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

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
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.
Next Steps

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