ReggieNet Course Combination Request

To combine two or more sections of a course into one ‘combined’ course, you need to submit a course combination request. When your request is granted, students from all course sections are merged and the content for the course is housed only in the combined course site rather than duplicated for multiple sections.

- Course combination requests will be submitted through the PeopleSoft interface.
- Once your request is submitted, the Registrar’s office approves or denies the request.
- Once approved, ReggieNet system creates the new ‘combined’ course shell, generates a unique name, and loads all students and instructor into the new course.
- Instructor uses ‘combined’ course like any other ReggieNet course.
- At semester end, grades for all students are passed from the ‘combined’ course to the registrar’s system.

Warning: Once a new ‘combined’ course is created, students from all sections are merged together in one roster for the ‘combined’ course. This may affect how you use Gradebook, e-mails and other course site activities. Most instructors enter the original section information in Gradebook and/or choose to create groups in their new ‘combined’ course based on the course sections that were combined. Additionally, since the grade submission process will be tied with the new combined course, we recommend against using the Gradebook function of original sections.

Step-by-step instructions for requesting a combined course for ReggieNet
1. Open a browser, and go to the address http://sis.illinoisstate.edu. Sign in with your ULID and password.
2. You should see the following screen:

   ![ISU CS Main Menu](image)

   Click on ISU CS Main Menu
Click on **LMS Course Combo Request**

3. The next screen will appear

Click on the **Add a New Value** tab

Click on the magnifying glass icon next to the **Term** box
Scroll down and click on the correct term. The term number (2165 for Spring 2016) will now be entered in the term box. Click the Add button.

4. The following screen will appear:

You now need to add the courses that you wish to combine. In the section at the bottom labeled “Select Subordinate Course Sections For Course Combo”, click on the magnifying glass icon in the first line of the table.
Click on the first course/section you wish to combine (in this example, SOC 108 001)

Click on the + icon at the right end of the first line of the table. You will see your course list again.
Click on the second course/section you wish to combine (in this example, SOC 108 002)
Repeat the previous two actions if necessary for any more courses/sections.

5. The screen will now look like this:

You can provide a rationale for your request in the box labeled “Requestor Note”. This is not generally needed for simply combining 2 sections of the same course.
Click on the Submit button. This will complete your request.

As noted in the introduction to this document, the Registrar’s office will then approve the request.