**Combine/Dual-list/Cross-list Sections**

With CLSS, the scheduling unit will be able to set up their own combined sections, dual-listed sections, and cross-listed sections. Although this is a feature within CLSS, our policies around these offerings still stand and must be followed. The Scheduling office will be reviewing all combinations to make sure they adhere to our [Course Offering Rules](#).

Click one of the following to go directly to instructions:

- Combining Sections
- Dual Listing Courses
- Cross-Listing Courses

### Combining Sections

1. Combined sections are two or more sections of the same course that meet together (i.e. ENGL 323-010/080; ENGL 323-11/081)
2. Decided within a department
3. Schedule all sections in the combination individually, if not already available.
4. Open section that will be ‘parent’ section. For combined sections, this should be the section with the lowest section number. This will become the primary section for this combination, and where all section changes would occur for the combination.
5. In the ‘Combine with’ field, search for section(s) that will be added to the combination. These will be child section(s).
6. After the combination is saved, all changes are made on the parent section, except for enrollment capacity, which is still maintained on each individual section. Combined enrollment capacities should update automatically.

7. The child section(s), can be removed from the parent section, but the parent section cannot remove the child section(s).

**Dual Listing Courses**

1. Dual listed courses are courses of different levels within the same department that are offered together. Dual listing can also be offered in conjunction with combined and cross-listed sections. (i.e. ELEG 469-010/679-010)

2. A 400-level course may be dual-listed with a 600-level course. Some departments have run out of 600-level catalog numbers, so they are approved to offer a 400- and a 700-level dual-listed course. An approved 400- or 600-level course may be dual-listed with an experimental course (X67).

3. Decided within in a department

4. Schedule all sections in the combination individually, if not already available.

5. Open section that will be ‘parent’ section. For combined sections, this should be the section with the lowest section number. This will become the primary section for this combination, and where all section changes would occur for the combination.

6. In ‘Combine with’ field, search for section(s) that will be added to the combination. These will be child section(s).
7. After combination is saved, all changes are made on parent section, except for enrollment capacity, which is still maintained on each section. Combined enrollment capacity should automatically update.

8. The child section(s), can be removed from the parent section, but the parent section cannot remove the child section(s).

Cross-Listing Courses
1. Cross-listed courses are same level courses from different departments that meet together (i.e. WOMS 204-010/COMM 204-010).
2. Cross-listings for permanent courses are set up at the catalog level, and are typically created at the time courses are established. A primary department may request an additional cross-listing added to a course using the Course Inventory application.
3. An experimental course cannot be cross-listed with a permanent course.
4. Two experimental courses can be cross-listed, and do not need to go through the course approval process.
5. A secondary course cannot be offered unless the corresponding primary course (owner) is being offered. NO EXCEPTIONS.
6. Decided across departments.
7. Each scheduling unit schedules their section in the combination, if not already available.
8. Open section that will be ‘parent’ section. This should be the section offered by the
   department that is indicated as the Owner in the Catalog.
9. In ‘Combine with’ field, search for section(s) that will be added to the combination.
   These will be child section(s).

10. After combination is saved, all changes are made on parent section, except for
    enrollment capacity, which is still maintained on each section. Combined enrollment
    capacity should update automatically.
11. The child section(s), can be removed from the parent section, but the parent section cannot remove the child section(s).