Faculty: Combine Course Request Information Sheet

Important To Note:

- You should only request the combination for sites in which you are the assigned faculty.
- Course Combine requests are not accepted after the first week of the semester.
- We do not recommend combining courses if students have already submitted work within a course. All student work such as quizzes, submissions, and discussion posts will be lost when the courses are combined.
- Courses must be taken offline in order to complete the course combine process. The combined course will be available after the next system refresh.
- Faculty must notify D2L Services each subsequent semester they wish to have the course combined. D2L support staff will not automatically renew this request.
- When submitting the form, be sure to list the proper sections for the courses you are combining. Omitting course sections or listing the wrong sections could result in the combination of courses with other faculty.
- In a combined course, you can use Release Conditions to restrict content to specific sections/groups.

You should only consider combining a course if:

- You teach multiple sections of the same course.
- A course is cross-listed and has two different course numbers.
- You are co-teaching a course with another faculty member.

Click here to go directly to the Combine Course Request Form or follow the steps below to access the form from the WCU D2L Services website.

To access the form online, go to http://www.wcupa.edu/d2l

1. From the WCU D2L Services website, click Site Request Forms
2. Click Combine Course Request form
3. Review information/notes regarding and click Combine Course Request Form
4. Complete and submit the Combine Course Request Form