

Crosslisting Made Clear

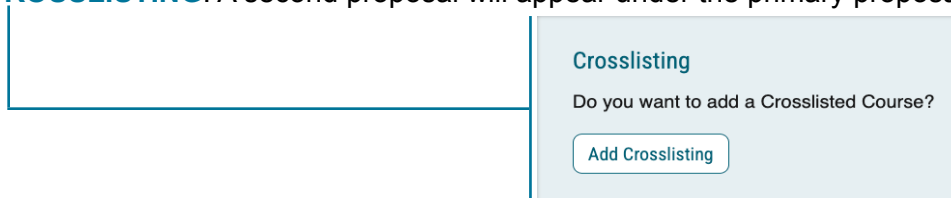
All cross-listed courses include a primary course and a secondary course. To add a cross-listing, the proposal must be initiated by the primary course.

***Note:** Cross-listed courses move through the approval process independently. However, the cross-listing will not take effect until both courses receive final approval.

1. After completing the primary course proposal, click **SAVE ALL CHANGES**

2. Click on the **CROSSLISTINGS** tab on the right side of the proposal

2a. Click **ADD CROSSLISTING**. A second proposal will appear under the primary proposal



Crosslisting
Do you want to add a Crosslisted Course?
Add Crosslisting

2b. Click on the secondary proposal to edit 

3. Certain course information must match between cross-listed courses. These fields cannot be edited in the secondary course proposal. The editable fields are listed below:

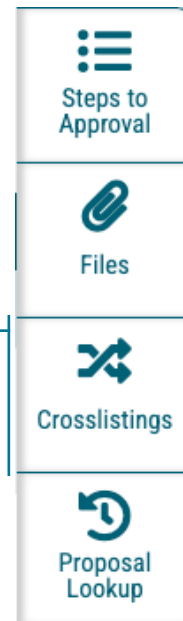
- 3a. Justification
- 3b. Hierarchy Owner- Change to represent the secondary course
- 3c. Catalog Hierarchy- Change to represent the secondary course
- 3d. Prefix (Rubric)- Change to represent the secondary course
- 3e. Code (Course Number)- Should only be changed if the course number in the secondary proposal is already taken. Otherwise, both courses should have the same number.
- 3f. Catalog Description- the secondary course should refer to the primary course. Example: "See: ENVS 3030"
- 3g. Course Type- Change to represent the secondary course
- 3h. Intended Modality- Change to represent the secondary course
- 3i. Cross Listing- Change to primary course rubric and number
- 3j. Maximum Enrollment- enter the maximum enrollment
- 3k. Select the appropriate Department and College-Level C&C Committees

4. Attach the **SYLLABUS** and any other supporting documentation.

***Note:** The syllabi for both proposals should be identical.

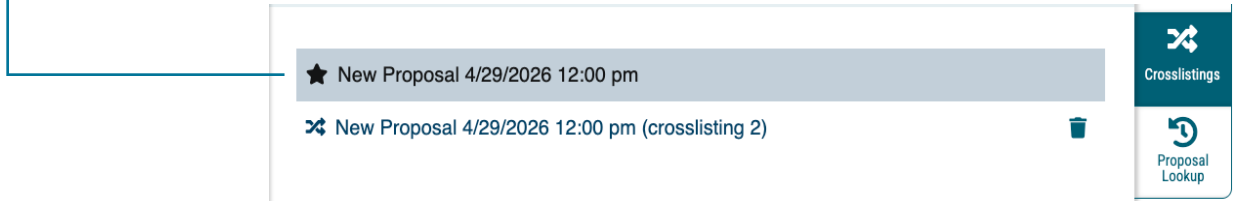
5. Click **SAVE ALL CHANGES**

6. Click on the **CROSSLISTINGS** tab on the right side of the proposal and select the primary course (indicated with a star next to the name)



Crosslisting Made Clear (cont.)

6. Click on the **CROSSLISTINGS** tab on the right side of the proposal and select the primary course (indicated with a star next to the name)



7. **LAUNCH** proposal



8. Crosslisting proposals must be approved in MCC by a system administrator. Email curriculum supp@lsu.edu to notify that the proposal is ready for the system administrator to review and approve.

9. Both proposals will have to be approved by the originator to advance to the next approval step.