

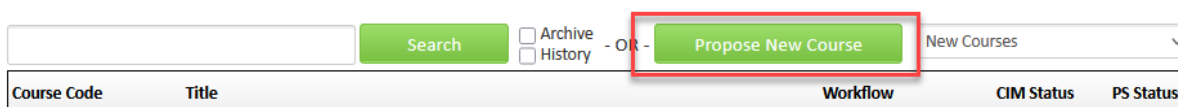
CROSS-LISTED COURSES

Cross-Listed Course: A course offered by more than one department that has the same course description, credits, and title but different prefixes is a cross-listed course (e.g., ECO/THA 376; BIO/MIC 714). Students may earn credit only once for taking a cross-listed course.

Below are two cross-listed scenarios and how they are managed in CIM. For more details on how to fill out the rest of the form, please refer to the *Creating a New Course* guide or the *Revising an Existing Course* guide.

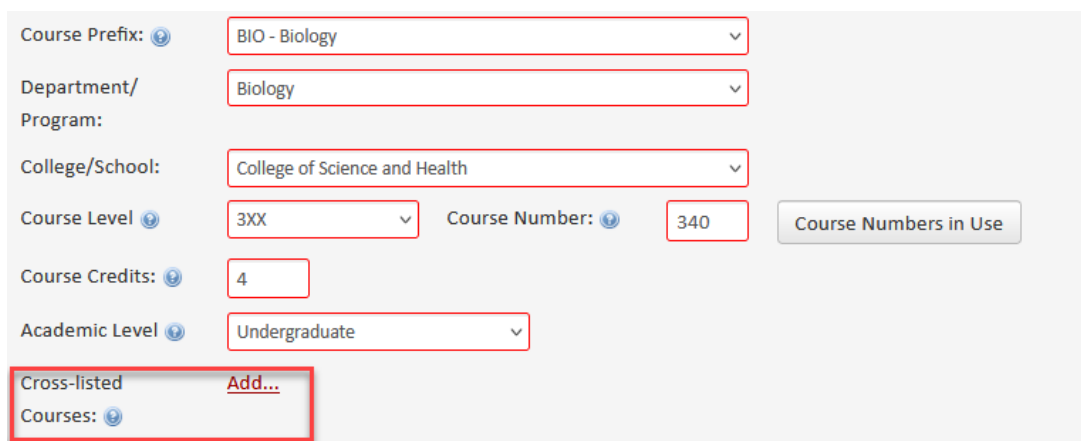
First, [login to CIM Course Management](#) using your UWL net ID and password.

Scenario 1: Cross-listing on a NEW course



The screenshot shows the top navigation bar of the CIM Course Management system. It includes a search bar, a 'Search' button, checkboxes for 'Archive' and 'History', a '- OK -' button, and a 'Propose New Course' button which is highlighted with a red rectangular box. To the right of the 'Propose New Course' button is a dropdown menu currently set to 'New Courses'. Below the navigation bar is a table with columns: 'Course Code', 'Title', 'Workflow', 'CIM Status', and 'PS Status'.

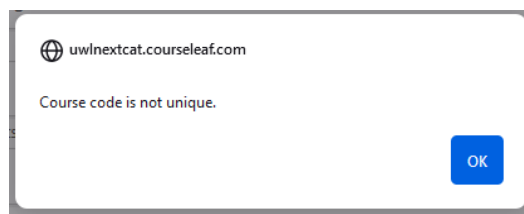
1. Click on **Propose New Course**. A new window will open up.
2. Start filling in the form with the new course information (see the *Creating a New Course* guide).
3. In the **Course Organization** section, there is a **Cross-listed Courses** question. Select **Add**.



The screenshot shows the 'Course Organization' form. It contains several fields: 'Course Prefix' (dropdown menu with 'BIO - Biology' selected), 'Department/Program' (dropdown menu with 'Biology' selected), 'College/School' (dropdown menu with 'College of Science and Health' selected), 'Course Level' (dropdown menu with '3XX' selected), 'Course Number' (text input with '340' entered), 'Course Credits' (text input with '4' entered), and 'Academic Level' (dropdown menu with 'Undergraduate' selected). At the bottom of the form, there is a section labeled 'Cross-listed Courses' with an 'Add...' button, which is highlighted with a red rectangular box.

4. Enter the second subject prefix and course number in the pop-up window. Select the appropriate **Department/Program** and **College/School** for this second subject, and enter in the prerequisite, if any. Remember, cross-listed courses share the same course number. Prerequisites should be the same as well. Click Ok when done.

Note: if you receive the message **Course code is not unique** when entering the cross-listed course number, that means the number is already taken. Either the department already has a course with that number, or they may have started their own form to cross-list with your department. If the department already has an existing course with that number, a different number will need to be selected for both departments. Contact Records & Registration if you need help with this error.



5. The added department will now be displayed on the form next to **Cross-Listed Courses**.
 - a. If the cross-listing was added in error, select **Remove**.
 - b. To add another subject prefix, click **Add**.
 - c. To make changes to the subject that was added, select **Edit**.
 - d. To make this subject/department the “primary” department, select **Make Primary**.

Primary means that the department’s subject appears first on the form in the course codes and is in the Course Organization section. The non-primary departments are labeled “Also listed as” in the course codes.

Viewing: **BIO 340 : Example Course Title**
 Also listed as: **MIC 340**
 Last edit: 12/30/24 11:18 am

The primary department chair receives the form first to approve. However, all departments in a cross-listing have an approval step. Primary may also be used to indicate the department that will teach the course the most, although that is not required.

6. The statement “(Cross-listed with XXX/XXX; may only earn credit in one department.)” should be added to the course using the appropriate subject codes.
 - a. If there is no other prerequisite, it is put at the end of the course description.
 - b. If there is an additional prerequisite, it is put at the end of the prerequisite.
7. Complete the rest of the form.
8. After completing the form, select one of the following:

Cancel
Save as Draft
Start Workflow

- a. **Save as Draft** - to save your work and come back later. This does not submit the form and will allow saving without filling out all required fields.
- b. **Start Workflow** - to save and submit all changes for approval. All required fields must be filled out. The form saves and notifies the next approver in the workflow with an automated email explaining that they can now review, edit, approve, or reject the course proposal.

Note: On a cross-listed course, the next approver in workflow will be the primary department’s chair, followed by the department chairs of any cross-listed departments.

- c. **Cancel** – to erase any changes you made in this session, but only this session. You are returned to the previous screen. Form will not be submitted.

Scenario 2: Adding a cross-listing to an EXISTING course

Search

☐ Archive
☐ History

- OR -

Propose New Course

Course Code	Title	Workflow	CIM Status	PS Status
PSY 283	Psychology of Culture and Race			A

Print Proposal

Export to PDF

Export to Word

Deactivate

Edit Course

Preview Workflow

Viewing: **PSY 283 : Psychology of Culture and Race**

1. Search for the course in the search bar. Select from results and click **Edit Course**.
2. Start editing the form with any changes needed (refer to the *Revising an Existing Course* guide).
3. In the **Course Organization** section, there is a **Cross-listed Courses** question. Select **Add**.

Course Organization

Is this an Umbrella Course? ☐ Yes ☒ No

Course Prefix:

Department/Program:

College/School:

Course Level: Course Number: Course Numbers in Use

Course Credits:

Academic Level:

Cross-listed Courses: Add...

4. Enter the second subject prefix and course number in the pop-up window. Select the appropriate **Department/Program** and **College/School** for this second subject, and enter in the prerequisite, if any. Remember, cross-listed courses share the same course number. Prerequisites should be the same as well. Click Ok when done.

Enter Course Code

Department/Program:

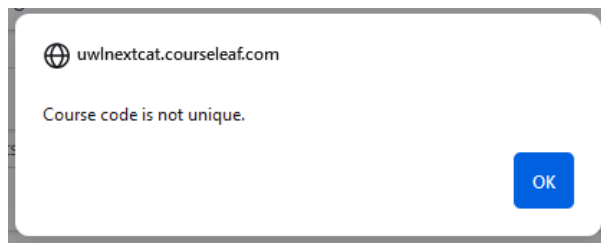
College/School:

Prerequisite(s):

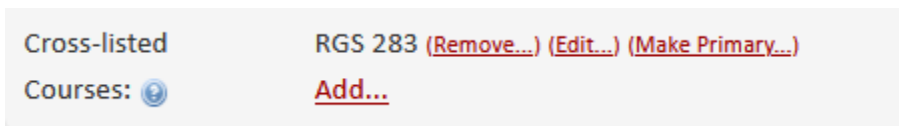
OK Cancel

Note: if you receive the message **Course code is not unique** when entering the cross-listed course number, that means the number is already taken. Either the department already has a course with that number, or they may have started their own form to cross-list with your department. If the department already has an existing course with that number, a different

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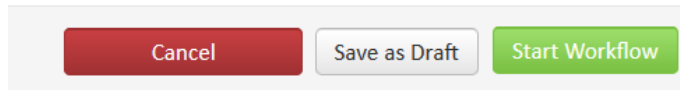


Primary means that the department’s subject appears first on the form in the course codes and is in the Course Organization section. The non-primary departments are labeled “Also listed as” in the course codes.



The primary department chair receives the form first to approve. However, all departments in a cross-listing have an approval step. Primary may also be used to indicate the department that will teach the course the most, although that is not required.

6. The statement “**(Cross-listed with XXX/XXX; may only earn credit in one department.)**” should be added to the course using the appropriate subject codes. If the course was already cross-listed and you are adding another cross-listing, the statement should be updated to reflect all cross-listed departments.
 - c. If there is no other prerequisite, it is put at the end of the course description.
 - d. If there is an additional prerequisite, it is put at the end of the prerequisite.
7. Complete the rest of the form.
8. After completing the form, select one of the following:



- a. **Save as Draft** - to save your work and come back later. This does not submit the form and will allow saving without filling out all required fields.
- b. **Start Workflow** - to save and submit all changes for approval. All required fields must be filled out. The form saves and notifies the next approver in the workflow with an automated email explaining that they can now review, edit, approve, or reject the course proposal.

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Cancel – to erase any changes you made in this session, but only this session. You are returned to the previous screen. Form will not be submitted

If you would like to start over and erase all changes - Contact the curriculum administrators in the Records and Registration office (curriculum@uwlax.edu) to erase all edits.

Questions? Additional guides can be found on <http://www.uwlax.edu/records/faculty-staff-resources/curriculum-resources/>, or contact the Records and Registration's Curriculum Team at curriculum@uwlax.edu.