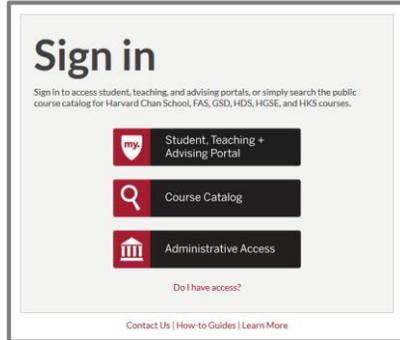


Quick Guide: How to set up a new Combined Section

Step 1: Navigate to *my.harvard.edu*.

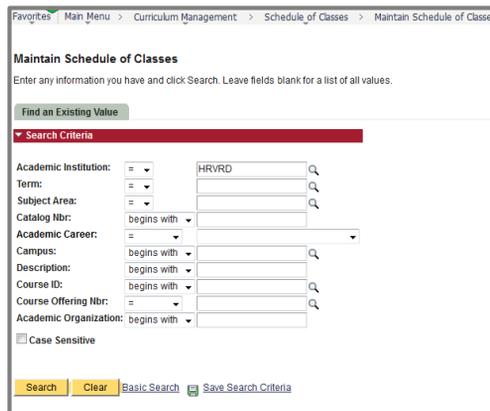


Step 2: Click on *Administrative Access*



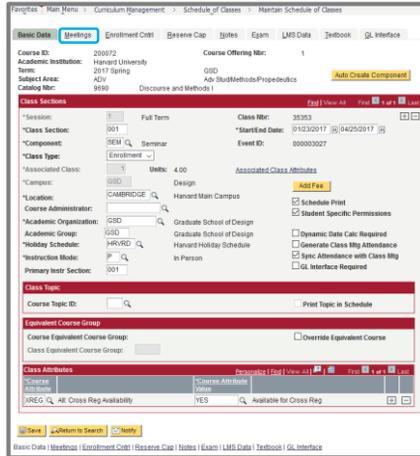
Note: If you cannot access the admin side of campus solutions, please submit a ticket to sis_security@harvard.edu

Step 4: Navigate to Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes



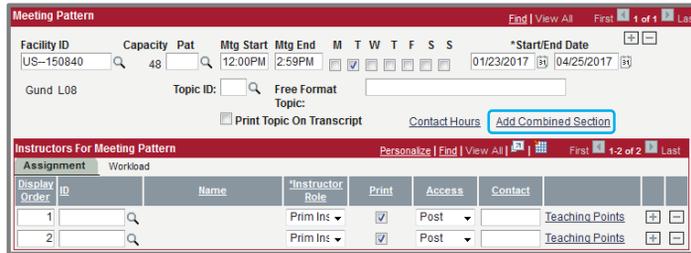
Step 5: Enter search criteria for the scheduled course you want to add a *combined section*.

The Basic Data page opens:



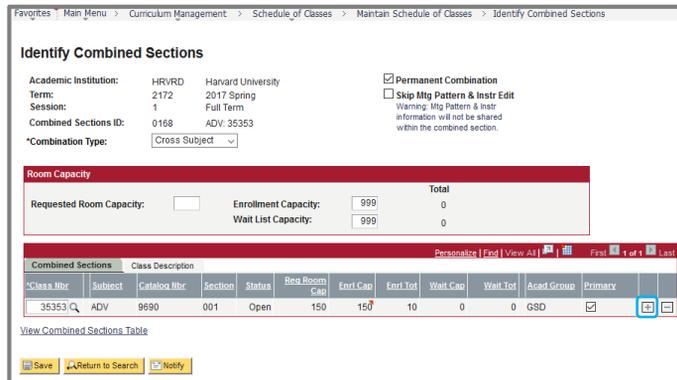
Step 6: Click the *Meetings* tab.

****Important:** If you made any changes to the course, click **save** before continuing. **Clicking the Add Combined Sections link will not save any updates you made to the course record.**



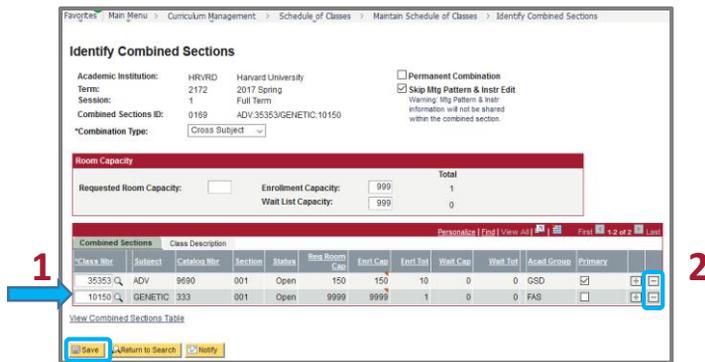
Step 7: Click *Add Combined Section* link.

Identify Combined Sections page opens:



Step 8: Click Add a New Row button (+) to add a new row and **enter** the *Class Nbr*, or search for the course by clicking the magnifying glass.

****Note:** The section from which the user navigated from is automatically added and the primary flag is checked.



Step 9: Check the box that says *Skip Mtg Pattern & Instr Edit*

****Important:** If this box is not checked off, you may get an error message saying that the Instructors are not the same or the roles are different. This will override that error.

**** Please note the following:**

1. The *Class Nbr* is the key indicator for setting up a Combined Section.
2. To **delete** a combined section, remove each row from the grid above by clicking the *Delete Row button (-)* and save.

Identify Combined Sections

Academic Institution: HRVRD Harvard University
 Term: 2178 2017 Fall
 Session: 1 Full Term
 Combined Sections ID: 0125 HIST:17977/GERMAN:16825
 *Combination Type: Cross Subject

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:		Enrollment Capacity:	999	Total	0
		Wait List Capacity:	999		0

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	Primary		
17977	HIST	1265	001	Open	60	999	0	0	0	FAS	<input checked="" type="checkbox"/>	+	-
16825	GERMAN	143	001		25	25	0	0	0	FAS	<input type="checkbox"/>	+	-

[View Combined Sections Table](#)

Step 10: Click Save.

Step 11: Click *View Combined Sections Table* link if you'd like to confirm that the information is correctly reflected on the Combined Sections Table.

Combined Sections Table page opens:

Class Nbr	Subject	Catalog Nbr	Section	Status	Brk/Bloom Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	Primary
10150	GENETIC	333	001	Open	9999	9999	1	0	0	FAS	<input type="checkbox"/>
35353	ADV	9590	001	Open	150	150	10	0	0	GSD	<input checked="" type="checkbox"/>

Academic Institution: Harvard University
 Term: 2017 Spring
 Session: Full Term

*Combined Sections ID	*Description	*Short Description		
0169	ADV:35353/GENETIC:10150	35353	View Combined Sections	<input type="checkbox"/>
0168	HIS: 33643/ADV: 33697/HDS: 100	33697	View Combined Sections	<input type="checkbox"/>
0167	HGSE T218/ENG 271HOP	10131	View Combined Sections	<input type="checkbox"/>
0166	EDU: 32778/PSY: 11145/EDU: 329	33932	View Combined Sections	<input type="checkbox"/>
0165	HGSE A822/HKS SUP-450	HGSE A822	View Combined Sections	<input type="checkbox"/>
0164	HGSE A418/FAS HIS 2450	HGSE A418	View Combined Sections	<input type="checkbox"/>
0163	HGSE A203/FAS Gov 1033	HGSE A203	View Combined Sections	<input type="checkbox"/>
0162	HGSE A164/HKS API-211	HGSE A164	View Combined Sections	<input type="checkbox"/>
0161	HGSE A027/HKS MLD-427B	10011	View Combined Sections	<input type="checkbox"/>

Additional Information:

1. The *Combined Section ID* is auto incremented when a new Combined Section is created.
2. The course with the *primary flag checked* will display in the *Description* Field
3. The *Short Description* field displays the *Class Nbr* of the course with the primary flag.
4. Any changes or updates to the primary flag on the *Identify Combined Sections page* will reflect on the *Combined Sections Table*.
5. **Do not delete** combined sections from the table: **Only** delete from the *Identify Combined Sections Page*.