

# CROSS-LIST COURSES

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## REVISION HISTORY

Version	Date	Name	Description
1	1/22/15	M Stewart	Initial procedures for Version 8
2	6/26/18	M Stewart	Initial procedures for Version 9.3.5
3	8/13/18	M Stewart	Revise V 9.3 procedures – updated look and access to fields for querying
4	9/17/18	M Stewart	Combine cross-listing “like” sections with these procedures. Also removed steps on adding a course section (referenced appropriate procedures)
5	4/8/20	M Stewart	Update screen shots to current Banner 9 appearance

## INTRODUCTION AND PURPOSE

The purpose of this document is to demonstrate how to cross-list a course section in Banner. This document will address the cross-listing of approved course partners as well as cross-listing of “like” sections (two or more courses that share like content and have the same day, time, instructor, and classroom).

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

To maintain and produce quarterly class offerings and the Schedule of Classes publication. A course with cross-listed partners must be approved by the Committee on Courses. If one cross-listed partner is being offered in a term, all approved cross-listed partners must be offered as well. One of the cross-listed partners is to be the designated primary department. **The primary department will be responsible for adding all the course sections and cross-listing all the partners of a cross-listed course.**

Effective Winter 2019, departments may enter in Banner selected “like” course sections as “cross-listed” partners to ensure (1) the sections are counted as one entity for compliance purposes; (2) combined maximum enrollment will not exceed the assigned classroom; and (3) classroom assignments will remain scheduled in 25Live. “Like” course sections include the “regular” and Honors version of the same course, as well as an undergraduate and graduate level version of a course that covers the same academic content.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar’s Office
2. Academic Departments
3. College Offices

## 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
SSASECT	Schedule	Place of section creation and where Cross List Group Identifier appears when cross-listing is completed
SSAXLSQ	Schedule Cross List Query	Identify available Cross List Group Identifier codes
SSAXLST	Schedule Cross List Definition	Page where Cross List Group Identifier is selected, maximum enrollment of all cross-listed partners of that section is entered, and where the CRN's of cross-listed partners are entered
SSADETL	Schedule Detail	Add P or S to identify the primary and secondary departments



elucian Schedule SSASECT 9.3.15 (PPRDXE) ADD RETRIEVE RELATED TOOL

Term: 201840 **CRN: 19777** Subject: STAT Course: 104 Title: DECISION ANALYSIS&MGMT SCII Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

**COURSE SECTION INFORMATION** Insert Delete Copy Filter

Subject: STAT STATISTICS Campus: C Riverside Grade Mode: Session: Special Approval: Duration: Override Duration:

Course Number: 104 Status: A Active Schedule Type: LEC Lecture Instructional Method: I In-Person Integration Partner:

Title: DECISION ANALYSIS&MGMT SCIENC Section #: 001 Cross List:

**CLASS TYPE** Insert Delete Copy Filter

Traditional Class Part of Term: 1 09/27/2018 12/07/2018 10

Open Learning Class First Last Registration Dates Start Dates Maximum Extensions: 0 Processing Rules

**CREDIT HOURS** Insert Delete Copy Filter

Credit Hours: 0.000 4.000 4.000 Lecture: 0.000 3.000 3.000

Credit Hours:  None  To  Or Lecture Indicator:  None  To  Or

Indicator: Billing Hours: 0.000 4.000 4.000 Lab: 0.000 Lab Indicator:  None  To  Or

5. Following are examples of **discussion** section of cross-listed course BUS/STAT 104:

elucian Schedule SSASECT 9.3.15 (PPRDXE) ADD RETRIEVE RELATED TOOL

Term: 201840 **CRN: 11629** Subject: BUS Course: 104 Title: DECISION ANALYSIS&MGMT SCII Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

**COURSE SECTION INFORMATION** Insert Delete Copy Filter

Subject: BUS BUSINESS Campus: C Riverside Grade Mode: Session: Special Approval: Duration: Override Duration:

Course Number: 104 Status: A Active Schedule Type: DIS Discussion Instructional Method: I In-Person Integration Partner:

Title: DECISION ANALYSIS&MGMT SCIENC Section #: 021 Cross List:

**CLASS TYPE** Insert Delete Copy Filter

Traditional Class Part of Term: 1 09/27/2018 12/07/2018 10

Open Learning Class First Last Registration Dates Start Dates Maximum Extensions: 0 Processing Rules

**CREDIT HOURS** Insert Delete Copy Filter

Credit Hours: 0.000 4.000 0.000 Lecture: 0.000 3.000 0.000

Credit Hours:  None  To  Or Lecture Indicator:  None  To  Or

Indicator: Billing Hours: 0.000 4.000 0.000 Lab: 0.000 Lab Indicator:  None  To  Or

elucian Schedule SSASECT 9.3.15 (PPRDXE) ADD RETRIEVE RELATED TOOLS

Term: 201840 **CRN: 19778** Subject: STAT Course: 104 Title: DECISION ANALYSIS&MGMT SCII Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

**COURSE SECTION INFORMATION** Insert Delete Copy Filter

Subject: STAT STATISTICS Campus: C Riverside Grade Mode: Session: Special Approval: Duration:  Override Duration

Course Number: 104 Status: A Active Schedule Type: DIS Discussion Instructional Method: I In-Person Integration Partner:

Title: DECISION ANALYSIS&MGMT SCIENC Section #: 021

**CLASS TYPE** Insert Delete Copy Filter

Traditional Class Part of Term: 1 09/27/2018 12/07/2018 10

Open Learning Class First Last

Registration Dates Start Dates Maximum Extensions: 0 Processing Rules

**CREDIT HOURS** Insert Delete Copy Filter

Credit Hours: 0.000 4.000 0.000 Credit Hours: None To Or

Lecture: 0.000 3.000 0.000 Lecture Indicator: None To Or

Billing Hours: 0.000 4.000 0.000 Billing Hours: None To Or

Lab: 0.000 Lab Indicator: None To Or

6. Following is example of two “like” sections that will have the same day, time, instructor and room – ETST 001 and ETST 001H:  
**NOTE:** for “like” courses with more than one approved schedule type (course activity) with group contact hours – **only the unit-bearing activity of “like” sections are to be cross-listed.**

elucian Schedule SSASECT 9.3.15 (PPRDXE) ADD RETRIEVE RELATED TOOLS

Term: 201840 **CRN: 15066** Subject: ETST Course: 001 Title: RACE & ETHNICITY:INTRO Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences Meeting Dates Meeting Location and Credits

**SCHEDULE** Insert Delete Copy Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	LEC	09/27/2018	12/07/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1910	2030	01

Record 1 of 1

elucian Schedule SSASECT 9.3.15 (PPRDXE) ADD RETRIEVE RELATED TOOLS

Term: 201840 **CRN: 22111** Subject: ETST Course: 001H Title: HON INTRO TO RACE & ETHNIC Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences Meeting Dates Meeting Location and Credits

**SCHEDULE** Insert Delete Copy Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	LEC	09/27/2018	12/07/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1910	2030	01

Record 1 of 1

## CROSS-LISTING PARTNERS

A set of cross-listed partners or a set of “like” course sections is identified by the Cross List Group Identifier code (which contains two characters) assigned to that cross-listed set.

### STEPS

1. Navigate to **SSAXLST (Schedule Cross List Definition)**.
2. In **SSAXLST**, verify the desired term is displayed in the **Term** field.
3. To find a **Cross List Group Identifier** code for lectures **BUS 104 001** and **STAT 104 001**, you first need to see which codes have already been assigned to other cross-listed partners for that term:
  - a. Next to the **Cross List Group** field, click the **List of Values** button (contains three dots) to bring up query page **SSAXLSQ (Schedule Cross List Query)**.
  - b. In the **Term** search field, enter **201840**.
  - c. In the **Cross List** search field, enter a letter (e.g., **B**) and the **Banner wildcard symbol (%)**. **B** is used in this example, but other letters can be utilized too.
  - d. Click **Go**. The search results will display; see following:

Term	Cross List	Maximum Enrollment	Av
201840	B1		10
201840	B2		17
201840	B3		17
201840	B4		0
201840	B9		10
201840	BA		19
201840	BB		20
201840	BC		150
201840	BD		15
201840	BE		15
201840	BF		80
201840	BG		80
201840	BH		15
201840	BI		75

- e. For cross-list group identifier codes **starting with B**, codes **B1 through BI** have already been assigned to a set of cross-listed partners.
      - i. Thus, code **BJ** is available for cross-listed partners **BUS 104 001** and **STAT 104 001**.
      - ii. This cross-list group identifier code will be assigned only to the lecture activity of this cross-listed course.
4. Click on the **X** at top left of page to close **SSAXLSQ** and return to page **SSAXLST**.
5. In **Cross List Group** field, enter **BJ**.
6. Click **Go**.
7. Enter in the **Maximum Enrollment** field the total maximum enrollment of all the cross-listed partners that will be tied to this **Cross List Group Identifier**.

- a. This maximum enrollment value controls student enrollment in all of the cross-listed partners under the designated Cross List Group Identifier.
8. In the **CRN** field under the **Cross List Section** heading, enter the **CRN** of the **first cross-listed partner**. Applicable course data will populate in the fields of that record.
9. Click the **Insert** button across from the **Cross List Section** heading.
10. In the next open **CRN** field, enter the **CRN** of the **next cross-listed partner**.
11. If needed, repeat **steps 9 and 10** until all **cross-listed partners** that go with the designated **Cross List Group Identifier** are entered.
12. **Save**.

Term: 201840 Cross List Group Identifier: BJ

Maximum Enrollment: 281 Actual Enrollment: 278 Seats Available: 3

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual *	Enrollment Remaining *	Wait List Maximum *	Wait List Actual *
11628	BUS	104	001	1	C	4.000					300	273	27	0	0
19777	STAT	104	001	1	C	4.000					300	5	295	0	0

13. To check work, navigate to **SSASECT**. Enter the Term and one of the CRNs at the top.
14. Click **Go**.
15. The **Cross List Group Identifier** assigned in previous steps now appears in the **Cross List** field (see following):

Term: 201840 CRN: 11628 Subject: BUS Course: 104 Title: DECISION ANALYSIS&MGMT SCII

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION

Subject: BUS BUSINESS Campus: C Riverside  
 Course Number: 104 Status: A Active  
 Title: DECISION ANALYSIS&MGMT SCIENC Schedule Type: LEC Lecture  
 Section: 001 Instructional Method: I In-Person  
 Cross List: BJ Integration Partner: ...

16. Click **Start Over**.
17. Repeat **steps 13-16** for all other CRNs in the group to verify work (see following).

Term: 201840 CRN: 19777 Subject: STAT Course: 104 Title: DECISION ANALYSIS&MGMT SCII

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION

Subject: STAT STATISTICS Campus: C Riverside  
 Course Number: 104 Status: A Active  
 Title: DECISION ANALYSIS&MGMT SCIENC Schedule Type: LEC Lecture  
 Section: 001 Instructional Method: I In-Person  
 Cross List: BJ Integration Partner: ...

## IDENTIFYING PRIMARY AND SECONDARY CROSS-LISTED PARTNERS

The final step in cross-listing partners is to identify which partner is the primary department and which partner or partners is the secondary department. This is necessary because the primary department is responsible for administering all sections of all partners of a cross-listed course. Proper identification of the primary and secondary departments ensures any communication regarding the course or its scheduling is directed to the correct department scheduling contact. If a course section assesses a Course Materials Fee (CMF), the proper identification of the primary and secondary departments also ensures the correct fee assessment. It is important that each department ensure that the correct section activity (i.e., lab, lecture, etc.) be coded with the correct CMF each quarter so that students are charged the appropriate fee one time instead of zero or multiple times. For more information, please see procedures “**Remove and Update Course Materials Fees.**”

### STEPS

1. **First example:** utilizing the CRNs created and cross-listed as an example, the **BUS 104 lecture** will be identified as the **primary cross-listed partner**, and the **STAT 104 lecture** as the **secondary cross-listed partner**.
2. Navigate to **SSADETL (Schedule Detail)**. Enter applicable term and CRN,
  - a. in this example, the term is 201840 and the CRN of the primary section **BUS 104 001** is **11628**.
3. Click **Go**.
4. Click **Contract and Block Schedule Information** tab.
5. In the **Contract** field below the **SECTION CONTRACTS** heading, enter **P** for the primary section and **Tab**. The description “**Primary Cross-listed Section**” will populate.
6. **Save**; see following:

The screenshot shows a web browser window with the URL 'Schedule Detail SSADETL: 3.15 (PPRDXE)'. The page displays search criteria: Term: 201840, CRN: 11628, Subject: BUS, Course: 104, Title: DECISION ANALYSIS&MGMT SCIENCE. A 'Start Over' button is visible. The 'Contract and Block Schedule Information' tab is selected, showing a table with the following data:

Contract *	Description	Percentage	Primary Indicator
P	Primary Cross-listed Section		

Navigation controls at the bottom show '1 of 1' records and '10 Per Page'.

7. Click **Start Over**.
8. Verify the desired term and enter the CRN at the top.
  - a. In this example, the **CRN** of the secondary section **STAT 104 001** is **19777**.
9. Click **Go**.
10. Click **Contract and Block Schedule Information** tab.
11. In the **Contract** field below the **SECTION CONTRACTS** heading, enter **S** and **Tab**.
  - a. Description “**Secondary Cross-listed Section**” will populate.
12. **Save**; see following:

Schedule Detail SSADET1: 3.15 (PPRDXE)

Term: 201840 CRN: 19777 Subject: STAT Course: 104 Title: DECISION ANALYSIS&MGMT SCIENCE

Section Links and Corequisites Section Fees Degree Program Attributes **Contract and Block Schedule Information**

SECTION CONTRACTS

Contract *	Description	Percentage	Primary Indicator
S	Secondary Cross-listed Section		

Record 1 of 1

13. **Second example:** cross-listed discussions BUS 104 021 and STAT 104 021.
- Follow steps 1-12 outlined in section “Cross-Listing Partners” to cross-list these discussions with the following modifications:
    - Next available **Cross List Group Identifier** for this cross-listed set will be **BK**.
    - This cross-list group identifier code will be assigned only to these cross-listed partners with the same section number.
    - Maximum Enrollment:** enter **44**.
    - CRNs** being cross-listed: **11629** and **19778**.
  - After saving, see following:

Schedule Cross List Definition SSAXLST: 3.15 (PPRDXE)

Term: 201840 Cross List Group Identifier: BK

CROSS LIST ENROLLMENT

Maximum Enrollment: 44 Actual Enrollment: 44 Seats Available: 0

CROSS LIST SECTION

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual *	Enrollment Remaining *	Wait List Maximum *	Wait List Actual *
11629		BUS	104	021	1	C	0.000				50	44	6	0	0
19778		STAT	104	021	1	C	0.000				50	0	50	0	0

Record 1 of 2

- Follow steps 13-16 outlined in section “Cross-Listing Partners” to verify this work.
- Follow steps 1-6 outlined in section “Identifying Primary and Secondary Cross-Listed Partners” to identify CRN 11629 as the **primary cross-listed partner**.
- Follow steps 7- 12 outlined in section “Identifying Primary and Secondary Cross-Listed Partners” to identify CRN 19778 as the **secondary cross-listed partner**.
- See following:

Schedule Detail SSADET1: 3.15 (PPRDXE)

Term: 201840 CRN: 11629 Subject: BUS Course: 104 Title: DECISION ANALYSIS&MGMT SCIENCE

Section Links and Corequisites Section Fees Degree Program Attributes **Contract and Block Schedule Information**

SECTION CONTRACTS

Contract *	Description	Percentage	Primary Indicator
P	Primary Cross-listed Section		

Record 1 of 1

Schedule Detail SSADETL 3.15 (PPRDXE)

Term: 201840 CRN: 19778 Subject: STAT Course: 104 Title: DECISION ANALYSIS&MGMT SCIENCE

Section Links and Corequisites Section Fees Degree Program Attributes **Contract and Block Schedule Information**

SECTION CONTRACTS

Contract *	Description	Percentage	Primary Indicator
S	Secondary Cross-listed Section		

Record 1 of 1

14. **Third example:** cross-listed “like” sections ETST 001 001 and ETST 001H 001.

- a. Follow steps 1-12 outlined in section “Cross-Listing Partners” to cross-list these lectures with the following modifications:
  - i. In SSAXLSQ, search for available Cross List Group Identifier codes in 201840 with wildcard L%.
    - ii. In this example, the query shows code LB has not been assigned cross-listed CRN’s; therefore, it can be used as a Cross List Group Identifier code in 201840.
    - iii. Use LB as the Cross List Group Identifier code for this set of “like” course sections.
    - iv. **Maximum Enrollment:** enter 545.
    - v. **CRN’s** being cross-listed: 15066 and 22111.
- b. After saving, see following:

Schedule Cross List Definition SSAXLST 9.3.15 (PPRDXE)

Term: 201840 Cross List Group Identifier: LB

CROSS LIST ENROLLMENT

Maximum Enrollment: 545 Actual Enrollment: 540 Seats Available: 5

CROSS LIST SECTION

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enrollment Actual *	Enrollment Remaining *	Wait List Maximum *	Wait List Actual *
15066		ETST	001	001	1	C	4.000				525	524	1	0	0
22111		ETST	001H	001	1	C	4.000				20	16	4	0	0

Record 2 of 2

- c. Follow steps 13-16 outlined in section “Cross-Listing Partners” to check this work.
- d. See following:

Schedule SSASECT 9.3.15 (PPRDXE)

Term: 201840 CRN: 15066 Subject: ETST Course: 001 Title: RACE & ETHNICITY:INTRO

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION

Subject: ETST ETHNIC STUDIES Campus: C Riverside

Course Number: 001 Status: A Active

Title: RACE & ETHNICITY:INTRO Schedule Type: LEC Lecture

Section: 001 Instructional Method: I In-Person

Cross List: LB Integration Partner:

ellucian Schedule SSASECT 9.3.15 (PPRDXE)

Term: 201840 **CRN: 22111** Subject: ETST Course: 001H Title: HON INTRO TO RACE & ETHNICITY

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

**COURSE SECTION INFORMATION**

Subject	ETST ... ETHNIC STUDIES	Campus *	C ... Riverside
Course Number	001H ...	Status *	A ... Active
Title	HON INTRO TO RACE & ETHNICITY	Schedule Type	LEC ... Lecture
Section *	001 ...	Instructional Method	I ... In-Person
<b>Cross List</b>	<b>LB</b> ...	Integration Partner	...

- e. Follow steps 1-6 outlined in section “Identifying Primary and Secondary Cross-Listed Partners” to identify CRN 15066 as the **primary cross-listed partner**.
  - i. This ensures only one course section is counted when evaluating prime/nonprime compliance while scheduling for the upcoming quarter.
- f. Follow steps 7- 12 outlined in section “Identifying Primary and Secondary Cross-Listed Partners” to identify CRN 22111 as the **secondary cross-listed partner**.
- g. See following:

ellucian Schedule Detail SSADETL 13.15 (PPRDXE)

Term: 201840 **CRN: 15066** Subject: ETST Course: 001 Title: RACE & ETHNICITY:INTRO

Section Links and Corequisites Section Fees Degree Program Attributes **Contract and Block Schedule Information**

**SECTION CONTRACTS**

Contract *	Description	Percentage	Primary Indicator
P	Primary Cross-listed Section		

Record 1 of 1

ellucian Schedule Detail SSADETL 13.15 (PPRDXE)

Term: 201840 **CRN: 22111** Subject: ETST Course: 001H Title: HON INTRO TO RACE & ETHNICITY

Section Links and Corequisites Section Fees Degree Program Attributes **Contract and Block Schedule Information**

**SECTION CONTRACTS**

Contract *	Description	Percentage	Primary Indicator
S	Secondary Cross-listed Section		

Record 1 of 1

## FINAL QUIZ

1. True or False: Each department/partner of a cross-listed course is responsible for entering their sections of their partner, but the primary department cross-lists the partners.
  - a. **False.** The primary department administers all sections of all partners of a cross-listed course.
2. Name two examples of “like” course sections.
  - a. **The “regular” and Honors versions of a course.**
  - b. **Undergraduate and graduate level courses covering the same academic content.**
3. What is the name of the page where cross-listing partners is done?
  - a. **SSAXLST**
  - b. Extra point – what is the page’s name description? (**Schedule Cross List Definition**)
4. Cross-listing sections is based on the \_\_\_\_\_.
  - a. **CRN**
5. True or False: the same Banner page used to cross-list approved subject partners is also used to cross-list “like” course sections.
  - a. **True**
6. What query should be used to determine if a Cross List Group Identifier code is available for use that term?
  - a. **SSAXLSQ (Schedule Cross List Query)**
7. Entering the primary or secondary department code on each cross-listed partner is done on page SSADETL on the \_\_\_\_\_ tab.
  - a. **Contract and Block Schedule Information**
8. On page SSADETL, identifying one of the “like” course sections as the \_\_\_\_\_ section ensures only one course section is counted when evaluating prime/nonprime time scheduling compliance.
  - a. **primary**