## Office of the Registrar Cross List Edit Form

## Checklist

Creating a new group? If yes, fill out Section A (Creating New Group).
Adding a section to an existing group? If yes, fill out Section B (Adding Course to Existing Group).

Changing only the maximum enrollment for an existing group? If yes, fill out Section C (Changing Cross List Maximum Enrollment for Existing Group).

Deleting a section(s) from an existing group? If yes, fill out Section D (Deleting Course from Existing Group).

Deleting master section from or adding a new master section to an existing group? If yes, fill out Section E (Change of Master Section for Existing Group).

## All information within a section MUST be entered.

Print appropriate section(s) and email to Marleen Murphy at marleen.murphy@wku.edu

## Cross List Edit Form

Section A (Creating New Group)

| Please leave a Blank Line between groups. |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| Term | Department |  |  | Reset Form |
| CRN | Subject-Course Number-Section Number | Maximum Enrollment for Group (Do not list individual section enrollment) | Indicate Master Section by clicking the Check Box in this column | Registrar's Office Use Only |
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## Cross List Edit Form <br> Section B (Adding Course to Existing Group)



| Current <br> Cross List <br> Identifier <br> found on <br> Form <br> SSASECT | CRN |
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## Cross List Edit Form Section C <br> (Changing Cross List Maximum Enrollment for Existing Group)



Department $\square$

| Current Cross <br> List Identifier found on Form SSASECT | New Maximum Enrollment for Group | Registrar's Office Use Only |
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## Cross List Edit Form

## Section D (Deleting Course from Existing Group)



Department
Reset Form

| Current <br> Cross List <br> Identifier <br> found on <br> Form <br> SSASECT |  |  |  |
| :--- | :--- | :--- | :--- |
|  | CRN | Subject-Course Number-Section Number |  |
|  |  |  | Registrar's Office Use Only |
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## Cross List Edit Form

## Section E (Change of Master Section for Existing Group)

$\square$ Department $\qquad$ Reset Form

| Current Cross List Identifier found on Form SSASECT | CRN for Old Master | CRN for New Master | Subject-Course Number-Section Number for New Master | Registrar's Office Use Only |
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