

HOW TO QUERY CROSS LIST IN BANNER SIS
Schedule Cross List Query Form (SSAXLSQ)

General:

The *Schedule Cross List Query Form* is used to display all sections associated with the cross list group identifier on the system.

This form is run in query mode only; no changes can be made to any field on this form.

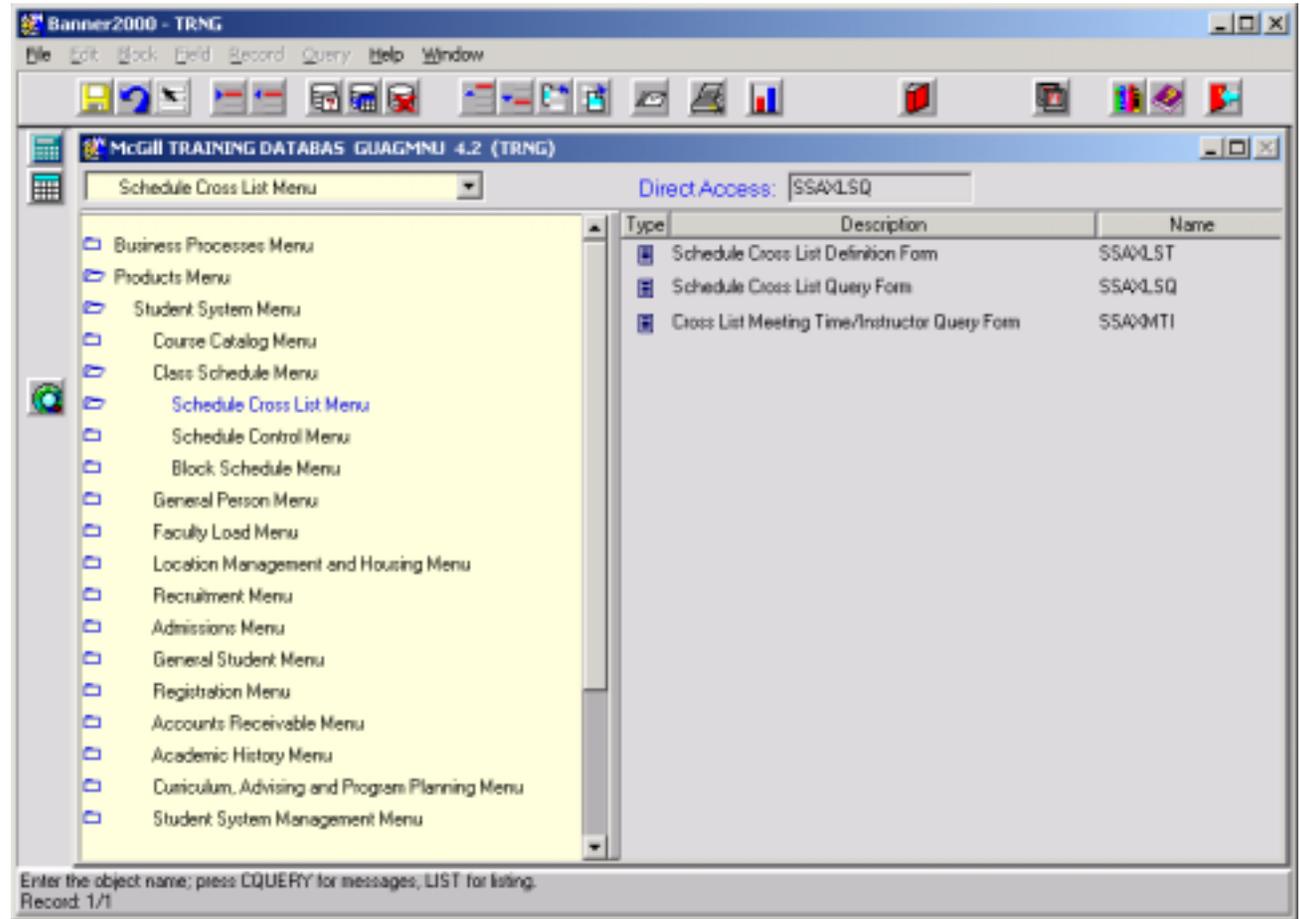
Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

Accessing the "Schedule Cross List Query Form" (SSAXLSQ)

Type the name of the form **SSAXLSQ** in the Direct Access field.
(OR)

Use the Menu Selection:

- 1) Access Products Menu
- 2) Select Student System Menu
- 3) Select Class Schedule Menu
- 4) Select Schedule Cross List Menu
- 5) Select **Schedule Cross List Query Form (SSAXLSQ)**



The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

In the table below, text inside {} brackets refer to Banner functions that are performed with buttons, menu items, or keystrokes.

This form is automatically in query mode when you open it. Enter full or partial search criteria in any of the fields and press F8 to execute the query. If you would like to view all records simply press F8 without entering any information.

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
✓	1.	Term	Enter or {Search} for term code.		Term code.	Validation Table referenced: Term Validation Table (STVTERM)
	2.	Cross List	If this field is left blank and a {Search} is performed, all cross list identifiers will be brought in for the term specified.		Cross List Group Identifier code. Used to define 2 different course numbers taught at the same time, place and by the same instructor (known as host/visiting in legacy). Set up centrally.	

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			If a code is entered and a {Search} is performed, only that cross list group will be brought in.			
	3.	Max Enrolment			Maximum Enrolment. Displays the maximum enrolment for the CrossList group.	
	4.	Actual Enrolment			Actual number of students enrolled in the CrossList group.	
	5.	Seats Available			Number of seats remaining in the CrossList group.	
✓			Proceed to the Next Block by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

Cross List Section

	6.	CRN			Course number pertaining to the subject.	
	7.	Subject			Subject of the course. Replaces the 3-digit teaching unit in legacy.	
	8.	Course			Course number pertaining to the subject. Spanned course numbers will be followed by one of the following: D1, D2, J1, J2, J3, N1, N2. See Appendix B for details.	
	9.	Section			Course section number for the CRN.	
	10.	Part of Term			Part of Term code. 1 – Full term F – First spanned term G – Second spanned term	

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					H – Third spanned term	
	11.	Credits			Number of credits for the CRN. This can be a credit range, ie 3.00 to 6.00.	

Pressing the Main Screen's **Cross List Meeting** button brings you to the [Cross List Meeting Time/Instructor Query Form \(SSAXMTI\)](#).