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 fax to the Office of the Registrar at 54830 OR

If you have Adobe Reader 7.0 or later, File, Save As and send as an e-mail attachment to megan.meador@wku.edu.

Cross List Edit Form Section A (Creating New Group)

Please leave a Blank Line between groups.

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

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

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

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

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)

Current Cross List Identifier found on Form			
SSASECT	CRN	Subject—Course Number—Section Number	Registrar's Office Use Only

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

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