

QUERY FOR CROSS-LISTED COURSES

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REVISION HISTORY

Version	Date	Name	Description
1	2/9/15	M Stewart	Initial procedures for Version 8
2	7/2/18	M Stewart	Initial procedures for Version 9.
3	8/13/18	M Stewart	Revise V 9. procedures – updated look and access to fields for querying

INTRODUCTION AND PURPOSE

The purpose of this document is to demonstrate query options to locate cross-listed course sections.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Using a course section query enables one to obtain quickly specific course information when it's needed (as opposed to running a report listing multiple course sections and then filtering out sections). Querying for cross-listed partners of a cross-listed course is based upon the Cross-List Group Identifier code assigned to the partners at the time they were cross-listed.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments
2. Office of the Registrar – Academic Scheduling

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SSASECQ	Schedule Section Query	Obtain course section information based on selected search criteria
SSAXLSQ	Schedule Cross List Query	Identify cross-listed sections based on selected search criteria

PROCEDURES

CROSS-LISTED COURSE QUERY IN SSASECQ (SCHEDULE SECTION QUERY)

If Cross-List Group Identifier is known, a search can be done on query page SSASECQ.

STEPS

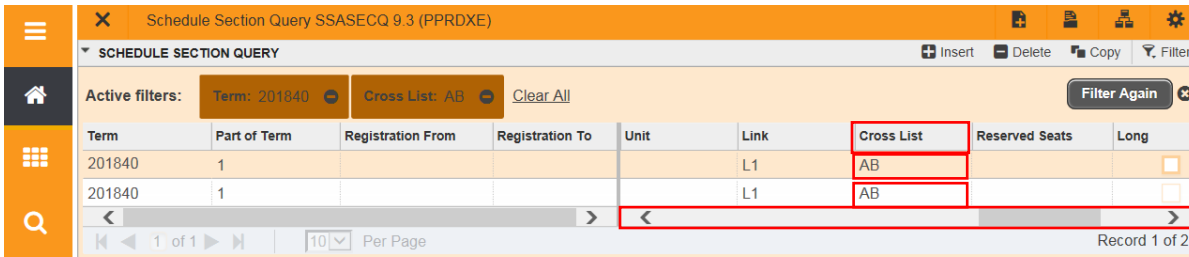
1. Navigate to **SSASECQ**:

2. In this example, query for sections with the **cross-list group identifier AB** in term **201840**. In the **Term** search field, enter **201840**.
3. Click in the **Add Another Field** drop-down menu to view other search criteria options.
4. Click on **Cross List** and in the field enter **AB**.
5. Click **Go**. The search results will display.

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section
201840	1			10019		AHS	028	001
201840	1			16314		LNST	028	001

	Maximum	Actual	Remaining
Enrollment	75	0	75
Waitlist	0	0	0

6. Move scroll bar on the right side to the right until the Cross List column is visible:

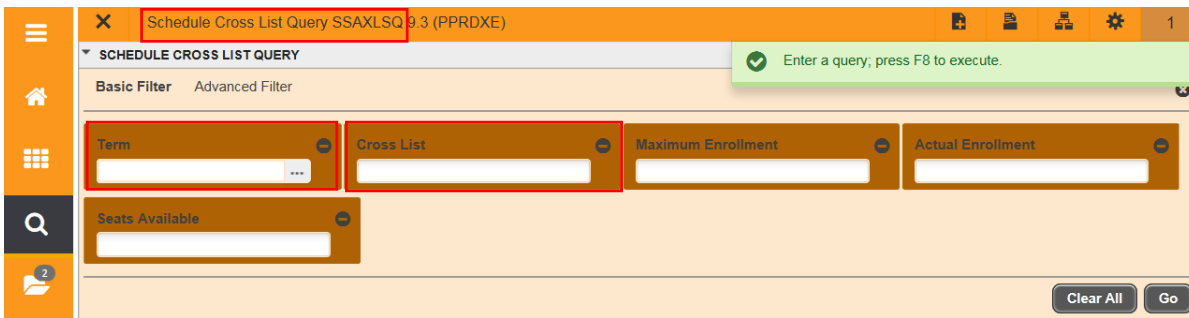


CROSS-LISTED COURSE QUERY IN SSAXLSQ (SCHEDULE CROSS LIST QUERY)

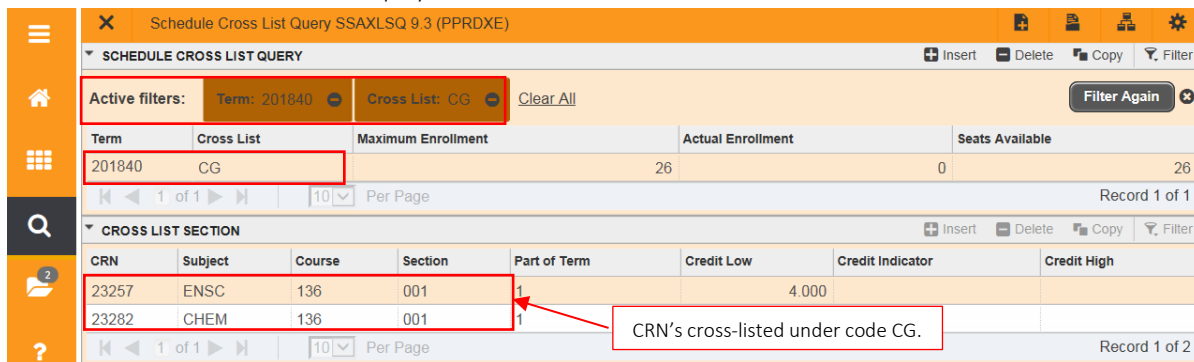
With the Cross List Group Identifier, a search can be done also on query page SSAXLSQ. As seen on SSASECQ, this query will display the CRN's cross-listed under the given Cross List Group Identifier.

STEPS

1. Navigate to **SSAXLSQ**.



- In this example, will query in term **201840** for Cross List Group Identifier **CG**. In the **Term** search field, enter **201840**.
- In the **Cross List** search field, enter **CG**.
- Click **Go**. The search results will display.



FINAL QUIZ

1. What are the two query pages presented in this documentation?
 - a. SSASECQ
 - b. SSAXLSQ

2. What are the two ways to execute a query presented in this documentation?
 - a. Click the Go button
 - b. Press F8