

Cross-Listing and Clustering

You will use cross-listing and clustering if your sections meet **both** of these conditions:

1. Multiple sections meet at the same time/same day(s)/same room.
2. One or more of those sections has an additional meeting time.

The order in which you edit the sections is critical. Please follow the step-by-step instructions below. Typical examples of sections that are both cross-listed and clustered are: HIST 102, HIST 121, HIST 122, HIST 123, BIOS 170, E E 101, E E 102, C S 120, GEOG 101, HCRM 315, PESS 327

1. Open the section edit window by double-clicking on the section in the grid.
2. Uncheck "*Do Not Schedule*" flag.
3. Put in meeting time and days for the regular section (make sure Max-Enrollment is greater than zero).
4. Click on *Section Clusters* icon to add additional meeting time.
 - a. Answer Yes to question about creating multiple clusters.
 - b. Typically select *Repeating*.
 - c. Select day and time.
 - d. Typically select *Every Occurrence*.
 - e. Click *Create Meeting*.
5. Schedule room for the additional meeting time. Please note that when you create an additional meeting time an additional "section" is created for that time. To view the "additional sections" in the main section grid, from the Database menu, select Database Layout, check the box labeled "Show all section cluster meetings," and click OK.
 - a. Double click on the cluster row at the bottom of the screen.
 - b. Message "The selected section is not part of the current tab being displayed on the main screen." Click *OK*.
 - c. Now the section cluster appears as the main screen.
 - d. Set *Max Enrollment* if it is not the same as regular section.
 - e. Schedule a room by clicking on the + by Building as you normally schedule a room.
 - f. Click *OK* to finalize the room assignment.
6. **Repeat 1-5 for each section that will be in the cross-list group.**
7. Cross-list the initial section with each other section by clicking on *CrossListed* icon. (Be careful to select only the sections that are meeting at the same time/same days. Do not select the sections that appear for the additional times/days.)
 - a. Click *OK* to finalize the edits in the cross-listing window.
 - b. Click *OK* in the Edit Section Information window to save the cross-listing.
8. Schedule the room.
 - a. Reopen the Edit Section Information window for the initial section.
 - b. Click + by Building as you would normally schedule a room. Click *OK*.
 - c. Answer *Yes* to apply meeting pattern and room assignment to the cross-list group.