

How to Cross-List Course Sections in Banner

APPROVAL HISTORY

<u>Approving Party</u>	<u>Version Approved</u>	<u>Date</u>
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REVISION HISTORY

<u>Version Number</u>	<u>Date</u>	<u>Description</u>	<u>Revised By</u>
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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. The primary

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

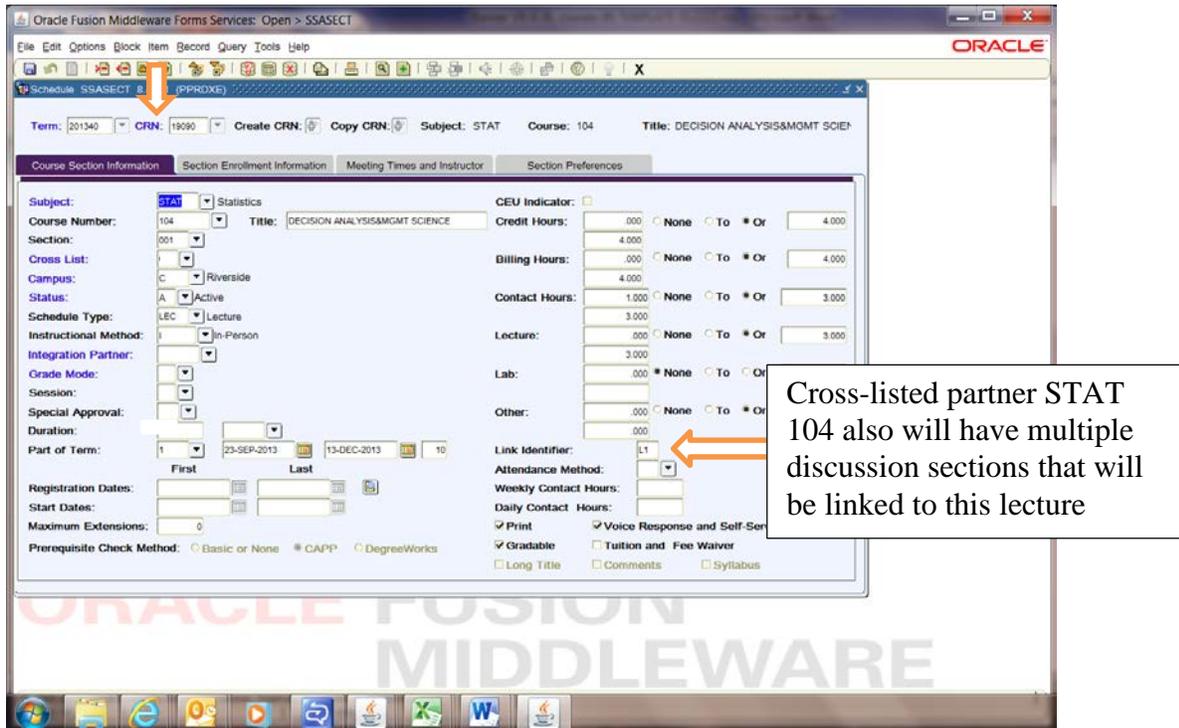
Impacted Departments

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

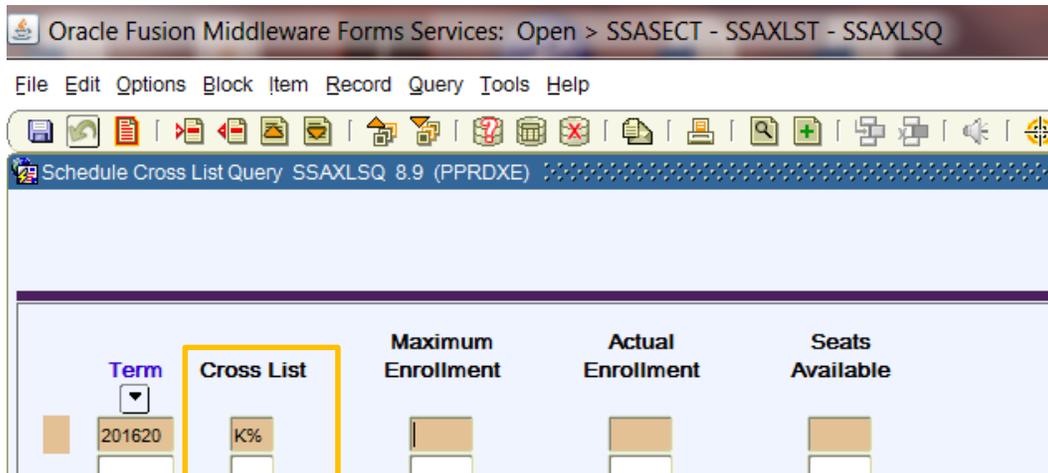
Procedures

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

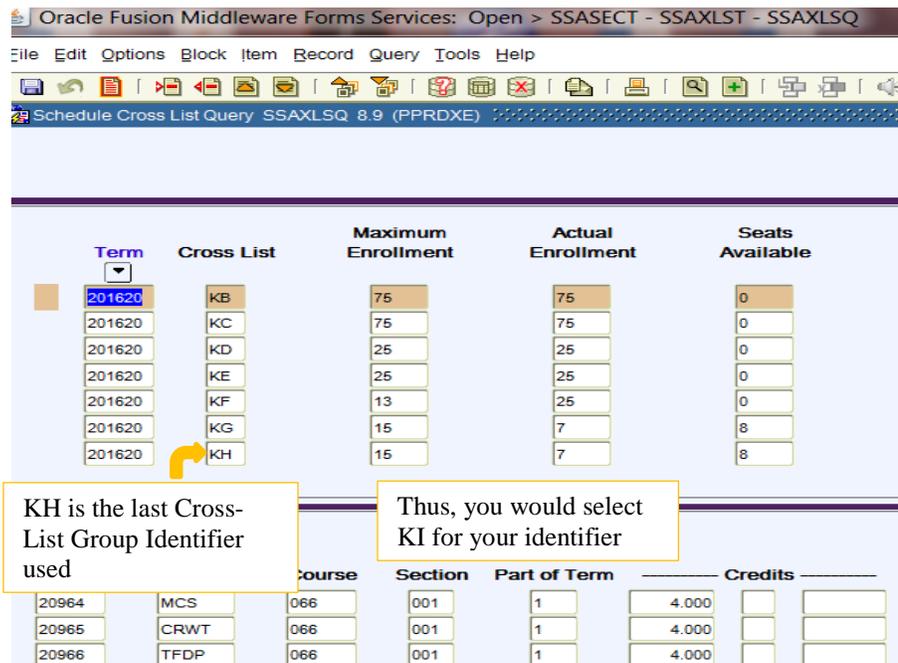
- d. Click: Next Block
- e. Follow procedures outlined in steps 2 and 3 to add section STAT 104 001
- f. When saved successfully, screen should appear similar to the following:



- 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:



e. Execute query; see following example:



f. Close SSAXLSQ

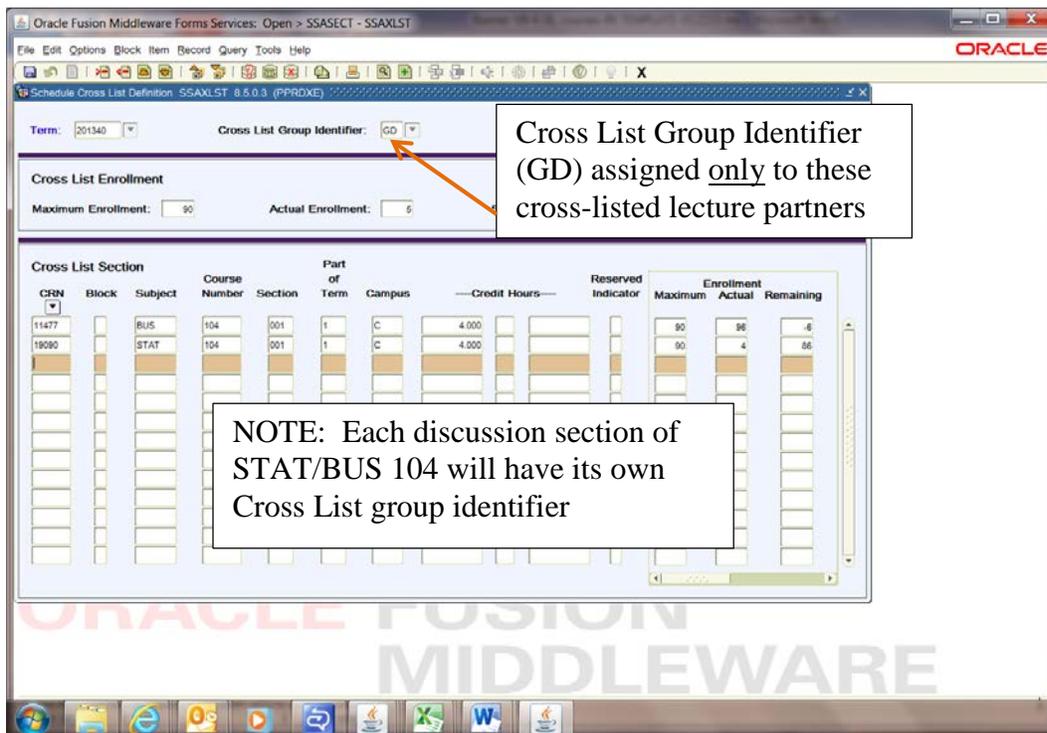
g. Enter your selected Cross List Group Identifier Code; Next Block

h. Cross List Enrollment section: set the total maximum enrollment for all the cross-listed partners; Next Block

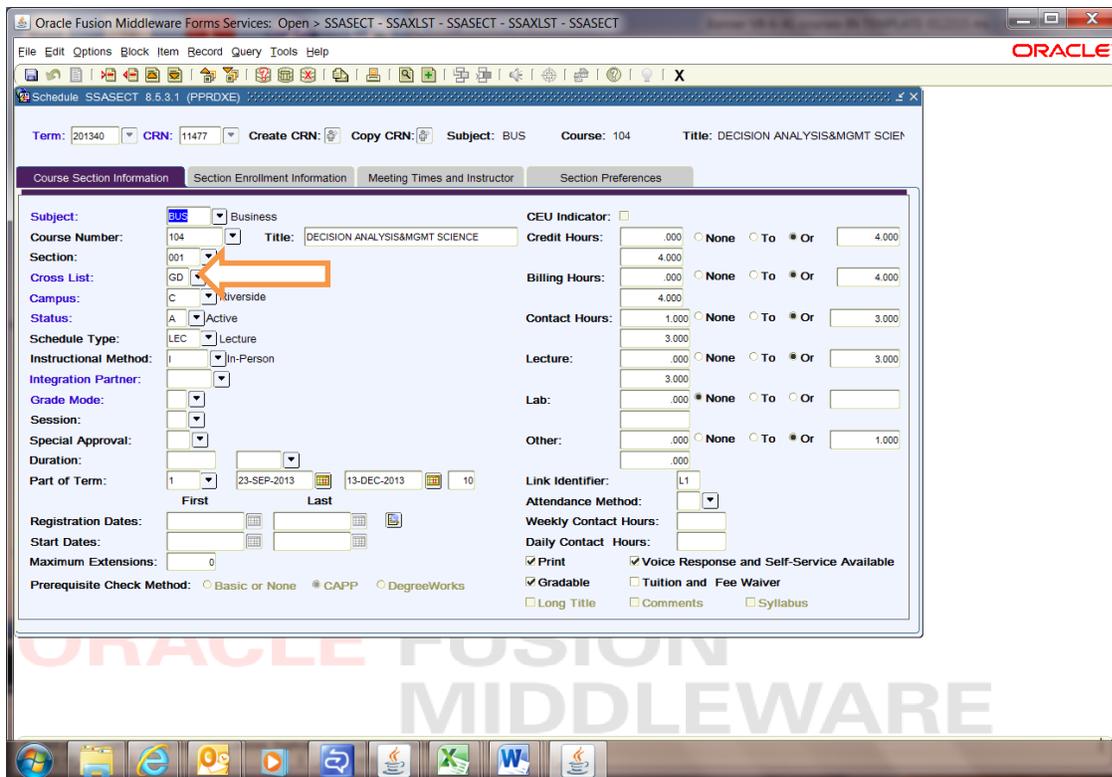
i. Cross List Section: in first available CRN field, enter the CRN number of the first cross-listed partner

j. Applicable course data will automatically populate in the fields on that row

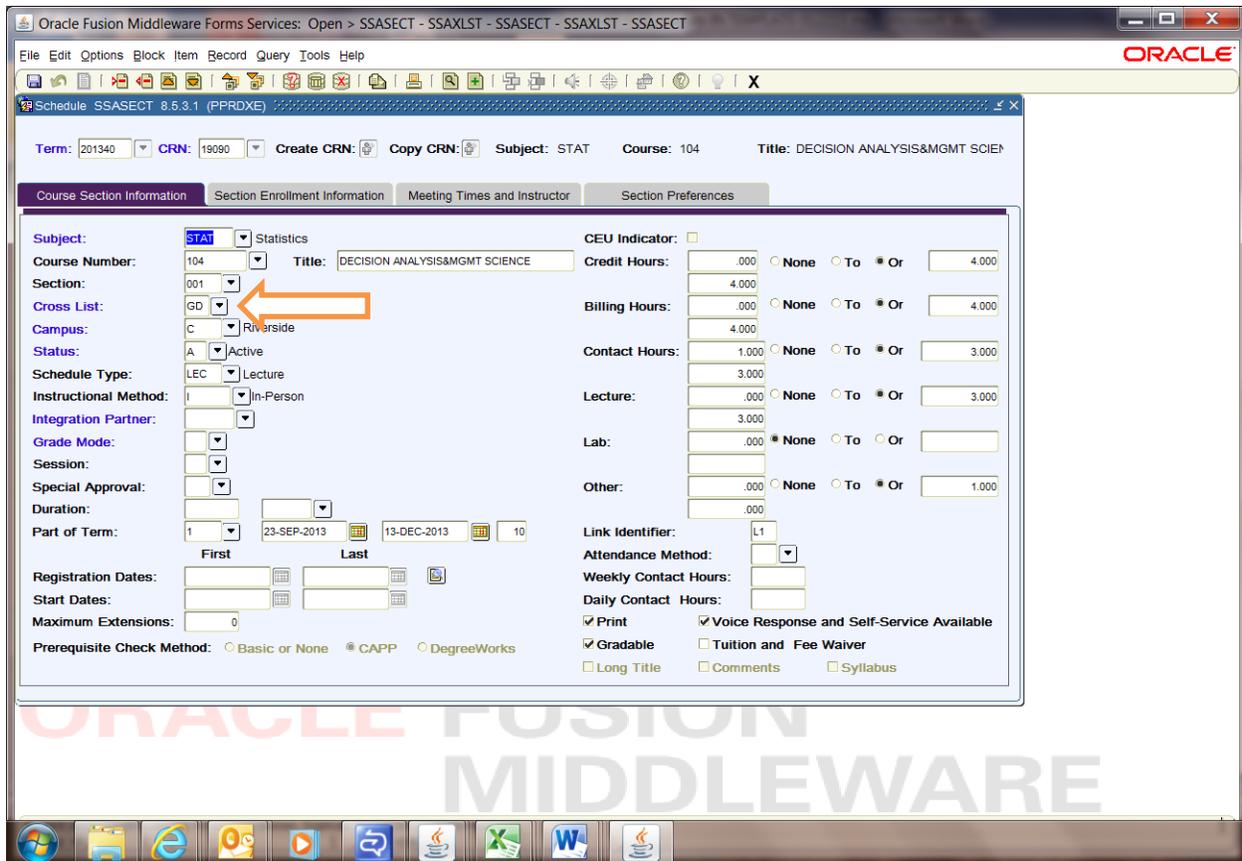
- k. Click in next available CRN field. Enter the CRN number of the next cross-listed partner
- l. Applicable course data will populate in the fields on that row
- m. If needed, repeat steps k and l until all cross-listed partners are added
- n. Save
- o. Screen should appear similar to the following:



- 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):

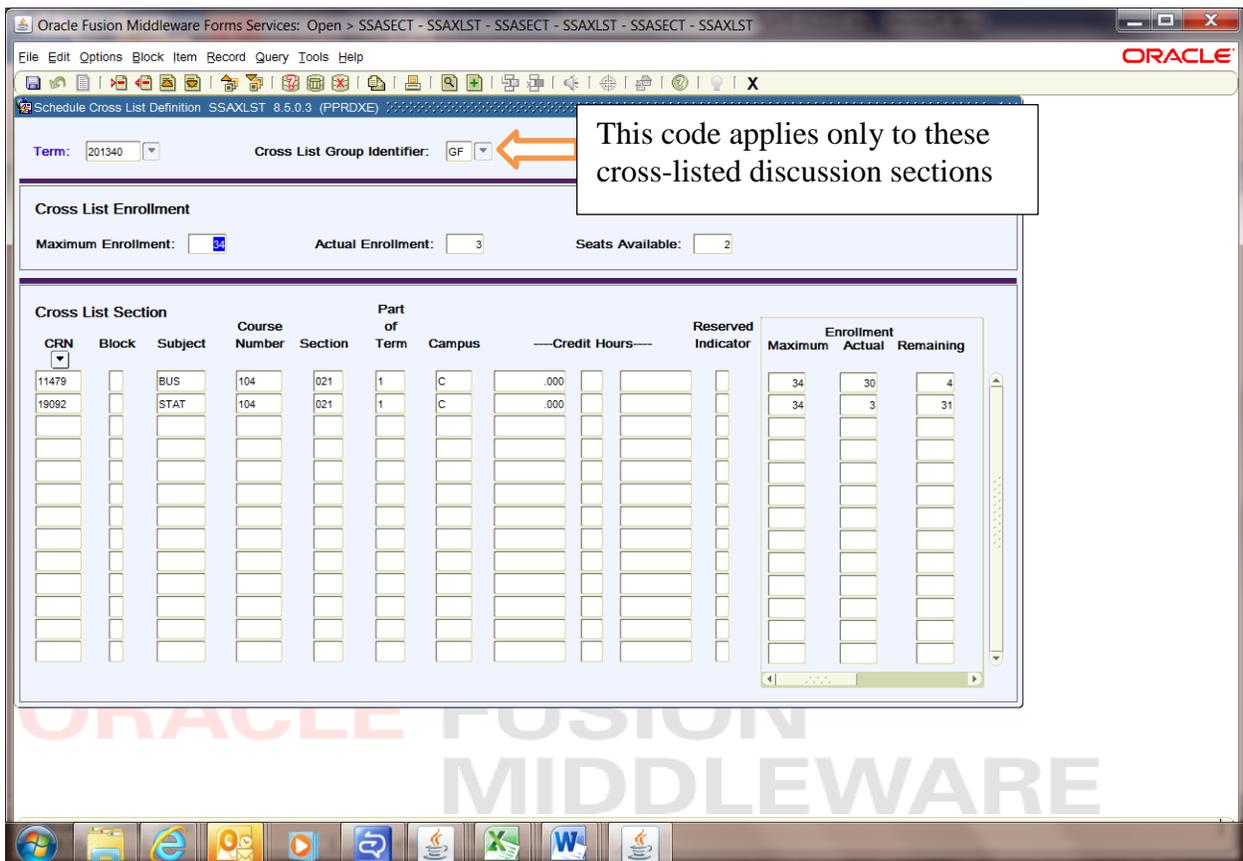


- t. Rollback
- u. Enter CRN of the next cross-listed partner; click Next Block
- v. The Cross List Group Identifier appears with this course as well (see following example):

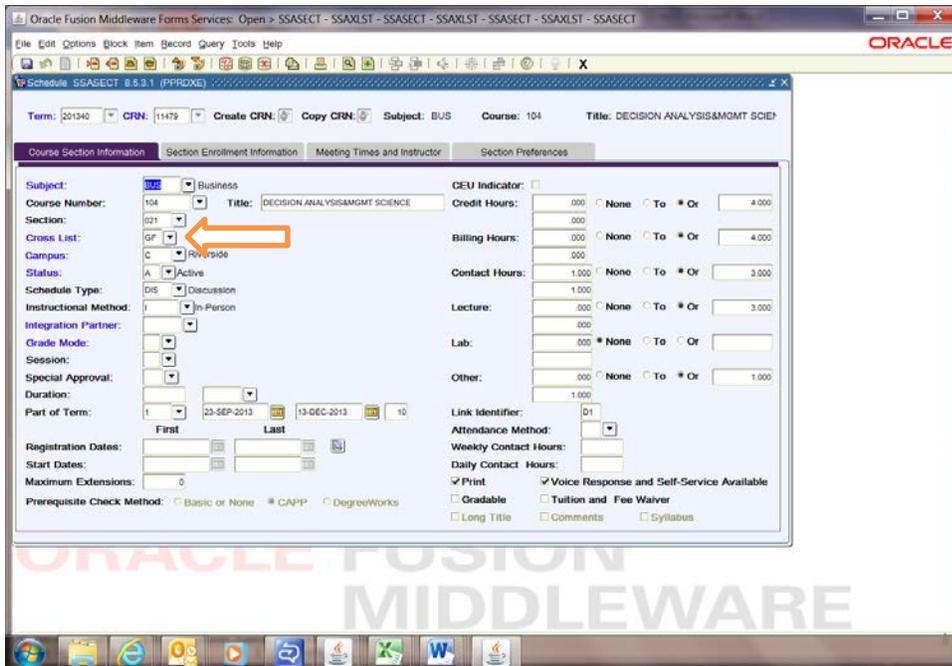


6. Adding sections of secondary schedule type (discussion) of cross-listed courses (BUS 104 021 and STAT 104 021)
 - a. In SSASECT: follow instructions listed in steps 1-4 to add BUS 104 021 and STAT 104 021
 - b. Screens should appear similar to the following examples:

- 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
- f. Screen should appear similar to the following:



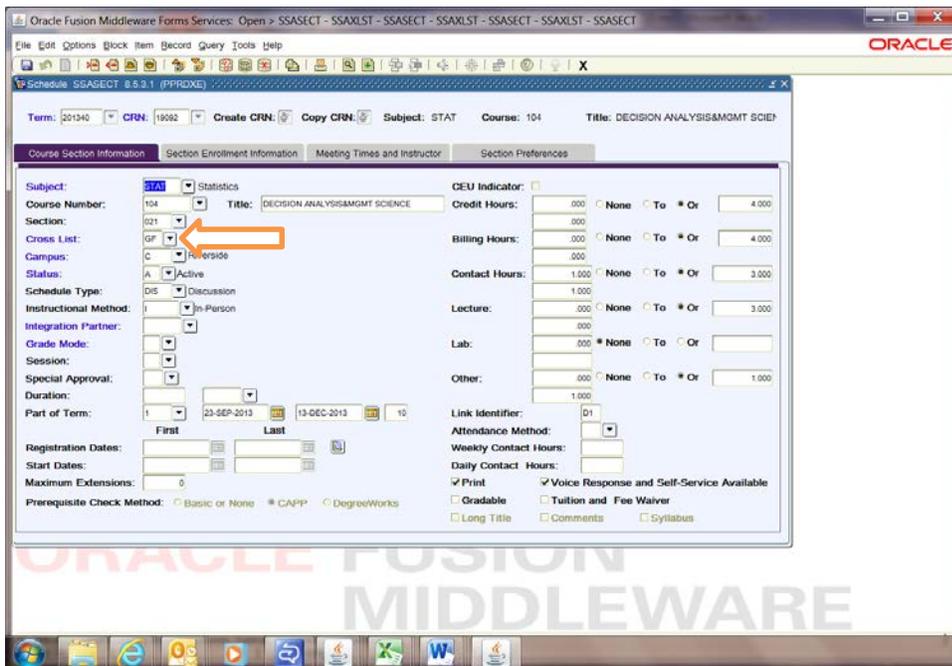
- g. Go to SSASECT
- h. Verify same term cross-listed partners were added in is displayed
- i. Enter CRN of the first cross-listed partner, then click Next Block
- j. The Cross List Group Identifier now appears in the Cross List field (see following example):



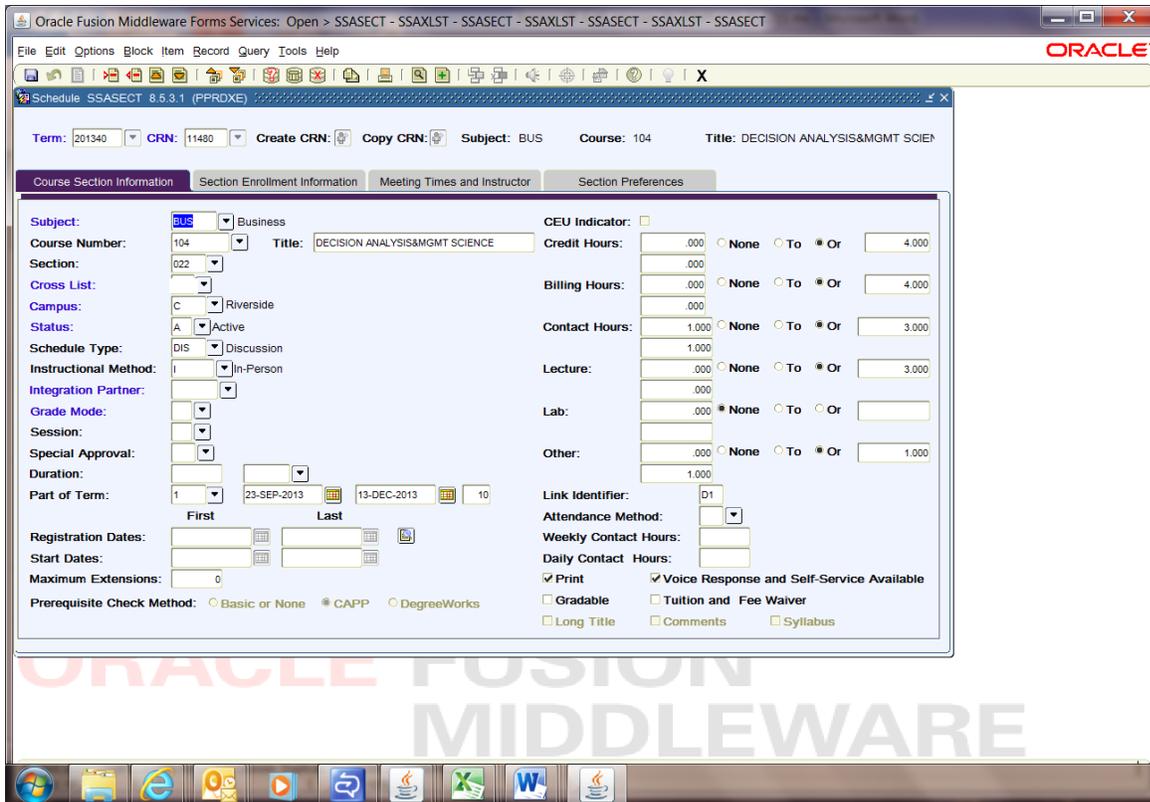
k. Click: Rollback

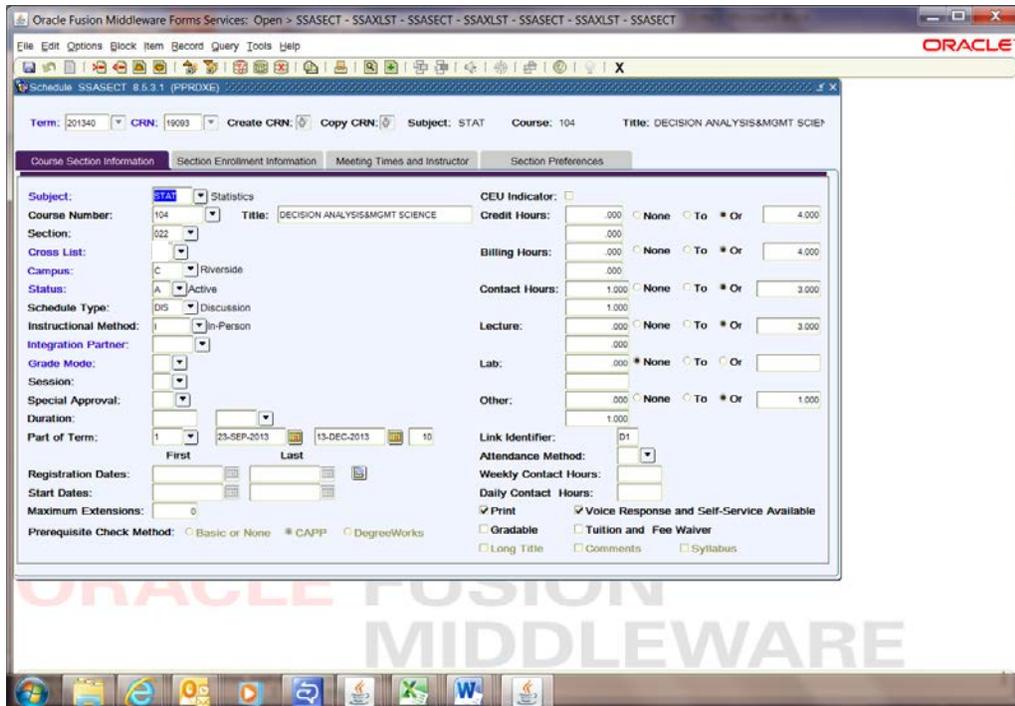
l. Enter CRN of the next cross-listed partner and click Next Block

m. The Cross List Group Identifier appears with this course as well (see following example):



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:





- c. Go to SSAXLST. 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:

The screenshot displays the Oracle Fusion Middleware Forms Services interface for scheduling a course section. The window title is "Oracle Fusion Middleware Forms Services: Open > SSASECT - SSAXLST - SSASECT - SSAXLST - SSASECT - SSAXLST - SSASECT". The browser address bar shows "Schedule SSASECT 8.5.3.1 (PPRDXE)". The main form area is titled "Section Enrollment Information" and contains the following fields and options:

- Term:** 201340
- CRN:** 11480
- Create CRN:** [button]
- Copy CRN:** [button]
- Subject:** BUS
- Course:** 104
- Title:** DECISION ANALYSIS&MGMT SCIE

The "Section Enrollment Information" tab is active, showing the following details:

- Subject:** BUS Business
- Course Number:** 104
- Section:** 022
- Cross List:** GG (highlighted with an orange arrow)
- Campus:** C Riverside
- Status:** A Active
- Schedule Type:** DIS Discussion
- Instructional Method:** I In-Person
- Integration Partner:** [dropdown]
- Grade Mode:** [dropdown]
- Session:** [dropdown]
- Special Approval:** [dropdown]
- Duration:** [dropdown]
- Part of Term:** 1
- Registration Dates:** [calendar]
- Start Dates:** [calendar]
- Maximum Extensions:** 0
- Prerequisite Check Method:** Basic or None (selected), CAPP, DegreeWorks

On the right side, there are several hour-based fields with radio button options:

- CEU Indicator:** [checkbox]
- Credit Hours:** .000 None To * Or 4.000
- Billing Hours:** .000 None To * Or 4.000
- Contact Hours:** 1.000 None To * Or 3.000
- Lecture:** .000 None To * Or 3.000
- Lab:** .000 * None To Or
- Other:** .000 None To * Or 1.000

Additional options on the right include:

- Link Identifier:** D1
- Attendance Method:** [dropdown]
- Weekly Contact Hours:** [input]
- Daily Contact Hours:** [input]
- Print
- Voice Response and Self-Service Available
- Gradable
- Tuition and Fee Waiver
- Long Title
- Comments
- Syllabus

k. Click: Rollback

l. 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):

The screenshot displays the Oracle Fusion Middleware Forms Services interface for scheduling a course section. The window title is "Oracle Fusion Middleware Forms Services: Open > SSASECT - SSAXLST - SSASECT - SSAXLST - SSASECT - SSAXLST - SSASECT". The main menu includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The "Schedule" window shows the following details:

- Term: 201340 | CRN: 19093 | Create CRN: [icon] | Copy CRN: [icon] | Subject: STAT | Course: 104 | Title: DECISION ANALYSIS&MGMT SCIEP
- Section Enrollment Information tab is active.
- Subject: STA1 | Statistics
- Course Number: 104 | Title: DECISION ANALYSIS&MGMT SCIENCE
- Section: 022 (highlighted with an orange arrow)
- Cross List: GG
- Campus: C | Riverside
- Status: A | Active
- Schedule Type: DIS | Discussion
- Instructional Method: I | In-Person
- Integration Partner: [empty]
- Grade Mode: [empty]
- Session: [empty]
- Special Approval: [empty]
- Duration: [empty]
- Part of Term: 1 | 23-SEP-2013 | 13-DEC-2013 | 10
- Registration Dates: First [empty] Last [empty]
- Start Dates: [empty]
- Maximum Extensions: 0
- Prerequisite Check Method: Basic or None | CAPP | DegreeWorks
- CEU Indicator:
- Credit Hours: .000 | None | To | Or | 4.000
- Billing Hours: .000 | None | To | Or | 4.000
- Contact Hours: 1.000 | None | To | Or | 3.000
- Lecture: .000 | None | To | Or | 3.000
- Lab: .000 | None | To | Or | [empty]
- Other: .000 | None | To | Or | 1.000
- Link Identifier: D1
- Attendance Method: [empty]
- Weekly Contact Hours: [empty]
- Daily Contact Hours: [empty]
- Print: | Voice Response and Self-Service Available:
- Gradable: | Tuition and Fee Waiver:
- Long Title: | Comments: | Syllabus:

The Oracle Fusion Middleware logo is visible in the background. The Windows taskbar at the bottom shows icons for Internet Explorer, Oracle Forms, and other applications.