# MERGING COURSE SECTIONS IN ORCA

Instructors can merge course sections using ORCA to create the merged course that will appear in Canvas.

Course Instructors of Record can use ORCA to merge sections by the deadline identified on the Course Availability in Canvas table. After this deadline, course merge requests will need to be sent to the Office for Academic Innovation. Courses will not be merged past the absolute course merge end date due to the possible loss of student interactions. To merge a course:

1. Log in to **ORCA** with your TAMU NetID and Password.
2. Click **Semester Courses.**
3. Click **Request Combined Course**. A list of your current semester courses will appear under Course Request.
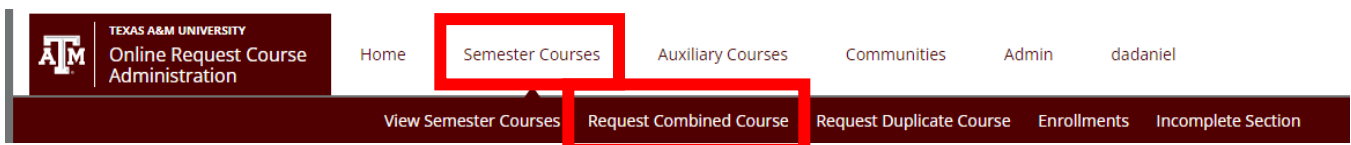
4. Select the checkbox for all the sections to create the merged course then select **Next**.
   a. Courses can be selected for the same Subject and Course Number or across Subjects if needed.

Course Request

- Select the sections to add for a combined course.
- Sections that appear with the X in the select box and grayed out are already part of an existing merged course and are disabled.

	Term	CRN	Subject	Course No	Section No	Title
☑	Spring 2022	10004	ACCT	229	501	INTRO ACCOUNTING
☑	Spring 2022	10005	ACCT	229	502	INTRO ACCOUNTING
☑	Spring 2022	10006	ACCT	229	503	INTRO ACCOUNTING
☐	Spring 2022	12012	SOCI	205	502	INTRO TO SOCIOLOGY

5. On the **Request Confirmation** page, the selected sections will appear.
   a. The **Title** field will fill in with the title of the first course selected by default. Change the title to the title of the newly created merged course.
   b. **Note:** The merged course may appear right away but may not have the course template applied. Wait a few minutes, refresh the course, and it will appear.

Title: 22 SPRING ACCT 229 501: INTRO ACCOUNTING

6. Click **Submit** in the bottom right corner.

To view your Combined Courses in ORCA, select **Semester Courses**, then **View Semester Courses**.