



Course Merge Request

Merging courses is a way to combine two or more similar sections of a course. When courses are merged, all class lists are combined and there will only be one grade book. Once merged, courses **cannot** be separated. Only the primary instructor may request the merge. If you are requesting sections with multiple instructors, all of the instructors and the department head need to be copied in the ticket for approval prior to completion of the request.

Note: Course merges should not be designed to create large sections out of multiple smaller sections of an online course. Nor should an instructor merge multiple sections of a face to face course that meets at different times.

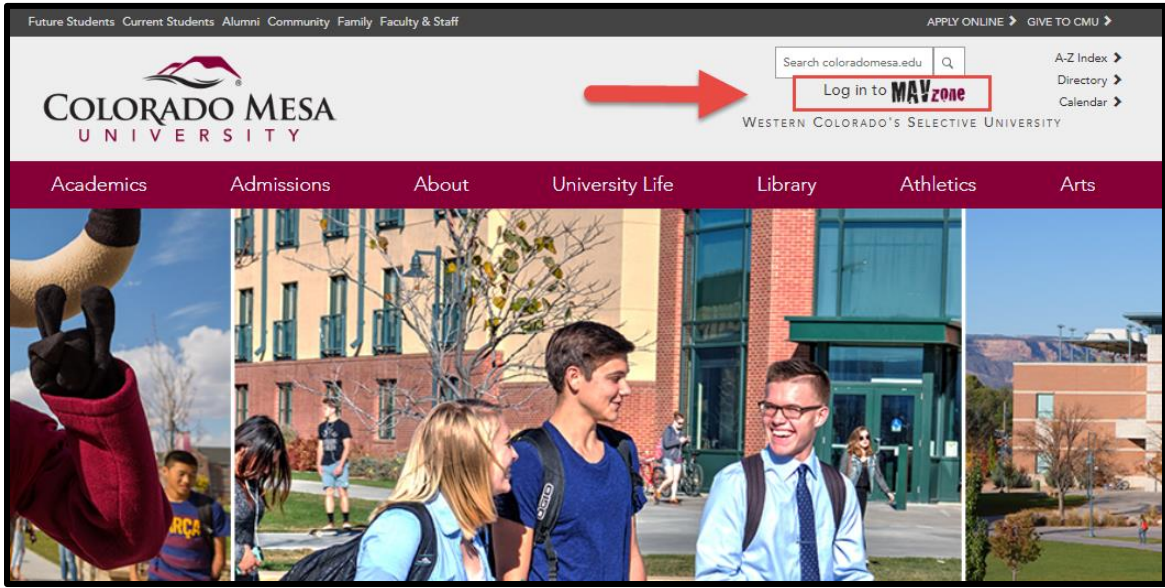
For questions on this policy please email distanceed@coloradomesa.edu

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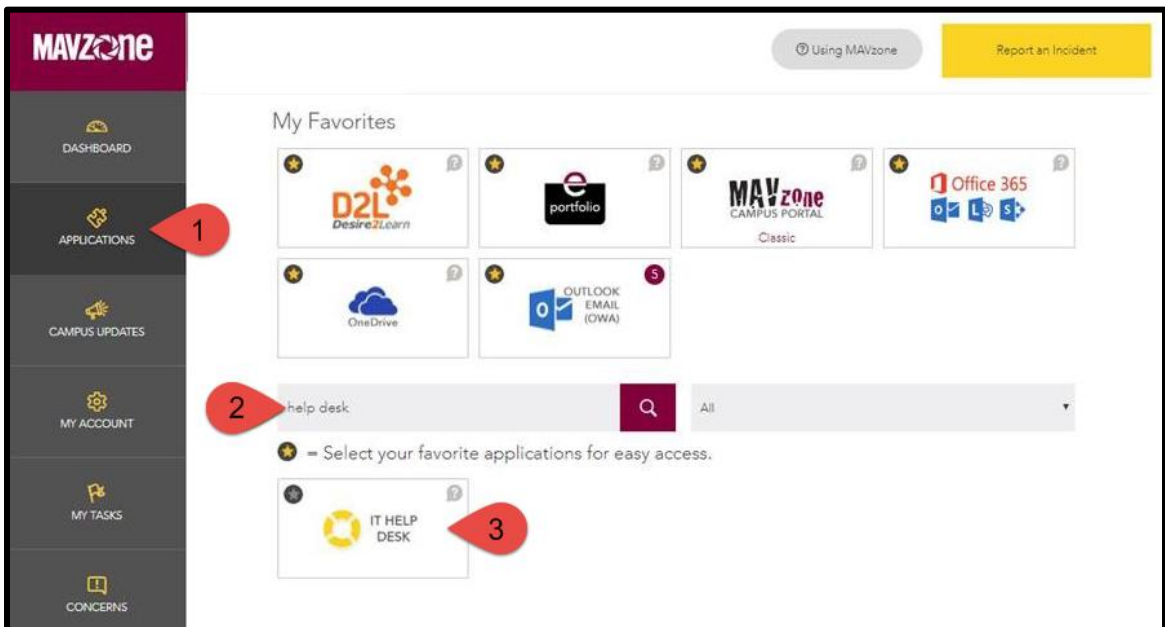
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D2L Help Request: Course Merge

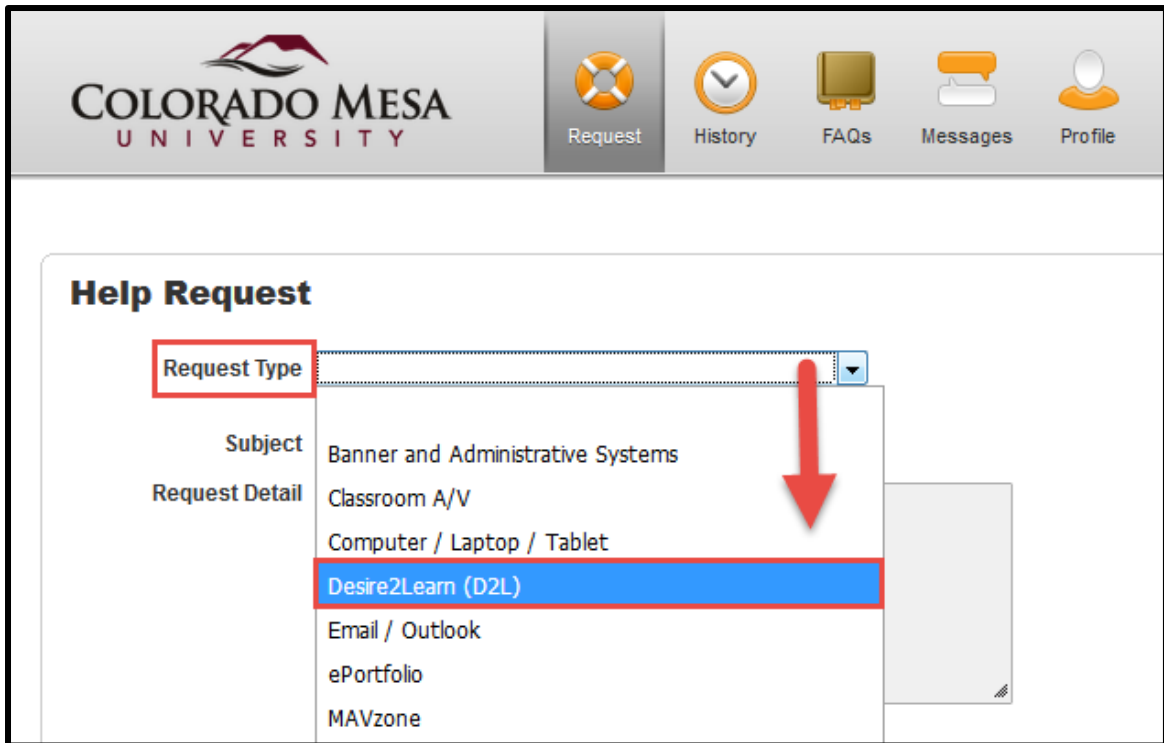
1. From the Colorado Mesa University website, www.coloradomesa.edu, click on **Log in to MAVzone**.



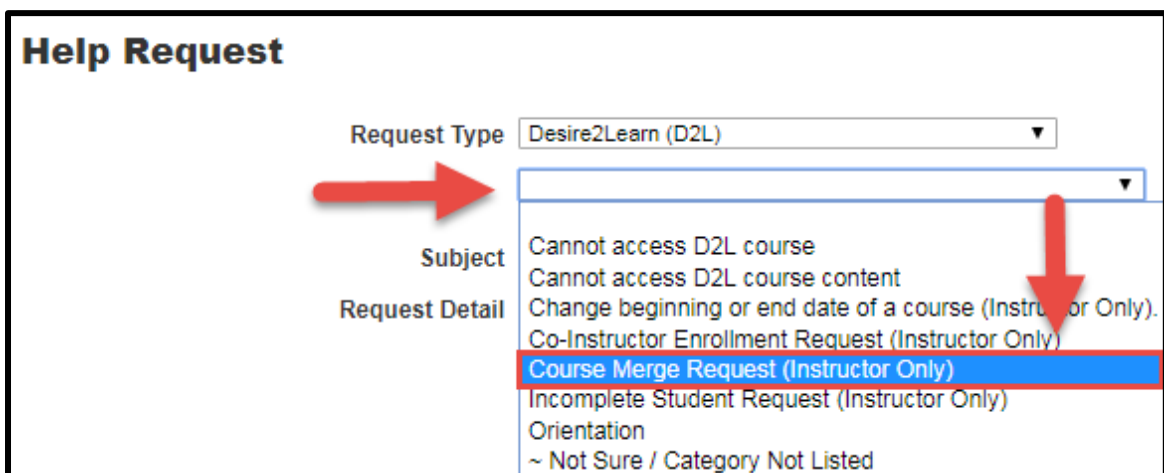
2. After signing in, select the **IT Help Desk** app to create a ticket.



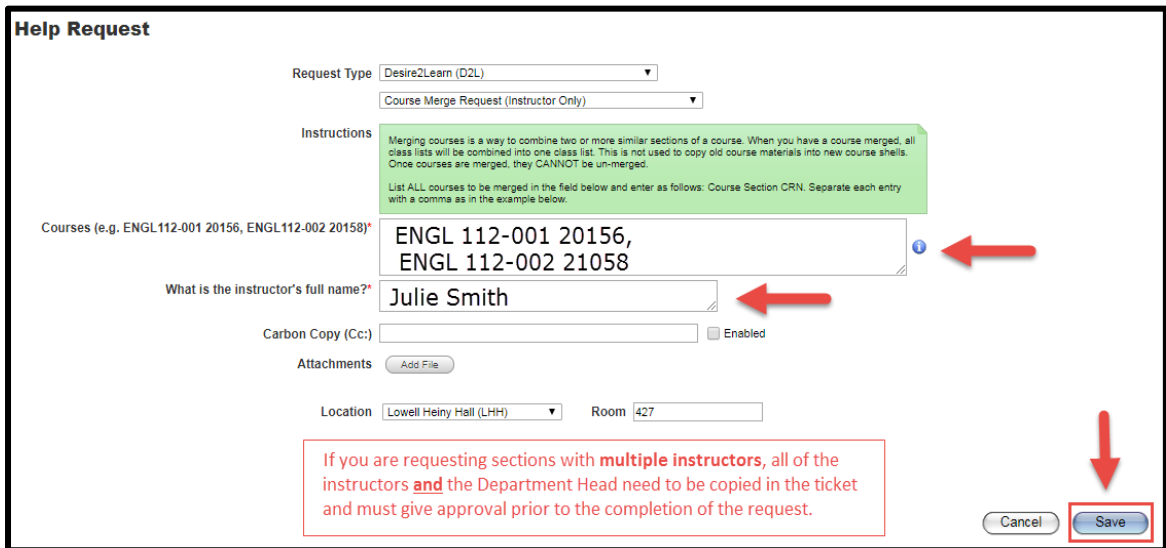
- From the **Help Request** page, choose your **Request Type** as **Desire2Learn (D2L)** from the dropdown menu.



- Choose the sub-request as **Course Merge Request (Instructor Only)** from the dropdown menu.



5. Complete the rest of the form (make sure to fill the required fields indicated by *****) and **Save** the form to submit your request.



Help Request

Request Type: Desire2Learn (D2L)
Course Merge Request (Instructor Only)

Instructions
Merging courses is a way to combine two or more similar sections of a course. When you have a course merged, all class lists will be combined into one class list. This is not used to copy old course materials into new course shells. Once courses are merged, they CANNOT be un-merged.
List ALL courses to be merged in the field below and enter as follows: Course Section CRN. Separate each entry with a comma as in the example below.

Courses (e.g. ENGL112-001 20156, ENGL112-002 20158)* ENGL 112-001 20156,
ENGL 112-002 21058

What is the instructor's full name?* Julie Smith

Carbon Copy (Cc:): Enabled

Attachments:

Location: Lowell Heiny Hall (LHH) Room: 427

If you are requesting sections with **multiple instructors**, all of the instructors **and** the Department Head need to be copied in the ticket and must give approval prior to the completion of the request.

NOTE: If you are requesting sections with **multiple instructors**, all of the instructors and the Department Head need to be copied in the ticket and give approval prior to completion of the request.