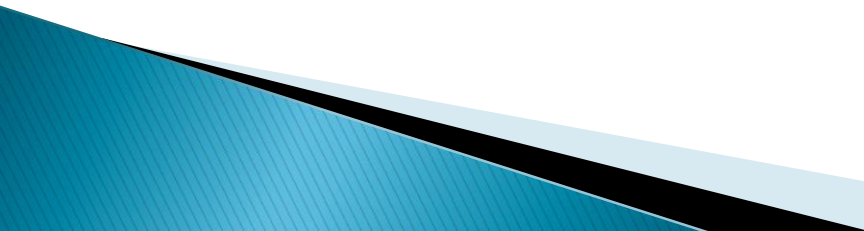


# **CROSSLISTING 101**

# 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

Course Detail Information SCADETL 8.2.1 (BANPROD) (1010C)

Subject: PHIL Philosophy Course: 110 Term: 120138  
Course Title: World Religions

Corequisites and E... Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text Integration Partners

**Corequisite Course**

From Term: 120138 Maintenance To Term: 999999

Subject	Course

**Equivalent Course**

From Term: 120048 Maintenance To Term: 999999

Subject	Course	Start Term	End Term
RLST	110	120048	999999

Corequisite subject code; press LIST for existing courses.  
Record: 1/1 | ... | List of Valu... | <OSC>

Course A

Course B

# Equivalent Courses (cont.)

- ▶ Course Identifier is the same for all subjects (SCADETL – Supplemental Data block)

Subject: PHIL Philosophy Course: 110 Term: 120138  
Course Title: World Religions

Corequisites and E... Fee Codes Degree Attributes Transfer Institutions **Supplemental Data** Course Description Course Text Integration Partners

**Supplemental Data**

From Term: 120048 Maintenance To Term: 999999

Taxonomy of Program: Occupational Course: Classification: Cooperative Education Course Identifier: 1006364 Credit Category: RLST

**Course Identifier**

**Controlling Department**

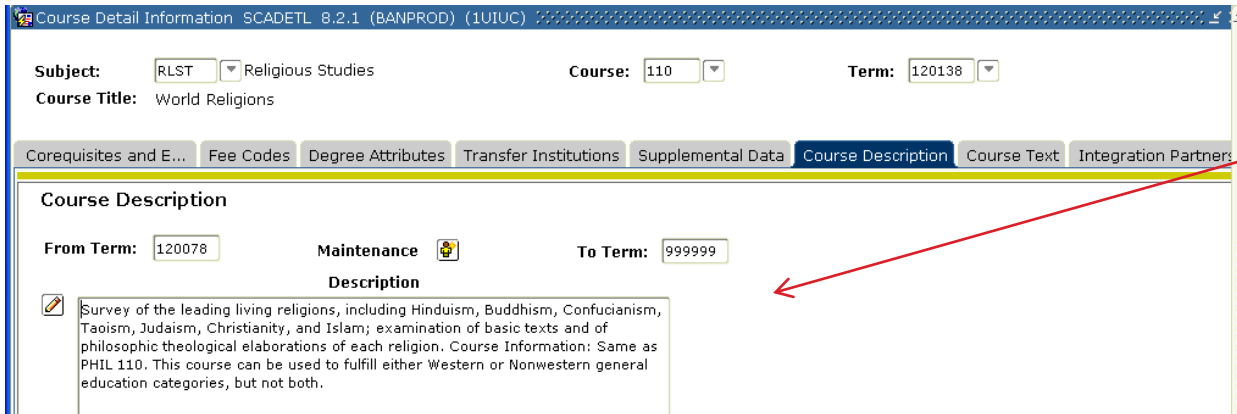
Institutional Reporting Description

Element 1: Element 2: Element 3: Element 4: Element 5: Element 6:

Taxonomy of program code; press LIST for valid codes.  
Record: 1/1 ... List of Valu... <OSC>

# Equivalent Courses (cont.)

- ▶ Controlling department is responsible for setup for all subjects
  - Course description will have 'Same as' statement indicating the controlling unit




Course Detail Information SCADETL 8.2.1 (BANPROD) (1UIUC)

Subject:  Religious Studies Course:  Term:


Course Title: World Religions

Corequisites and E... Fee Codes Degree Attributes Transfer Institutions Supplemental Data **Course Description** Course Text Integration Partners

**Course Description**

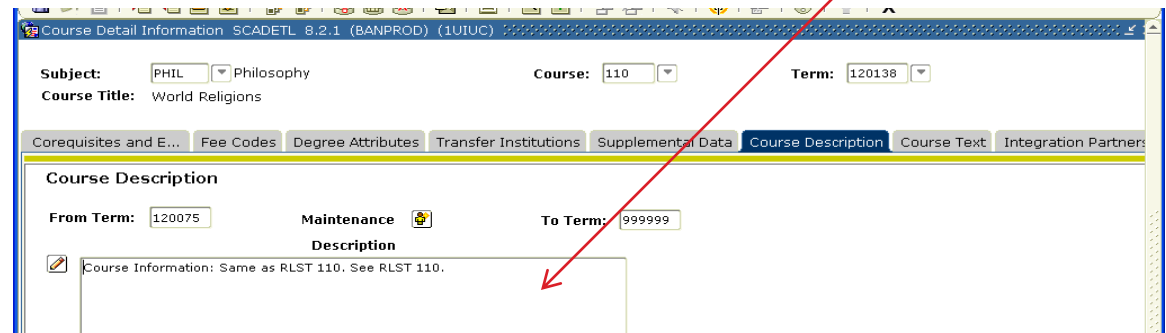
From Term:  Maintenance  To Term:

Description

 Survey of the leading living religions, including Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam; examination of basic texts and of philosophic theological elaborations of each religion. Course Information: Same as PHIL 110. This course can be used to fulfill either Western or Nonwestern general education categories, but not both.

Controlling Course Description

Non-Controlling Course Description




Course Detail Information SCADETL 8.2.1 (BANPROD) (1UIUC)

Subject:  Philosophy Course:  Term:


Course Title: World Religions

Corequisites and E... Fee Codes Degree Attributes Transfer Institutions Supplemental Data **Course Description** Course Text Integration Partners

**Course Description**

From Term:  Maintenance  To Term:

Description

 Course Information: Same as RLST 110. See RLST 110.

# 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

# Course Approval Process (cont.)

- ▶ 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)

# Crosslisting Sections (cont.)

- ▶ 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
  - <http://www.fms.uiuc.edu/Documents/QuickReferenceGuideBuildingSections.htm>
- ▶ 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 is met, sections may appear open to students if each section is set to same value

# Setting Up Sections: (cont.)

## SSASECT:

Section Specific Title

Section ID

Cross-list ID

Schedule Type

Credit/Billing fields

The screenshot shows the SSASECT form with the following fields and values:

- Term: 120138, CRN: 38383, Create CRN: [icon]
- Subject: PHIL, Course: 110, Title: World Religions
- Section Enrollment Information tab is active.
- Subject: PHIL (dropdown), Philosophy
- Course Number: 110, Title: World Religions
- Section: ADA
- Cross List: C718
- Campus: 100, Urbana-Champaign
- Status: A, Active
- Schedule Type: DIS, Discussion/Recitation
- Instructional Method: [dropdown]
- Integration Partner: [dropdown]
- Grade Mode: [dropdown]
- Session: [dropdown]
- Special Approval: [dropdown]
- Duration: [dropdown]
- Part of Term: 1, 26-AUG-2013, 11-DEC-2013, 16
- Registration Dates: [calendar]
- Start Dates: [calendar]
- Maximum Extensions: 0
- Prerequisite Check Method: Basic or None (selected), CAPP, DegreeWorks
- CEU Indicator: [checkbox]
- Credit Hours: .000, None, To, Or (selected), 3.000
- Billing Hours: .000, None, To, Or (selected), 3.000
- Contact Hours: [dropdown], None, To, Or
- Lecture: [dropdown], None, To, Or
- Lab: [dropdown], None, To, Or
- Other: [dropdown], None, To, Or
- Link Identifier: AD
- Attendance Method: [dropdown]
- Weekly Contact Hours: [input]
- Daily Contact Hours: [input]
- Print (checked), Voice Response and Self-Service Available (checked)
- Gradable (checked), Tuition and Fee Waiver
- Long Title, Comments, Syllabus

# 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

Term: 120138 Cross List Group Identifier: C961

Cross List Enrollment  
 Maximum Enrollment: 30 Actual Enrollment: 30 Seats Available: 0

CRN	Block	Subject	Course Number	Section	Part of Term	Campus	---Credit Hours---		Reserved Indicator	Enrollment		
										Maximum	Actual	Remaining
53435		RLST	110	ADJ	1	100	3.000			30	15	15
53436		PHIL	110	ADJ	1	100	3.000			30	15	15

Cross List Group ID - Assigned by FMS

Individual Section Maximum - Entered on SSASECT

Student Self-Service Registration

	Cap	Act	Rem	XLCap	XLAct	XLRem			
C	30	15	15	30	30	0	TBA	08/26-12/11	1FLB G32

# 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 10<sup>th</sup> 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

- ▶ Class Schedule:

- [fms-courses@illinois.edu](mailto:fms-courses@illinois.edu)
- Scott Bartlett



- ▶ Course Catalog:

- [fms-catalog@illinois.edu](mailto:fms-catalog@illinois.edu)
- Becca Snook