# How to Cross-List Course Sections in Banner

#### **APPROVAL HISTORY**

| Approving | Version  | Date |
|-----------|----------|------|
| Party     | Approved |      |

#### **REVISION HISTORY**

| Version | Date | Description | <b>Revised By</b> |
|---------|------|-------------|-------------------|
| Number  |      |             |                   |

### **Proposed Training Methodology and Delivery.**

Both online and in-person formats will be beneficial for users to receive for the same procedure. The online format allows the user to go at their own pace, write notes and questions, and absorb it without distractions. The in-person training will allow the user to ask questions, hear an explanation for why the procedures were written a certain way, receive tips and avoid pitfalls, and hear others' questions in the group. In person training allows a broader narrative of the background, context, and explanation to be shared by the trainer. The online training precedes the in-person training.

### Purpose

How to cross-list a course section in Banner

### **Related Policies and Regulations**

To maintain and produce quarterly class offerings and the Schedule of Classes publication. A course with cross-listed partners has to 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. <u>The primary</u>

department will be responsible for adding the course sections and cross-listing all the partners of a cross-listed course.

# **Impacted Departments**

- 1. Registrar's office
- 2. Academic department
- 3. College offices

## **Procedures**

- 1. Adding the first of a cross-listed course section in SSASECT (BUS 104 001)
  - a. Go to SSASECT
  - b. Enter desired term in Term field.
  - c. Enter: ADD in CRN field
  - d. Click: Next Block
- 2. Course Section Information:
  - a. Enter: BUS in the Subject field
  - b. Enter: 104 in Course Number field
  - c. Enter: 001 in Section field (for lecture section)
  - d. Enter: C (Riverside) in Campus field
  - e. Enter: A (Active) in Status field
  - f. Enter: schedule type of the section in Schedule Type field (in this example enter Lecture)
  - g. Part of Term field: click drop-down arrow to bring up the dates of instruction for the term. Highlight them and click OK

- 3. Course Section Information completing credit hours (right side of form)
  - a. Credit Hours: tab to blank box (below box containing zeros). Type 4 and press the tab key
  - b. Billing Hours: type 4 in the blank box (below box containing zeros)
  - c. Lecture: tab to blank box (below box containing zeros). Type 3
  - d. Press: tab key. The number of contact hours will automatically populate in the blank box below the Contact Hours field
  - e. If course has more than one schedule type: in Link Identifier field, enter identifier code associated with this section's schedule type (L1 for lecture in this example)
  - f. Connecting multiple sections of various schedule types will be presented in subsequent procedures
  - g. Save
  - h. Screen should appear similar to the following:

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|---|---|--|--|--|--------------|---|
| Course Section Informatio<br>Subject:<br>Course Number:<br>Section:<br>Cross List:<br>Campus:<br>Status:<br>Status:<br>Schedule Type:<br>Instructional Method:<br>Inlegration Partner:<br>Grade Mode: | Sector Envolment Information Meeting Times and Instruct<br>B Business<br>THE Business<br>THE DECISION AREALYSISAMONT SCENCE<br>ON P<br>C PRverside<br>A VACtive<br>Information<br>P Person<br>V | CEU Indicator: CCedit Hours: Billing Hours: Contact Hours: Contact Hours: Lacture: Lab:  | 000 None<br>4000 None<br>4000 None<br>5000 None<br>5000 None<br>5000 None  | <ul> <li>To + Or</li> </ul> | 4.000        |   |
| Session:<br>Special Approval:<br>Duration:<br>Part of Term:<br>Registration Dates:<br>Start Dates:<br>Maximum Extensions:<br>Prerequisite Check Me  | Test 2-564-2013 To 13-06C-2013 To 10<br>Prist Last To 10<br>C DegreeWorks   | Other:<br>Link Identifier:<br>Attendance Method:<br>Weekly Contact Hour<br>Daily Contact Hour<br>Drint Drint Contact Hour<br>Cradable Discontinues | 1000 None<br>1000 None | CTo ¥Or<br>and Self-Servi<br>Waiver<br>CSyltabos   | 1.00         | This course will have<br>multiple discussion sections;<br>this link identifier will link<br>the discussions to this lecture |
| Subject press Count Query H<br>Record: 1/1  | Hs for existing courses, Duplicate Record for credit information.   | MI   | DI   | DI   | E            | WARE  |

- 4. Adding a section of the cross-listed partner course (STAT 104 001)
  - a. Click: Rollback
  - b. Verify same term that BUS 104 001 was added in is displayed
  - c. Enter: ADD in CRN field

- d. Click: Next Block
- e. Follow procedures outlined in steps 2 and 3 to add section STAT 104 001
- f. When saved successfully, screen should appear similar to the following:

| Oracle Fusion Middleware Forms Services: Open > SSASECT               |   |
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| Schedule SSASECT 8. (PPROXE) 000000000000000000000000000000000000     | ter en                    |
|   |   |
| Term: 201340 * CRN: 19090 * Create CRN: @ Copy CRN: @                 | Subject: STAT Course: 104 Title: DECISION ANALYSIS&MGMT SCIEM |
| Course Section Information Section Enrolment Information Meeting Time | an and Instructor Saction Brafarances                         |
| Course Section meanances Courses Enterment meanances and any time     |   |
| Subject: STAT Statistics  | CEU Indicator: 🛄  |
| Course Number: 104 Title: DECISION ANALYSIS&MGMT                      | SCIENCE Credit Hours: 000 None To Or 4000                     |
| Section: 001 T  | 4 000   |
| Cross List:   | Billing Hours: ONONE TO TO A000                               |
| Campus: C TRiverside  | 4000  |
| Status: A JActive   | Contact Hours: 1.000 None To # Or 3.000                       |
| Instructional Method:   | Lecture: 000 None To #Or 3000                                 |
| Integration Partner:  | 3000  |
| Grade Mode:   | Lab: 000 * None O To OV                                       |
| Session:  | Cross-listed partner STAT                                     |
| Special Approval:   | Other: 000 None To #Or  |
| Duration:   | 104 also will have multipl                                    |
| Part of Term: 1 23-SEP-2013 13-DEC-2013                               | Link Identifier:  |
| First Last  | Attendance Method: discussion sections that W                 |
| Registration Dates:   | be linked to this lecture                                     |
| Start Dates:  | Print Vice Response and Salf-Ser                              |
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- g. Hint: make a note of the CRN numbers for BUS 104 001 and STAT 104 001
- 5. Entering the Cross List code for these cross-listed partners
  - a. Click: Options, then select Cross List Definitions (SSAXLST)
  - b. Verify same term the cross-listed courses were added in is displayed
  - c. Cross List Group Identifier field: click the down arrow to bring up SSAXLSQ. Verify same term the cross-listed courses were added in is displayed
  - d. To see which cross-list group identifiers have already been used search based on the first character of a cross-list code and the wildcard symbol (%). See following example:

| 🍰 Oracle Fusio    | Oracle Fusion Middleware Forms Services: Open > SSASECT - SSAXLST - SSAXLSQ |                    |   |           |           |  |  |
|-------------------|---|--------------------|---|-----------|-----------|--|--|
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| Term              | Cross List  | Enrollment         | Enrollment                              | Available |           |  |  |
| 201620            | К%  |                    |   |           |           |  |  |
|                   |   |                    |   |           |           |  |  |

e. Execute query; see following example:

| Soracle Fusion Middleware       | Forms Services: C  | pen > SSASECT - S                       | SAXLST - SSAXLSQ |
|---------------------------------|--------------------|---|------------------|
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| 🔏 Schedule Cross List Query SSA | XLSQ 8.9 (PPRDXE)  | 000000000000000000000000000000000000000 |                  |
|                                 |                    |   |                  |
|                                 |                    |   |                  |
|                                 | Manufantum         | Astual                                  | Casta            |
| Term Cross List                 | Enrollment         | Enrollment                              | Available        |
|                                 | 75                 |   |                  |
| 201620 KB                       | 75                 | 75                                      | 0                |
| 201620 KD                       | 25                 | 25                                      | 0                |
| 201620 KE                       | 25                 | 25                                      | 0                |
| 201620 KF                       | 13                 | 25                                      | 0                |
| 201620 KG                       | 15                 | 7                                       | 8                |
| 201620 KH                       | 15                 | 1                                       | 8                |
| KH is the last Cross-           | Thus, ye           | ou would select                         |                  |
| List Group Identifier           | KI for y           | our identifier                          |                  |
| used                            | ourse Section      | Part of Term                            | Credits          |
| 20964 MCS 0                     | 66 001             | 1                                       | 4.000            |
| 20965 CRWT 0                    | 66 001             | 1                                       | 4.000            |
| 20966 TFDP 0                    | 66 001             | 1                                       | 4.000            |

- f. Close SSAXLSQ
- g. Enter your selected Cross List Group Identifier Code; Next Block
- h. Cross List Enrollment section: set the total maximum enrollment for all the crosslisted partners; Next Block
- i. Cross List Section: in first available CRN field, enter the CRN number of the first cross-listed partner
- j. Applicable course data will automatically populate in the fields on that row

- k. Click in next available CRN field. Enter the CRN number of the next crosslisted partner
- 1. Applicable course data will populate in the fields on that row
- m. If needed, repeat steps k and l until all cross-listed partners are added
- n. Save
- o. Screen should appear similar to the following:

| Oracle Fusion Middleware Forms Services: Open > SSASECT - SSAXLST  |   | x    |
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|  | 1 9 1 <b>X</b>  | )    |
| Schedule Cross List Definition SSAXLST 8.5.0.3 (PPRDXE)  | ž×  |      |
| Term: 201340 T Cross List Group Identifier: CO T Cross   | List Group Identifier   |      |
| Cross List Enrollment (GD)   | assigned <u>only</u> to these   |      |
| Maximum Enrollment: 0 Actual Enrollment: 6 CTOSS-  | listed lecture partners   |      |
| Cross List Section Course Cour | Reserved Enrollment<br>Indicator Maximum Actual Remaining<br>90 96 4<br>20 4<br>20 4<br>36<br>5 OWN |      |
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- p. Go to SSASECT
- q. Verify same term cross-listed partners were added in is displayed
- r. Enter: CRN of the first cross-listed partner and click Next Block
- s. The Cross List Group Identifier now appears in the Cross List field (see following example):

| Solution Oracle Fusion Middlev | ware Forms Services: Open > SSASECT - SSAXLST - SSASECT - S | SAXLST - SSASECT | Income of the Advancement Person of the Advancement |        |
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| Eile Edit Options Block I      | tem Becord Query Tools Help                                 |                  |   | ORACLE |
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| Schedule SSASECT 8.5           | 3.1 (PPRDXE) 2000000000000000000000000000000000000          |                  | anananan 🗹 🗙  |        |
|                                |   |                  |   |        |
| Term: 201340 💌 CR              | N: 11477 Create CRN: 🖗 Copy CRN: 🖗 Subject: B               | US Course: 1     | 04 Title: DECISION ANALYSIS&MGMT SCIEM              |        |
|                                |   |                  |   |        |
| Course Section Informatio      | Section Enrollment Information Meeting Times and Instructor | r Section Pre    | iferences   |        |
| Subject:                       | BUS Business  | CEU Indicator:   |   |        |
| Course Number:                 | 104 Title: DECISION ANALYSIS&MGMT SCIENCE                   | Credit Hours:    | .000 None To Or 4.000                               |        |
| Section:                       | 001   |                  | 4.000   |        |
| Cross List:                    |   | Billing Hours:   | .000 None To Or 4.000                               |        |
| Campus:                        | C Kiverside   |                  | 4.000   |        |
| Status:                        | A Active  | Contact Hours:   | 1.000 None To Or 3.000                              |        |
| Schedule Type:                 | LEC Lecture   |                  | 3.000   |        |
| Instructional Method:          | I ▼In-Person  | Lecture:         | .000 None 10 Cr 3.000                               |        |
| Integration Partner:           |   | 1                |   |        |
| Grade Mode.                    |   | Lab.             |   |        |
| Special Approval:              |   | Other            |   |        |
| Duration:                      |   | other.           |   |        |
| Part of Term:                  | 1 V 23-SEP-2013 13-DEC-2013 10                              | Link Identifier: |   |        |
|                                | First Last  | Attendance Met   | hod:  |        |
| Registration Dates:            |   | Weekly Contact   | Hours:  |        |
| Start Dates:                   |   | Daily Contact    | lours:  |        |
| Maximum Extensions:            | 0   | Print            | Voice Response and Self-Service Available           |        |
| Prerequisite Check Me          | thod: OBasic or None CAPP ODegreeWorks                      | Gradable         | Tuition and Fee Waiver                              |        |
|                                |   | Long Title       | Comments Syllabus                                   |        |
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- t. Rollback
- u. Enter CRN of the next cross-listed partner; click Next Block
- v. The Cross List Group Identifier appears with this course as well (see following example):

| 🛃 Oracle Fusio   | n Middlew    | vare Forms Servi | ces: Ope         | n > SSASE     | CT - SSAXLST | - SSASECT - S     | SAXLST - SSASEC   | -                |            |         |          |           | -      | _ |   |       |
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| Eile Edit Option | ns Block I   | tem Record Que   | ry <u>T</u> ools | Help          |              |                   |                   |                  |            |         |          |           |        |   | C | RACLE |
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| Schedule SS      | ASECT 8.5    | .3.1 (PPRDXE)    | 000000           | 00000000      |              |                   |                   |                  | 00000000   | 000000  | 000000   |           | ee ≝ × |   |   |       |
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| Term: 201340     | CR           | N: 19090 💌       | Create C         | RN: 🖗 🛛       | opy CRN: 💱   | Subject: ST       | AT Course:        | 04 1             | fitle: DEC | ISION A | NALYSIS  | 5&MGMT    | SCIEN  |   |   |       |
|                  |              | _                |                  |               |              |                   |                   |                  |            |         |          |           |        |   |   |       |
| Course Sectio    | n Informatic | Section En       | oliment in       | formation     | Meeting Time | es and Instructor | Section Pre       | ferences         |            |         |          |           |        |   |   |       |
| Subject:         |              | STAT Stat        | istics           |               |              |                   | CEU Indicator:    |                  |            |         |          |           |        |   |   |       |
| Course Numb      | ber:         | 104              | Title:           | DECISION      | NALYSIS&MGMT | SCIENCE           | Credit Hours:     | .000             | O None     | ОТО     | Or       | -         | 4.000  |   |   |       |
| Section:         |              | 001              |                  |               |              |                   |                   | 4.000            |            |         |          |           |        |   |   |       |
| Cross List:      |              |                  |                  |               |              |                   | Billing Hours:    | .000             | ○ None     | ОТо     | Or       |           | 4.000  |   |   |       |
| Campus:          |              | C Rivers         | ide              |               |              |                   |                   | 4.000            |            |         |          |           |        |   |   |       |
| Status:          |              | A Active         |                  |               |              |                   | Contact Hours:    | 1.000            | ○ None     | ОТо     | Or       | :         | 3.000  |   |   |       |
| Schedule Typ     | pe:          | LEC  Lectur      | е                |               |              |                   |                   | 3.000            |            |         |          |           |        |   |   |       |
| Instructional    | Method:      | I In-Pe          | erson            |               |              |                   | Lecture:          | .000             | ○ None     | О То    | Or       |           | 3.000  |   |   |       |
| Integration P    | artner:      |                  |                  |               |              |                   |                   | 3.000            |            |         |          |           |        |   |   |       |
| Grade Mode:      |              |                  |                  |               |              |                   | Lab:              | .000             | None 🔍     | ОТО     | ⊖ Or     |           |        |   |   |       |
| Session:         |              |                  |                  |               |              |                   |                   |                  |            | OT-     |          |           |        |   |   |       |
| Special Appr     | oval:        |                  |                  |               |              |                   | Other:            | .000             |            | 010     | • Or     |           | 1.000  |   |   |       |
| Part of Term     |              |                  | SER-2013         | <b>III</b> 13 | DEC-2013     | <b>I</b>          | Link Identifier:  | .000             | <u>'</u>   |         |          |           |        |   |   |       |
| Tart of Term     |              | First            | 521-2015         | Last          |              |                   | Attendance Met    | hod:             |            |         |          |           |        |   |   |       |
| Registration     | Dates:       |                  |                  | 1             |              |                   | Weekly Contact    | Hours:           |            |         |          |           |        |   |   |       |
| Start Dates:     |              |                  |                  |               |              |                   | Daily Contact     | lours:           |            |         |          |           |        |   |   |       |
| Maximum Ex       | tensions:    | 0                |                  |               |              |                   | ✓ Print           | Voice R          | esponse    | and Se  | lf-Servi | ce Availa | able   |   |   |       |
| Prerequisite     | Check Me     | thod: OBasic     | or None          | CAPP          | O Degree     | Norks             | Gradable          | Tuition :        | and Fee    | Waiver  |          |           |        |   |   |       |
|                  |              |                  |                  |               |              |                   | Long Title        | Comme            | nts        | Syll    | abus     |           |        |   |   |       |
|                  |              |                  |                  |               |              |                   |                   |                  |            |         |          |           |        | J |   |       |
|                  |              | $\Delta UU$      |                  |               |              |                   |                   |                  |            |         |          |           |        |   |   |       |
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- 6. Adding sections of secondary schedule type (discussion) of cross-listed courses (BUS 104 021 and STAT 104 021)
  - a. In SSASECT: follow instructions listed in steps 1-4 to add BUS 104 021 and STAT 104 021
  - b. Screens should appear similar to the following examples:

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|   |   |        |
| Term: 201340 V CRN: 11479 V Create CRN: W Copy CRN: W Subject: B  | 3US Course: 104 Title: DECISION ANALYSIS&MGMT SCIEM |        |
|   |   |        |
| Course Section Information Section Enrollment Information Meeting Times and instructo   | x Section Preterences                               |        |
| Subject: Business   | CEU Indicator:                                      |        |
| Course Number: 104 Title: DECISION ANALYSISAMGMT SCIENCE  | Credit Hours: .000 None To Or 4.000                 |        |
| Section: 021 V  | .000  |        |
| Cross List:   | Billing Hours:                                      |        |
| Campus: C Riverside   | .000  |        |
| Status: A Active  | Contact Hours: 1.000 None To Or 3.000               |        |
| Schedule Type: DIS Discussion   | 1.000   |        |
| Instructional Method:   | Lecture:  |        |
| Integration Partner:  |   |        |
| Grade Mode:   |   |        |
| Special Approval:   | Other: 000 None To #Or 1000                         |        |
| Duration:   | 1000  |        |
| Part of Term: 1 V 23-SEP-2013 II 13-DEC-2013 II 10  | Link Identifier: D1                                 |        |
| First Last  | Attendance Method:                                  |        |
| Registration Dates:   | Weekly Contact Hours:                               |        |
| Start Dates:  | Daily Contact Hours:                                |        |
| Maximum Extensions: 0   | Print Voice Response and Self-Service Available     |        |
| Prerequisite Check Method: OBasic or None CAPP ODegreeWorks   | Gradable Tuition and Fee Waiver                     |        |
|   | Long Title     Comments     Syllabus                |        |
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| Schedule SSASECT 8.5.3.1 (PPRDXE) 3000000000000000000000000000000000000                 | i ana ana ana ana ana ana ana ana ana an             |
|   |  |
| Term: 201340 Term: 201340 CRN: 19092 Tereate CRN: Copy CRN: Subject: S                  | STAT Course: 104 Title: DECISION ANALYSIS&MGMT SCIEM |
| Course Costion Information Costion Environment Information Machine Times and Instructor | ter Castion Destances                                |
| Course Section Information Section Enrollment Information Meeting Times and instructo   | tor Section Preferences                              |
| Subject: Statistics   | CEU Indicator:                                       |
| Course Number: 104 Title: DECISION ANALYSIS&MGMT SCIENCE                                | Credit Hours: 000 None To Or 4000                    |
| Section: 021 V  | .000   |
| Cross List:   | Billing Hours:                                       |
| Campus: C Riverside   |  |
| Status: A Active  | Contact Hours: 1,000 None 010 Cor 3,000              |
| Instructional Method:   | Lecture:   |
| Integration Partner:  |  |
| Grade Mode:   | Lab:   |
| Session:  |  |
| Special Approval:   | Other:   |
| Duration:   | 1.000  |
| Part of Term: 1 • 23-5EP-2013 13-DEC-2013 10  | Link Identifier: D1                                  |
| First Last  | Attendance Method:                                   |
| Start Dates:  | Daily Contact Hours                                  |
| Maximum Extensions:   | Print Voice Response and Self-Service Available      |
| Prerequisite Check Method: OBasic or None CAPP ODegreeWorks                             | Gradable Duition and Fee Waiver                      |
|   | Long Title Comments Syllabus                         |
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- c. Go to SSAXLST. Follow instructions outlined in step 5 to assign a Cross List Group Identifier for BUS 104 021 And STAT 104 021
- d. Cross List Group Identifier for the discussion sections must be different from the Cross List Group Identifier assigned to lecture sections BUS 104 001 and STAT 104 001
- e. Follow instructions outlined in step 5 to add cross-listed partners BUS 104 021 and STAT 104 021 in the Cross List Section

| Soracle Fusion Middleware Forms Services: Open > SSASECT - SSAXLST - SSASECT - SS   | SAXLST - SSASECT - SSAXLST  |
|---|---|
| Elle Edit Options Block (tem Record Query Iools Help  |   |
| Schedule Cross List Definition SSAXLST 8.5.0.3 (PPRDXE)   | This code applies only to these<br>cross-listed discussion sections   |
| Maximum Enrollment: Actual Enrollment: 3  | Seats Available: 2  |
| Cross List Section Part<br>Course of<br>CDN Block Subject Number Section Term CampusCree  | Reserved Enrollment   |
| CRN         Block         Subject         Number         Section         Term         Campus        Crec           I         BUS         104         021         1         C         .000           11479         BUS         104         021         1         C         .000           19992         STAT         104         021         1         C         .000           19992         STAT         104         021         1         C         .000           I         I         I         I         I         I         I         I         .000           I | dit Hours       Indicator       Maximum       Actual       Remaining         1       1       34       30       4         34       30       4       3       31         1       1       1       1       1         1       1       1       1       1       1         1       1       1       1       1       1         1       1       1       1       1       1         1       1       1       1       1       1         1       1       1       1       1       1       1         1       1       1       1       1       1       1       1         1       1       1       1       1       1       1       1       1         1       1       1       1       1       1       1       1       1       1       1         1 |
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f. Screen should appear similar to the following:

- g. Go to SSASECT
- h. Verify same term cross-listed partners were added in is displayed
- i. Enter CRN of the first cross-listed partner, then click Next Block
- j. The Cross List Group Identifier now appears in the Cross List field (see following example):

| ourse Section Information | Section Enrollment Information Meeting Times and Instructo   | x Section Preference | :05       |             |         |         |         |        |  |
|---------------------------|--|----------------------|-----------|-------------|---------|---------|---------|--------|--|
| ubject:                   | Pusiness   | CEU Indicator:       |           |             |         |         |         |        |  |
| ourse Number: 104         | Title: DECISION ANALYSISAMENT SCIENCE  | Credit Hours:        | .000      | None        | To      | • Or    | -       | 4.000  |  |
| tion: 021                 |  |                      | .000      |             |         |         |         |        |  |
| ss List: GF               |  | Billing Hours:       | .000      | None        | To      | * Or    |         | 4.000  |  |
| npus: C                   | Riverside  |                      | .000      |             |         |         |         |        |  |
| atus: A                   | Active   | Contact Hours:       | 1.000     | None        | To      | · Or    | -       | 3.000  |  |
| hedule Type: DIS          | Discus   |                      | 1.000     |             |         |         |         |        |  |
| tructional Method:        | ▼ In Pe  | Lecture:             | .000      | None        | Сто     | * Or    |         | 3.000  |  |
| agration Partner:         | •  |                      | .000      |             |         |         |         |        |  |
| ade Mode:                 | •  | Lab:                 | .000      | • None      | To      | Or      |         |        |  |
| ssion:                    | •  |                      |           |             |         |         |         |        |  |
| ecial Approval:           | •  | Other:               | .000      | None        | OTo     | • Or    |         | 1.000  |  |
| ation:                    |  |                      | 1.000     |             |         |         |         |        |  |
| t of Term: 1              | · 23-56P-2013 13-06C-2013 10 10  | Link Identifier:     | D1        |             |         |         |         |        |  |
| FI                        | rst Last   | Attendance Method:   |           | •           |         |         |         |        |  |
| gistration Dates:         |  | Weekly Contact Hour  | 8:        | (Parcellar) |         |         |         |        |  |
| rt Dates:                 |  | Daily Contact Hours  | : [       |             |         |         |         |        |  |
| ximum Extensions:         | 0  | Print                | /oice Re  | sponse a    | ind Sel | f-Servi | ice Ava | ilable |  |
| erequisite Check Method:  | G Basic or None CAPP O DegreeWorks   | Gradable             | uition an | d Fee       | Waiver  |         |         | NG YOR |  |
|                           | and a state of the | El ond Title El C    | comment   |             | E Svill | abus    |         |        |  |

- k. Click: Rollback
- 1. Enter CRN of the next cross-listed partner and click Next Block
- m. The Cross List Group Identifier appears with this course as well (see following example):

| ourse Section Informatio                   | Section Enrollment Information | Meeting Times and Instructo | or Section Prefere | Inces     | 1  |         |          |         |         |  |
|--|--------------------------------|-----------------------------|--------------------|-----------|--|---------|----------|---------|---------|--|
| subject:                                   | STAT Statistics                |                             | CEU Indicator:     |           |  |         |          |         |         |  |
| Course Number:                             | 104 Title: DECISION            | ANALYSISAMGMT SCIENCE       | Credit Hours:      | .000      | None   | To      | · Or     |         | 4.000   |  |
| iection:                                   | 021                            |                             |                    | .000      |  |         |          |         |         |  |
| cross List:                                | GF 🔻                           |                             | Billing Hours:     | .000      | None   | To      | * Or     |         | 4.000   |  |
| Sampus:                                    | C Polerside                    |                             |                    | .000      |  |         |          |         |         |  |
| Status:                                    | A Active                       |                             | Contact Hours:     | 1.000     | None   | To      | · Or     |         | 3.000   |  |
| Schedule Type:                             | DIS Discu                      |                             |                    | 1.000     |  |         |          |         |         |  |
| nstructional Method:                       | I In P                         |                             | Lecture:           | .000      | None   | Сто     | * Or     |         | 3.000   |  |
| ntegration Partner:                        |                                |                             |                    | .000      |  |         |          |         |         |  |
| Grade Mode:                                | •                              |                             | Lab:               | .000      | * None   | To      | Or       |         |         |  |
| Session:                                   |                                |                             |                    |           |  |         |          |         |         |  |
| Special Approval:                          | •                              |                             | Other:             | .000      | None   | Ото     | * Or     |         | 1.000   |  |
| Duration:                                  |                                |                             |                    | 1.000     |  |         |          |         |         |  |
| Part of Term:                              | 1 - 23-56P-2013 13             | -DEC-2013 10                | Link Identifier:   | DI        | 1  |         |          |         |         |  |
|  | First Last                     |                             | Attendance Method  | 1:        |  |         |          |         |         |  |
| Registration Dates:                        |                                |                             | Weekly Contact Ho  | urs:      | and the second s |         |          |         |         |  |
| Start Dates:                               | 100                            | 0                           | Daily Contact Hou  | rs:       | _  |         |          |         |         |  |
| Maximum Extensions:                        | 0                              |                             | Print .            | Voice R   | esponse  | and Sel | If-Servi | ice Ava | ailable |  |
| Prerenuisite Check Me                      | that: Others or Name Brand     | C Descendatoria             | Gradable           | Tuition a | and Fee  | Waiver  |          |         | 200000  |  |
| P I WIN WIN PLATING TO A PRIME AND INCOME. | The Basic of Hone - Citer      | Degreeworks                 | DLong Title        | Commer    | nts  | Esvil   | abus     |         |         |  |

- 7. Adding another section of secondary schedule type (discussion) of cross-listed courses (BUS 104 022 and STAT 104 022)
  - a. Follow instructions listed in steps 1-4 to add BUS 104 022 and STAT 104 022 in SSASECT
  - b. Screens should appear similar to the following examples:

| STATE Oracle Fusion Middleware Forms Services: Open > SSASECT - SSAXLST - SSASECT -   | SSAXLST - SSASEC | T - SSAXLST - SSASECT  |        |
|---|------------------|--|--------|
| Eile Edit Options Block Item Record Query Tools Help                                  |                  |  | ORACLE |
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| GSchedule SSASECT 8.5.3.1 (PPRDXE) 1000000000000000000000000000000000000              |                  | zanosonononanistenen senten z ×  |        |
|   |                  |  |        |
| Term: 201340 CRN: 11480 Create CRN: Copy CRN: Subject: B                              | SUS Course:      | 104 Title: DECISION ANALYSIS&MGMT SCIEM  |        |
|   | _                |  |        |
| Course Section Information Section Enrollment Information Meeting Times and Instructo | or Section Pr    | eferences  |        |
| Subject: Business   | CEU Indicator    |  |        |
| Course Number: 104 Title: DECISION ANALYSIS&MGMT SCIENCE                              | Credit Hours:    | .000 None To Or 4.000  |        |
| Section: 022 V  |                  | .000   |        |
| Cross List:   | Billing Hours:   | .000 None To © Or 4.000  |        |
| Campus: C Riverside   |                  | .000   |        |
| Status: A Active  | Contact Hours:   | 1.000 None To Or 3.000   |        |
| Schedule Type: DIS Discussion   |                  | 1.000  |        |
| Instructional Method:   | Lecture:         | .000 None To Or 3.000  |        |
| Integration Partner:  |                  | .000   |        |
| Grade Mode:   | Lab:             |  |        |
|   | <b>O</b> 11      |  |        |
| Duration:   | Other:           |  |        |
| Part of Term: 1 V 23-SEP-2013 III 13-DEC-2013 III 10                                  | l ink Identifier | D1   |        |
| First Last  | Attendance Me    | thod:  |        |
| Registration Dates:   | Weekly Contac    | t Hours:   |        |
| Start Dates:  | Daily Contact    | Hours:   |        |
| Maximum Extensions:   | Print            | Voice Response and Self-Service Available  |        |
| Prerequisite Check Method: OBasic or None CAPP ODegreeWorks                           | Gradable         | Tuition and Fee Waiver   |        |
|   | Long Title       | Comments Syllabus  |        |
|   |                  |  |        |
| IUNALLE TU  |                  |  |        |
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| rse Section Informati | Section Enrollment Infom | nation Meeting Times and Instruct | tor Section Prefere | onces     | ľ         |        |          |             |    |
|-----------------------|--------------------------|-----------------------------------|---------------------|-----------|-----------|--------|----------|-------------|----|
| ubject:               | STAT Statistics          |                                   | CEU Indicator:      |           |           |        |          |             |    |
| ourse Number:         | 104 Title: DE            | CISION ANALYSIS&MGMT SCIENCE      | Credit Hours:       | .000      | None      | ОТО    | * Or     | 4.00        | 10 |
| action:               | 022 •                    |                                   |                     | .000      |           |        |          |             |    |
| oss List:             | 1                        |                                   | Billing Hours:      | .000      | None      | To     | * Or     | 4.00        | 0  |
| ampus:                | C Riverside              |                                   | -                   | .000      |           |        |          |             |    |
| itatus:               | A Active                 |                                   | Contact Hours:      | 1.000     | None      | То     | · Or     | 3.00        | 0  |
| ichedule Type:        | DIS Discussion           |                                   | Ĺ                   | 1.000     |           |        |          |             |    |
| nstructional Method:  | I In-Person              |                                   | Lecture:            | .000      | None      | ОТо    | • Or     | 3.00        | 10 |
| ntegration Partner:   |                          |                                   |                     | .000      |           |        |          |             |    |
| Grade Mode:           |                          |                                   | Lab:                | .000      | * None    | ОТо    | Or       |             |    |
| Session:              |                          |                                   |                     |           |           |        |          |             | 2  |
| Special Approval:     |                          |                                   | Other:              | .000      | None      | ОТО    | • Or     | 1.00        | 10 |
| Duration:             |                          |                                   |                     | 1.000     |           |        |          |             |    |
| Part of Term:         | 1 23-SEP-2013            | 13-DEC-2013 10                    | Link Identifier:    | D1        |           |        |          |             |    |
|                       | First La                 | ast                               | Attendance Method   | d:        | •         |        |          |             |    |
| Registration Dates:   |                          |                                   | Weekly Contact Ho   | ours:     |           |        |          |             |    |
| Start Dates:          |                          |                                   | Daily Contact Hou   | irs:      |           |        |          |             |    |
| Maximum Extensions:   | 0                        |                                   | Print S             | Voice Re  | esponse a | and Se | f-Servic | e Available |    |
| Prerequisite Check Me | thod: O Basic or None    | CAPP O DegreeWorks                | Gradable            | Tuition a | and Fee V | Waiver |          |             |    |
|                       |                          |                                   | Long Title          | Commen    | ds -      | Syl    | abus     |             |    |

- c. Go to SSAXLIST. Follow instructions outlined in step5 to assign a Cross List Group Identifier for BUS 104 022 and STAT 104 022
- d. Cross List Group Identifier for sections 022 must be different from the Cross List Group Identifier assigned to BUS 104 001 and STAT 104 001, and BUS 104 021 and STAT 104 021
- e. Follow instructions outlined in step 5 to add cross-listed partners BUS 104 022 and STAT 104 022 in the Cross List section
- f. Screen should appear similar to the following:

| Oracle F          | Cross List | tdleware Fo<br>ock Item Be<br>2 2 2 1<br>Definition S | rms Service<br>cord Query | s: Open ><br>Tools Help | SSASECT      | - SSAXLST - S | SASECT - SSAXI<br>참 권미 : 순 | ST - SSASEC<br>@   귣   ( | or ssaxist<br>or or x<br>Thi | SSASECT -  | ssaxest<br>de a | pplie     | es or | nly to | ORAC  | se<br>Se |
|-------------------|------------|---|---------------------------|-------------------------|--------------|---------------|----------------------------|--------------------------|------------------------------|------------|-----------------|-----------|-------|--------|-------|----------|
| Cross I<br>Maximu | List Enro  | llment<br>hent.                                       |                           | Actual                  | Enrolime     | nt: 1         | Sea                        | its Available            |                              | ss-li      | sted            | disc      | ussi  | on s   | ectio | ns       |
| Cross I           | Diock      |   | Course Number             |                         | Part of Term | Campus        | Credit I                   |                          |                              | 533<br>333 | Actual 30       | Remaining |       |        |       |          |
|                   |            |   |                           |                         |              |               |                            |                          |                              |            | N               | /A        | R     | E      |       |          |

- g. Go to SSASECT
- h. Verify same term cross-listed partners were added in is displayed
- i. Enter CRN of the first cross-listed partner, then click Next Block
- j. The Cross List Group Identifier now appears in the Cross List field (see following example):

| STATE STATES Services: Open > SSASECT - SSAXLST - SSASECT -                          | - SSAXLST - SSASEC                      | T - SSAXLST - SSASECT                     |        |
|--|---|---|--------|
| Eile Edit Options Block Item Record Query Tools Help                                 |   |   | ORACLE |
|  | · ∉   ⊕   ∲   ∳                         | ) [ _ ] X                                 |        |
| Schedule SSASECT 8.5.3.1 (PPRDXE) 000000000000000000000000000000000000               | 000000000000000000000000000000000000000 | 99999999999999999999999999999999999999    |        |
|  |   |   |        |
| Term: 201340 CRN: 11480 Create CRN: 201340 Subject:                                  | BUS Course:                             | 104 Title: DECISION ANALYSIS&MGMT SCIEM   |        |
| Caurea Section Information Section Excellment Information Meeting Times and Instruc- | tor Section Pr                          | nforences.                                |        |
| Source Section monitation Section Enformation Interacting Finites and motive         | Section 1                               |   |        |
| Subject: BUS Business  | CEU Indicator:                          |   |        |
| Course Number: 104 Title: DECISION ANALYSIS&MGMT SCIENCE                             | Credit Hours:                           | .000 None To © Or 4.000                   |        |
| Section: 022   |   | .000.                                     |        |
| Cross List:  | Billing Hours:                          | .000 None To Or 4.000                     |        |
| Campus: C Riverside  |   | .000                                      |        |
| Status: A Active   | Contact Hours:                          | 1.000 None 10 Or 3.000                    |        |
| Instructional Method:  | Loctura                                 |   |        |
|  | Lecture.                                |   |        |
| Grade Mode:  | Lab:                                    |   |        |
| Session:   |   |   |        |
| Special Approval:  | Other:                                  | .000 None To Or 1.000                     |        |
| Duration:  |   | 1.000                                     |        |
| Part of Term: 1 💌 23-SEP-2013 🥅 13-DEC-2013 🛄 10                                     | Link Identifier:                        | D1  |        |
| First Last   | Attendance Me                           | thod:                                     |        |
| Registration Dates:  | Weekly Contac                           | t Hours:                                  |        |
| Start Dates:   | Daily Contact                           | Hours:                                    |        |
| Maximum Extensions: 0  | Print                                   | Voice Response and Self-Service Available |        |
| Prerequisite Check Method: OBasic or None CAPP ODegreeWorks                          | Gradable                                | Tuition and Fee Waiver                    |        |
|  | Long Title                              | Comments Syllabus                         |        |
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- k. Click: Rollback
- 1. Enter CRN of the next cross-listed partner and click Next Block
- m. The Cross List Group Identifier appears with this course as well (see following example):

| STATE Oracle Fusion Middleware Forms Services: Open > SSASECT - SSAXLST - SSASECT - S | SSAXLST - SSASEC | T - SSAXLST - SSASECT   |        |  |  |  |  |  |
|---|------------------|---|--------|--|--|--|--|--|
| Eile Edit Options Block Item Record Query Tools Help                                  |                  |   | ORACLE |  |  |  |  |  |
| (□ ∽ ] H = = = + * > 12 @ @ 24 + 12   E   E   E   E   E   E   E   E   E               |                  |   |        |  |  |  |  |  |
| Schedule SSASECT 8.5.3.1 (PPRDXE) 000000000000000000000000000000000000                |                  | >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>   |        |  |  |  |  |  |
|   |                  |   |        |  |  |  |  |  |
| Term: 201340 CRN: 19093 Create CRN: Copy CRN: Subject: S                              | TAT Course:      | 104 Title: DECISION ANALYSIS&MGMT SCIEM   |        |  |  |  |  |  |
|   |                  |   |        |  |  |  |  |  |
| Course Section Information Section Enrollment Information Meeting Times and Instructo | r Section Pr     | ererences   |        |  |  |  |  |  |
| Subject: STAT Statistics  | CEU Indicator:   |   |        |  |  |  |  |  |
| Course Number: 104  Title: DECISION ANALYSIS&MGMT SCIENCE                             | Credit Hours:    | .000 None To Or 4.000   |        |  |  |  |  |  |
| Section: 022 💌  |                  | .000  |        |  |  |  |  |  |
| Cross List: GG 🔍  | Billing Hours:   | .000 • None • To • Or 4.000   |        |  |  |  |  |  |
| Campus: C Riverside   |                  | .000  |        |  |  |  |  |  |
| Status: A Active  | Contact Hours:   | 1.000 None To Or 3.000  |        |  |  |  |  |  |
| Schedule Type: DIS Discussion   |                  | 1.000   |        |  |  |  |  |  |
| Instructional Method:   | Lecture:         | .000 None To Or 3.000   |        |  |  |  |  |  |
| Integration Partner:  |                  | .000  |        |  |  |  |  |  |
| Grade Mode:   | Lab:             | .000 • None OTO Or  |        |  |  |  |  |  |
| Session:  |                  |   |        |  |  |  |  |  |
| Special Approval:   | Other:           | .000 None To Or 1.000   |        |  |  |  |  |  |
| Duration:   |                  | 1.000   |        |  |  |  |  |  |
| Part of Term: 1 • 23-SEP-2013 13-DEC-2013 10  | Link Identifier: | D1  |        |  |  |  |  |  |
| First Last  | Attendance Me    | thod:   |        |  |  |  |  |  |
| Registration Dates:   | Weekly Contac    | t Hours:  |        |  |  |  |  |  |
| Start Dates:  | Daily Contact    | Hours:  |        |  |  |  |  |  |
| Maximum Extensions:   | ✓ Print          | Voice Response and Self-Service Available   |        |  |  |  |  |  |
| Prerequisite Check Method: OBasic or None OCAPP ODegreeWorks                          | Gradable         | I uition and Fee Waiver   |        |  |  |  |  |  |
|   | Long Title       |   |        |  |  |  |  |  |
|   | _                |   |        |  |  |  |  |  |
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