How to query for Cross-listed Courses

APPROVAL HISTORY

Approving Party	Version Approved	Date

REVISION HISTORY

Version Number	Date	Description	Revised By

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.
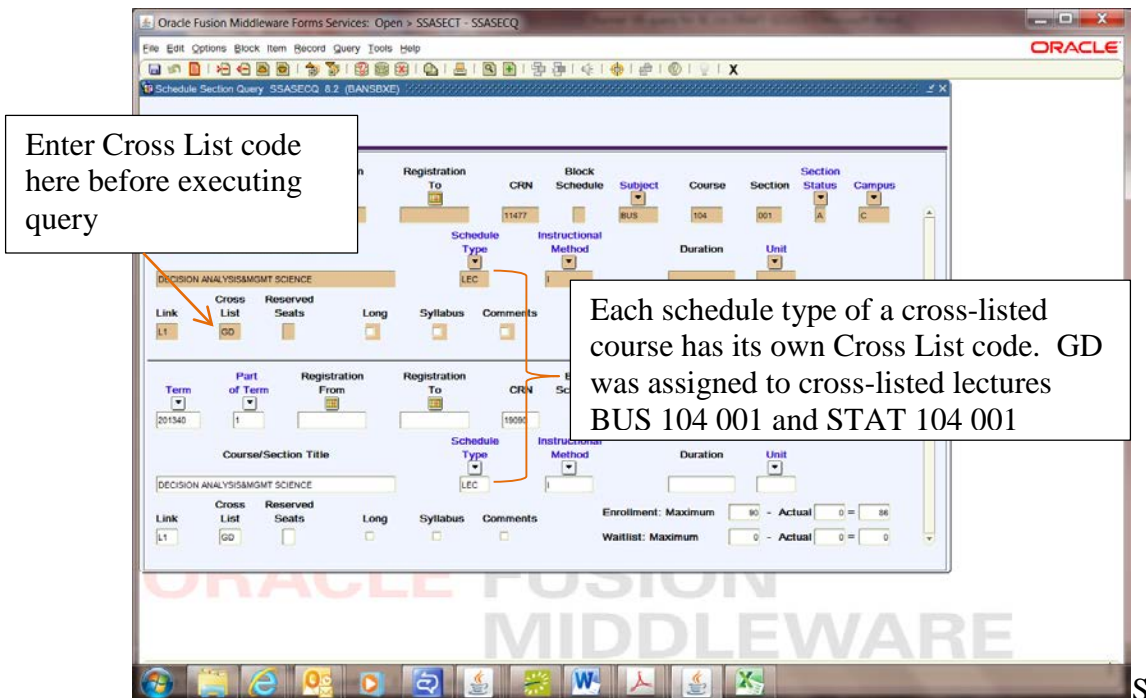
Impacted Departments

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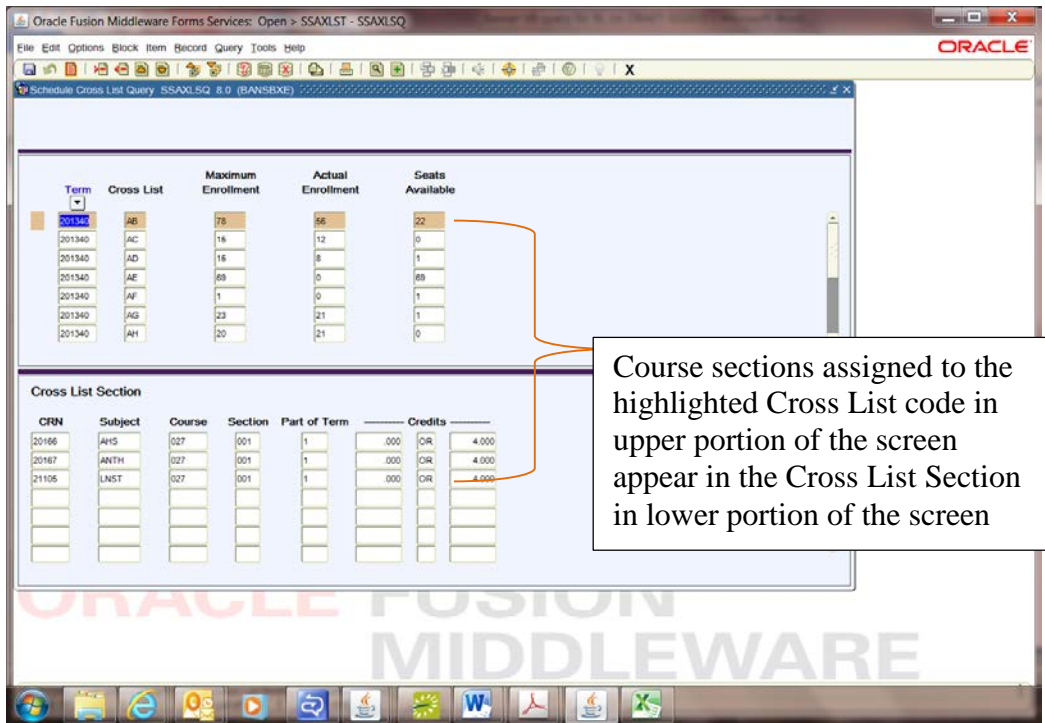2. Office of the Registrar – Academic Scheduling

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):
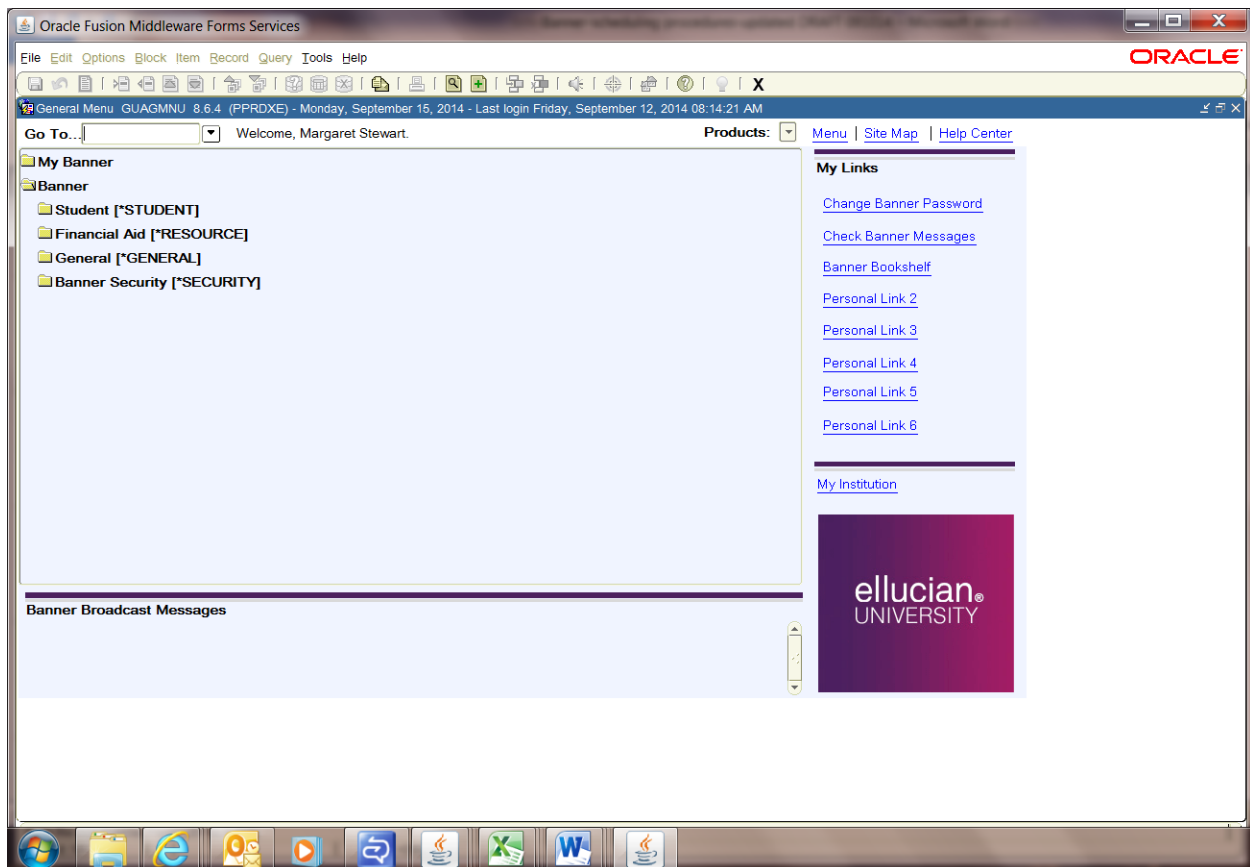
2.   Query for a cross-listed course in SSASECQ – Schedule Section Query

    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:

Enter Cross List code here before executing query

Each schedule type of a cross-listed course has its own Cross List code. GD was assigned to cross-listed lectures BUS 104 001 and STAT 104 001

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:

Course sections assigned to the highlighted Cross List code in upper portion of the screen appear in the Cross List Section in lower portion of the screen

h. Move top scroll bar on the right down until BUS 104 021 and STAT 104 021 appear in the Cross List Section

i. Screen should appear similar to the following:

GF is assigned Cross List code…

…for discussion sections 021 of cross-listed course BUS/STAT 104
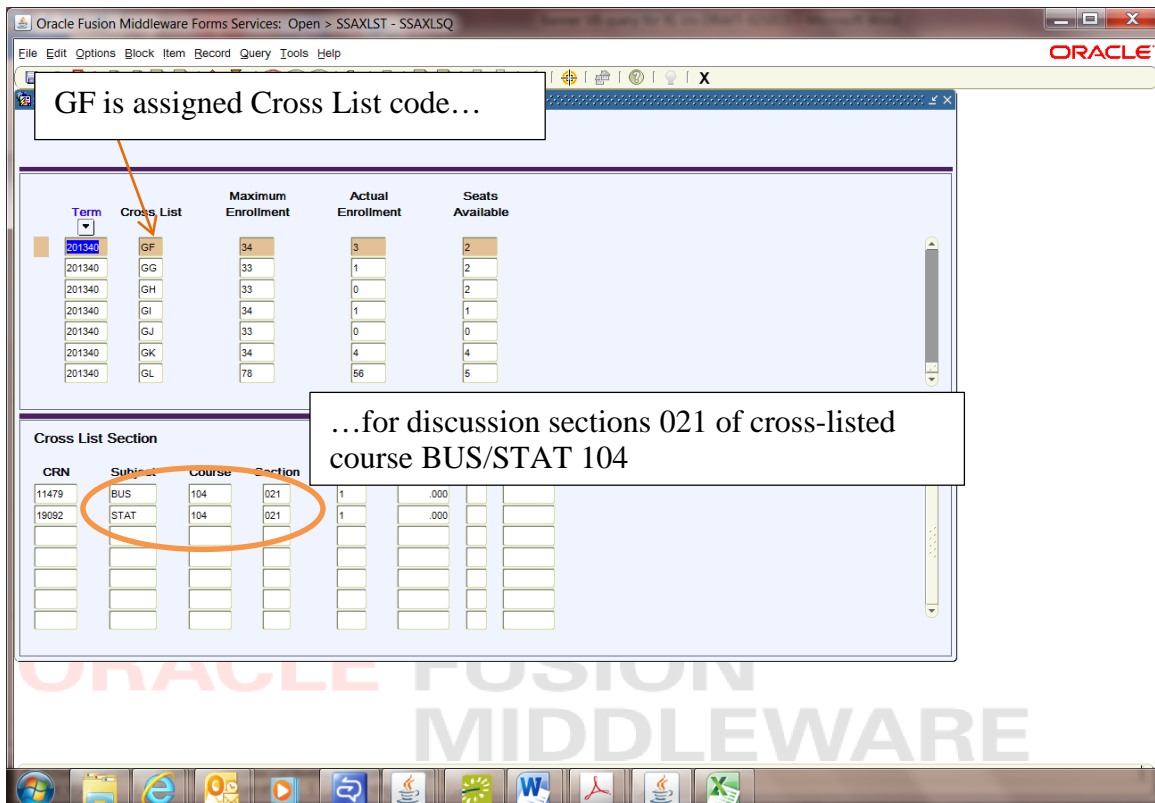
j.   Verify desired Cross List code in upper portion of screen is highlighted

k.   Click: Select – return to SSAXLST

l.   Click: Next Block

m.   The sections assigned to the selected Cross List code will display:

> If this cross-listed course has more than one discussion section, each subsequent discussion will be assigned its own Cross List code