Undergraduate A&S/Graduate Cross-list Flowchart

Note: only pertains to Graduate courses offered by entities that do not have an Undergraduate department. Graduate and Undergraduate courses with the same name are not cross-listed (e.g. Chemistry, Physics, Computer Science, etc.) with each other.

UG course flow—all Banner actions outlined in green

New Undergraduate (UG) Course → Faculty/Administrator submits New Course Proposal in DCARS → Registrar Confirmer confirms Course Information → UG Department/Program Chair Approval → Divisional Council Approval → COI Approval (if World Culture and/or Distributive requirements are requested) → Banner

New UG Special Topics (with already approved rubric and World Culture and/or Distributive requirements requested → Faculty/Administrator submits New Course Proposal in DCARS → Registrar Confirmer confirms Course Information → UG Department/Program Chair Approval → Registrar/COI Chair Approval → Banner

New UG Special Topics (with already approved rubric and no World Culture and/or Distributive requirements requested) → Faculty/Administrator submits New Course Proposal in DCARS → Registrar Confirmer confirms Course Information → UG Department/Program Chair Approval → Banner

UG Department/Program notifies Associate Dean of UG course approval in DCARS and requests Associate Dean Approval of UG/Grad cross-list

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Department/Program lets Graduate Registrar know of UG course approval in DCARS and Associate Dean approval of the cross-list

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Graduate Registrar notifies UG Registrar to add cross-list link between Grad/UG course in Banner

New Graduate Course → Graduate Registrar creates Grad. course in Banner (after course is approved per Graduate course approval process)

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UG Registrar adds cross-list link between UG course and Grad course and notifies Graduate Registrar and UG Department when complete

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Department/Program "owner" of cross-list adds cross-list to their Timetable Editor

- UG student registers for the UG course
- Grad student registers for Grad course