How to query for Cross-listed Courses

APPROVAL HISTORY

Approving	Version	Date
Party	Approved	

REVISION HISTORY

Version	Date	Description	Revised By
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 query for a cross-listed course in Banner.

Related Policies and Regulations

The campus will be adopting Banner as the Student Information System that will be used campus wide. The Office of the Registrar, as the keeper of the class schedule and student records, will be one of the first departments to implement Banner. Academic Scheduling, once scheduling procedures in Banner have been mastered and documented, is charged with providing Banner scheduling training to the scheduling contacts in the academic departments.

Impacted Departments

- 1. Academic departments
- 2. Office of the Registrar Academic Scheduling

Procedures

- 1. Preparation (example)
 - a. Currently, Banner is available in a test environment and is accessed through the following Web address: bannertest.ucr.edu
 - b. Your UCR NetID is your Banner user name. A representative from Computing and Communications will need to set up your NetID in Banner. Contact your supervisor if this needs to be done.
 - c. For Banner password, you will first enter abc123. Once at the main menu, change your password for added security by clicking the link Change Banner Password.
 - d. You should be at the main menu GUAGMNU (see following screen):

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- 2. Query for a cross-listed course in SSASECQ Schedule Section Query
 - a. Go to SSASECT
 - b. Enter desired term in Term field
 - c. Click: down arrow beside CRN field now in SSASECQ
 - d. Enter: desired cross-list code in the Cross List field (in this example, GD)
 i) Registrar's Office to compile list of cross-list codes and the course sections assigned to each code
 - e. Click: Query, then Execute
 - f. Screen should appear similar to the following:



- 3. Identifying the Cross List code of a schedule type of a cross-listed course
 - a. In this example, we will identify the Cross List code assigned to the discussion schedule type of BUS 104 021 and STAT 104 021
 - b. From Main Menu go to SSAXLST (Cross List Definitions)
 - c. Verify desired term appears in Term field
 - d. Verify Cross List Group Identifier field contains no data
 - e. Click: down arrow next to Cross List Group Identifier field now in SSAXLSQ
 - f. Click: Query, then Execute
 - g. Screen should appear similar to the following:

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Cross List	Section	Contine	Bad of Torr	Condito		highlighted Cross List code in
20166	AHS 027 ANTH 027	001		000 OR 4.000 000 OR 4.000		upper portion of the screen
21105	LNST 027	001	1	000 OR 4000		appear in the Cross List Section
			EE			in lower portion of the screen
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h. Move top scroll bar on the right down until BUS 104 021 and STAT 104 021 appear in the Cross List Section

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Term Cross List Maximum 201340 GF 34 201340 GG 33 201340 GH 33 201340 GI 34 201340 GJ 33 201340 GJ 34 201340 GJ 34 201340 GJ 33 201340 GK 34 201340 GL 78	Actual Enrollment 1 0 1 0 4 56	Seats Available 2 2 1 0 4 5		
Cross List Section CRN Subject Course Cretion 11479 BUS 104 021 19992 STAT 104 021	for d course	BUS/ST	n sections 021 of cross-listed AT 104	

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i. Screen should appear similar to the following:

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- j. Verify desired Cross List code in upper portion of screen is highlighted
- k. Click: Select return to SSAXLST
- l. Click: Next Block
- m. The sections assigned to the selected Cross List code will display:

Oracle Fusion Middleware Forms Services: Open > SSAXLST	_ 🗆 📈
Elle Edit Options Block Item Record Query Tools Help	ORACLE
Schedule Cross List Definition SSAXLST 8.5.0.3 (BANSBXE)	
Term: 201340 T Cross List Group Identifier: GF T	
Cross List Enrolment	
Maximum Enrollment: Actual Enrollment: 3 Seats Available: 2	
Cross List Section Part Course of Reserved Faretment	
CRN Block Subject Number Section Term Campus —Credit Hours— Indicator Maximum Actual Remaining	
19092 STAT 104 021 1 C .000 34 0 31	
If this cross-listed course has more than one	
discussion section apph subsequent discussion will	
discussion section, each subsequent discussion will	
be assigned its own Cross List code	
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