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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.

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<tr>
<th>Page</th>
<th>Page Name</th>
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<tbody>
<tr>
<td>SSASECQ</td>
<td>Schedule Section Query</td>
<td>Obtain course section information based on selected search criteria</td>
</tr>
<tr>
<td>SSAXLSQ</td>
<td>Schedule Cross List Query</td>
<td>Identify cross-listed sections based on selected search criteria</td>
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</tbody>
</table>
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.
6. Move scroll bar on the right side to the right until the Cross List column is visible:

![Image of Cross List query in SSAXLSQ]

**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.

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

![Image of search results with CRN's cross-listed under CG]
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