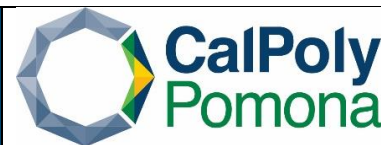


Cross Listed Courses – Scheduling and Combining Class Sections



The [Cross Listing Policy](#) requires cross listed courses to be scheduled under each cross listed subject area in the class schedule. Once scheduled, cross listed classes should be combined to ensure the instructor(s) receives the correct amount of workload (i.e. WTUs) and that enrollment does not exceed the combined enrollment capacity.

Departments offering cross-listed courses shall jointly agree to the combined classes instruction mode, primary instructor, and combined enrollment capacity and, when applicable, secondary instructor(s), location, meeting day(s), and meeting times.

The primary instructor's department is responsible for ensuring all cross-listed courses have been scheduled in PeopleSoft and for submitting the request to scheduling@cpp.edu to combine the class sections. Departments that offer non-EWS courses in GE Area F are responsible for reaching out to the EWS Department to request the scheduling of the cross-listed EWS course and for requesting the combining of the class sections. Please note that the maximum combined enrollment capacity for GE Area F classes is 40.

Scheduling and Combining Cross Listed Class Sections

1. Navigate to the PeopleSoft Schedule New Course page to schedule the cross-listed course offered by your department. For step-by-step instructions on scheduling a new course, review the [Schedule New Course \(Maintain Schedule of Classes\)](#) schedule building guide.
2. Ensure that the meeting information is the same for your cross-listed class. If the classes have a face-to-face component, only one class section should include the facility id; the location will be shared across all cross-listed classes after they are combined.
3. We recommend the class status be set to 'Tentative Section' when newly scheduled; the class status should be changed to 'Active' by the department once the cross-listed classes have been combined to allow enrollment.
4. The primary instructor's department scheduler emails the scheduler and chair of the department(s) offering the cross listed course(s) to request the scheduling of the cross-listed course(s).
5. The cross-listed class scheduler emails the primary instructor's department scheduler when the cross-listed class has been scheduled.
6. The primary instructor's department scheduler emails Academic Programs at scheduling@cpp.edu to request the combining of the cross-listed class sections. The email should include the following information:
 - a. Subject Areas
 - b. Catalog #
 - c. Section #s
 - d. Class #s
 - e. Combined Enrollment Capacity*

Example: Combine AG 2050-03 (76486) with EWS 2050-03 (76502) for a combined enrollment capacity of 40.

*The combined enrollment capacity can match the individual class section's enrollment capacity **or** it can be a sum of the individual class section enrollment capacity. The advantage of matching the combined

enrollment capacity with the individual class section's enrollment capacity is that students may enroll in any of the combined classes until the combined enrollment capacity number is met. If the combined enrollment capacity is a sum of the individual class section enrollment capacity, students will only be able to enroll in the class section up until the individual enrollment capacity has been met even though the combined enrollment capacity has not been met; the remaining students will need to register in the class section where the enrollment capacity has not been met.

- Academic Programs will email the primary department's scheduler when cross-listed classes have been combined.

Updating Combined Sections Meeting Information

- Navigate to the PeopleSoft Schedule Class Meetings page to update the meeting information and/or instructor(s) for the cross-listed classes. The information is grayed out in the PeopleSoft Maintain Schedule of Classes – Meetings tab.

Schedule Class Meetings

The screenshot displays the 'Schedule Class Meetings' page in PeopleSoft. At the top, the breadcrumb navigation shows 'Curriculum Management > Schedule of Classes > Schedule Class Meetings'. The 'Meetings' tab is selected and highlighted with a red box. Below the navigation, course information is shown: Course ID 014963, Academic Institution Cal Poly Pomona, Term Fall Semester 2021, Subject Area EWS, and Catalog Nbr 1250. The 'Class Sections' section shows Session 1, Class Section 01, Component Lecture, and Units 3.00. The 'Meeting Pattern' section includes a table for days of the week (M, T, W, T, F, S, S) with checkboxes for selection, and a date range from 08/19/2021 to 12/05/2021. The 'Instructors For Meeting Pattern' section features a table with columns for ID, Name, *Instructor Role, Print, Access, Contact, Empl Rcd#, and Job Code. The 'Room Characteristics' and 'Academic Shift' sections are also visible at the bottom of the form.

Maintain Schedule of Classes

Course ID 014963 Course Offering Nbr 1

Academic Institution Cal Poly Pomona

Term Fall Semester 2021 Undergrad

Subject Area EWS Ethnic & Women's Studies

Catalog Nbr 1250 Race, Ethnicity, & Amrcn Cnsmr

Class Sections Find | View All First 1 of 3 Last

Session 1 Regular Academic Session Class Nbr 75258 Class APDB Mapping Values

Class Section 01 Component Lecture Event ID

Associated Class 1 Units 3.00

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start 11:30AM Mtg End 12:45PM M T W T F S S *Start/End Date 08/19/2021 12/05/2021

Topic ID Free Format Topic

Print Topic On Transcript Contact Hours Combined Section Meeting APDB Mapping Values

Instructors For Meeting Pattern Personalize | Find | View All | First 1 of 1 Last

| Assignment | Workload | ID | Name | *Instructor Role | Print | Access | Contact | Empl Rcd# | Job Code |
|------------|----------|------------|------------|--------------------|--------------------------|---------|---------|-----------|----------|
| | | [REDACTED] | [REDACTED] | Primary Instructor | <input type="checkbox"/> | Approve | | 0 2358 | |

Room Characteristics Personalize | Find | View All | First 1 of 1 Last

| *Room Characteristic | Description | *Quantity |
|----------------------|-------------|-----------|
| | | 1 |

Academic Shift Personalize | Find | View All | First 1 of 1 Last

| Academic Shift | Description |
|----------------|-------------|
| | |

Save Return to Search Previous in List Next in List Notify

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | GL Interface

Updating Combined Sections Enrollment Capacity

1. Navigate to the PeopleSoft Maintain Schedule of Classes or Schedule Class Meetings page to update the Enrollment Capacity for your cross-listed class.
2. Email the department(s) offering the cross-listed classes to request an update to the cross-listed classes enrollment capacity, if necessary.
3. Email Academic Programs at scheduling@cpp.edu to request an update to the combined enrollment capacity.
4. Academic Programs will respond to your email when the request has been completed.

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Maintain Schedule of Classes](#)

[Advanced Search](#) [Last Search Results](#)

[Basic Data](#) | [Meetings](#) | **[Enrollment Cntrl](#)** | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

Course ID 014968 Course Offering Nbr 1
 Academic Institution Cal Poly Pomona
 Term Spring Semester 2022 Undergrad
 Subject Area AG AG - All College
 Catalog Nbr 2050 Race, Ethnicity & Food Justice

Enrollment Control Find | View All First 1 of 4 Last

Session 1 Regular Academic Session Class Nbr 33570
 Class Section 01 Component Lecture Event ID 000282134
 Associated Class 1 Units 3.00

*Class Status

Class Type Enrollment Enrollment Status Open

| | | | | |
|-------------------------|--|-------------------------|---------------------------------|--------------------------------|
| *Add Consent | <input type="text" value="No Special Consent Required"/> | Requested Room Capacity | <input type="text" value="40"/> | Total |
| *Drop Consent | <input type="text" value="No Special Consent Required"/> | Enrollment Capacity | <input type="text" value="40"/> | <input type="text" value="0"/> |
| 1st Auto Enroll Section | <input type="text"/> | Wait List Capacity | <input type="text" value="40"/> | <input type="text" value="0"/> |
| 2nd Auto Enroll Section | <input type="text"/> | Minimum Enrollment Nbr | <input type="text"/> | |
| Resection to Section | <input type="text"/> | | | |

Auto Enroll from Wait List Cancel if Student Enrolled

[Basic Data](#) | [Meetings](#) | [Enrollment Cntrl](#) | [Reserve Cap](#) | [Notes](#) | [Exam](#) | [LMS Data](#) | [GL Interface](#)

OR

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Schedule of Classes](#) > [Schedule Class Meetings](#)

[Advanced Search](#) [Last Search Results](#)

[Meetings](#) | **[Enrollment Cntrl](#)** | [Exam](#)

Course ID 014968 Course Offering Nbr 1
 Academic Institution Cal Poly Pomona
 Term Spring Semester 2022 Undergrad
 Subject Area AG AG - All College
 Catalog Nbr 2050 Race, Ethnicity & Food Justice

Enrollment Control

Session 1 Regular Academic Session Class Nbr 33570
 Class Section 01 Component Lecture Event ID 000282134
 Associated Class 1 Units 3.00

*Class Status

Class Type Enrollment Enrollment Status Open

| | | | | |
|-------------------------|--|-------------------------|---------------------------------|--------------------------------|
| Add Consent | <input type="text" value="No Special Co"/> | Requested Room Capacity | <input type="text" value="40"/> | Total |
| Drop Consent | <input type="text" value="No Special Co"/> | Enrollment Capacity | <input type="text" value="40"/> | <input type="text" value="0"/> |
| 1st Auto Enroll Section | <input type="text"/> | Wait List Capacity | <input type="text" value="40"/> | <input type="text" value="0"/> |
| 2nd Auto Enroll Section | <input type="text"/> | Minimum Enrollment Nbr | <input type="text"/> | |
| Resection to Section | <input type="text"/> | | | |

Auto Enroll from Wait List Cancel if Student Enrolled

[Meetings](#) | [Enrollment Cntrl](#) | [Exam](#)