



Procedures for COLS Cross-Listed Courses
Effective Fall 2017 for course scheduling in Fall 2018.

Effective Fall 2017, for course scheduling in Fall 2018, the responsibility of all course-scheduling duties for a cross-listed course will reside with the department using credits in their checkbook to fund the instruction of the course (referred to as home department).

Department Chairs and/or Program Directors will discuss and determine offerings each semester including enrollment capacities and procedures for adding students. The home department will be responsible for building all of the departments' sections, combining sections, setting up and maintaining enrollments in PeopleSoft, and submitting book orders.