

Crosslisting Sections

Multiple sections of a course can be group together in CourseDen. **To avoid the loss of data and student work, crosslisting should be done before you enter any content into CourseDen or any student work has been completed** . The process may take a few days to propagate into CourseDen.

Beginning Spring 2015, a new procedure for crosslisting sections in CourseDen was implemented. The crosslisting procedure can be completed using the Registrar's newly integrated Crosslisting Form found under the Faculty Services tab in MyUWG. The following tutorial will demonstrate how to complete this action.

Crosslisting Procedure

1. Go to your myUWG account <http://myuwg.westga.edu/>
2. Enter your UWG username and password
3. Select the Banweb tab, click on **Faculty Services**
4. Navigate to the **Crosslisting** link, located at the bottom of the list

The screenshot shows the myUWG website interface. A red box highlights the navigation steps: 1. Select the Banweb tab, 2. Select the Faculty Services tab, and 3. Click Crosslisting. Red arrows point from the text box to the corresponding elements on the page: the Banweb tab in the top navigation bar, the Faculty Services tab in the sub-navigation bar, and the Crosslisting link in the Faculty & Advisors Menu.

1. Select the Banweb tab
2. Select the Faculty Services tab
3. Click Crosslisting

Search

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Faculty & Advisors Menu

[Student Menu](#)

Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.

[Advisor Menu](#)

View a student's transcript; View a student's grades; Remove Advisor Holds.

[Faculty Detail Schedule](#)

[Faculty Schedule by Day and Time](#)

[Detail Class List](#)

[Summary Class List](#)

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[Final Grades](#)

[Term Selection](#)

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Course descriptions, requirements and pre-requisites

[Class Email List](#)

[Crosslisting](#)

Combine multiple sections into one

RELEASE: 8.7

5. Read the notes and information at the top of the Crosslist page
6. Select the courses you would like to crosslist (check the boxes)

Crosslist

Crosslist - Combine Multiple Sections into One

NOTE: Cross-listing should be done **BEFORE** you enter any content into CourseDen sections otherwise, ALL content, student work, and student grades could be lost and irretrievable. (the entire process could take up to a week)

Deadlines: Cross-listing should be requested at least seven days before the start of classes to avoid loss of data and loss of student work.

Directions:

- Submit this form (form goes directly to the Registrars' Office)
 - Submit it once for each cross-listed "group".
- After submitting form:
 - Your cross-list request will go to the registrar for processing
 - A banner/CourseDen integration job will be ran and sent to the BOR for processing. (This could take up to a week)
- Once the Cross-list is complete and has been sent to CourseDen
 - You will see a new section (with "XLS Group" in the title).
 - Verify the correct sections are cross-listed by viewing your CourseDen Classlist inside the new XLS group and sorting by "Section."

If you have questions regarding cross-listing and how it works inside CourseDen call UWG|Online at 678-839-6248

Instructor's Name : ████████████████████
 Instructor's ID : ████████████████████
 Instructor's Email : ████████████████████
 Applicable Semester : Fall Semester 2014

Course To Crosslist

	Subject	Course	Section	Title	CRN	Enrolled	CrosList
Cross-list Section 1:	CS	1301	01	Computer Science I	81259	26	<input type="checkbox"/>
Cross-list Section 2:	CS	3211	01	Software Engineering I	81268	19	<input type="checkbox"/>
Cross-list Section 3:	CS	3211	02	Software Engineering I	81269	19	<input type="checkbox"/>
Cross-list Section 4:	CS	4981	04	Mobile Application Dev	82508	1	<input type="checkbox"/>
Cross-list Section 5:	CS	4986	03	Net Software Development	82506	1	<input type="checkbox"/>
Cross-list Section 6:	CS	4986	04	Mobile Web Application	82507	1	<input type="checkbox"/>

7. Click **Crosslist**

NOTE Users can also use the direct access to the website from here: <http://myuwg.westga.edu/>

Check out these related guides:

- [What are fully online classes?](#)
- [What are partially online classes?](#)
- [Banweb Access](#)