SSAXLST – SCHEDULE CROSS LIST DEFINITION FORM

Cross listing allows a department to assign the same classroom and instructor to different sections. Cross-listed sections meet at the same time in the same room and have a common instructor(s); course content is identical. The sections may be different sections of the same course (Subject, Course Number) or they may be different courses (subjects may be different, but numbers must be the same).

Use the Schedule Cross List Definition Form (SSAXLST) to create and maintain the cross list information associated with a group of sections. Cross listing is made possible by using a cross list group identifier which is user defined.

Information maintained about a cross list includes

- maximum enrollment
- actual enrollment
- seats remaining for all sections which are cross-listed

NOTE: A cross list identifier must be established on this form prior to being entered in the Cross List field on the Schedule Form (SSASECT). The Cross List Query Form (SSAXLSQ) may be accessed via a Count Query Hits from the Cross List Group Identifier field to view the existing cross list information for the term.

NOTE: To complete the following steps, all sections you intend to cross list must be created and CRNs noted (written down).
1. Enter SSAXLST in the Go To... box.

![Go To... SSAXLST](image1)

2. Enter appropriate term in the **Term** field by typing term or by selecting the drop-down arrow to the right of the **Term** field and searching.

![Term](image2)

3. Click the drop-down arrow to the right of the **Cross List Group Identifier** field and the **Schedule Cross List Query** form will open.

![Cross List Group Identifier](image3)

4. Click **Query** at the top of the screen on the Menu Bar, and then select **Execute**.

![Schedule Cross List Query](image4)

5. You must create a two-character code to be your **Cross List Group Identifier**. No code can be used twice. Look in the Cross List column. If there are any codes in that column, you may not use any of those but may use any other two-character combination. If no codes appear in the Cross List column, you may choose any two-character code.

6. Once you have chosen your two-character **Cross List Group Identifier code**, click the black **X** in the upper right corner.

![Forms X](image5)

7. Click **OK** in the Forms box that pops up.
8. Click the black X in the upper right corner again to close the query.

9. Type your two-digit code (Step 5) in the Cross List Group Identifier field. These identifiers hold no meaning except to serve as a unique code. There is no purpose in attempting to group your department’s codes together. Simply choose an available two character code (letters or numbers).

   Cross List Group Identifier:   AA   

10. Perform a Next Block.

11. Type the maximum enrollment for the cross-list in the Maximum Enrollment field. The maximum enrollment is the total of ALL cross-listed sections. For example, if one of the sections has a projected enrollment of 50, and another section has a projected enrollment of 40, the Maximum Enrollment for the cross-list will be 90.

   Cross List Enrollment
   Maximum Enrollment:   

12. Perform a Next Block.

13. Enter each CRN you are cross listing in the CRN fields. All relevant fields will populate.

   NOTE: If you enter the wrong CRN, click Record in the Menu bar at the top of the screen then click Clear. This will remove the CRN on the highlighted row.

14. Click Save.

15. Click the black X in the upper right corner of the screen to close the form.
To verify the above steps were successful and the cross list exists...

1. Enter SSASECT in the Go to... box and Enter.

2. If necessary, type the term in the Term field.

3. Type one of the CRNs cross-listed in the CRN field. Click the drop down arrow to the right of this field to search for the CRN, if necessary.

4. Perform a Next Block.

Result: You will see that your cross-list identifier is now in the appropriate Cross-List field.

Room assignments for cross-listed courses:

**NOTE:** If you wish the cross-listed sections to meet in a department owned room, follow the next steps when assigning the room. If you need a university room for your sections, wait for the mass room scheduler to run, and then once you have a room, proceed with the following steps.

**NOTE:** Repeat these steps for all cross-listed sections, not just one part of it.

1. Go to SSASECT and click on the Meeting Times and Instructors tab, Meeting Locations and Credits sub-tab.

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**General Menu**

Go To... SSASECT
2. Enter the AXM code in the Automatic Scheduler field.

3. Type in the letter “O” in the Override Indicator field.

4. Click Save.

5. Refresh the section’s record by completing the next steps:

   NOTE: 25Live will only pick up the cross-listed courses and make them share the room if the codes are in and the sections’ records are refreshed.

   a. Click on the Meeting Dates sub-tab.

   b. Check the box for Saturday or Sunday.
c. Click **Save**.
d. Click OK on both error messages:

   ![Warning Alert]
   
   "**WARNING** Could cause schedule conflicts for registered students."

   ![Warning Alert]
   
   "**WARNING** Updates to meeting times of cross-listed courses must be made to each CRN in the group."

e. Then uncheck Saturday or Sunday.

   ![Meeting Times]

f. Click **Save** and click okay on the error messages. This will ensure that the room is assigned.

**NOTES**