



OFFICE *of*
THE REGISTRAR

Crosslisting

Crosslisting is used when two different courses meet in the same room at the same time, as long as the courses are shown as equivalent in the catalog or are sections of the SAME course. Equivalent courses can be undergraduate/graduate counterparts or the same course from a different department.

Courses that are NOT equivalent cannot be crosslisted for any reason. Equivalent courses are listed with a "cannot receive credit for both XXX and XXX" note in the catalog course description. If the course description does not have this note, departments may not crosslist classes.

Sections must be crosslisted BEFORE adding the same building and room to multiple sections in Admin Banner.

Crosslisting is a 3-step process in Banner.

1. Find an open Crosslist Code
2. Build the Crosslist Code
3. Code is assigned to sections.

Find an open crosslist code:

Go to SSASECT and open one of the sections you wish to crosslist. Doesn't matter which section. Go to Related-Cross List Definitions.

ellucian Schedule SSASECT 9.3.15 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201940 CRN: 40762

Subject: BMS Course: 110

Title: Intro to Biomedical Sciences

Create CRN Copy CRN

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.

Search

- Elective Attribute Pool [SSAPOOL]
- Specific Section Attribute [SSASATR]
- Course Section Detail [SSADETL]
- Schedule Restrictions [SSARRES]
- Schedule Pre-requisites [SSAPREQ]
- Course Section Comments [SSATEXT]
- Cross List Definitions [SSAXLST]**
- Schedule Exclusion Rules [SSAEXCL]
- Section Calendar [SSAACCL]
- Course Section Overrides [SSAOVRR]
- Basic Course Information [SCACRSE]
- Block Section Controls [SSABLCK]
- Term Control Rules [SOATERM]
- Section Syllabus Form [SSASY1 R1]

ellucian Schedule Cross List Definition SSAXLST 9.3.15 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201940 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.

Choose the 3 dots next to the Cross List Group Identifier.

ellucian Schedule Cross List Definition SSAXLST 9.3.15 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201940 ... 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.

Enter the term. GO

ellucian Schedule Cross List Query SSAXLSQ 9.3.15 (PROD) ADD RETRIEVE RELATED TOOLS 1

SCHEDULE CROSS LIST QUERY Insert Delete Copy Filter

Basic Filter Advanced Filter

Term 201940 ... Cross List ... Maximum Enrollment ... Actual Enrollment ... Seats Available ...

Clear All Go

CRN	Subject	Course	Section	Part of Term	Credit Low	Credit Indicator	Credit High
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The query returns all the crosslist codes IN USE.

ellucian

Schedule Cross List Query SSAXLSQ 9.3.15 (PROD)

ADD

RETRIEVE

RELATED

TOOLS

SCHEDULE CROSS LIST QUERY

Insert

Delete

Copy

Filter

Active filters:

Term: 201940

Clear All

Filter Again

Term	Cross List	Maximum Enrollment	Actual Enrollment	Seats Available
201940	00	30	29	1
201940	01	20	25	-5
201940	02	20	17	3
201940	03	23	0	23
201940	04	15	0	15
201940	05	20	12	8
201940	06	18	15	3
201940	07	21	13	8
201940	08	19	13	6
201940	09	30	11	19
201940	0A	50	0	50
201940	0B	44	42	2
201940	0C	25	11	14
201940	0D	35	9	26
201940	0E	24	0	24
201940	0F	24	0	24
201940	0G	15	9	6
201940	0H	24	0	24
201940	0I	24	0	24
201940	0J	24	0	24

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Record 1 of 777

CROSS LIST SECTION

Insert

Delete

Copy

Filter

CRN	Subject	Course	Section	Part of Term	Credit Low	Credit Indicator	Credit High
40739	ART	480	001	1	3.000		
47474	ART	680	001	1	3.000		

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Record 1 of 2

Cross list codes can be any 2 digit code, letter/number, number/letter, letter/letter, number/number. Build a sequence that has NOT been used (NOT in this query list).

This query shows gaps in the letter/letter combos for a code that starts with the letter I. IE, IF, IG, IM, IZ, etc. are all AVAILABLE.

ellucian Schedule Cross List Query SSAXLSQ 9.3.15 (PROD)

SCHEDULE CROSS LIST QUERY

Active filters: Term: 201940 [Clear All](#) [Filter Again](#)

Term	Cross List	Maximum Enrollment	Actual Enrollment	Seats Available
201940	HI	40	25	15
201940	HJ	40	21	19
201940	HO	25	0	25
201940	I8	30	18	12
201940	I9	40	40	0
201940	IA	25	0	25
201940	IB	145	0	145
201940	IC	121	0	121
201940	ID	25	0	25
201940	IH	10	0	10
201940	II	20	0	20
201940	IK	50	0	50
201940	IN	30	27	3
201940	IP	20	5	15
201940	J0	40	42	-2
201940	J1	30	6	24
201940	J2	15	15	0
201940	J3	15	12	3
201940	J4	18	3	15
201940	J5	18	7	11

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Once a code has been identified, exit the query.

ellucian Schedule Cross List Query SSAXLSQ 9.3.15 (PROD)

SCHEDULE CROSS LIST QUERY

Active filters: Term: 201940 [Clear All](#)

Term	Cross List	Max
201940	HI	
201940	HJ	
201940	HO	
201940	I8	
201940	I9	

Now enter the code into the Cross List Group Identifier field. GO.

✕ @ellucian Schedule Cross List Definition SSAXLST 9.3.15 (PROD)

Term: 201940

Cross List Group Identifier: IZ

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.

Build the Crosslist Code:

✕ @ellucian Schedule Cross List Definition SSAXLST 9.3.15 (PROD)

Term: 201940 Cross List Group Identifier: IZ

Start Over

Insert Delete Copy Filter

CROSS LIST ENROLLMENT

Maximum Enrollment: Actual Enrollment: Seats Available:

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	Enrollment Actual *	Enrollment Remaining *	Wait List

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Set the maximum enrollment for the crosslist. This maximum will control ALL sections attached to this crosslist. If you have two sections each built with 10 max enrollment, but you only put 10 as the max enrollment for the crosslist, once 10 TOTAL registrations occur from either/both sections, BOTH sections will close. If you wish for every seat in the individual sections to be accounted for, the crosslist max enrollment must equal the SUM of the individual sections.

Enter in the CRNs of the sections you wish to crosslist. Only enter in the CRN, all the information to the right will fill in. You must have individual sections built first, so you have a CRN to add here. Use the insert command or the down arrow key on your keyboard to insert another row. You can crosslist as many sections as you need to, as long as you following crosslisting rules (same course, equivalent course).

SAVE.

Code is assigned to sections.

If you pull up each section you added to the crosslist, you will now see your code on the course section information tab for each one of those sections.

Assigning Building and Room information

Once sections are crosslisted, the building and room information can be added to the sections. Add the building and room information to one section, save. Enter the building and room information to the second section but before saving, add an O override code in the Override Indicator field of the Meeting Location and Credits tab.

✕ @ellucian Schedule SSASECT 9.3.15 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201940 CRN: 40762 Subject: BMS Course: 110 Title: Intro to Biomedical Sciences Start Over

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates **Meeting Location and Credits**

▼ SCHEDULE Insert Delete Copy Filter

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	GLAS	0101	LEC	2.5	O		☐	☐

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▼ INSTRUCTOR Insert Delete Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	M00125148	Smith, Joshua J.	3.000	100	☒	☐	100

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Banner may make you enter all meeting type information AND the override indicator at the same time. If you get an error when adding the room with the O override, follow these steps:

1. Remove any instructor information, save.
2. Remove meeting type (days, time, building, etc.), save.
3. Add meeting type—ALL the information before saving—days, times, building, room, override, SAVE.
4. Add instructor information, save.