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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| General Menu GUAGMNU 8.6.4 (PPRDXE) - Monday, September 15, 2014 - Last login Friday, September 12, 2014 08:14:21 AM | | ⊻ ⊡ × |
| Go To Welcome, Margaret Stewart. Products: | Menu Site Map Help Center | |
| My Banner | My Links | |
| Banner | Change Banner Password | |
| | Check Banner Messages | |
| General [*GENERAL] | | |
| Banner Security [*SECURITY] | Banner Bookshelf | |
| | Personal Link 2 | |
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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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| Schedule Cros | s List Query SS | AXLEQ 8.0 (BANSE | xe) blobblobblobb | hadadadadadadada | 909999999999999999999 | sector contraction and a sector contraction of x |
| Cross List CRIN 201540 201340 201340 201340 201340 Cross List CRIN 20160 20167 | Subject C | Maximum Enrollment 76 16 80 1 22 20 20 20 20 20 20 20 20 20 20 20 20 | Actual Enrollment | Sents Available | | Course sections assigned to the highlighted Cross List code in upper portion of the screen |
| 21105 | | 27 001 | 1 | 000 OR 4.000 | | 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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| Soracle Fusion Middleware Forms Services: | Open > SSAXLST - SSA | XLSQ | Name of any Original Address of Table and South | |
| Eile Edit Options Block Item Record Query To | ools Help | | | 0 |
| GF is assigned Cro | oss List co | de | | |
| Term Cross List Maximum Enrollment 201340 GF 34 201340 GG 33 201340 GH 33 201340 GJ 33 201340 GJ 33 201340 GK 34 201340 GL 76 | Actual Enroliment | Seats Available | | |
| Cross List Section CRN Subject Course Desction 11479 BUS 104 021 19092 STAT 104 021 | 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:

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| 12 Schedule Cross List Definition SSAXLST 8.5.0.3 (BANSBXE) | |
| Term: 201340 T Cross List Group Identifier: GP T | |
| | |
| Cross List Enrollment | |
| Maximum Enrollment: Actual Enrollment: 3 Seats Available: 2 | |
| | |
| Cross List Section Part Course of Reserved Enrolment | |
| CRN Block Subject Number Section Term Campus —Credit Hours— Indicator Maximum Actual Remaining | |
| | |
| 19092 STAT 104 021 1 C .000 34 0 31 | |
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| discussion section, each subsequent discussion will | |
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| be assigned its own Cross List code | |
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