollment	Enrollment Status Open
*Add Consent No Special Consent Required *Drop Consent No Special Consent Required	Requested Room Capacity 85 Total Enrollment Capaci 85 78
2nd Auto Enroll Section Resection to Section	Wait List Capacity 0
Auto Enroll from Wait List Cancel if Student Enrolled	Combined Section
🖫 Save 🔯 Return to Search 🎁 Previous in List 🗐 Next in List 😭 Notify	
Basic Data Meetings Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook	GL Interface

Training and Organizational Development Human Resources University of Florida, Gainesville, FL 32611



UF myUFL

Student Information System

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

ombined Se	ection									
chedule of C	Classes									
ombined	Section De	etail								
	Academic Combined S	Institution Term Sessior Sections II	UFLOR Univ 2201 Spri 1 Reg 0131 CHI	versity of Florida ng 2020 ular Academic Session 1/2045LM 8-10	⊠ s	skip Mtg Pattern & Inst	r Edit			
				Status: A class may b Enrollment res	be closed if students are on t trictions may apply to open c	the wait list. classes.				
Combined E	nrollment Capac	ities								
Requested F	Room Capacity		Enr	ollment Capacity	Enrollment To	otal	Available Seats			
176				176	171	171				
Wait List Ca	pacity		Wa	it List Total						
0				0						
Combined	Sections				Personalize	e 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			
01111	2046L	0737	11320	Gen Chem & Qual Analysis	Lab Closed	96	0			

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 S Find an Existing Value	Search. Leave fields blank for a list of all values.
 Search Criteria 	
Academic Institution: = -> Term: = -> Session: = -> Combined Sections ID: begins with -> Description: begins with ->	UFLOR 2201 Regular Academic Session 0131
Case Sensitive Search Clear Basic Search	Save Search Criteria



Student Information System

myUFL

UF

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

Identify Co	mbined	Sections																
	Acader Combine	nic Institution U Term 2 Session 1 ed Sections ID 0	ssion	Permanent Combination Skip Mtg Pattern & Instr Edit Warning: Mtg Pattern & Instr information will not be shared within the combined section.														
Room Canad	ity		otri		~													
Re	quested R	oom Capacity	176		E	nrollment C Wait List C	apality apacity	176	Total 171 0									
Linked Class Combined Se	es ctions	Class Descriptio	in litti	•	Pers	onalize F	ind View	All 🗖 🔜	First	④ 1-2 of	2 🕑 La	ast						
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Grou	ıp							
11095 🔍	CHM	2045L	0689	Open	0	85	78	0	0	LAS	+	-						
11320 🔍	CHM	2046L	0737	Closed	0	96	96	0	0	LAS	+	-						
UF Combine	d Section	Mtg Nbr								Perso	nalize	Find	View All	ı 📰	First () 1 of 1	۱.	ast
Class Meet Nbr	Combined Section Mtg Nbr Iass Meeting Pattern br Start Date End Date		Meeting	g Start Time	Meeti	ng End Time	Monday	Tuesday	Wednes	sday	Thursday	Friday	Saturday	Sunday				
1 1		v 01/06/2020	04	4/22/2020	3:00PM		6:00P	М	Y	Ν	N		Ν	N	Ν	Ν	+	-
View Combined	Sections T	Fable earch 📰 Noi	tify															

- 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 Co	mbined	Sections																	
Academic Institution UFLOR University of Florida Term 2201 Spring 2020							a Permanent Combination Skip Mtg Pattern & Instr Edit												
	Combine	Session 1 ed Sections ID 0	131	Regular CHM204	Academic Se 45LM 8-10	ssion			Warning: Mi within the c	tg Pattern & I combined sec	nstr information v ction.	will not be sha	red						
	*Con	bination Type E	loth		\sim														
Room Capac	ity																		
D.		Constant	470					470	Total										
Re	quested R	com Capacity	1/0		E	in onment (apacity	1/0	171										
						Wait List (Capacity		0										
Linked Class	es				Per	sonalize F	ind View	AII 💷 🔜	First	④ 1-3 of	f 3 🕑 Last								
Combined Se	ctions	Class <u>D</u> escriptio	n 💷)															
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Gro	up								
11095 Q	СНМ	2045L	0689	Open	0	85	78	0	0	LAS	+ -								
10001 Q					0	0	0	0	0		÷ -								
11320 Q	СНМ	2046L	0737	Closed	0	96	96	0	0	LAS	÷ -								
UF Combine	d Section	Mtg Nbr								Perso	onalize Find	View All	1 🔣	First	🕙 1 of	1 🕑 I	ast		
Class Meet Nbr	ting Patteri	n Start Date	En	d Date	Meetin	g Start Tim	e Meeti	ng End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunda	у			
1 1		v 01/06/2020	04	/22/2020	3:00PM	Л	6:00P	M	Y	N	N	N	N	N	N	+	-		
View Combined	Sections T Return to S	Table earch 📰 No	tify																

- 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 Cor	mbined	d Sections															
	Acade	mic Institution U Term 2 Session 1	JFLOR 201	Univers Spring 2	ity of Florida 2020	Permanent Combination Skip Mtg Pattern & Instr Edit Warning Mtg Pattern & Instr Edit											
	Combine	ed Sections ID 0	131	CHM20	45LM 8-10				within the c	ombined sec	tion.						
	*Соп	nbination Type E	Both		~												
Room Capac	ity				1												
									Total								
Re	quested R	loom Capacity	182		E	Enrollment (Capacity	182	171								
						Wait List (Capacity		0								
Linked Class	es				Per	sonalize F	ind View	AII 🖾 🔜	First	1-3 of	3 🕑 Last						
Combined Se	ctions	Class <u>D</u> escription	on (****))													
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Grou	qu						
11095 Q	CHM	2045L	0689	Open	0	85	78	0	0	LAS	* -						
10001 Q	ANT	2000	TEST		30	1	0	0	0	LAS							
11320 Q	CHM	2046L	0737	Closed	0	96	96	0	0	LAS	÷ =						
UF Combined	d Sectior	n Mtg Nbr								Perso	onalize Find	View All) I 🔜	First	🖲 1 of 1	€ L	ast
Class Meet Nbr	ing Patter	n Start Date	En	d Date	Meetin	ig Start Tim	e Meetir	ng End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
1 1		v 01/06/2020	04	/22/2020	3:00PI	4	6:00PI	М	Y	Ν	N	N	Ν	N	N	+	-
View Combined	Sections	Table															_
🔚 Save 🔯 F	Return to S	earch 📔 No	tify														

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

	Academ Combined *Comb	ic Institution (Term 2 Session 1 d Sections ID (bination Type (E	UFLOR 2201 1 0131 Both	Universi Spring 2 Regular CHM204	ty of Florida 2020 Academic Se 45LM 8-10	ssion		R R] Permanen] Skip Mtg F	t Combinati Vattern & Ins	ion str Edit							
Room Capac Re	i ty quested Ro	om Capacity	<mark>1</mark> 81		E	nrollment C Wait List C	apacity apacity	181	Total 171 0									
Linked Class Combined Se	es ctions	Class <u>D</u> escripti	on 📧	•	Pers Reg Room	sonalize F	ind View	All 🖾 🛄	First	④ 1-2 of 2	2 🕑 L	ast						
11095 Q	CHM	2045L	0689	Open	Cap 0	85	78	o o	vvalt lot	LAS	+	-						
11320 Q	CHM	2046L	0737	Closed	0	96	96	0	0	LAS	+	-						
UF Combine	d Section	Mtg Nbr								Persor	nalize	Find	View All) 🔣	First () 1 of 1	۱	Las
Class Meet Nbr	ing Pattern	Start Date	E	nd Date	Meeting	g Start Time	Meetir	ng End Time	Monday	Tuesday	Wedne	sday	Thursday	Friday	Saturday	Sunday		
4 4		01/06/2020	0	4/22/2020	3:00PM	3:00PM		6:00PM		N N		N	N	N	N	+	1 6	

Training and Organizational Development Human Resources University of Florida, Gainesville, FL 32611