

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

- o MTH 099 TST1 Class # 10226 PARENT
- o MTH 099 TST2 Class # 10227 CHILD
- o MTH 099 TST3 Class # 10228 CHILD
- o **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 <u>for the section that will remain open for the term.</u>
- 2. Go to the Combined Section Table following below breadcrumb

culum Management > click Search. Leave fields	Combined Sections	Combined Sections Table	
click Search. Leave fields i	blank for a list of all val	es.	
MIAMI 2148			
Regular Academic Sess	sion 👻		
	MIAMI 2148 Regular Academic Ses	MIAMI Q 2148 Q Regular Academic Session	MIAMI 2148 Regular Academic Session

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

Combined	combined Sections Table					
Academic In Term: Session:	stitution: University of Miami Fall 2014 Regular Academic	Session				
*Combined Sections ID	*Description	*Short Description				
0579	MTH 099 TST1/TST2/TST3	MTH O99 TS	View Combined Sections	+ -		
0578	BIL485/ECS405 SAP	UGALAPAGOS	View Combined Sections	+ -		
0577	CAE590 T Indoor Envi. Modeling	CAE590 T I	View Combined Sections	+ -		
0576	CAE590 Q Comp. Aided Arch. En	CAE590 Co	View Combined Sections	+ -		
0575	MSJ 139 01/ PLHD	MSJ 139 01	View Combined Sections	+ -		
0574	THA383/WGS350 G	THA383/WGS	View Combined Sections	+ -		
0573	EPS 533 3T G/U	EPS533	View Combined Sections	+ -		
0572	CO CMP 511 P	COCMP511P	View Combined Sections	+ -		
0571	MIP 541 01	MIP 541 01	View Combined Sections	+ -		
0570	CP CMP 594 2U	COCMP5942U	View Combined Sections	+ -		
0569	MIP 145/645-18	MIP 145/64	View Combined Sections	+ -		
0568	MTC 148/648-R	MTC 148/64	View Combined Sections	+ -		
0567	MIP 580-03	MIP 580-03	View Combined Sections	+ -		
0566	MIP 580-02	MIP 580-02	View Combined Sections	+ -		
0565	MIP 580-01	MIP 580-01	View Combined Sections	+ -		
0564	MIP 547 -01	MIP 547 -0	View Combined Sections	+ -		
0563	KIN 579 Q G/U	KIN579Q	View Combined Sections	+ -		

4. **Click** on the "View Combined Sections" link

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT 3 | P a g e Please report any 25Live system ISSUES to OCM via <u>ocm@miami.edu</u> typing "25Live system issue" in the subject area. Include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue. 5. **Remove BOTH**, PARENT and CHILD by clicking on the minus icon as section will no longer be a combined section for the term

	n_Menu →	Curriculum N	lanageme	nt > C	ombined Se	ctions >	Combine	d Sections	Table		
dentify C	ombine	ed Section	IS								
Academic Ins Term: Session: Combined Se *Combination	Academic Institution: MIAMI University of Miami Image: Permanent Combination Term: 2148 Fall 2014 Skip Mtg Pattern & Instr Session: 1 Regular Academic Session Warning: Mtg Pattern & Instr Combined Sections ID: 0579 MTH 099 TST1/TST2/TST3 Warning will not be shared within the combined section. Combination Type: Within Subject Image: Permanent Combined Section Permanent Combined Section										
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Combined S	ections	Class Description				<u>Pe</u> i	rsonalize <u>F</u>	ind View All	₽ [™]	First 🚺 1-2 of	2 🚺 Las
	Jonono	I I I I I I I I I I I I I I I I I I I			Reg Room					A	
*Class Nbr	<u>Subject</u>	Catalog Nbr	Section	<u>Status</u>	Cap	Enrl Cap	Enri Tot	Wait Cap	Wait lot	Acad Group	
Class Nbr 10226 Q	<u>Subject</u> MTH	Catalog Nbr O99	Section TST1	<u>Status</u> Open	<u>Cap</u> 5	Enri Cap 5	Enrl Tot	Wait Cap 0	<u>wait lot</u> 0	Acad Group AS	E E
*Class Nbr 10226 Q 10228 Q	Subject MTH MTH	Catalog Nbr O99 O99	Section TST1 TST3	<u>Status</u> Open Open	<u>Сар</u> 5 5	Enri Cap 5 5	<u>Enrl Tot</u> 0 0	Wait Cap 0 0	<u>Wait lot</u> 0 0	AS AS	+ -

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

6. Click OK



REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT 4 | P a g e Please report any 25Live system ISSUES to OCM via <u>ocm@miami.edu</u> typing "25Live system issue" in the subject area. Include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.



7. **Click** OK

8. **Delete** Enrollment Room Capacity and Requested Room Capacity totals

Identify Combined Academic Institution: Term: Session: Combined Sections ID: *Combination Type:	MIAMI 2148 1 0579 Within Su	University of Miar Fall 2014 Regular Academ MTH 099 TST1/T bject	ni ic Session ST2/TST3		Perma Skip M Warnin informa within t	Inent Combi Itg Pattern & g: Mtg Pattern tion will not b he combined s	nation k Instr Edit & Instr e shared section.		
Room Capacity						Total			
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		Wait List (Capacity:	300		0			
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Q			U	U	U	0	U		±
View Combined Sections Table	<u>e</u>								
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

nter any information yo	ou have and click	Search. Leave field	ds blank for a lis	st of all valu	ies.
Find an Existing Value					
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Search Chiena		1000000000			
Academic Institution:	= •	MIAMI	Q		
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class Section:	begins with 👻				
escription:	begins with 👻				
Course ID:	begins with 👻		Q		
Course Offering Nbr:	- •		Q		

- Enter Class Nbr for class to be cancelled
- o Click on the Enrollment Cntrl tab
- Change class status from "Active" to "Cancelled"
- Click the Cancel Class button
- Click Save
- b) **Populate information** for course section that <u>will</u> remain open:
 - Go to Schedule Class Meetings
 - Enter Class Nbr. for the class that needs to be populated
 - 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	Cane	ink 9		Home Add to Favorites Sign out
Favorites Mair	n_Menu → Cui	rriculum Managen	ient > Combined Sectio	ns > Combined Sections Table
			S	
Combined Se	ctions Table			
Enter any informat	tion you have an	d click Search. Lea	ve fields blank for a list of al	values.
Find an Existing	y Value			
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Search C	lear Basic Si	earch 📄 Save Se	arch Criteria	

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

Academic In	d Sections Table	I		
Term: Session:	Fall 2014 Regular Academic	Session		
*Combined				
Sections ID	*Description	*Short Description		
0579	MTH 099 TST1/TST2/TST3	MTH O99 TS	View Combined Sections	+
0578	BIL485/ECS405 SAP	UGALAPAGOS	View Combined Sections	+
0577	CAE590 T Indoor Envi. Modeling	CAE590 T I	View Combined Sections	+
0576	CAE590 Q Comp. Aided Arch. En	CAE590 Co	View Combined Sections	+
0575	MSJ 139 01/ PLHD	MSJ 139 01	View Combined Sections	+
0574	THA383/WGS350 G	THA383/WGS	View Combined Sections	+
0573	EPS 533 3T G/U	EPS533	View Combined Sections	+
0572	CO CMP 511 P	COCMP511P	View Combined Sections	+
0571	MIP 541 01	MIP 541 01	View Combined Sections	+
0570	CP CMP 594 2U	COCMP5942U	View Combined Sections	+
0569	MIP 145/645-18	MIP 145/64	View Combined Sections	+
0568	MTC 148/648-R	MTC 148/64	View Combined Sections	+
0567	MIP 580-03	MIP 580-03	View Combined Sections	+
0566	MIP 580-02	MIP 580-02	View Combined Sections	+
0565	MIP 580-01	MIP 580-01	View Combined Sections	+
0564	MIP 547 -01	MIP 547 -0	View Combined Sections	+
0563	KIN 579 Q G/U	KIN579Q	View Combined Sections	+
0562	CIS 450/685	CIS450/685	View Combined Sections	+
0561	MIP 545-49	MIP 545-49	View Combined Sections	+

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

REPORT 25LIVE SYSTEM ISSUES TO THE OFFICE OF CLASSROOM MANAGEMENT 8 | P a g e Please report any 25Live system ISSUES to OCM via <u>ocm@miami.edu</u> typing "25Live system issue" in the subject area. Include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.

- 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

Academic Institutio	on: MIAI	tions	sity of Miam	i		Perma	inent Combi	nation			
Session:	214	8 Fall 20 Regul	ar Academi	Session		Warnin	g: Mtg Pattern	& Instr			
Combined Sections ID: 0579 MTH O99 TST1/TST2/TST3 information will not be shared within the combined section.											
*Combination Type: Within Subject -											
Room Capacity											
in cupating							Total				
Requested Room	Conceitu										
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	apacity:	25	Enrollment Wait List C	Capacity: apacity:	25 300		0				
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Combined Section	s Class Des	cription	Enrollment Wait List C	Capacity: apacity:	25 300 <u>Per</u>	rsonalize F	0 0 ind View All	₽ ₩	First 1-3 of	r 3	Last
Combined Section	S Class Des	cription	Enrollment Wait List C	Capacity: apacity: Reg Room <u>Cap</u>	25 300 <u>Per</u>	rsonalize F Enri Tot	0 0 ind View All	🕢 🖩	First 1-3 of	13	Last
Combined Section Class Nbr Sut 10226 MTH	s Class Des ject <u>Cataloc</u> I O99	cription A Nbr Section TST1	Enrollment Wait List C	Capacity: apacity: Reg Room Cap 5	25 300 <u>Per</u> <u>Enri Cap</u> 5	r <u>sonalize</u> <u>F</u> <u>Enri Tot</u> O	0 0 ind View All <u>Wait Cap</u> 0	☑ ∰ <u>Wait Tot</u> 0	First 1-3 of Acad Group AS	F3	Last
Combined Section Class Nbr Sut 10226 Q MTH 10227 Q MTH	s Class Des <u>ject Catalor</u> I O99	cription Nbr Section TST1 TST2	Enrollment Wait List C	Capacity: apacity: Reg Room Cap 5 15	25 300 Per Enrl Cap 5 15	rsonalize F Enri Tot 0 0	0 0 ind View All Wait Cap 0 0	Wait Tot 0	First 1-3 of Acad Group AS AS	F3 🚺	Last
Combined Section *Class Nbr Sub 10226 Q MTH 10227 Q MTH 10228 Q MTH	S Class Des iect Cataloo I 099 I 099	cription a Nbr Section TST1 TST2 TST3	Enrollment Wait List C Status Open Open Open	Capacity: apacity: Req Room Cap 5 15 5	25 300 <u>Per</u> <u>Enrl Cap</u> 5 15 5	r <u>sonalize</u> F Enri Tot 0 0 0	0 0 ind View All Wait Cap 0 0 0	<mark>₩ait Tot</mark> 0 0	First 1-3 of Acad Group AS AS AS	*3 D	Last

- **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

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

• 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 Combine	Identify Combined Sections									
Academic Institution: Term: Session: Combined Sections ID: *Combination Type:	n: MIAMI University of Miami 2148 Fall 2014 1 Regular Academic Session 5 ID: 0579 MTH 099 TST1/TST2/TST3 Within Subject ▼			i Session ST2/TST3	 Permanent Combination Skip Mtg Pattern & Instr Edit Warning: Mtg Pattern & Instr information will not be shared within the combined section. 					
Room Capacity							Total			
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Combined Sections	Class Description			Rea Room						
<u>*Class Nbr</u> Subject	Catalog Nbr	Section	<u>Status</u>	Cap	Enrl Cap	Enrl Tot	<u>Wait Cap</u>	<u>Wait Tot</u>	Acad Group	
10226 Q MTH	O99	TST1	Open	5	5	0	0	0	AS	+ -
10228 Q MTH	O99	TST3	Open	5	5	0	0	0	AS	+ -
View Combined Sections T	able									
Save Return to Searce	h 🔄 Notify									

• Click Save

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

 $\textbf{Curriculum Management} \ > \ \textbf{Schedule of Classes} \ > \ \textbf{Schedule Class Meetings}$

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

Favorites Main Mer	nu > Curric	ulum Management	> Schedule of Classes	> Schedule Class Meetings
		A UN PULSED		
Schedule Class M	eetings			
Schedule olass m	ceungs	Kala Osarah Lanara Kal	de blandsfore link of ellerst	
Enter any information y	ou have and o	lick Search. Leave fiel	ds blank for a list of all valu	Jes.
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Academic Institution:	= +	MIAMI	Q	
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Class Nhr			¥	
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Description:	begins with	•		
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Search Clear	Basic Sear		riteria	
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• Click Search

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



Meetings <u>E</u> nrollmer	ht Cntrl E <u>x</u> am
Course ID: Academic Institution: Term: Subject Area: Catalog Nbr:	101267Course Offering Nbr:1University of MiamiFall 2014UndergradMTHMathematicsO99INTERMED ALGEBRA
Class Sections Session: Class Section: Associated Class:	1 Regular Academic Session Class Nbr: 10227 TST2 Component: Lecture Event ID: 1 Units: 3.00 Associated Class Attributes
Meeting Pattern Facility ID C	Eind View All First 1 of 1 Last Capacity Pat Mtg Start Mtg End M T W T F S * Start/End Date • • Q Image: Start Start Start Start/End Date •
Instructors For Meeti Assignment Wo D	ng Pattern Personalize Find View All
Room Characteristics *Room Characteristic Q	Personalize Find 🔄 🗰 First 🚺 1 of 1 🛄 Last Quantity 1 + -

• Click on the Enrollment Cntrl tab



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

Enrollment Control Session: 1 Regular Academic Session Class Nbr: 10227 Class Section: TST2 Component: Lecture Event ID: Associated Class: 1 Units: 3.00 *Class Status: Active Cancel Class Class Type: Active Cancel Class Add Consent: Stop Further Enrollment d Room Capacity: 15 Drop Consent: No Consent Enrollment Capacity: 15 0 1st Auto Enroll Section: Wait List Capacity: 0 0	Course ID: 10 Academic Institution: Un Term: Fa Subject Area: M Catalog Nbr: 09	01267 Course Offering Nbr: 1 niversity of Miami all 2014 Undergrad TH Mathematics 199 INTERMED ALGEBRA	
Session: 1 Regular Academic Session Class Nbr: 10227 Class Section: TST2 Component: Lecture Event ID: Associated Class: 1 Units: 3.00 *Class Status: Active Cancel Class Class Type: Active Cancelled Section th Status: Open Add Consent: No Consent Enrollment d Room Capacity: 15 Total: Drop Consent: No Consent Enrollment Capacity: 15 0 1st Auto Enroll Section: Wait List Capacity: 0	Enrollment Control		
*Class Status: Active Cancel Class Active Active Active Active Active It Status: Open Add Consent: Stop Further Enrollment Tentative Section It Status: Open Drop Consent: No Consent Enrollment Capacity: 15 Total: 1st Auto Enroll Section: Wait List Capacity: 0	Session: Class Section: Associated Class:	1 Regular Academic Session Class Nbr: 10227 TST2 Component: Lecture Event ID: 1 Units: 3.00	
Drop Consent: No Consent Enrollment Capacity: 15 0 1st Auto Enroll Section: Wait List Capacity: 0 2nd Auto Enroll Section: Minimum Enrollment Nhr:	*Class Status: Class Type: Add Consent:	Active Cancel Class Active Cancelled Section Tentative Section d Room Capacity: 15 Total:	
Resection to Section:	Drop Consent: 1st Auto Enroll Section: 2nd Auto Enroll Section: Resection to Section:	No Consent Enrollment Capacity: Wait List Capacity: Minimum Enrollment Nbr: Minimum Enrollment N	

Click Save

TO VERIFY that only MTH 099 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.



• 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

Favorites Main Mer	nu > Curriculu	m ∯anagement ≻ Sc	chedule of Classes > Schedule Class Meetings
	HE THE		
Schedule Class M	eetings		
Enter any information ye	ou have and click	Search. Leave fields bla	ank for a list of all values.
,	_		
Find an Existing Value	e		
 Search Criteria 			
Academic Institution:	= +	MIAMI	Q
Term:	= 🗸	2148	Q
Subject Area:	= -		Q
Catalog Nbr:	begins with 👻		
Academic Career:	= 🔻		
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Class Nhr	-	1022	
Class Section:		1022	.0]
Description:	begins with 👻		
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Course Offering Nbr:	= •		Q
Case Sensitive			
Search Clear	Basic Search	Save Search Criteria	а

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

Favorites Main Menu > Cu	rriculum Management > Schedule of Classes > Schedule Class Meetings						
Meetings Enforment Chur	Exam						
Course ID: 1012 Academic Institution: Univ	267 Course Offering Nbr: 1 rereity of Miami						
Term: Fall 2 Subject Area: MTH	2014 Undergrad Mathematics						
Catalog Nbr: 099	INTERMED ALGEBRA						
Class Sections							
Session: 1 Class Section: T	Regular Academic Session Class Nbr: 10228 ST3 Component: Lecture Event ID:						
Associated Class: 1	Units: 3.00 <u>Associated Class Attributes</u>						
Meeting Pattern First I of 1 D Last							
Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date							
Q	Q 7:00AM 8:00AM ♥ ♥ ♥ ■ ■ 08/25/2014 ₩ 12/09/2014 ₩						
	Topic ID: Free Format Topic:						
Print Topic On Transcript Contact Hours Combined Section							
Instructors For Meeting Pat	tern <u>Personalize</u> <u>Find</u> View All 🖾 🏥 First 🖾 1 of 1 🔯 Last						
	Name <u>*Instructor</u> Print Access <u>Contact</u>						
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ourse ID: cademic Institution: erm:	101267 University Fall 2014	of Miami		Course Offering Nb Undergrad	r. 1	
ubject Area: atalog Nbr: proliment Control	МТН 099			Mathematics INTERMED ALGEBR	RA	
Session: Class Section: Associated Class:	1 TST3 1	Component: Units:	Regula Lectur 3.00	ar Academic Session e	Class Nbr: 102 Event ID:	28
Class Status:	Active			•	Cancel Class	
Class Type:		Enrollment	E	nrollment Status:	Open	
Add Consent:		No Consent	▼ R	equested Room Capac	ity: 5	Total:
Drop Consent:		No Consent	- E	nrollment Capacity:	5	0
1st Auto Enroll Section:			V	Vait List Capacity:		0
2nd Auto Enroll Section:			M	linimum Enr <mark>o</mark> llment Nbi	r:	
Resection to Section:						
Auto Enroll from W	ait List	🗖 c	ancel if	f Student Enrolled	Combine	1 Section

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.