

GUIDELINES FOR DEPARTMENTS WITH CROSS-LISTED COURSES

The “Department Originating” is defined as the department that designed the course to meet their program requirements, which is known as the “Parent” in the Campus Planning Interface (CPI). The department that has the Parent Course listed in the CPI is the only one that can make changes to all the cross-listed sections.

Note: contact the Registrar’s Office if the CPI is showing the Parent section incorrectly (i.e., your department is the one that needs the ability to make the changes to all the cross-listed sections).

Scheduling Cross-Listed Courses

During Initial Scheduling (CPI): Once the department originating the class knows the courses they will be offering for a given semester, they should contact (by e-mail) all departments that will have seats in cross-listed section(s) of the course and provide them with the information necessary to schedule their sections in the CPI.

After Initial Scheduling: If you are adding a course after the period in which you can do so in the CPI, you will need to submit a Scheduling Request Form. The department originating the class should contact (by e-mail) all departments that will have seats in the cross-listed section(s) of the course and provide them with the information necessary to schedule their section. **IMPORTANT:** The Departments originating the class must remember to list ALL cross-listed sections on the Scheduling Request Form in the “Notes” column.

Cancelling Cross-Listed Courses

During Initial Scheduling (CPI): The Parent department cancels all cross-listed sections in the CPI.

After Initial Scheduling: When canceling cross-listed courses, it is the responsibility of the department originating the class to submit the Section Correction Form to cancel ALL sections of the course. You must also notify the cross-listed departments of the cancellation. Note: the department originating the course must remember to list ALL cross-listed sections on the Section Correction Form in the “Cross-Listed/Shared Courses” column.

Changing Days, Times or Room Location of Cross-Listed Courses

During Initial Scheduling (CPI): The Parent department makes changes to the day, time, or room location of cross-listed courses in the CPI. If you are not the Parent department, please do not make changes to the cross-listed section in your department.

After Initial Scheduling: When making changes to the day, time, or room location of cross-listed courses, it is the responsibility of the department originating the class to submit the Section Correction Form in order to change ALL cross-listed sections of the course. You must also notify the cross-listed departments of the changes. **IMPORTANT:** The dept. originating the course must remember to list ALL cross-listed sections on the Section Correction Form in the “Cross-Listed/Shared Courses” column.

Generating, Printing, Authorizing Class Permission Numbers for Cross-Listed Courses

The department originating a cross-listed course should be responsible for generating the permission numbers for ALL sections of the course. (Example: WSS/AFS/LCS 240 taught by Dr. XYZ. The course originates in the Women’s, Gender, and Sexuality Studies, so WSS should take on the responsibility for generating and printing not only the WSS permission numbers for their instructor, but also the ones for AFS and LCS).

The department in which a course is originated, and/or the instructor, should be the **ONLY** ones to give students authorization to add a closed section of a cross-listed course.