



## How to Remove/Cancel a Course Section from a Combined Section in CaneLink

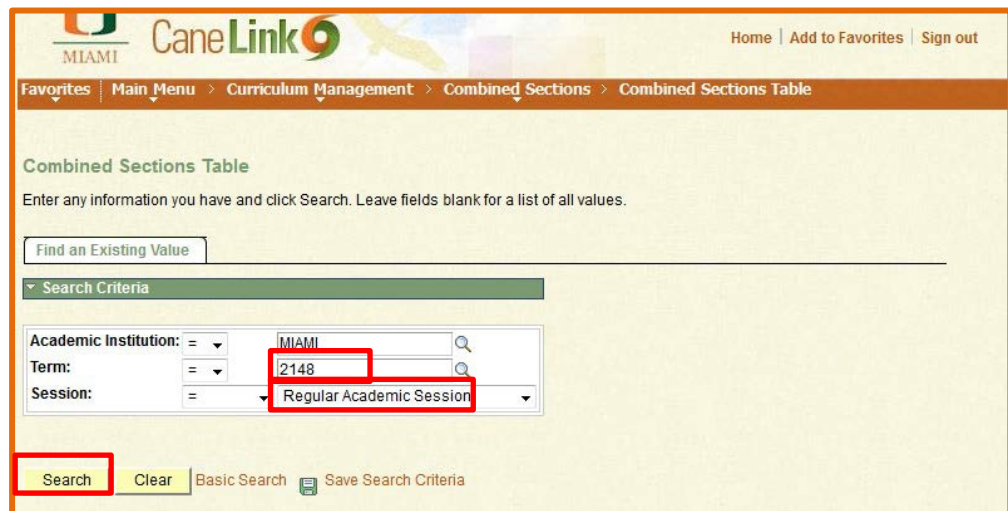
For training purposes, please see sample of combined section having a **PARENT** and **CHILDREN** course sections

- MTH 099 TST1 – Class # 10226 - **PARENT**
- MTH 099 TST2 – Class # 10227 - **CHILD**
- MTH 099 TST3 – Class # 10228 - **CHILD**
  
- **Combined Section ID Nbr: 0579**

**Possible scenarios:**

**1. NEED TO CANCEL PARENT OR CHILD COURSE SECTION FROM A COMBINED SECTION OF ONLY TWO COURSE SECTIONS**

1. **Take note** of Meeting Patterns, Instructor information and enrollment numbers for the section that will remain open for the term.
2. **Go** to the Combined Section Table following below breadcrumb



MIAMI CaneLink 9 Home | Add to Favorites | Sign out

Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

**Combined Sections Table**

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: = MIAMI

Term: = 2148

Session: = Regular Academic Session

Search Clear Basic Search Save Search Criteria

3. **Select** Combined Section ID that contains course section to be removed; as per sample given: **Combined Section ID Nbr: 0579**



# OFFICE OF CLASSROOM MANAGEMENT


Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

## Combined Sections Table

Academic Institution: University of Miami  
Term: Fall 2014  
Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description		
0579	MTH 099 TST1/TST2/TST3	MTH 099 TS	<a href="#">View Combined Sections</a>	+ -
0578	BIL485/ECS405 SAP	UGALAPAGOS	<a href="#">View Combined Sections</a>	+ -
0577	CAE590 T Indoor Envi. Modeling	CAE590 T I	<a href="#">View Combined Sections</a>	+ -
0576	CAE590 Q Comp. Aided Arch. En	CAE590 Co	<a href="#">View Combined Sections</a>	+ -
0575	MSJ 139 01/ PLHD	MSJ 139 01	<a href="#">View Combined Sections</a>	+ -
0574	THA383/WGS350 G	THA383/WGS	<a href="#">View Combined Sections</a>	+ -
0573	EPS 533 3T G/U	EPS533	<a href="#">View Combined Sections</a>	+ -
0572	CO CMP 511 P	COCMP511P	<a href="#">View Combined Sections</a>	+ -
0571	MIP 541 01	MIP 541 01	<a href="#">View Combined Sections</a>	+ -
0570	CP CMP 594 2U	COCMP5942U	<a href="#">View Combined Sections</a>	+ -
0569	MIP 145/645-18	MIP 145/64	<a href="#">View Combined Sections</a>	+ -
0568	MTC 148/648-R	MTC 148/64	<a href="#">View Combined Sections</a>	+ -
0567	MIP 580-03	MIP 580-03	<a href="#">View Combined Sections</a>	+ -
0566	MIP 580-02	MIP 580-02	<a href="#">View Combined Sections</a>	+ -
0565	MIP 580-01	MIP 580-01	<a href="#">View Combined Sections</a>	+ -
0564	MIP 547 -01	MIP 547 -0	<a href="#">View Combined Sections</a>	+ -
0563	KIN 579 Q G/U	KIN579Q	<a href="#">View Combined Sections</a>	+ -

4. Click on the “View Combined Sections” link

5. Remove **BOTH**, PARENT and CHILD by clicking on the minus icon  as section will no longer be a combined section for the term

Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

### Identify Combined Sections

Academic Institution: MIAMI University of Miami  
 Term: 2148 Fall 2014  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 0579 MTH O99 TST1/TST2/TST3  
 \*Combination Type: Within Subject

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

Room Capacity			Total
Requested Room Capacity:	<input type="text" value="10"/>	Enrollment Capacity:	<input type="text" value="10"/> 0
		Wait List Capacity:	<input type="text" value="300"/> 0

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	
10226	MTH	O99	TST1	Open	5	5	0	0	0	AS	+ -
10228	MTH	O99	TST3	Open	5	5	0	0	0	AS	+ -

[View Combined Sections Table](#)

Save Return to Search Notify

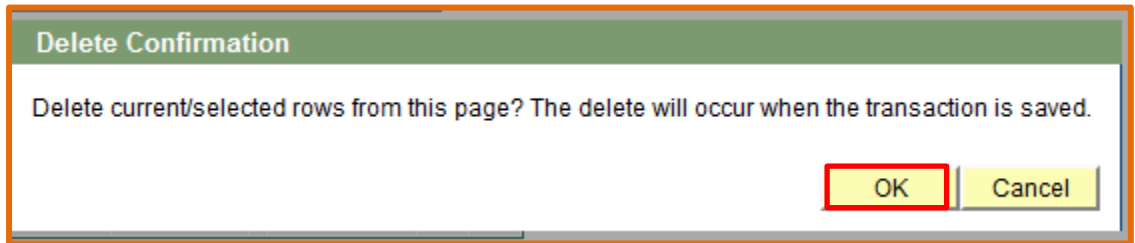
Below message will appear each time you click on the minus sign.

6. Click OK

**Delete Confirmation**

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel



7. **Click OK**
8. **Delete Enrollment Room Capacity and Requested Room Capacity totals**

**Identify Combined Sections**

Academic Institution: MIAMI University of Miami  
 Term: 2148 Fall 2014  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 0579 MTH 099 TST1/TST2/TST3  
 \*Combination Type: Within Subject

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

Room Capacity				Total
Requested Room Capacity:	<input type="text"/>	Enrollment Capacity:	<input type="text"/>	0
		Wait List Capacity:	300	0

Combined Sections											Class Description	
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group		
<input type="text"/>					0	0	0	0	0		+	

[View Combined Sections Table](#)

Save Return to Search Notify

9. **Click Save**
10. **Go back to each section to:**

- a) **Cancel** course section to be cancelled:
  - o **Go** to Schedule Class Meeting

- o **Enter Class Nbr** for class to be cancelled
- o **Click** on the **Enrollment Cntrl** tab
- o **Change class status** from “Active” to “Cancelled”
- o **Click** the **Cancel Class** button
- o **Click** Save

- b) **Populate information** for course section that will remain open:

- o **Go** to **Schedule Class Meetings**
- o **Enter Class Nbr.** for the class that needs to be populated
- o **Enter Meeting Patterns, Instructor’s name, dates, etc.**
- o **Save**

## 2. NEED TO CANCEL ONE COURSE SECTION FROM A COMBINED SECTION THAT HAS THREE OR MORE COURSE SECTIONS COMBINED:

- Go to the **Combined Section Table** in CaneLink following below breadcrumb:

Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

- Enter Academic Term
- Enter Session
- Click Search

MIAMI CaneLink Home | Add to Favorites | Sign out

Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

### Combined Sections Table

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: = MIAMI

Term: = 2148

Session: = Regular Academic Session

Search Clear Basic Search Save Search Criteria

- Look for the **Combined Section ID** number from the column on the right – In our sample, **Combined Section ID Nbr: 0579**

Favorites | Main Menu > Curriculum Management > Combined Sections > Combined Sections Table

### Combined Sections Table

Academic Institution: University of Miami  
 Term: Fall 2014  
 Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description		
0579	MTH 099 TST1/TST2/TST3	MTH 099 TS	<a href="#">View Combined Sections</a>	+ -
0578	BIL485/ECS405 SAP	UGALAPAGOS	<a href="#">View Combined Sections</a>	+ -
0577	CAE590 T Indoor Envi. Modeling	CAE590 T I	<a href="#">View Combined Sections</a>	+ -
0576	CAE590 Q Comp. Aided Arch. En	CAE590 Co	<a href="#">View Combined Sections</a>	+ -
0575	MSJ 139 01/ PLHD	MSJ 139 01	<a href="#">View Combined Sections</a>	+ -
0574	THA383/WGS350 G	THA383/WGS	<a href="#">View Combined Sections</a>	+ -
0573	EPS 533 3T G/U	EPS533	<a href="#">View Combined Sections</a>	+ -
0572	CO CMP 511 P	COCMP511P	<a href="#">View Combined Sections</a>	+ -
0571	MIP 541 01	MIP 541 01	<a href="#">View Combined Sections</a>	+ -
0570	CP CMP 594 2U	COCMP5942U	<a href="#">View Combined Sections</a>	+ -
0569	MIP 145/645-18	MIP 145/64	<a href="#">View Combined Sections</a>	+ -
0568	MTC 148/648-R	MTC 148/64	<a href="#">View Combined Sections</a>	+ -
0567	MIP 580-03	MIP 580-03	<a href="#">View Combined Sections</a>	+ -
0566	MIP 580-02	MIP 580-02	<a href="#">View Combined Sections</a>	+ -
0565	MIP 580-01	MIP 580-01	<a href="#">View Combined Sections</a>	+ -
0564	MIP 547 -01	MIP 547 -0	<a href="#">View Combined Sections</a>	+ -
0563	KIN 579 Q G/U	KIN579Q	<a href="#">View Combined Sections</a>	+ -
0562	CIS 450/685	CIS450/685	<a href="#">View Combined Sections</a>	+ -
0561	MIP 545-49	MIP 545-49	<a href="#">View Combined Sections</a>	+ -

- Click on the **View Combined Sections** link showing at the end of such row



- **Verify** that Combined Sections ID showing in the screen matches the Combined Section ID number for your combined section (i.e., **Combined Section ID Nbr: 0579**)
- **Look** for course section to be cancelled; as per sample given for training purposes: **MTH 099 TST2 – Class # 10227**

[Favorites](#) | [Main Menu](#) > [Curriculum Management](#) > [Combined Sections](#) > [Combined Sections Table](#)

### Identify Combined Sections


**Academic Institution:** MIAMI University of Miami  
**Term:** 2148 Fall 2014  
**Session:** 1 Regular Academic Session  
**Combined Sections ID:** 0579 MTH 099 TST1/TST2/TST3  
**\*Combination Type:** Within Subject

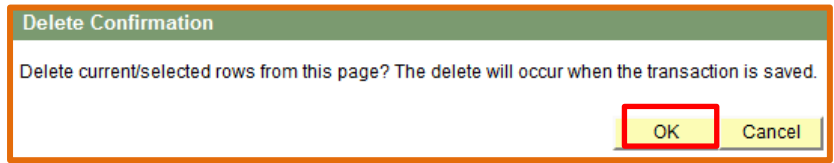
**Permanent Combination**  
 **Skip Mtg Pattern & Instr Edit**  
Warning: Mtg Pattern & Instr information will not be shared within the combined section.

Room Capacity			Total
<b>Requested Room Capacity:</b>	<input type="text" value="25"/>	<b>Enrollment Capacity:</b>	<input type="text" value="25"/> 0
		<b>Wait List Capacity:</b>	<input type="text" value="300"/> 0

Combined Sections											
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
10226	MTH	O99	TST1	Open	5	5	0	0	0	AS	+ -
10227	MTH	O99	TST2	Open	15	15	0	0	0	AS	+ -
10228	MTH	O99	TST3	Open	5	5	0	0	0	AS	+ -

[View Combined Sections Table](#)

- **Click** on the minus sign  located at the end of the row to delete such section from the Combined Sections showing.
- **Click** OK on message window that will pop-up verifying the deletion of the section



- **Adjust Requested Room Capacity and Enrollment Capacity total fields**, as one section expecting 15 students was removed (Update Requested Room Capacity and Enrollment Capacity:  $25 - 15 = 10$ )

**Identify Combined Sections**

Academic Institution: MIAMI University of Miami  Permanent Combination  
 Term: 2148 Fall 2014  Skip Mtg Pattern & Instr Edit  
 Session: 1 Regular Academic Session  
 Combined Sections ID: 0579 MTH O99 TST1/TST2/TST3  
 \*Combination Type: Within Subject

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

**Room Capacity**

Requested Room Capacity:	10	Enrollment Capacity:	10	Total	0
		Wait List Capacity:	300		0

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
10226	MTH	O99	TST1	Open	5	5	0	0	0	AS
10228	MTH	O99	TST3	Open	5	5	0	0	0	AS

View Combined Sections Table

Save Return to Search Notify

- **Click Save**

**TO COMPLETE cancellation of course section from the combined section, please follow below breadcrumb:**

Curriculum Management > Schedule of Classes > Schedule Class Meetings

- Enter Academic Term
- Enter Class Nbr – **MTH 099 TST2 – Class # 10227**

**Favorites** | **Main Menu** > **Curriculum Management** > **Schedule of Classes** > **Schedule Class Meetings**

### Schedule Class Meetings

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Academic Institution:	=	MIAMI	
Term:	=	2148	
Subject Area:	=		
Catalog Nbr:	begins with		
Academic Career:	=		
Campus:	begins with		
Session:	=		
Class Nbr:	=	10227	
Class Section:	begins with		
Description:	begins with		
Course ID:	begins with		
Course Offering Nbr:	=		

Case Sensitive

- Click Search

A new window will open, showing MTH 099 TST2 record showing all fields blank, as class was removed from the combined section.



# OFFICE OF CLASSROOM MANAGEMENT

Meetings | **Enrollment Cntrl** | Exam

Course ID: 101267      Course Offering Nbr: 1  
Academic Institution: University of Miami  
Term: Fall 2014      Undergrad  
Subject Area: MTH      Mathematics  
Catalog Nbr: O99      INTERMED ALGEBRA

**Class Sections**

Session: 1      Regular Academic Session      Class Nbr: 10227  
Class Section: TST2      Component: Lecture      Event ID:  
Associated Class: 1      Units: 3.00      [Associated Class Attributes](#)

**Meeting Pattern**      Find | View All      First 1 of 1 Last

Facility ID      Capacity      Pat      Mtg Start      Mtg End      M T W T F S S      \*Start/End Date  
                                                                  08/25/2014      12/09/2014

Topic ID:      Free Format Topic:  
     

Print Topic On Transcript      [Contact Hours](#)

**Instructors For Meeting Pattern**      Personalize | Find | View All |      First 1 of 1 Last

Assignment      Workload

ID	Name	*Instructor Role	Print	Access	Contact
<input type="text"/>		Prim Ins	<input checked="" type="checkbox"/>		<input type="text"/>

**Room Characteristics**      Personalize | Find |      First 1 of 1 Last

*Room Characteristic	*Quantity
<input type="text"/>	1

- Click on the Enrollment Cntrl tab



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- Change Class Status from Active to Cancelled Section
- Click Cancel Class key

The screenshot shows the 'Enrollment Control' interface for a class. The course details are: Course ID: 101267, Academic Institution: University of Miami, Term: Fall 2014, Subject Area: MTH, Catalog Nbr: O99, Course Offering Nbr: 1, Undergrad Mathematics, INTERMED ALGEBRA. The session is 1, Regular Academic Session, Class Nbr: 10227, Class Section: TST2, Component: Lecture, Event ID: [blank], Associated Class: 1, Units: 3.00. The '\*Class Status:' dropdown is currently set to 'Active', with a dropdown arrow indicating it can be changed. The 'Cancel Class' button is visible. The 'Class Type:' dropdown is set to 'Cancelled Section'. The 'Add Consent:' dropdown is set to 'No Consent'. The 'Drop Consent:' dropdown is set to 'No Consent'. The 'Enrollment Capacity:' is 15, and the 'Total:' is 0. The '1st Auto Enroll Section:' and '2nd Auto Enroll Section:' fields are empty. The 'Resection to Section:' field is empty. The 'Auto Enroll from Wait List' checkbox is checked, and the 'Cancel if Student Enrolled' checkbox is unchecked. The 'Save' button is highlighted with a red box.

- Click Save

**TO VERIFY** that only MTH O99 TST2 (Class Number 10227) was the only one cancelled and removed from Combined Section, check information for other **CHILD** or **PARENT** sections attached to the combined section.



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- Click on the **Return to Search** key
- **Type** in class number for another section related to the Combined Section for MTH 099 TST1 and check Meetings and Enrollment Cntrl. Tabs. As per sample given, see information displayed for MTH 099 TST3 – Class # 10228

Navigation: Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

### Schedule Class Meetings

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:	=	MIAMI	🔍
Term:	=	2148	🔍
Subject Area:	=		🔍
Catalog Nbr:	begins with		
Academic Career:	=		
Campus:	begins with	GABLE	🔍
Session:	=		
Class Nbr:	=	10228	
Class Section:	begins with		
Description:	begins with		
Course ID:	begins with		🔍
Course Offering Nbr:	=		🔍

Case Sensitive

Search Clear Basic Search Save Search Criteria



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Notice that this other CHILD maintained all information in the Meetings, Enrollment Cntrl., and Exam tabs -

**Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings**

**Meetings | Enrollment Cntrl | Exam**

**Course ID:** 101267      **Course Offering Nbr:** 1  
**Academic Institution:** University of Miami  
**Term:** Fall 2014      Undergrad  
**Subject Area:** MTH      Mathematics  
**Catalog Nbr:** O99      INTERMED ALGEBRA

**Class Sections**

**Session:** 1      Regular Academic Session      **Class Nbr:** 10228  
**Class Section:** TST3      **Component:** Lecture      **Event ID:**  
**Associated Class:** 1      **Units:** 3.00      [Associated Class Attributes](#)

**Meeting Pattern**      Find | View All      First 1 of 1 Last

**Facility ID**      **Capacity**      **Pat**      **Mtg Start** 7:00AM      **Mtg End** 8:00AM      **M T W T F S S** [x] [x] [x] [x] [x] [x] [x]      **\*Start/End Date** 08/25/2014 12/09/2014

**Topic ID:**      **Free Format Topic:**       **Print Topic On Transcript**      [Contact Hours](#)      [Combined Section](#)

**Instructors For Meeting Pattern**      Personalize | Find | View All      First 1 of 1 Last

**Assignment | Workload**

ID	Name	*Instructor Role	Print	Access	Contact
50159690	TBA,XX	Prim Ins	<input checked="" type="checkbox"/>	Approve	

**Room Characteristics**      Personalize | Find      First 1 of 1 Last

*Room Characteristic	*Quantity
	1

**Save**      **Return to Search**      **Notify**

[Meetings](#) | [Enrollment Cntrl](#) | [Exam](#)



# OFFICE OF CLASSROOM MANAGEMENT

Meetings | Enrollment Cntrl | Exam

Course ID: 101267      Course Offering Nbr: 1  
Academic Institution: University of Miami  
Term: Fall 2014      Undergrad  
Subject Area: MTH      Mathematics  
Catalog Nbr: O99      INTERMED ALGEBRA

**Enrollment Control**

Session: 1      Regular Academic Session      Class Nbr: 10228  
Class Section: TST3      Component: Lecture      Event ID:  
Associated Class: 1      Units: 3.00

\*Class Status: Active     

Class Type: Enrollment      Enrollment Status: Open

Add Consent: No Consent      Requested Room Capacity: 5      Total:  
Drop Consent: No Consent      Enrollment Capacity: 5      0  
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](#)

Meetings | Enrollment Cntrl | Exam

**NOTE:** When a combined section has three or more course sections combined, it does not matter if you are removing the **PARENT** or one of the **CHILDREN**; all other combined course sections remaining will maintain corresponding information.

**Before cancelling** any course section that has students enrolled, it is the department/school responsibility to notify all enrolled students prior to processing cancellation.