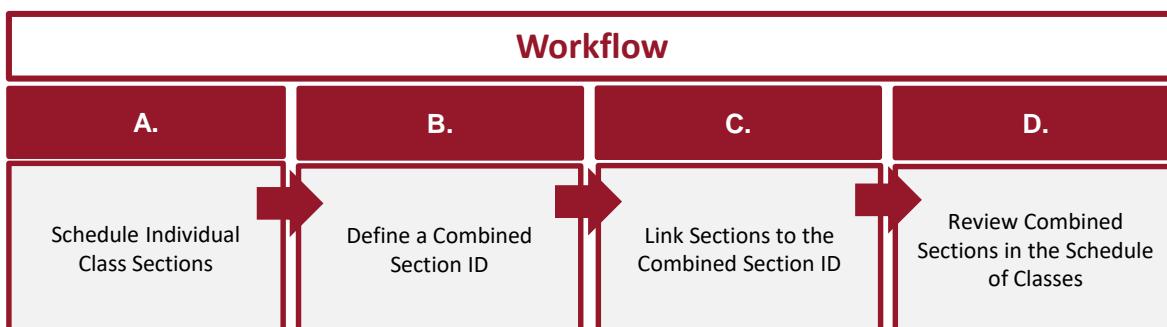
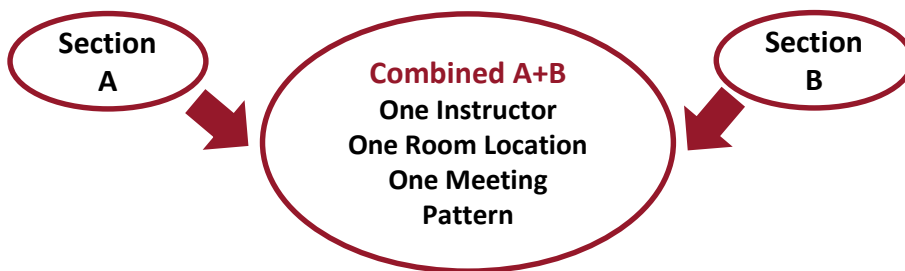


Combined Classes

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.**

Combined Sections Table
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution:

Term:

Session:

[Basic Search](#)

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

Combined Sections Table

Academic Institution: Harvard University
Term: 2016 Fall
Session: Full Term

Note: Please do not remove any existing sections or rows.

A *Combined Sections ID	B *Description	C *Short Description	D View Combined Sections		
0067	EPS 107/OEB 107	EPS/OEB 10	View Combined Sections	<input type="button" value="+"/>	<input type="button" value="-"/>
0002	BCMP 230/SCRB 230	BCMP/SCRB2	View Combined Sections	<input type="button" value="+"/>	<input type="button" value="-"/>
0001	HDS 2230/Religion 1434	HDS 2230	View Combined Sections	<input type="button" value="+"/>	<input type="button" value="-"/>

The Combined Section table has four columns:

- A: Combined Sections ID:** System generated ID that uniquely identifies each combined section. Please, **do not change** this number.
- B: Description:** 30 character field; recommended practice is to enter **Subject and Catalog #**.
- C: Short Description:** 10 characters; recommended practice is to enter Subject.
- D: View Combined Section:** Hyperlink to the details page of the **Combined Section**.

Combined Sections Table

Academic Institution: Harvard University
 Term: 2016 Fall
 Session: Full Term

*Combined Sections ID	*Description	*Short Description	
0067	EPS 107/OEB 107	EPS/OEB 10	View Combined Sections [+]
0002	BCMP 230/SCRB 230	BCMP/SCRB2	View Combined Sections [+]
0001	HDS 2230/Religion 1434	HDS 2230	View Combined Sections [+]
0068			View Combined Sections [+]

+ Add / - Remove row

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.

0068	ANTH101/SOC101	ANT/SOC	View Combined Sections [+ -]
------	----------------	---------	--

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.

1. Header Section

2. Room Capacity

3. Combined Sections

Identify Combined Sections

Academic Institution: HRVRD Harvard University Permanent Combination
 Term: 2168 2016 Fall Skip Mtg Pattern & Instr Edit
 Session: 1 Full Term Warning: Mtg Pattern & Instr information will not be shared within the combined section.
 Combined Sections ID: 0068 SOC101/ANTH101
 *Combination Type: Cross Subject

Room Capacity

Requested Room Capacity:	<input type="text"/>	Enrollment Capacity:	<input type="text"/>	Total
		Wait List Capacity:	<input type="text"/>	0
				0

Personalize Find View All [Grid Icon] First 1 of 1 Last										
Class num	subject	Classroom num	section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		0	0	0	0	0	

[View Combined Sections Table](#)

1. Header:

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

Identify Combined Sections

Academic Institution:	HRVRD	Harvard University
Term:	2168	2016 Fall
Session:	1	Full Term
Combined Sections ID:	0068	SOC101/ANTH101

*Combination Type: Cross Subject

Permanent Combination
 Skip Mtg Pattern & Instr Edit
Warning: Mtg Pattern & Instr information will not be shared within the combined section.

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:

Room Capacity

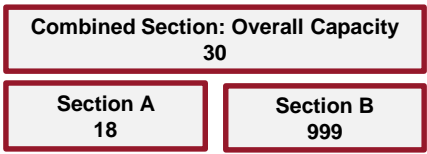
A	Requested Room Capacity:	<input type="text"/>	B	Enrollment Capacity:	<input type="text"/>	D	Total	0
			C	Wait List Capacity:	<input type="text"/>			0

For the Room Capacity section:

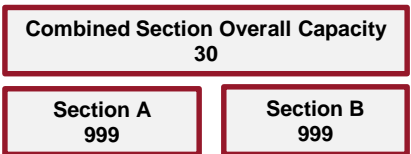
- A** Requested Room Capacity field is to remain blank (currently not used at Harvard).
- B** Enrollment Capacity is the enrollment capacity **for the sections combined**.
- C** Wait List Capacity is the wait list capacity for the sections combined (**not used at FAS**)
- D** Total show the current enrollments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

Step 13. Enter Enrollment Capacity.

Examples on Enrollment set up:



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.



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.

3. Combined Sections:

Personalize Find View All First 1 of 1 Last											
Combined Sections		Class Description									
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
<input type="text"/>					0	0	0	0	0		<input type="button" value="+"/> <input type="button" value="-"/>

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.

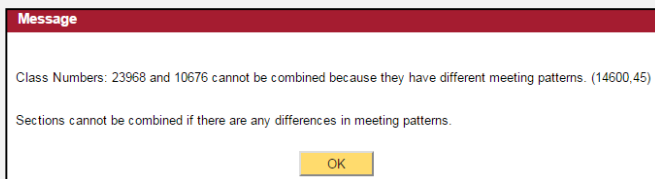
Step 18. Navigate to the **Class Description** Tab to view additional information about the section.

Personalize Find View All First 1-2 of 2 Last											
Combined Sections		Class Description									
*Class Nbr	Subject	Catalog Nbr	Section	Description							
10600	ESPP	90X	001	Current Issues in US Environ L	<input type="button" value="+"/>	<input type="button" value="-"/>					
10015	HDS	1667A	01RE	Judaism: The Liturgical Year	<input type="button" value="+"/>	<input type="button" value="-"/>					

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:



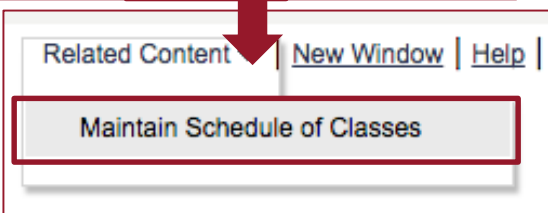
Tips and Tricks: Related Content

In order to make navigation easier between page in the system, **Related Content** was added to Identify Combined Sections. This allows 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.

Identify Combined Sections

Academic Institution: HRVRD Harvard University
 Term: 2168 2016 Fall
 Session: 1 Full Term
 Combined Sections ID: 0068 SOC101/ANTH101
 *Combination Type:

Permanent Combination
 Skip Mtg Pattern & Instr Edit
Warning: Mtg Pattern & Instr information will not be shared within the combined section.

Room Capacity

Requested Room Capacity:	<input type="text"/>	Enrollment Capacity:	<input type="text"/>	Total
		Wait List Capacity:	<input type="text"/>	0
				0

Combined Sections		Class Description		Enrl Cap		Enrl Tot		Wait Cap		Wait Tot		Acad Group	
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req.	Enrl Tot	Wait Cap	Wait Tot	Acad Group				
<input type="text"/>						0	0	0	0				

[View Combined Sections 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.

Basic Data **Meetings** Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface [New Window](#)

Course ID: 156676 Course Offering Nbr: 1
Academic Institution: Harvard University
Term: 2016 Fall FAS
Subject Area: ESPP Environmental Sci & Public Pol
Catalog Nbr: 90X Current Issues in U.S. Environmental Law

Class Sections Find | View All First 1 of 1 Last

Session: 1 Full Term Class Nbr: 10600
Class Section: 001 *Component: Seminar Event ID:
Associated Class: 1 Units: 4.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
6:00PM 8:29PM [] [x] [] [] [] [] [] 08/31/2016 12/02/2016

Topic ID: Free Format Topic:
 Print Topic On Transcript [Contact Hours](#) [Combined Section](#)

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.