

SCH102.b – Definitions/Notes/Reminders for Dual-listing, Cross-listing & Combining Courses

Cross-Listing

Definition: courses at the same level with different rubrics (i.e. ANTH/HIST 216). Cross-listed courses must be entered into UDSIS by the scheduling office the first time they are being offered and submitted on the cross-listing form.

Notes/Reminders:

- If you are the primary department and want to cross-list a course, contact the secondary department to be sure they are going to offer their course.
- If you are a secondary dept. and you want to cross-list a course, you must get the approval of the primary dept. Courses without appropriate approvals will not be cross-listed by the scheduling office.
- Permanent courses must be approved courses (have gone through the course approval process and be set up in the UDSIS course inventory) in order to be cross-listed.
- An experimental course (X67) cannot be cross-listed with a permanent course.
- Two experimental (X67) courses can be cross-listed.
- Cross-listed courses share the same course ID in UDSIS.
- At times the catalog number will not match – this happens when a catalog number for one of the rubrics is not available.
- The first course listed in the UDSIS course inventory is the primary owner. The primary course must run. If the primary department decides to not run the course, the cross-listed course/s cannot run.
- If the cross-listed course information is changing, please use the course inventory application to make the change.
- Never delete cross-listed courses; if your dept. decides not to offer a course that has been cross-listed, mark the course either ‘tentative’ or ‘stop further enrollment’ and notify the scheduling office
- Once courses have been cross-listed in UDSIS, changes to meeting patterns, instructors, etc. can be made under ‘schedule class meetings’
- If enrollment needs to be changed for any reason, notify the scheduling office.

Combining & dual-listing may be done by department contacts. Enter the information into UDSIS and notify the scheduling office so that the courses/sections can be linked in UDSIS by using the dual-listed form.

Combining

Definition: two sections of the same course meeting together (i.e. 10/80)

Notes/Reminders:

- If enrollment caps need to be changed, please notify the scheduling office

March 2012

- Never delete combined sections; if your dept. decides not to offer a section that has been combined, mark the course either 'tentative' or 'stop further enrollment' and notify the scheduling office

Dual Listing

Definition: courses of the same rubric offered together (400/600)

Notes/Reminders:

- A 400-level may be dual-listed/offered with a 600-level course (EDUC and UAPP have run out of 600 catalog number so they are approved to offer a 400 and a 700 level dual listed course.)
- It is OK to dual list an approved 400- or 600-level course with an experimental course (X67).
- Never delete dual-listed courses; if your dept. decides not to offer a course that has been dual-listed, mark the course either 'tentative' or 'stop further enrollment' and notify the scheduling office