

Cross List Guide

➤ DEFINITIONS

<i>Course Reference Number (CRN)</i>	<ul style="list-style-type: none"> • Unique 5-digit number that identifies a particular subject, course, and section offered for a specific term. • CRNs are sometimes referred to as “sections”. • Fall CRNs starts with “1” (one), Spring CRNs with “2” (two) and Summer CRNs with “3” (three).
<i>Cross List (XL)</i>	<ul style="list-style-type: none"> • A Cross List (XL) is one entity made up of two or more sections (CRNs). • Cross Lists are defined in Banner with a 2-digit alphanumeric code (randomly assigned) that attaches to each associated CRN.
<i>Cross Listed Course</i>	<ul style="list-style-type: none"> • CRN that shares title, professor, days/times, room, attributes, etc. with CRNs from one or more other departments.
<i>Course Enrollment</i>	<ul style="list-style-type: none"> • Maximum and Projected Enrollment is determined by the Home department. • An overall maximum enrollment is set for the XL. • This might be the sum of maximum section enrollments, or it could be a value smaller than the sum (“floating cap”).
<i>Overall Cross List Max</i>	<ul style="list-style-type: none"> • Total Enrollment for Cross List • Also known as “Overall Cross List Cap”
<i>Room Assignment</i>	<ul style="list-style-type: none"> • Unlike individual CRNs, where the projected enrollment determines room assignment, with XLs, the Overall Cross List Max determines the room assignment.
<i>Home Department</i>	<ul style="list-style-type: none"> • “Owns” the Cross Listed course. • Has one section in the XL and is responsible for maintaining all aspects of the XL, including determining days/times, instructor, capacity, attributes, restrictions, room requests, prerequisites, etc. • Completes and submits the <i>Cross List Worksheet</i>. • Aka “Parent” Department
<i>Sibling Department</i>	<ul style="list-style-type: none"> • Has a section in the XL. • Responsible for communicating to the Home dept that they wish to have a section in their Cross List. • Aka “Child” Department

Cross List Guide

➤ **TYPE 1 – STANDARD CROSS LIST**

<i>Definition</i>	<p>Standard Cross List (“Fixed Cap”): The Home department determines a specific number of seats for the Sibling Cross List section(s). The Overall XL Maximum Capacity is the sum of the individual CRNs’ maximum enrollment capacities.</p> <p><i>In the first example below, GOVT is the Home department and has provided LAS with 2 seats and AMES with 3 seats.</i></p>																										
<i>Projected Numbers</i>	<p><u>In Standard Cross Lists, the projected enrollment number equals the maximum enrollment number.</u> The Department does not need to identify the projected enrollment numbers for purposes of the Cross List Worksheet. The Academic Scheduling Office will add/update the projected enrollment numbers in Banner.</p>																										
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➤ TYPE 2 – FLOATING CROSS LIST

<i>Definition</i>	<p>Floating Cross List (“Floating Caps”): All departments have access to the total maximum enrollment for the Cross List. The instructor does not have a preference for which specific CRN students enroll in to fill the course’s 35 total enrollment.</p> <p><i>In the first example below, students may enroll in GOVT, LAS, or AMES until 35 students have filled the course.</i></p>																					
<i>Projected Numbers</i>	<p><u>In Floating Cross Lists, the projected enrollments numbers can be any combination of numbers as long as the sum equals the Overall Cross List Max.</u> The Dept does not need to identify the projected enrollment numbers for purposes of the Cross List Worksheet. The Academic Scheduling Office will divide the Overall Cross List Max by the number of CRNs to find the estimated projected enrollment numbers and add/update in Banner. The Projected Enrollment numbers are required to provide the Dean with an accurate seat count for the Cross List.</p>																					
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Cross List Guide

➤ PROCESS

	<u>HOME DEPARTMENT</u>	<u>SIBLING DEPARTMENT</u>
<i>Prior to Schedule Build Opening</i>	<ul style="list-style-type: none"> • Review and approve cross listing requests from Sibling departments • Determine enrollment for Sibling cross listed sections • Determine course information (days/times, instructor, attributes, credit hours, room characteristics required, etc.) 	<ul style="list-style-type: none"> • Submit and receive Home department's approval to be a part of the Cross List. • Submit course number to the Home Dept so they can add to the <i>Cross List Worksheet</i> <ul style="list-style-type: none"> ○ Example/ AFST 350 • Make sure that the course number you provide has the same credit hours as the Home course
<i>During the Schedule Build Process</i>	<ul style="list-style-type: none"> • If the CRN does not exist (most often the case), create a New Course for your subject only. • Provide the applicable course details- days, times, instructor, attributes, fees, prereqs, course description, etc. • Request the room characteristics needed for the course • Do not schedule the sibling courses! The Academic Scheduling Office will make the updates in Banner for the Sibling sections. • Complete the Cross List Worksheet. • Enter this information in the worksheet: <ul style="list-style-type: none"> ○ Sibling Subject, Number, Section, and CRN <u>if known</u> ○ Overall Cross List Max ○ Max enrollments for Sibling course(s) ○ Identify as Standard or Floating XL 	<ul style="list-style-type: none"> • Follow up with the Home department to ensure that they are listing your sibling section on their <i>Cross List Worksheet</i>. • Use the <i>Cross List Worksheet</i> to remove your sibling section from an established cross list if you no longer wish to be part of the XL.

Cross List Guide

	<u>HOME DEPARTMENT</u>	<u>SIBLING DEPARTMENT</u>
<i>Check the Cross List Spreadsheet (which will be posted after the Schedule Build ends)</i>	<ul style="list-style-type: none"> • Double check that all Cross List information is correct (for Home course and the Sibling sections) 	<ul style="list-style-type: none"> • Confirm that the Cross List section that you submitted to the home department is part of their Cross List. • If not, follow up with the home department.
<i>When Ad Hoc Survey Opens</i>	<ul style="list-style-type: none"> • Submit any necessary changes for the Home and/or Sibling sections that make up your Cross List(s) 	<ul style="list-style-type: none"> • If you would like to remove your section from a cross list, submit a survey. • ONLY the Home department may request changes to a Cross List and the sections that make up that Cross List

➤ FREQUENTLY ASKED QUESTIONS

<i>What are Home departments responsible for?</i>	<ul style="list-style-type: none"> ▪ Granting permission for a Sibling department to be a part of a Cross List ▪ Determining course information, e.g. days/times, instructor, capacity, etc. ▪ Determining room needs ▪ Determining how many seats Sibling section(s) receive ▪ Providing cross listed enrollment information to Academic Scheduling via the <i>Cross List Worksheet</i>
<i>What are Sibling departments responsible for?</i>	<ul style="list-style-type: none"> ▪ Obtaining permission from the Home department to cross list a course ▪ Checking the Cross List Spreadsheet to ensure that the home department had requested a section for the Sibling.
<i>Can Academic Scheduling set up a cross listing without permission from the Home department?</i>	<ul style="list-style-type: none"> ▪ NO. Academic Scheduling cannot assume the Home department granted permission to cross list a course. The Home department must provide the cross listed information or a subject cannot be cross listed.
<i>Must I notify Academic Scheduling of a permanent cross listing each term?</i>	<ul style="list-style-type: none"> ▪ Yes, because each term is considered a new term. Home departments must notify Academic Scheduling of cross listed courses, even if approved by EPC and listed in the catalog as a permanent cross listed course.

Cross List Guide

<i>How early should I notify Academic Scheduling of a cross listing?</i>	<ul style="list-style-type: none">▪ As early as possible in the scheduling process. This ensures that accurate room sizes are assigned to cross listed courses.
<i>My department is the Sibling department and would like to create a new cross listed course. Whom should I contact to do this?</i>	<ul style="list-style-type: none">▪ Contact the Home department's Scheduling Manager to obtain permission to cross list a course.▪ Submit the appropriate course number (Subject and Catalog Number) to the Home dept so they can add to the <i>Cross List Worksheet</i> and/or submit a Survey.▪ Follow up with the Home department to confirm that they provided your cross listed course information to Academic Scheduling.
<i>My department would like to cross list an undergraduate course with a graduate course in our department. What process should I follow?</i>	<ul style="list-style-type: none">▪ Follow the same cross listing process outlined in this document.▪ Cross listing information must still be provided in the <i>Cross List Worksheet</i>.▪ The Home and Sibling departments will be the same with an undergraduate-graduate cross listed course.
<i>I still have questions. Whom should I contact?</i>	<ul style="list-style-type: none">▪ Contact the Academic Scheduling Coordinator, Laura Zimmer at zimmer@wm.edu