

Undergraduate/Graduate 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. These instructions are designed for classes in which undergraduate and graduate sections meet together for both a standard meeting time and an additional meeting time (i.e. lecture and lab, lecture and discussion group, etc.). There are slightly different instructions for classes that meet together for a large meeting, but each section has a separate, individual meeting time. Instructions for this can be found in the Cross-Listing and Clustering Checklist.

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. Click OK to save all your changes
6. **Repeat 1-5 for each section that will be in the cross-list group (undergraduate and graduate).**
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. Cross-list the clusters with each other by opening the cluster of the initial section and clicking on the *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.
9. 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.
10. Repeat step 9 for the cluster.