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 A](image1)

![Course B](image2)
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
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’
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
‘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

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

Cross List Section

<table>
<thead>
<tr>
<th>CRN</th>
<th>Block</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Part of Term</th>
<th>Campus</th>
<th>Credit Hours</th>
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Student Self–Service Registration

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<td>0</td>
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</table>

Enrollment Details
- 08/26 - 12/11
- FLB
- 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 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
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
  - Scott Bartlett

- Course Catalog:
  - fms-catalog@illinois.edu
  - Becca Snook