Create, Edit and Cancel Sections

You will now create sections for your discussion, lab, film, etc. You can create sections at any time. You do not have to wait until Study Card Day or any other date. You can then determine when and if you wish students to view sections for preference rankings.

*Please note that a student must be enrolled in the course before he/she can section for it.*

Before starting the process, look at the numbering convention for your sections:

**Best Practice Recommendation:** Continue to follow the numbering convention for your Discussion, Lab, Film, etc. In the above example, the Discussion is section 002. Therefore, when you create your first Discussion section, it should be 003. *Note that it is not possible to have duplicate section numbers.*

Create a New Section

*Step 1:* Click the Add New Section link
The **Section Add** Page will open.

**Section Add Panel**

2. Enter in the Class Section Number
3. Enter in the Enrollment Capacity
4. Enter in the Room Capacity*
5. Term dates will appear
6. Click on the magnifying glass and select the section type
7. If applicable, add the Course Topic
8. Add the meeting time*
9. Add the day(s) of the week
10. Select Instructor
11. Select Grade Roster Access of Approved or Grade*
12. Click Create Class Section when finished

*See Notes

After you click the Create Class Section button, you will be asked to Confirm that you wish to create a class section:
When the process is complete, you will receive a Complete message. Click Close to close the window.

Once you have selected the Create Class Section button, you will be returned to the main page where you will see your section created:

**Note:** Click the Refresh button to reload your data if not displayed from the successful completion of your process.

Create additional sections by following the above steps.
Notes:

Room Capacity: How to Request Space for Your Sections: Some TFs have access to designated department space for sections, while others need to seek out University campus space. For a robust list of FAS classrooms, classroom attributes, and scheduler contact information for many of the classrooms in the FAS inventory go to “Room Information” on the Media Services' website.

To request classroom space scheduled by the Registrar, please fill out the request form at roombook.fas.harvard.edu. Most requests for section space are between Wednesday afternoon and Friday at 1 pm. You will greatly increase your chances of securing space from the FAS Registrar by requesting space earlier in the week, on Monday or Tuesday, or during the afternoon hours on Friday.

With my.harvard, we are now able to list locations for individual discussion sections across the university. Academic Planning in the Registrar’s Office will be listing section locations as they are created. If you are booking discussion sections in your space, please be sure that the event type is “Discussion Section” and that the event name includes the course number. Academic Planning will be in touch in September regarding linking these reservations with Campus Solutions.

Course Topic ID: A new feature of my.harvard is the ability for a course to contain course topics.

For example, a course in Legal History could focus on the topic of Constitutional Law during one term; child labor laws the next term, etc. If the course catalog coordinator added topics to courses, you can click on the magnifying glass and select the topic for the section. If no matching values are found, then there are no Course Topics for your course.
In most cases, you will NOT find a Course Topic for your course. In this example, the field will remain blank.

**Important Note:** Course Topics are NOT Section Topics. There is no way to enter a Section Topic for an individual section at this time.

**Meeting Time:** Note there is a convention for how meeting times are added:

- If your meeting time starts in the AM, enter in the meeting time, such as 9 for 9 am; 9:30 for 9:30 am, etc.
- If your meeting time starts in the PM, enter in the meeting time followed by the letter “p”, such as 6p for 6:00 pm; 6:30p for 6:30 pm, etc.

Once you enter the meeting start time, hit the tab key. The End Time field will be entered in automatically.

**Items to Note:**
- The section time defaults to one hour
- The last minute of the hour is shortened by one minute

If your section is longer than one hour, you can manually change the End Time field to the appropriate length. **If you do so, you will need to shorten the end time by one minute.**

The reason why the End Time field is shortened by one minute is because if a student attempts to enroll in class that starts at 7:00 pm, the system will not allow it, indicating that the student has a time conflict with your section.

**Instructor:** The addition of Instructor is optional. You may input this information at a later date.
- If you wish to add a second instructor for your section, click on the + sign to the right of the field to create a new Instructor field.
• The minus sign will delete an instructor.

Note: If you have added more than one instructor, only the first instructor will appear on the Class Sections page.

**Grade Roster Access:** There are three values available for this field. You should **not** select the Post option. This is reserved for the Head Instructor of the course only.

• **Approve:** allows instructor to enter and approve grades
  • **Grade:** allows instructor to enter grades

**Edit a Section**

You can edit any section that you have created:
The Class Section Update page will open. You can edit the following fields:

As with the creation of a class section, you will be asked to Confirm the edits. When the operation is Complete, close the Complete window.

**Note:** Click the Refresh button to reload your data if not displayed from the successful completion of your process.
You will return to the Class Sections page where you will see the edited information:

![Table showing enrollment details](image)

**Cancel Sections**

If you need to remove a section, you must cancel the section. There is no ability to delete sections.

**Important Note:** It is NOT possible to cancel a section that contains student enrollments. If you must cancel a section that has student enrollments, please email the Registrar's Office at sectioning@fas.harvard.edu to cancel the section from the Schedule of Classes, a record associated with the Course Catalog that includes the ability to cancel a section that includes student enrollments.

To cancel a section:

![Section cancellation instructions](image)
2. You will be asked to Confirm the cancellation. Note that the message informs you that you will need to click Refresh after the cancellation:

3. Click Confirm. You will receive a Complete message when the operation finishes. Click Close to close the window.

The canceled section will still appear on your list of sections:

4. You MUST hit the Refresh button in order for the canceled section to be removed from the list.