What is an Approved Cross-listed Course?

- Equivalent Courses
  - Two or more Subjects
  - Controlling –vs– Non-controlling
  - Same as ……. Statement

- Approved through the Course Approval Process

- Students will not receive credit for taking a crosslisted course under each Subject.
Equivalent Courses

- Approved equivalent courses listed on SCADETL–Corequisites and Equivalent Course tab
Equivalent Courses (cont.)

Course Identifier is the same for all subjects (SCADETL – Supplemental Data block)
Equivalent Courses (cont.)

- Controlling department is responsible for setup for all subjects
  - Course description will have ‘Same as’ statement indicating the controlling unit
Course Approval Process
(http://provost.illinois.edu/programs/cps/proposingcourses.html)

- Justification needed

- Courses must be the same numerical level
  - Example: a 400-level may not be cross-listed with a 100-level course

- Approval from all units
  - Authorized official from each non-controlling department
  - If involves a different college, a dean’s approval is also necessary
  - Form of letter, e-mail or Additional Approval signature on Course Proposal
Review on a regular basis to insure content and instruction justify continuing the cross-listing

Limitations:
- Independent Study courses may not be cross-listed
- Special Topics courses may not be cross-listed
- Courses within the same department may not be cross-listed
Crosslisting Sections

Types of Crosslisting:

- Approved Crosslisted courses
  - Indicated with a cross-list ID beginning with ‘C’

- ‘Meets with’ sections
  - Indicated with a cross-list ID beginning with ‘A’

- Differential Credit – Undergrad/Grad credit
  - Indicated with a cross-list ID beginning with ‘B’
Crosslisting Sections (cont.)

- Approved Crosslisted Courses:
  - All Subjects must be active
    - Non-controlling sections cannot be offered if Controlling section is inactive
  - All schedule types must be the same across all sections
  - Section ID must remain the same for all sections, except in cases of 400-level courses with grad and undergrad sections, then U1 and G1 should be used
  - All sections must be scheduled with the same instructor, room and meeting pattern
    - Part of term, start and end dates need to be the same
Crosslisting Sections (cont.)

- ‘Meets with’ Sections:
  - Generally done between Special Topics Courses
    - Limited to 3 terms for the same topic
  - Should follow same guidelines as approved cross-listed courses
    - Same schedule type, meeting pattern, instructor, location
    - Same Section Specific Title when using Topics courses
  - Initiating unit is the ‘controlling’ for final exam, meeting information, reporting contact
    - Each Subject is responsible for setting up their own sections
    - If not indicated, instructor department will be made ‘controlling’
  - Should have approval from other unit(s)
Differential Credit – Undergrad/Graduate:

Section setup should be the same as approved, except Section ID for 400–level has to be different

400–level courses are designed for both undergrad/grad credit

- If credit is different for each level, a section for each credit value is required
  - Credit and Billing need to be set accordingly

- Restrictions by level must to be entered on SSARRES
  - Include: 1U or 1G depending on section

For 300/500–level courses, approval must be obtained prior to offering

- Justification is necessary
Setting Up Sections:

- Guidelines for setting up sections

- Controlling department is responsible for all sections
  - For ‘meets with’, each unit sets up own sections according to the ‘controlling’ unit’s setup
Setting Up Sections: (cont.)

- Cross-list Group Identifier:

- Assigned by FMS on SSAXLST
  - Department needs to indicate cross-list total max
  - Cross-list Max cannot be changed by departments, email FMS with changes
  - If cross-list max it met, sections may appear open to students if each section is set to same value
Setting Up Sections: (cont.)

SSASECT:

- Section ID
- Cross-list ID
- Schedule Type
- Section Specific Title
- Credit/Billing fields
Setting Up Sections: (cont.)

- **SSAXLST:**
  - From Options Menu on SSASECT, Cross List Definitions

  - **Cross List Max Enrollment** – Controlled by FMS, Controls Total Enrollment for ALL sections in group
  - **Cross List Group ID** – Assigned by FMS
  - **Individual Section Maximum** – Entered on SSASECT

  - **Student Self-Service Registration**
Reporting: DMI Instructional Units (IUs)

- Instruction Unit equals one student credit hour
  - Zero credit courses – 1 IU for each level of class per student
  - Computed on credit bearing section
  - Reported on 10th day enrollment counts

- Approved Crosslisted Courses
  - Controlling unit credited

- ‘Meets With’ Sections
  - Reported to lowest CRN

- Paying unit –vs– Offering unit
  - Paying unit is department that is responsible for the instructor’s salary
  - Offering unit can be changed for a given term on the Section Instructor List, if not the controlling unit
Reporting: DMI Instructional Units (IUs) (cont.)

- Controlling Course not offered
  - Not counted in statistics; IUs will disappear
  - Instructor will not receive credit for teaching

- Schedule types must be the same
  - Online sections should only be cross-listed when ALL information is the same for enrollment management

- DO NOT change schedule types after 10–day

- Packaged Sections (PKG)
  - Make sure Schedule types on Meeting row are changed from PKG to appropriate types (i.e., LEC, ONL, DIS, etc.)
  - Difficult to identify and count
Contacts

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