Schedule Desk Procedure – Cross-List Courses

SSAXLST - Schedule Cross List Definition Form

Cross listing allows a department to create common meeting times and instructors for sections that are taught by the same person at the same time and have the same course content. The sections may be different sections of the same course (Subject, Course Number) or they may be different courses (Subject, Course Number).

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, and
- seats remaining for all sections which are cross-listed together

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: In order 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.
2. Enter appropriate term in the Term field by either typing term or by selecting drop down arrow to the right of the Term field and searching for term. Click OK once the appropriate term is selected. The term will populate the Term field.

   Term: 201208

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: [ ]

4. Click Query at the top of the screen on the Menu Bar then click Execute.

5. You are now going to have to decide on 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—decide on any other two-character combination as your code. If no codes appear in the Cross List column, you may choose any two-character code.

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

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. Just simply choose an available two character code (letters or numbers).

**Cross List Group Identifier:**

10. Perform a Next Block.

11. Type the maximum enrollment number for the cross-list in the Maximum Enrollment field. The maximum enrollment is the total of ALL cross-listed sections. For example, if you have a section with an enrollment of 50 and another section with an enrollment of 40, the Maximum Enrollment you enter for the cross-list will be 90.

**Cross List Enrollment**

**Maximum Enrollment:**

12. Perform a Next Block.

13. Enter each CRN number 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 press Enter.
2. If necessary, type the term in the Term field.
3. Type the 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.