

COUN 6500: Adding and Cross-listing Sections

COUN 6500 can currently be taken for either 1.5 credit hours or 3 credit hours. If a campus offers both the 1.5 and 3.0 credit hour option, then COUN 6500 courses must be split into two sections, one at 1.5 credit hours, the other at 3 credit hours. These two sections must then be cross-listed together to ensure instructor compensation, course counts, course registrations, etc. are correct.

Listed below are several possible scenarios regarding adding and cross-listing sections of COUN 6500, the appropriate steps to take and the PowerPoint presentations to follow:

1. If COUN 6500 (3 credit hours) has already been entered into CARS:

COUN 6500 (1.5 credit hours) must be entered into CARS and then cross-listed against COUN 6500 (3 credit hours). – See Presentation B

2. If COUN 6500 (1.5 credit hours) has already been entered into CARS:

COUN 6500 (3 credit hours) must be entered into CARS and then cross-listed against COUN 6500 (1.5 credit hours). – See Presentation B

3. If neither COUN 6500 (1.5 credit hours) or COUN (3 credit hours) has been entered into CARS:

The first section of COUN 6500 (1.5 or 3 credit hours) must be entered into CARS. The second section of COUN 6500 (3 or 1.5 credit hours respectively) must be entered into CARS and then cross-listed against the first section. – See Presentation A for the first section of COUN 6500 followed by Presentation B for the second section of COUN 6500

Some COUN 6500 courses are cross-listed with a section of COUN 6000:

4. If both COUN 6500 (1.5 credit hours) and COUN 6500 (3 credit hours) have been entered into CARS, but neither has been cross-listed with each other or COUN 6000:

See Presentation C

5. If neither COUN 6500 (1.5 credit hours) or COUN 6500 (3 credit hours) have been entered into CARS, and both need to be cross-listed against each other as well as a section of COUN 6000:

Proceed through Presentation B twice – once for COUN 6500 (1.5 credit hours) and once for COUN 6500 (3 credit hours) cross-listing both courses against the appropriate section of COUN 6000.

6. If one section of COUN 6500 (1.5 credit hours or 3 credit hours) has been entered into CARS and has been cross-listed against COUN 6000, but the second section of COUN 6500 (3 credit hours or 1.5 credit hours respectively) has neither been entered nor cross-listed:

Proceed through Presentation B for the section of COUN 6500 which has not been entered into CARS cross-listing it with either COUN 6000 or COUN 6500.

Note: cross-listing the course with one will automatically cross-list it with all.

7. If one section of COUN 6500 (1.5 credit hours or 3 credit hours) has been entered into CARS, but the second section of COUN 6500 (3 credit hours or 1.5 credit hours respectively) has not been entered and both need to be cross-listed against a section of COUN 6000:

Proceed through Presentation C for the section of COUN 6500 already in CARS cross-listing it with COUN 6000. Then proceed through Presentation B for the section of COUN 6500 which has not been entered into CARS cross-listing it with COUN 6000.

Note: cross-listing the course with one will automatically cross-list it with all.

There are several more possible scenarios that could take place. If you are unable to determine how to proceed, which presentation to follow or if you have any questions, please contact:

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