Cross-listing Courses
Banner Tutorial

Updated 11/11
Cross-Listing

• Because of the way Astra handles room scheduling, any two or more courses that are taught in the same room at the same time MUST be cross-listed in Banner.
• This will also include all slash courses (listed at both graduate and undergraduate level).
• Courses are first built on SSASECT as they normally would be; then courses are tied together or cross-listed.
• In Banner, go to SSAXLST
• Enter the correct term and press the drop-down arrow to open the query screen

Enter the correct term

Click on the drop-down arrow
At the query screen, press *Execute Query* to find all cross-list codes that have already been used.
• Scroll to the bottom of the list
• Choose the next code in the sequence for your ‘Cross-list Group Identifier’
• We ask that the first code be ‘01’ and continue until ‘99’ is reached
• Then, ‘AA’ would be used followed by ‘AB’, ‘AC’, ‘AD’, etc
• After ‘AZ’ is used, continue to ‘BA’, ‘BB’, ‘BC’, etc
• Enter your code in the box labeled ‘Cross List Group Identifier’
Enter the total enrollment for the two courses in the box labeled ‘Maximum Enrollment’

<table>
<thead>
<tr>
<th>Section</th>
<th>Max. Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>HY 101-001</td>
<td>21</td>
</tr>
<tr>
<td>WS 200-001</td>
<td>+ 7</td>
</tr>
<tr>
<td>Cross-list Max</td>
<td>= 28</td>
</tr>
</tbody>
</table>
• Next, enter the CRNs of the two courses you would like to cross-list
• Save and you’re done
• Finally, check to make sure the cross-list code appears on SSASECT