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

CDN I		Maximum Enrollment for Group (Do not list individual section	Indicate Master Section by clicking the Check Box in	Registrar's Office Use Only
CRN	Subject—Course Number—Section Number	enrollment)	this column	Use Only

Cross List Edit Form Section B (Adding Course to Existing Group)

Term Department

Does this change maximum Current **Cross List** enrollment Identifier for group; if Yes, found on list new max Form number; if no, **Registrar's** leave blank Office Use Only **SSASECT** CRN Subject—Course Number—Section Number

Cross List Edit Form Section C (Changing Cross List Maximum Enrollment for Existing Group)

Term		Department		
Current Cross List Identifier found on Form SSASECT	New Maximum Enrollment for Group	Registrar's Office Use Only		

Cross List Edit Form Section D (Deleting Course from Existing Group)

Term Department

Current Cross List			
Identifier found on			
Form	CRN	Subject—Course Number—Section Number	Registrar's Office Use Only
557 152 CT	Chirt	Subject Course Manifel Section Manifel	Registral 5 Office Ose Offig

Cross List Edit Form Section E (Change of Master Section for Existing Group)

Term Department				
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