


## Cross-Listing Sections in Colleague

Example: 18/S1 PHIL-125-N11 (primary), PHIL-125-B11, PHIL-125-U11

1. Open the **SECT** screen in Colleague and enter the primary section. In this example, PHIL-125-N11. Click the additional details icon  next to **Cross-Listings**.

**SECT - Sections** ☆ Save Save All Cancel Cancel All


---


Section : PHIL-125-N11


Section  Hide in Course Catalog


Term


Start/End


Synonym  Faculty Assignment  


Depts/Pct     Offering Info  


Credit Type  Requisites  



Min/Max/Incr     Restrictions  


CEUs  Financial Info  

Course Lvl   Billing Info  

Acad Lvl  Books  

Grade Scheme  Reg Date Ranges  

Short Title  Cross-Listings   

Additional Info  




Status Date

2. The primary section will appear first. On lines 2 and 3 enter the additional sections. The Section Capacity will appear next to each new section.

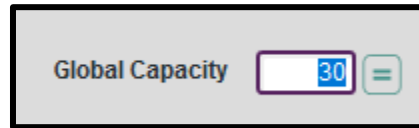
Section : PHIL-125-N11 Term : 18/S1 S Status : Active

Title : Introduction to Philosop Synonym : 201377 Status Date : 10/06/17

Global Capacity

Cross-List Sections/Title	Section Capacity	Primary	Equate Codes Match	Addnl Sched
1 PHIL-125-N11 	<input type="text" value="15"/> <input type="text" value="="/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction to Philosophy				
2 PHIL-125-B11 	<input type="text" value="10"/> <input type="text" value="="/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Introduction to Philosophy				
3 PHIL-125-U11 	<input type="text" value="5"/> <input type="text" value="="/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Introduction to Philosophy				

3. Fill in the **Global Capacity** at the top of the screen. Global capacity is the maximum number of students who may be enrolled in the combined sections of the cross-list. If this field is left blank, Colleague assumes that there is no limit as to how many students may register for this cross-list, so it is imperative that Global Capacity is entered.

A screenshot of a web form element. It features a light gray rectangular background. On the left, the text "Global Capacity" is displayed in a dark gray font. To its right is a white input field with a thin purple border, containing the number "30" in blue. Further right is a small, light blue square button with a white equals sign "=" inside.

4. After you have completed all changes, click **Save All**.



**Note:** All sections of the cross-listed course will be updated. If you check SECT > Cross-Listings for PHIL-125-B11 or PHIL-125-U11, the cross-listing screen will appear exactly the same.