

# my.harvard--Schedule of Classes

## Language Course Setup Options

### Option 1: Multiple timed “placeholder” sections

**Create timed enrollment sections in Schedule:** Create one section for each time slot to display in my.harvard search; create multiple other sections for the same time slots that do not display in course search. These extra sections are for “overflow” for particular times of day.

- **Pros:**
  - Desired time slot is blocked on student schedule, thereby helping students avoid time conflicts. After registration deadline, instructor uses the sectioning tool to split students out of that displayed section into other sections at the same time for overflow purposes, or swap to another time if necessary.
    - Alternatively, the “section to resection” option would allow the multiple sections at a given time to auto-fill in succession if needed.
  - Eases room assignments: Coordinator builds necessary number of timed sections at each time (three 10:00 A.M. sections, for example) but only one section for each time is displayed to students. The Classrooms Office will find locations for all necessary sections, but the course search will only display one location for a section at each time. First meetings can occur in appropriate rooms.
- **Cons:**
  - Inability to collect multiple time preferences from each student.
  - Some students may have to be moved via the sectioning tool after registration deadline.

### How to Schedule Option 1:

#### Basic Data tab:

- **Class Section:** 001, 002, 003, etc. (as many as are expected to be needed; additional sections may be created via sectioning tool)
- **Schedule Print:** checked for one placeholder section at each time, unchecked for all others

#### Meetings tab:

- Add in appropriate times for each section; students will enroll in the section offered at their desired time
- Add appropriate instructor information for each section. Ensure that at least one instructor is listed as “Head Instructor” with Post level access.

## Enrollment Cntrl tab:

- Enrollment capacity set to 999 for the displayed sections offered at each time slot, and to the desired final capacity for all other sections

Some students may be re-sectioned after Study Card day; some will remain in their original timed section, others may be moved to other sections at the same time as warranted by demand.

### Section-to-Resection variation:

The “section to resection” option allows multiple sections at a given time to auto-fill in succession if needed. For sections scheduled for a given time, populate the “Resection to Section” of each with the number of the class section of the next section at that time (the final section in each time slot will not have an entry).

As the first section at any given time slot fills, students will be automatically enrolled in the second. As the second section fills, students will be enrolled in the third, etc. No sectioning is needed (unless the final section at each time slot does not fill and enrollment needs to be equalized across all sections).

The screenshot shows the 'Enrollment Control' interface for a class. The top bar includes navigation links: 'Find | View All', 'First', '3 of 8', and 'Last'. The main content area displays the following information:

- Session: 1, Regular Academic Session, Class Nbr: 15120
- Class Section: 003 (highlighted with a red box), Component: Lecture, Event ID: 000000324
- Associated Class: 3, Units: 8.00
- \*Class Status: Active (dropdown menu), Cancel Class button
- \*Class Type: Enrollment, Enrollment Status: Open
- \*Add Consent: Inst Cnsnt (dropdown), Requested Room Capacity: 18, Total
- \*Drop Consent: Inst Cnsnt (dropdown), Enrollment Capacity: 18, 1
- 1st Auto Enroll Section: (empty field), Wait List Capacity: (empty field), 0
- 2nd Auto Enroll Section: (empty field), Minimum Enrollment Nbr: (empty field)
- Resection to Section: 007 (highlighted with a red box)
- Auto Enroll from Wait List (checkbox), Cancel if Student Enrolled (checkbox), Combined Section

In this example, section 003 and section 007 meet at the same time—11:00am. However, only section 003 is visible in the my.harvard course search. On the Enrollment Cntrl tab, the “Resection to Section” field is populated with 007. Once the 003 section reaches capacity, students will automatically enroll in the 007 section because they both meet at 11:00am.

Set the enrollment capacity to the desired final capacity for all sections, not 999. Make sure the Instructor consent flag is set to Yes. An enrollment cap and instructor consent flag must go hand in hand.

**Note:** Cross registered students cannot be moved via the sectioning tool and must be moved manually by the FAS Registrar's Office. Email [enrollment@fas.harvard.edu](mailto:enrollment@fas.harvard.edu) for assistance.

## Option 2: Multiple timed sections

**Create timed enrollment sections in Schedule:** Create multiple sections for each time slot, based on expected demand, and display all sections to students. Allow students to self-select their preferred time AND section. All sections, even multiple sections at the same time, display in my.harvard course search.

- **Pros:**
  - Students are able to lock in their schedule immediately.
  - Requires the least instructor oversight and time.
  - Eases room assignments: Coordinator builds necessary number of timed sections at each time (three 10:00 A.M. sections, for example), and RO will find locations for all necessary sections. First meetings can occur in appropriate rooms.
- **Cons:**
  - Sections may fill in an erratic manner. If too many or too few sections are scheduled, or if individual sections do not fill as expected, some students may still need to be re-sectioned after registration deadline.

## How to Schedule Option 2:

**Basic Data** tab:

- **Class Section:** 001, 002, 003, etc. (as many as are expected to be needed; additional sections may be created via sectioning tool)
- **Schedule Print:** checked for ALL sections

**Meetings** tab:

- Schedule times for each section; students will enroll in one of the available sections at their desired time
- Add appropriate instructor information for each section. Ensure that at least one instructor is listed as "Head Instructor" with Post level access.

**Enrollment Cntrl** tab:

- Enrollment capacity set to the desired capacity for all sections. Make sure the Instructor consent flag is set to Yes.

Some students may be re-sectioned after the registration deadline if additional sections are needed, or to equalize enrollment across sections.

**Note:** Cross registered students cannot be moved via the sectioning tool and must be moved manually by the FAS Registrar’s Office. Email [enrollment@fas.harvard.edu](mailto:enrollment@fas.harvard.edu) for assistance.

## Option 3: Single “placeholder” section

**Create one enrollment “placeholder” section in Schedule:** All students enroll in a common placeholder section; instructor uses the sectioning tool to collect preferences and move students to the appropriate timed sections after the registration deadline. Only the placeholder section will display in the my.harvard course search. After registration deadline: additional timed sections must be built in the Schedule of Classes or in the Sectioning tool for purposes of moving students into appropriate timed sections.

- **Pros:**
  - Instructors may collect student preferences via sectioning tool, and use sectioning tool modeling process (algorithm) to move students among times.
- **Cons:**
  - Fewer students will get their preferred time preference, and they will not know what time they are assigned to until after sectioning/after registration deadline.
  - Greater increase in time conflicts. Students will not have a specific time blocked on their schedules (or accurate time block); students can’t resolve conflicts as easily because they will need permission/during add drop period (typical sectioning time frame).
  - Room scheduling would be complex—RO may only assign rooms to courses with meeting times. First meeting would need to be scheduled as a special event. All sections (e.g., every anticipated time slot for French AA) would be forced to hold initial meeting in the same room.
  - All students in the course have to be moved via the sectioning tool; requires the most instructor oversight and time.

## How to Schedule Option 3:

**Basic Data** tab:

- **Class Section:** 001, 002, 003, etc. (as many as are expected to be needed; additional sections may be created later via the sectioning tool)
- **Schedule Print:** checked for 001 placeholder section, unchecked for all others. Make sure that only the placeholder section displays in the my.harvard search; otherwise, students will be able to enroll in the other sections.

**Meetings** tab:

- Add meeting time information for each section; students will enroll in and attend the 001 section. You may leave meeting time for 001 section blank; Classrooms Office will not be able to

assign a room to a class without a meeting time. If you leave the meeting time blank you may want to schedule a separate space for the first meeting.

- Add appropriate instructor information for each section. Ensure that at least one instructor is listed as “Head Instructor” with Post level access.

**Enrollment Cntrl tab:**

- Enrollment capacity set to 999 for the placeholder section, and to the desired capacity for any additional sections
- All students will be sectioned after the Registration deadline.

**Note:** Cross registered students cannot be moved via the sectioning tool and must be moved manually by the FAS Registrar’s Office. Email [enrollment@fas.harvard.edu](mailto:enrollment@fas.harvard.edu) for assistance.

## Variations for Lecture/Drill Combinations

If separate meeting patterns exist for lecture and drill sessions:

**Option 1:** During enrollment, each student picks a time for both the lecture (primary component), and the drill section (secondary component).

**Option 2:** The student enrolls in the lecture (primary component) and a “placeholder” drill section (secondary component), similar to a discussion section or lab in other departments. Department uses the sectioning tool to section for the drill component after the study card deadline.

**Note:** If a single class meets throughout the week with some days reserved for lecture and other days for drills, then course may be defined as a single component, with multiple meeting patterns defined when the class is scheduled. Multiple components are needed only if a combination of one or more lectures with multiple drills is scheduled.