

Cross Listed Course Procedure

OBTAIN PERMISSION

If a cross listed course is going to be offered and your department is the “Primary department”, contact the “Secondary department” and ask them if they wish to offer their section. If your department is the “Secondary department” and you want to offer a cross listed course, you **must** contact the Primary department for their approval. A cross listed course cannot be offered unless the Primary department approves it.

DETERMINE COURSE DETAILS

Determine all course details and send the following to the Scheduling office to be set up in UDSIS:

1. Term, Subject Area and Catalog number
2. Section Number
3. Meeting pattern(s)- Days and times
4. Instructor name
5. Enrollment numbers for each section, as well as total enrollment for the combination
6. Notes

EMAIL SCHEDULING OFFICE

The course details must be sent by the Primary department to the Scheduling Office to be entered. The Scheduling Office will not set up/combine any cross listed courses unless they are sent by the Primary department.

CHANGES AFTER COURSE SET UP IN UDSIS

Once the courses are set up and combined in UDSIS, any changes to meeting pattern or instructors can be made under **Schedule Class Meetings**. If the enrollment capacity needs to be changed, send an email to the Scheduling Office to make the necessary changes.

NEVER DELETE COMBINED SECTIONS!! If your department decides to not offer a section of a course that is combined/cross listed with another course(s), do not delete (by clicking on the “-“ box in Maintain Schedule of Classes) that course from UDSIS-Maintain Schedule of Classes. This can cause problems with classroom assignments. Mark the course either Tentative or Stop Further Enrollment (depending on if registration has begun yet or not) and notify the Scheduling Office.