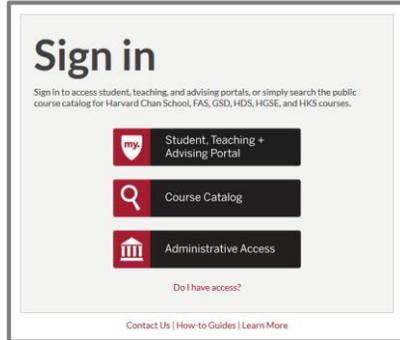# Quick Guide: How to set up a new Combined Section

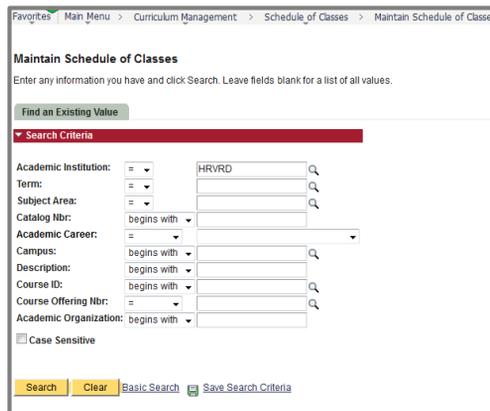**Step 1: Navigate** to *my.harvard.edu.*

Step 2: Click on *Administrative Access*
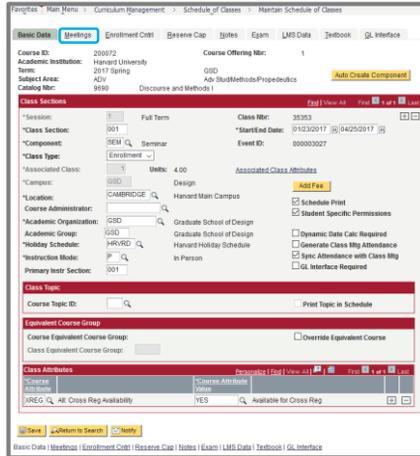

Note: If you cannot access the admin side of campus solutions, please submit a ticket to **sis_security@harvard.edu**

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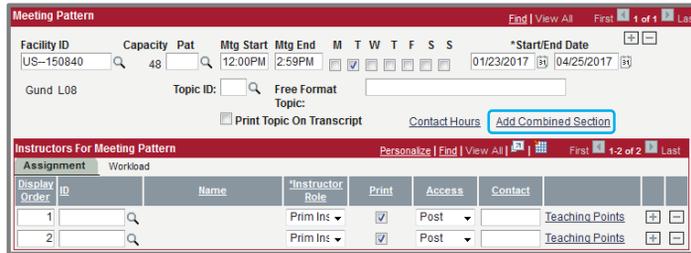

Step 5: Enter search criteria for the scheduled course you want to add a *combined section*.
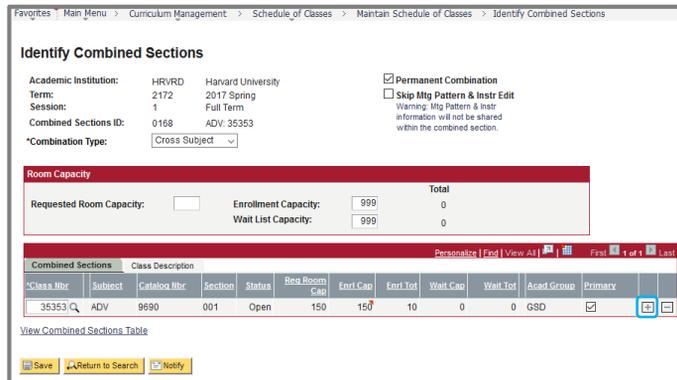
The Basic Data page opens:

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.
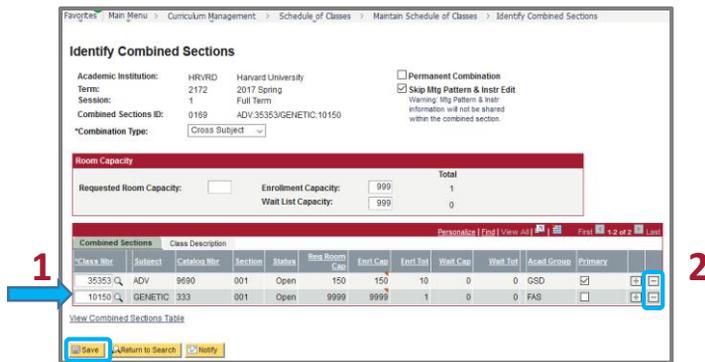

Step 7: Click *Add Combined Section* link*.*

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.

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:

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.