

OCEAN 2.0

Create a New Course: Adding Cross-Listing

Cross-listing a course enables a course to be offered by multiple departments. For example, it is possible to make a cross-listed course AH 3270/FILM 3270, enabling it to be offered by both the ART + DESIGN and FILM departments.

This should not be confused with a *dual-listed course*, which is typically a course that is offered at multiple course levels.

To create a cross-listing for a course that already exists (either an undergraduate or graduate course):

1. Go to OCEAN 2.0
2. Select “Create a New Course”

Under Course Offering:

3. For 1st cross-listed course: Enter correct Course Level, Subject, & Course Number

Course Offering Multiple

Course Level	Subject	Course Number
Undergraduate	AH	3270
Department	College	Catalog Course Type
ART: Art, School of	FAR: Fine Arts, College of	Art History
Service Learning?		
<input type="radio"/> No		

To add a course or courses offered by multiple departments:

4. Click the “Multiple” button in the top right of the Course Offering section.

An “Add New Offering” box is created and the multiple offering(s) can easily be added

Course Offerings
Single

Course Level

Undergraduate

Service Learning?

No

Add New Offering
+

Subject

FILM

Course Number

3270

Catalog Course Type

Film

AH 3270

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Department

ART: Art, School of

College

FAR: Fine Arts, College of

Catalog Course Type

Art History

? Cross-listing

? Service Learning

5. Click on the green + button to the right of the New Offering.

OCEAN will then detect that the course is to be cross-listed.

6. Under “This appears to be a cross-listed course,” go to the *Lead Department* drop down menu and choose the lead department.

7. Enter your explanation for this cross-listing in the box provided.

OCEAN will note that students may only earn credit for one of the multiple courses listed.

Course Offerings Single

Course Level: Undergraduate

Service Learning? No

This appears to be a cross-listed course.
 A lead department must be specified and an explanation for this cross-listing must be provided.

Lead Department

Cross-listing Explanation

Next Steps

- Now follow the steps outlined under “Create a New Course: Basic Procedure.”

Course Info

Short Name

Long Name

Course Description

Was this course ever offered as a temporary or experimental course?
 No

Is this course functionally equivalent to an existing course?
 No

Typical Offering: Yearly

Credit Hours Type: Fixed

Credit Hours: 3

Grade Eligibility Code: 01: A-F
WP,WF,FN,AU,I are applied to all GECS

Special Course Type