

WUCRSL Cross-Listings Overview

Provided by the Office of the University Registrar

Last Updated 2/13/2020

Background

When a course is created, it must be designated in one of two ways – as a "home" course or as an "identical" course (also known as an "ident").

- A **home** course is a course that is created, maintained and *owned* by an academic department (aka the "home" department). The home department is primarily responsible for the decision making and logistical support for the course and instructor.
- An **ident** course is the exact same course (same topic and material) as the home, but is simply being offered to students through a different department (aka the "ident" department) and course number for the purpose of registration.
- **Cross-listing** is the term that describes the linked connection between a home course and an ident or idents.

Cross-listing is a way of creating multiple course numbers for the SAME course (i.e. same instructor, same days & times, same group of students in the same classroom). Cross-listing has the potential to attract a broader group of students to a particular course because the same course can be advertised to students under different departments in Online Course Listings (e.g. home course Archaeology and ident course Anthropology).

Note: A home course can have multiple idents, but an ident can only have one home.

Contents

Background	1
Contents.....	1
Best Practices for Cross-Listed Courses	2
Course Numbers and Titles.....	2
Cross-Listing between Schools	2
Approvals.....	2
Steps for Cross-Listing a Course.....	2
The Home Department Creates its Home Course	2
The Ident Department Creates its Identical Course	2
The Home Department Links the Ident to the Home.....	3
Reports.....	5
WUCRSL Reports.....	5
SISAdmin Report.....	7
Frequently Asked Questions	7
University Contacts	8
School Contacts.....	8

Best Practices for Cross-Listed Courses

Course Numbers and Titles

If possible, the home and ident course numbers should be the same. If they can't be the same, they should be as close as possible to each other and almost always at the same course level. Contact your school registrar's office if there is a need to cross-list courses at different levels (i.e. a course that has undergraduates and graduate students in it).

Use the same course title for the home and any related idents.

Cross-Listing between Schools

Most often cross-listings exist within schools (e.g. Econ home course and Political Science ident). Check with your school registrar's office to see if cross-listing between schools is allowed (e.g. A&S home course and EN ident). In some cases cross-listings between schools is not allowed.

Approvals

Any new cross-listings must meet the approval of the Dean's office and appropriate curriculum committee(s). Once everyone is in agreement, the cross-listing (the link between the home course and ident) must be completed by the home department.

This means a cross-listing has three parts that must be approved (set to ok status) by the dean's office.

- The home course
- The ident (which can be one course or multiple courses)
- The cross-listing itself (a link between the home and ident indicating the courses are connected)

Steps for Cross-Listing a Course

The Home Department Creates its Home Course

- 1) Add the home course to the current Curriculum and Semester and Sections files. This is the same process a department follows even when there is not going to be any identical listings.
- 2) Input the necessary section and subsection details.

The Ident Department Creates its Identical Course

- 1) Add the ident course to the current Curriculum file making sure to check the radio button on the Curriculum window indicating that the course is an *Identical Xlisting*. The ident listing should have the same title, unit count, and instruction type.

WUCRSL Cross-Listings Overview

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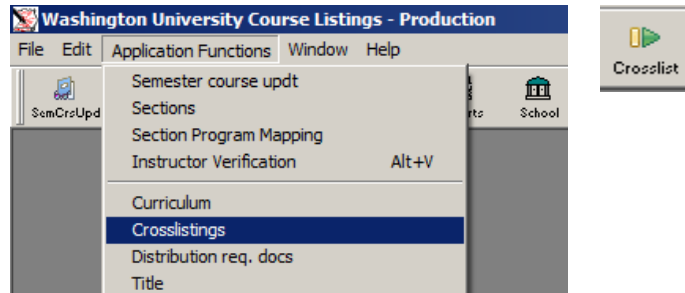
Last Updated 2/13/2020

- 2) Contact the home department and advise the ident has been created at the Curriculum level.
Request to have the ident course linked to their home course.

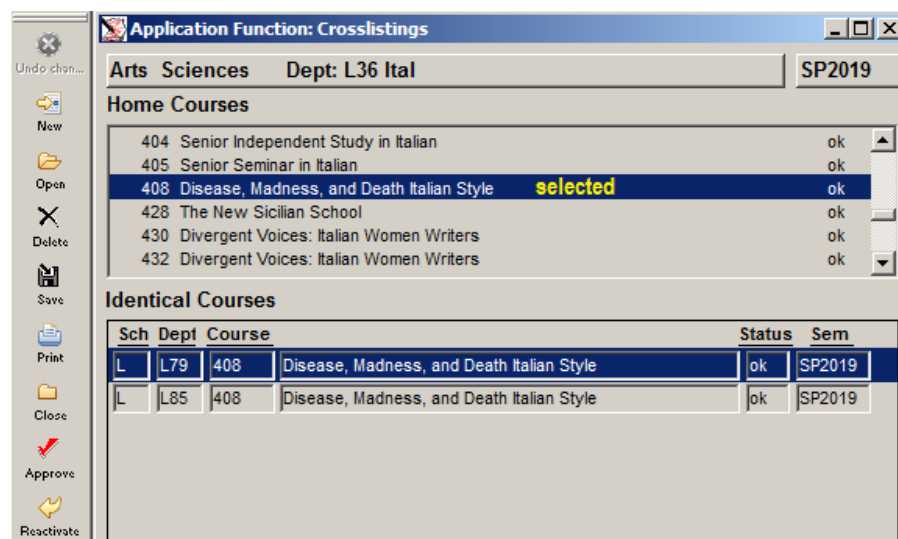
Note: The ident department should never enter any Semester or Section record information in WUCRSL. After the home department has linked the ident course to its home course, a corresponding Semester record for the ident will be created by the system automatically. There is never a Section record for the ident.

The Home Department Links the Ident to the Home

- 1) After the steps above have been completed, the home department must link the ident to the home course in WUCRSL. This is the process that creates the cross-listing. In WUCRSL, go to Application Functions>Crosslistings or click the *Crosslist* icon on the top actions toolbar.



- 2) Open the home department by clicking on the *Open* icon on the left actions toolbar.
- 3) Choose the School, Semester, and Home department. Click *Ok*.
- 4) You will see a list of all home courses available for the selected department. Find and select the appropriate home course from the listing.

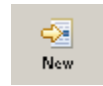


WUCRSL Cross-Listings Overview

Provided by the Office of the University Registrar

Last Updated 2/13/2020

- 5) Once the Home course is found and selected (highlighted), click the *New* icon located on the left actions toolbar.
- 6) The system now displays only idents that have been entered into the system. Find and select the ident department and course and then click *Ok*. The ident course should now appear in the lower pane.



Select Identical Course from Curriculum

School: Architecture (A), Art (F), **Arts & Sciences (L)**, Business (B), Dentistry (D)

Semester: SU2019, **SP2019**, FL2018, YR2018, SU2018

Department: Sort by: Name ☐ Code ☒

Dept	Course	Status	Ident	Sem
L93	INTERDISCIPLINARY PROJECT IN THE HUMANITIES	Active	IPH	
L96	MIND, BRAIN, AND BEHAVIOR	Active	MBB	
L97	INTERNATIONAL AND AREA STUDIES	Active	IAS	
L98	AMERICAN CULTURE STUDIES	Active	AMCS	
L99	OVERSEAS PROGRAMS	Active	OSP	
LGS	THE GRADUATE SCHOOL	Active	GSAS	
LXX	ZZZ Test Department I	Active	Test	

Identical Courses: ☒ Number (0-9) ☐ Number (9-0) ☐ Title (A-Z) ☐ Title (Z-A)

Ident	Course	Status	Sem
ok 4081	Disease, Madness, and Death Italian Style	Ident	09/28/2018
ok 4945	Comparative Lit Seminar: Diverse Topics in Literature	Ident	09/28/2018

School: L Semester: SP2019 Dept: L97 Course: 4081

Ok Cancel

- 7) Click the *Save* icon.

Application Function: Crosslistings

Arts Sciences Dept: L36 Ital SP2019

Home Courses

Course	Status
404 Senior Independent Study in Italian	ok
405 Senior Seminar in Italian	ok
408 Disease, Madness, and Death Italian Style	ok
428 The New Sicilian School	ok
430 Divergent Voices: Italian Women Writers	ok
432 Divergent Voices: Italian Women Writers	ok

Identical Courses

Sch	Dept	Course	Status	Sem
L	L79	408 Disease, Madness, and Death Italian Style	ok	SP2019
L	L85	408 Disease, Madness, and Death Italian Style	ok	SP2019
L	L97	4081 Disease, Madness, and Death Italian Style	new	SP2019

WUCRSL Cross-Listings Overview

Provided by the Office of the University Registrar

Last Updated 2/13/2020

After the home and ident have been cross-listed successfully, the linked ident will be displayed on both the Curriculum and Semester window for the home course. (Additionally, the home course will display on the ident windows.)

Application Function: Update Curriculum - L36 408

School: Arts & Sciences Dept: L36 Ital Semester: SP2019 Status: ok

Course: 408 SIS Short Title (max. 40 chars): DISEASE, MADNESS, & DEATH ITALIAN STYLE

Title: Disease, Madness, and Death Italian Style

Description: Italian literary history teems with representations of illness, insanity, and death. From the ghastly 1348 plague that frames Boccaccio's Decameron to the midday madness of errant Renaissance knights, from 16th-century tales of poisoning and 19th-century Pirandellian madmen to the contemporary scourge of mafia killings, disease, madness and death are dominant facts of reality, points of view, symbols, and

Instr. Type: Classroom instruction

Exclude from SEMESTER Course Listing (print/web): ☐

Course credit: ☒ Home Course ☐ Identical Xlisting

Variable credit: ☐ Units: 3 Design: 0

Requirements fulfilled: Distr. cat. 1: ☐ Distr. cat. 2: ☐ Quant: ☐

Last Change Information: Helene C Abrams 09/27/2018 11:49 AM

Ident Courses: Changes by departmental users to fields marked in red require approval from the Deans Office.

School	Dept	Course	Title	Status
L	L79	408	Disease, Madness, and Death Italian Style	ok
L	L85	408	Disease, Madness, and Death Italian Style	ok

All information below applies to ALL semesters:

Once all steps have been taken and all pieces (home, ident, cross-listing) approved by the dean's office, you will be able to see the both the home and ident online at courses.wustl.edu. If you do not see both listings, check the following.

- Are all levels (Curriculum, Semester, Section) of the home course approved (status *ok*)
- Is the ident Semester record approved (status *ok*)
- Are the home and ident linked properly and approved (status *ok*)

Reports

WUCRSL Reports

- 1) WUCRSL Reports>Curriculum Reports>Home Courses and Related Idents
WUCRSL Reports>Curriculum Reports>Idents Courses and Related Courses

These reports allow you to specify a school or department and see all related cross-listings at the curriculum level. These reports are semester-specific.

WUCRSL Cross-Listings Overview

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Last Updated 2/13/2020

10/02/2018 11:20 AM			Curriculum Home Courses and Related Idents				Page 1 of 2	
Semester: FL2018			School: L Arts & Sciences					
Department: CHINESE								
Home Dept	Home Course	Home Status	Home Title	Ident Dept	Ident Course	Ident Status	Ident Title	
L04	102D	ok	First-Level Modern Chinese II	U38	102	ok	First Level Modern Chinese II	
L04	110	ok	Basic Principles and Practice of Chinese Calligraphy	L03	110	ok	Basic Principles And Practice Of Chinese and Japanese C	
L04	126	ok	Chinese for Medical Purposes	L85	126	ok	Chinese for Medical Purposes	
L04	206	ok	Intermediate Chinese for Heritage Speakers I	U38	206	ok	Intermediate Chinese for Heritage Speakers I	
L04	211	ok	Second-Level Modern Chinese I	U38	211	ok	Second Level Modern Chinese I	
L04	212	ok	Second-Level Modern Chinese II	U38	221	ok	Second Level Chinese II	
L04	227C	ok	Chinese Civilization	L03	227C	ok	Chinese Civilization	
				L97	227C	ok	Chinese Civilization	
				U38	227	ok	Chinese Civilization	
L04	260	ok	Love and Murder in Seventeenth Century China	L03	260	ok	Love and Murder in Seventeenth Century China	

- 2) WUCRSL Reports>Semester Reports>Home Courses and Related Idents
WUCRSL Reports>Semester Reports>Idents Courses and Related Courses

Like their counterparts above, these reports allow you to specify a school or department and see all related cross-listings at the semester level. These reports are semester-specific.

10/02/2018 11:24 AM				<div>Semester</div> Home Courses and Related Idents					Page 1 of 1	
Semester: FL2018				School: L		Arts & Sciences				
Department: CHINESE										
Home Dept	Home Course	Home Status	Home Title	Valid Grade	Ident Dept	Ident Course	Ident Status	Ident Title	Valid Grade	
L04	110	ok	Basic Principles and Practice of Chinese Calligraphy	CPA	L03	110	ok	Basic Principles And Practice of Chinese Calligraphy	CPA	
L04	330	ok	Stranger Things: Tales of the Supernatural in Chinese Lit	CPA	L03	3301	ok	Stranger Things: Tales of the Supernatural in Chinese Lit	CPA	
				CPA	L16	3301	ddd	Topics in Chinese Literature and Culture		
				CPA	L97	3301	ok	Stranger Things: Tales of the Supernatural in Chinese Lit	CPA	
L04	341	ok	Early and Imperial Chinese Literature	CP	L03	3411	ok	Early and Imperial Chinese Literature	CP	
				CP	L97	3410	ok	Early and Imperial Chinese Literature	CP	
L04	359F	ok	Chinese Language Study Abroad at Fudan I (Third-Year L	C	L04	421F	ok	Chinese Language Study Abroad at Fudan I (Third-Year L	C	

- 3) WUCRSL Reports>Section Reports>All Sections

Although there are only a few cross-listing specific reports in WUCRSL, cross-listing information will appear on most reports. For example, the WUCRSL All Sections report. Most often what you will see is a home/ident (H/I) column. This column indicates whether each course listed is a home or an ident.

10/02/2018 11:28 AM				Sections by Department and Course													Page 1 of 2		
				Arts & Sciences for Semester: FL2018															
L L04 CHINESE																			
Course	Sect	Cred	H/I	Title	Days	Times	Location	EMS	Exam	Lim	Proj	Curr	Wait List	Sts	Instr	Print Name	Curr Sts	Sem Sts	
101D	S	01	5	H	First-Level Modern Chinese I	MTWTF--	10:00 AM 11:00 AM	Duncker 3	OUR	3	14	20	13	0	ok	Wang, W	ok	ok	
101D	S	02	5	H	First-Level Modern Chinese I	MTWTF--	12:00 PM 1:00 PM	Cupples 1216	OUR	3	14	20	12	0	ok	Nie	ok	ok	
101D	S	03	5	H	First-Level Modern Chinese I	MTWTF--	1:00 PM 2:00 PM	Cupples 1216	OUR	3	14	20	11	0	ok	Wang,W	ok	ok	
101D	U	A	5	H	First-Level Modern Chinese I	-T-----	9:00 AM 10:00 AM	January Hall 10A	OUR	99	12	12	12	0	ok	Pan	ok	ok	
101D	U	B	5	H	First-Level Modern Chinese I	-T-----	2:30 PM 3:30 PM	Ridgley 219	OUR	99	12	12	9	0	ok	Pan	ok	ok	
101D	U	D	5	H	First-Level Modern Chinese I	-T-----	3:00 PM 4:00 PM	Ridgley 122	OUR	99	12	12	4	0	ok	Gao	ok	ok	
101D	U	E	5	H	First-Level Modern Chinese I	-T-----	4:00 PM 5:00 PM	Ridgley 122	OUR	99	12	12	11	0	ok	Gao	ok	ok	
106	S	01	3	H	Beginning Chinese for Heritage Speakers	M-W-F--	2:00 PM 3:00 PM	Eads 207	OUR	31	14	20	9	0	ok	Wu	ok	ok	

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SISAdmin Report

1) SISAdmin>Course Info>Roster

Although cross-listing specific reports are housed in WUCRSL, cross-listing information may appear on reports in SISAdmin. For example, the SISAdmin Roster report shows the course number in which each student is enrolled (home or ident).

10/02/2018 11:11 AM

Washington University Student Rosters

Selection Criteria: Stranger Things: Tales of the Supernatural in Chinese Literature

Semester: FL2018

School: L

Department: L04

Course: 330

Section: All

Related courses: N

Current Listing: L L03 3301 01 S

Home Course: L L04 330 01 S

Building Cupples I

Room 207

Session REG

Start Date 08/27/2018

End Date 12/19/2018

Days -T-T---

Beg Tm 11:30 AM

End Tm 1:00 PM

Instructors: Vedal (M/G)

Name	Student ID	Div	Lvl	Units	Grade Option	Wait Date	Course	Drop Code	Date	eMail Address
Enrolled										
		LA	7	3.0	C		L03 3301			
		LA	7	3.0	C		L03 3301			
		LA	5	3.0	C		L03 3301			
		LA	7	3.0	P		L03 3301			
		LA	1	3.0	C		L03 3301			
Enrolled										
		BU	8	3.0	C		L04 330			
		LA	7	3.0	C		L04 330			
		LA	7	3.0	C		L04 330			
		LA	4	3.0	C		L04 330			
		LA	7	3.0	P		L04 330			
		BU	7	3.0	C		L04 330			
		LA	7	3.0	C		L04 330			

Frequently Asked Questions

How do I know what my department wants to cross-list?

Each department has their own process of determining cross-listings. You may be asked to provide course listings from other frequently cross-listed departments for your chair or DUS to review. Ask your department about their process.

I am a home department trying to link an ident, but it does not appear in my WUCRSL CrossListings window.

It is possible that the ident department forgot to mark their Curriculum course as an ident or another department has already linked this ident in error. Contact the ident department to ensure all steps have been taken.

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How do I know who to contact when my department is the ident?

The registrar in each school can provide basic contact information for any WUCRSL admin. (In A&S, Marissa or the assistant registrar can provide a list of department contacts.) You can also reach out to the University Registrar's office; however, we may not have the most up-to-date information.

In the past course X has been offered as the home and course Y the ident. Going forward we want to make Y the home. Can we do that?

You will need to talk to your school registrar about this change.

I know we have cross-listed this course before, but I cannot find our ident record in the Curriculum file.

It's possible the ident record was deleted from your Curriculum. Check the Title file by going to Application Functions>Title. If the course exists in the Title file, then you will need to pull it back into your Curriculum. After opening a blank Curriculum window, type in the ident course number. When you move to a new field the system will ask if you want to pull the Title record.

University Contacts

Jill Fechtman, Office of the University Registrar

jfechtman@wustl.edu

314-935-9818

School Contacts

Marissa Kaltwasser, College of Arts & Sciences

mkaltwasser@wustl.edu

314-935-7239

Barb Laudel, School of Engineering & Applied Science

blaudel@wustl.edu

314-935-6120

Cris Baldwin, Sam Fox School of Art & Design

crisbaldwin@wustl.edu

314-935-4761