

## How to add a crosslisting to a course proposal

After logging in you will need to create a New Proposal. (See How to add a new proposal video for more information).

In order to create a cross-listing, you will need to choose an Approval Process which has cross-listing enabled. The cross-listing icon will appear to the left of valid Approval Processes.



Fill out the Form (left side) just like a typical Proposal, however, before you launch the Proposal click on the crosslisting icon in the Proposal Toolbox and then click the Add Crosslisting button. This will create the crosslisted Proposal below the original. The new Proposal will have the crosslisting icon on the left, and the option of editing or deleting the Proposal on the right.



When you edit the Proposal, some fields will be grayed out, these are the fields that must match in both Proposals.

**General Catalog Information** ▼

**Hierarchy Owner\*** None Selected  
+ Add Item

**Prefix\*** **FIN**  
+ Add Item

**Code\***

**Proposal Objective**

**Name\*** A counting course

**Semester Offered\*** Spring

**Learning Objectives** No Learning Objectives

Once you have filled out the Form on the crosslisted proposal, you will need to return to the Parent (upper left hand corner of the Proposal) and Launch it. Crosslisted proposals may need to be reviewed by an Administrator before they can be launched. Proposals.(This depends on the settings that Administrators have assigned).

