How To: Cross List Courses

This how-to informational sheet covers:

1) How to create a new cross-listed course.
2) How to modify a current course to become a cross-listed course.
3) How to change the administrating department for a cross-listed course.

While not technically complicated, cross-listed courses tend to cause a lot of confusion. Two basic facts about cross-listed courses that you should keep in mind:

a) A course that is cross-listed, regardless of how many departments are included in the cross-listing, is a single standalone course. Meaning that a course that is cross-listed with Department A, Department B, and Department C is one single course, not three courses.

b) All departments involved in the cross-listing must jointly offer the course each time it is scheduled. If, for example, a cross-listed course is shared between Department A and Department B then both departments must jointly schedule and enroll for the course in each class offering. If one department is not able to participate in a given semester then the cross-listed course should not be scheduled.

For more information on cross-listed courses please see the COCI Handbook 2.2.7 and the Course Toolbox 7.4
How to Create a New Cross-listed Course

1. Start a new course proposal by selecting “Propose New Course” on the top left side of your CMS screen. Please note that the Administrating Department for the course must be the department proposing this new course. In other words, whichever department is proposing this new course will become the Administrating Department.

2. On the “General Course Info” page take the following steps:

   a) In the Course Number field include a “C” prefix in the course number.

   b) Immediately above the Course Title field select the “Cross-list this course.” checkbox.

   c) Then enter the course code and course number for the first participating department. Be sure to confirm with the participating department’s Course Contact what the course number will be for their portion of the course. You will need that information to complete this step.

   d) As needed, select “Add Another Participating Department” for any additional departments.

   ![General Course Info](image)

The order of the departments as listed in CMS will determine the order in which the course proposal is signed for approval. In the example above, the course will first be signed by the ESPM department chair and then the History department chair before proceeding to the Academic Senate for review.

3) Continue to fill out the remaining pages of the course proposal and submit for review.
**How to Modify a Current Course to Become a Cross-listed Course.**

*Note: If the course being modified is scheduled for a future semester you will not be able to modify it to become cross-listed. Please remove the course from the future Class Schedule in order to make this change. Contact the Office of the Registrar’s Scheduling unit ([scheduling@berkeley.edu](mailto:scheduling@berkeley.edu)) for assistance.*

1) From your course catalog in CMS (Course Search) select the course being modified from a stand-alone to being cross-listed and begin a modification proposal.

In this example we are modifying HISTART 185 to become HISTART C185 / SOC WEL C182T

2) On the General Course Info page change the course number to include a “C” prefix.

3) Immediately above the Course Title field select the “Cross-list this course.” Checkbox, as shown below:
4) Once you do, the following warning notice will appear in CMS:

Note: If your intention is to convert this course into a cross-listed course, please continue. This proposal will serve to both create the cross-listed course and to withdraw the original course.

If you would prefer to keep a non-cross-listed version of this course and to create a new cross-listed version, please delete this proposal and begin again using a COPY of the original course to create the new cross-listed course.

By continuing, you will be converting the current course from a non-cross-listed course to being only a cross-listed course. You will not have a separate non-cross-listed course. If you need to have both a non-cross-listed and cross-listed course be sure to follow the warning’s instructions.

Continue by entering the cross-listed course code and number from the partner department. Select “Add Another Participating Department” as needed.

5) Continue to fill out the remaining pages of the course proposal and submit for review.
How to Change the Administrating Department for a Cross-listed Course.

Use these steps in situations where the current Administrating Department is no longer able to serve that role but the course will continue to be offered as cross-listed. When switching administrating departments other departments may be added or removed from the configuration. *Making changes to the cross-listing configuration will not withdraw or otherwise inactivate the course number.*

When reconfiguring a cross-listing, any of the currently involved departments may initiate the course modification. In the example below of MCELLBI C62 / L & S C30T / PSYCH C19, currently MCELLBI is the Administrating Department. The reconfiguration proposal may be initiated by MCELLBI or any of the other two departments.

1) From your course catalog in CMS (Course Search) select the course being reconfigured and begin a modification proposal.

2) On the General Course Info page select the “Rearrange Administrative and Cross-listed Departments” button.
3) In the pop-up window that appears, from the Cross-Listed Department(s) list the drag the new Administrating Department up and drop it under the Administrative Department List. The old Administrative Department will automatically move to the Cross-Listed Department(s) list.

In the example below L&S is becoming the Administrative Department and MCELLBI is becoming a partner cross-listed department:

4) Select “Okay” and continue to fill out the remaining pages of the course proposal and submit for review. The reconfigured course will be reviewed and listed in the order that it listed in CMS.