Combined Classes

If there are two different class sections scheduled, that have the same faculty, and are taught in the same place and at the same time, then you record this using Combined Sections. Once populated this data is sent to downstream applications such as Canvas to facilitate section maintenance.

Considerations: Combined Section data is not rolled. Sections need to be re-combined each term.

A: Ensure Sections are Scheduled

Before you can combine sections of a class, the individual sections must exist within the schedule of classes for the appropriate term. Additionally, ensure that the class sections have the same meeting pattern (time, days, and instructor(s)).

Note: If you are combining sections with another department/school, coordinate schedule information.
### B: Defining a Combined Section ID

**Navigation:** Curriculum Management >> Combined Sections >> Combined Sections Table

On the Find an Existing Value tab,

**Step 1. Enter** the appropriate **Term.**
**Step 2.** Select session from the Session dropdown, (e.g., for FAS – Full Term).
**Step 3. Select** Search.

The Combined Sections Table displays. (If Combined Sections already exist, a list will display).

The Combined Section table has four columns:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>Combined Sections ID: System generated ID that uniquely identifies each combined section. Please, do not change this number.</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>Description: 30 character field; recommended practice is to enter Subject and Course #.</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>Short Description: 10 characters; recommended practice is to enter Subject.</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>View Combined Section: Hyperlink to the details page of the Combined Section.</td>
</tr>
</tbody>
</table>

**Note:** Please do not remove any existing sections or rows.
C: Linking Classes to a Combined Section ID

The Identify Combined Section page displays. This page allows you to view or modify classes that are linked to a specific combined section ID.

Note: The Combined Sections ID is system generated when you create a new row (Do not change). Within FAS combined sections should be entered in alpha order based on department.

Step 6. Enter a Description for the combined sections in the Description field, (e.g., using the best recommended practice enter: ANTH101/SOC101)
Step 7. Enter the Short Description, (e.g., using the best recommended practice enter: ANT/SOC)
Step 8. Click Save.
Step 9. Click the View Combined Sections hyperlink of your newly added row.
1. Header:

**Academic Institution, Term, Session** and **Combined Session ID** automatically populate.

**Combination Type:**
- **Cross Subject:** Between subject areas e.g., SOC/ANTH.
- **Within Subject:** Within subject areas e.g., BIO/BIO.
- **Or Both:** If you have multiple combination options.

Uncheck the **Permanent Combination** box. When you create a new Combined Section this box is checked by default and has to be unchecked.

Check the **Skip Mtg. Pattern & Instr. Edit** box. (allows for different meeting times between combined sections (e.g., FAS section combined with HKS section; they have the same start time but may have different end times.)

**Step 10.** Select the **Combination Type** from the Combination Type dropdown.

**Step 11.** Uncheck the **Permanent Combination** box if checked.

**Step 12.** Check the **Skip Mtg. Pattern & Instr. Edit** box.

2. Room Capacity:

For the **Room Capacity** section:
- **Requested Room Capacity** field is to remain blank (currently not used at Harvard).
- **Enrollment Capacity** is the enrollment capacity for the sections combined.
- **Wait List Capacity** is the wait list capacity for the sections combined (not used at FAS)
- **Total** show the current enrollments and Wait list numbers of combined sections.

**Step 13.** Enter **Enrollment Capacity**.
# Combined Sections

### Examples on Enrollment set up:

<table>
<thead>
<tr>
<th>Combined Section: Overall Capacity</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section A</td>
<td>18</td>
</tr>
<tr>
<td>Section B</td>
<td>999</td>
</tr>
</tbody>
</table>

The Overall Capacity is set to 30. Section A has a total capacity of 18 and Section B has an open enrollment. If section A has reached a capacity of 18, no more students can enroll into Section A even if there is more capacity overall.

<table>
<thead>
<tr>
<th>Combined Section Overall Capacity</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section A</td>
<td>999</td>
</tr>
<tr>
<td>Section B</td>
<td>999</td>
</tr>
</tbody>
</table>

The Overall Capacity is set to 30. Both Section A and Section B have open enrollment. Students will be able to enroll until the combined section capacity has reached 30, regardless of how those enrollments are distributed across the sections.

### Step 15.
Enter the class number of the first section you want to combine or use the lookup to search for and locate your class.

### Step 16.
Click the + sign.

### Step 17.
Repeat step 15 + 16 for each additional section to be combined.

### Step 18.
Navigate to the Class Description Tab to view additional information about the section.

### Note:
You can make updates to Class Sections in Maintain Schedule of Classes from the Combined Sections page using the Related Content functionality. See Tips and Tricks section on how to use Related Content.

### Step 19.
Save the record.

### Note:
If you forget to check the Skip Mtg. Pattern & Instr. Edit you will receive the following error message:
Tips and Tricks: Related Content

In order to make navigation easier between pages in the system, **Related Content** was added to Identify Combined Sections. This allows you to navigate from the **Identify Combined Sections** page directly to those pages where you may need to make updates. There are two ways to navigate to other pages directly from here:

1. Related Content **Dropdown Option**.

   **Step 1.** Click on the Related Content **Dropdown** and select **Maintain Schedule of Classes**. The maintain schedule of classes will open. You can make any updates to your record and still remain on your combined sections page.

2. Related Content on the Combined Section table.

   **Step 1.** Right Click on the red triangle in the **Enrl Cap** column. A page opens that allows you to update the enrollment capacity for your individual sections.
Part D: Reviewing combined section in the Schedule of Classes

Navigation: Curriculum Management >> Schedule of Classes >> Maintain Schedule of Classes

**Step 1.** Locate your class section.
**Step 2.** Navigate to the Meetings tab, and review information.

*Note:* You might not be able to change both sections due to role level security. Please reach out to the appropriate department to align your information.

If you are viewing a class section that has been combined, the combined Section hyperlink appears and when selected you can view combined section information.