

Creating Cross Listed Sections

Select/Create sections

Identify or create the sections in Banner that you would like to cross list. (See How to Create a Section guide)

- Make sure that each section to be cross listed has the same meeting time and instructor.
- If you are cross listing two sections of the same course (i.e. ACTG 315), you must setup a grad and undergrad section with the appropriate level restrictions and credit hours.
 - Make sure the hours are in the Credit and Billing sections.
 - Level restrictions should be included in SSARRES. “2U” for undergrad and “2G” and “2Y” for grad

Controlling Course

One of the courses will be required to be set as the “controlling” course. The home department of the controlling course must make that request through the CRS (Course Request System). Contact the Office of Programs and Academic Assessment (OPAA) with any questions.

From SSASECT, open the CRN that you would like to cross list. To access the cross list form, click on the “Related” icon and select SSAXLST (Cross-list definitions). We’ll assume that LALS 276 – 36575 has already been set up as the controlling course.

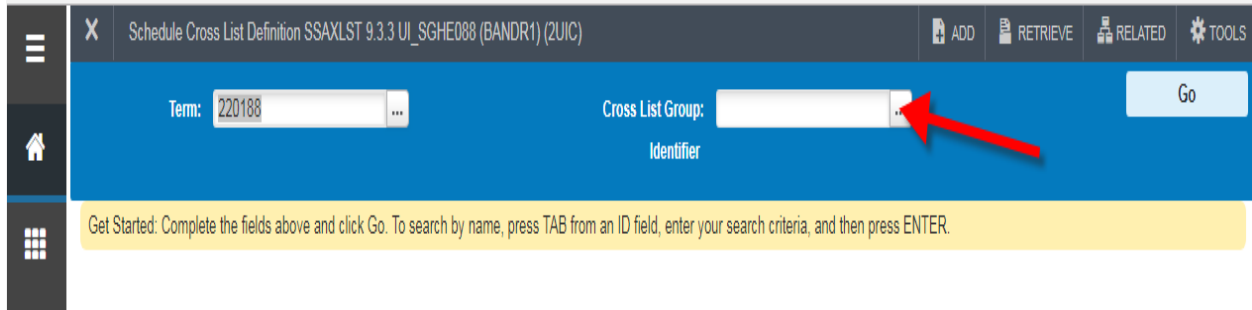
The screenshot displays the Banner SSASECT system interface for scheduling a section. The main window shows details for Term: 220188, CRN: 36575, Subject: LALS, Course: 276, Title: Latinas in US. The 'RELATED' menu is open, showing various options, with 'Cross List Definitions [SSAXLST]' highlighted by a red arrow. Another red arrow points to the 'RELATED' button in the top right corner of the interface.

Section *	Subject	Campus *	Status *	Schedule Type	Instructional Method	Integration Partner
AL	LALS ... LATIN AMERICAN & LATINO STUDIES	200 ... Chicago	A ... Active	LEC ... Lecture		

Part of Term	Start Date	End Date	Credit Hours
1	08/27/2018	12/07/2018	16

Credit Hours	Indicator
0.000 3.000 3.000	Lecture

a. Click on Cross List Group Identifier button



Schedule Cross List Definition SSAXLST 9.3.3 UI_SGHE088 (BANDR1) (2UIC)

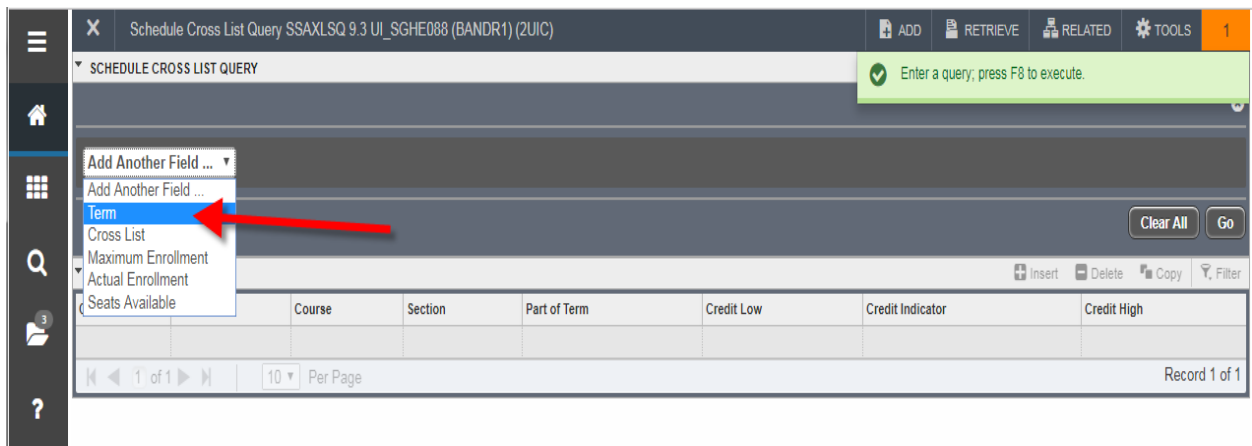
Term: 220188

Cross List Group: Identifier

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

b. Use the filter and select Term



Schedule Cross List Query SSAXLSQ 9.3 UI_SGHE088 (BANDR1) (2UIC)

SCHEDULE CROSS LIST QUERY

Enter a query, press F8 to execute.

Add Another Field ...

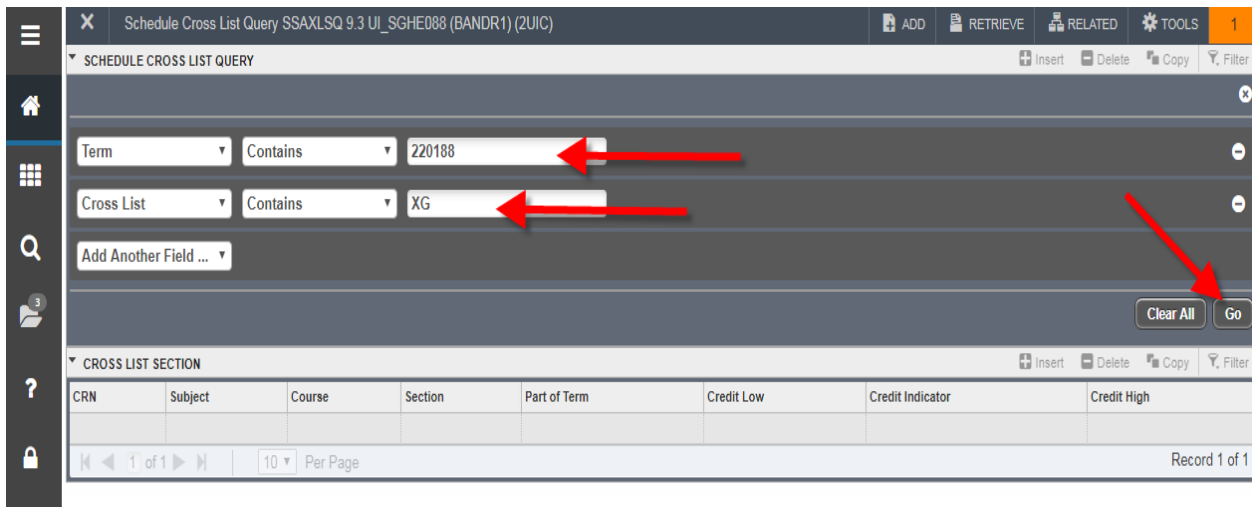
- Add Another Field ...
- Term
- Cross List
- Maximum Enrollment
- Actual Enrollment
- Seats Available

Clear All Go

Course	Section	Part of Term	Credit Low	Credit Indicator	Credit High
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1 of 1 Per Page Record 1 of 1

c. Enter the desired Term code and the 2 character cross list code for the section with a % sign (i.e. XG% for LALS) and click Go.



Schedule Cross List Query SSAXLSQ 9.3 UI_SGHE088 (BANDR1) (2UIC)

SCHEDULE CROSS LIST QUERY

Term Contains 220188

Cross List Contains XG

Add Another Field ...

Clear All Go

CRN	Subject	Course	Section	Part of Term	Credit Low	Credit Indicator	Credit High
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1 of 1 Per Page Record 1 of 1

- d. Schedule Cross List Query (SSAXLSQ) opens. View the cross list items and select one that isn't being used, or create a new one using the next available code/number combo. To use an existing Cross list – highlight the record and click the Select button.

Schedule Cross List Query SSAXLSQ 9.3 UI_SGHE088 (BANDR1) (2UIC)

Active filters: Term: 220188

Cross List: XG% Clear All

Term	Cross List	Maximum Enrollment	Actual Enrollment	Seats Available
220188	XG01		60	0
220188	XG02		35	0
220188	XG03		35	0
220188	XG04		20	0
220188	XG05		36	36
220188	XG06		20	0
220188	XG07		35	0
220188	XG08		35	0
220188	XG09		20	0
220188	XG10		20	0
220188	XG11		20	0
220188	XG12		25	0
220188	XG13		35	0
220188	XG14		20	0
220188	XG15		15	0
220188	XG16		35	21
220188	XG17		24	0
220188	XG18		35	0
220188	XG19		35	0
220188	XG20		10	3

Record 12 of 29

CROSS LIST SECTION

CRN	Subject	Cou	Part of Term	Credit Low	Credit Indicator	Credit High

Record 1 of 1

CANCEL SELECT

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- e. You will return to SSAXLST. Click the Go button

Schedule Cross List Definition SSAXLST 9.3.3 UI_SGHE088 (BANDR1) (2UIC)

Term: 220188

Cross List Group: XG12

Identifier

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- f. Verify/enter the Maximum Enrollment and Save. Click in the CRN field and enter required CRN ID. Click to the Insert button to add additional CRN's to cross list. Click Save when finished. In this example LALS 276 is the controlling course.

Term: 220188 Cross List Group Identifier: XG12

Start Over

CROSS LIST ENROLLMENT

Maximum Enrollment: 40 Actual Enrollment: 35 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
36575		LALS	276	AL	1	200	3.000				
36577		GWS	276	AL	1	200	3.000				
36579		SOC	226	AL	1	200	3.000				35

1 of 1 Per Page Record 3 of 3

SAVE

Term: 220188 Cross List Group Identifier: XG12

Saved successfully (4 rows saved)

CROSS LIST ENROLLMENT

Maximum Enrollment: 40 Actual Enrollment: 35 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
36575		LALS	276	AL	1	200	3.000				
36577		GWS	276	AL	1	200	3.000				
36579		SOC	226	AL	1	200	3.000				35

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NOTE: Be sure to set up separate cross lists for both Lecture and Lab/Discussion sections for linked sections.

- g. To create a new Cross List – Open SSAXLST. Enter the required Term and new Cross List code. Click Go.

Screenshot of the SSAXLST form. The form title is "Schedule Cross List Definition SSAXLST 9.3.3 UI_SGHE088 (BANDR1) (2UIC)". The form contains two input fields: "Term: 220188" and "Cross List Group: XG30". A red arrow points to the "Go" button. A callout box labeled "New Cross List code" points to the "Cross List Group" field. Below the form, a yellow banner contains the text: "Get Started: Complete the fields above and click Go. From an ID field, enter your search criteria, and then press ENTER."

- h. Enter the cross list Max Enrollment and CRN's and save. (See instructions above)

Screenshot of the SSAXLST form showing the "CROSS LIST ENROLLMENT" and "CROSS LIST SECTION" sections. The form title is "Schedule Cross List Definition SSAXLST 9.3.3 UI_SGHE088 (BANDR1) (2UIC)". The form contains a "Start Over" button. The "CROSS LIST ENROLLMENT" section has three input fields: "Maximum Enrollment", "Actual Enrollment", and "Seats Available". A red arrow points to the "Maximum Enrollment" field. The "CROSS LIST SECTION" section is a table with columns: CRN, Block, Subject *, Course Number *, Section *, Part of Term, Campus *, Credit Hours Low, Credit Hours Indicator, Credit Hours High, Reserved Indicator, and Enrollment Maximum. A red arrow points to the "CRN" column header. The table has one row with empty cells. Below the table, there is a pagination control showing "1 of 1" and "10 Per Page".