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.
The pages listed below are covered in this training.

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PROCEDURES

ADDING CROSS-LISTED PARTNERS OF A COURSE

If a cross-listed course is being offered in a given term, all of its approved partners must be offered as well. If the course has two or more approved schedule types (course activities) with group contact hours, all of these activities need to be added as well. And, all “like” course sections that will be cross-listed need to be added in the given term.

STEPS

1. For information on adding a course section, please refer to procedures “Add a Course Section in Banner.”
   a. At this time, do not enter a value in the Cross List field.
2. For information on adding multiple sections with link identifier codes (to link multiple schedule types/course activities), please refer to procedures “Create Multiple Sections with Link Identifier Codes.”
3. Notate the CRNs of the sections to be cross-listed.
4. Following are examples of the lecture section of cross-listed course BUS/STAT 104:

   ![Image of course section information](image-url)
5. Following are examples of discussion section of cross-listed course BUS/STAT 104:
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.

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**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 104 050** and **STAT 104 050**, 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., **K**) and the **Banner wildcard symbol (%)**. **K** is used in this example, but other letters can be utilized, too.
   d. Click **Go**. The search results will display.
e. For cross-list group identifier codes starting with K, codes KA through KF have already been assigned to a set of cross-listed partners.
   i. Thus, code KG is available for cross-listed partners BUS 104 050 and STAT 104 050.
   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 KG.
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.
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 example):

![Cross List Example](image)

16. Click **Start Over**.

17. Repeat **steps 13-16** for all other CRNs in the group to verify work.

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**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 department**, and the **STAT 104 lecture** as the **secondary department**.
2. Navigate to **SSADETL (Schedule Detail)**. Enter applicable term and CRN, in this case the term is 201840 and the CRN of **BUS 104 050 (25721)**.
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**.
7. Click **Start Over**.
8. Verify the desired term and enter the CRN at the top, in this example for the secondary section the **CRN** of STAT 104 050 is (25722).
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**.

13. **Second example**: cross-listed discussions BUS 104 051 and STAT 104 051.
   a. Follow steps **1-12** outlined in section “Cross-Listing Partners” to cross-list these discussions with the following modifications:
      i. Next available **Cross List Group Identifier** for this cross-listed set will be **KH**.
      ii. This cross-list group identifier code will be assigned only to these cross-listed partners with the same section number.
      iii. **Maximum Enrollment**: enter **30**
      iv. **CRNs** being cross-listed: **25723** and **25724**.
   b. After saving, see following:
   c. Follow steps **13-16** outlined in section “Cross-Listing Partners” to verify this work.
14. Third example: cross-listed “like” sections ETST 001 040 and ETST 001H 040.
   a. Follow steps 1-12 outlined in section “Cross-Listing Partners” to cross-list these discussions 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 does not return output; thus, any two-character code starting with L can be used as a Cross List Group Identifier code in 201840.
      iii. Use LA as the Cross List Group Identifier code for this set of “like” course sections.
      v. CRN's being cross-listed: 25728 and 25729.
b. After saving, see following:

c. Follow steps 13-17 outlined in section “Cross-Listing Partners” to check this work.
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 scheduling compliance.
   a. primary