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June 15, 2022

MEMORANDUM

TO: Laura Lyons, Interim Vice Provost for Academic Excellence, UHM
Kris Roney, Vice Chancellor for Academic Affairs, UHH
Jeffrey Moniz, Vice Chancellor for Academic Affairs, UHWO
Melanie Wilson, Interim Vice Chancellor for Academic Affairs, Hawai'i CC
Susan Nishida, Interim Vice Chancellor for Academic Affairs, Honolulu CC
Maria Bautista, Interim Vice Chancellor for Academic Affairs, Kapi'olani CC
Frankie Harriss, Vice Chancellor for Academic Affairs, Kaua'i CC
Keala Chock, Vice Chancellor for Academic Affairs, Leeward CC
Kaheleonolani Dukelow, Dean of Arts and Sciences, UH Maui College
Charles Sasaki, Vice Chancellor for Academic Affairs, Windward CC
William Chismar, Dean of Outreach College, UHM

FROM: Pearl Iboshi
Director

A handwritten signature in black ink, appearing to read 'Pearl Iboshi'.

SUBJECT: Cross-Listed and Concurrent Classes for Summer 2022 (Due July 9, 2022)

Please have the data for your cross-listed and concurrent classes for Summer 2022 in Banner by **July 9, 2022**. Please note that classes added after the July 9, 2022 due date can only be processed if time allows. This information is needed for accurate reporting of official course registration data for accreditation purposes, program reviews, and other similar requests.

Cross-listed classes consist of two or more classes with **different subject codes (course alphas)** taught by an instructor who is in one physical location – https://www.hawaii.edu/ovppp/sdoc/Instructional_Method_Memo_May2021.pdf may be used - at the same time, e.g., PSY 100 and WS 100. A student registers for only one of the courses and the instructor is credited with teaching only one class. In order to avoid double counting of classes, please assign one of the classes as the primary. The primary class should, in most cases, be with the department that provides the instructor for the class.

Please use the following codes for the assignment type field, ASTY, in the Faculty Assignment Form (SIAASGN):

XP - Cross-listed, primary
XS1 - Cross-listed, secondary 1
XS2 - Cross-listed, secondary 2
XS3 - Cross-listed, secondary 3
XS4 - Cross-listed, secondary 4
XS5 - Cross-listed, secondary 5
XSX - Cross-listed, secondary 6+
ZZ - Not cross-listed or concurrent

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Only one primary class (XP) can be assigned to a cross-list group and it should be assigned to the primary instructor teaching the class. If there is no primary class assigned to a group, the course registration reports will adjust by assigning a primary class to the lowest numbered course reference number (CRN).

For classes with multiple secondary classes, prioritize them numerically, i.e., XS1, XS2, etc. This information is important in instances when the primary class has no students registered and the next secondary class, starting with XS1, is reassigned as primary, provided it has students registered. If there are only 2 classes in a set, only XP needs to be assigned.

For concurrent sets of classes, where the course alphas are the same, primary and secondary assignments will be systematically assigned in IRAPO's course data table, therefore, manual input is not necessary, but highly recommended.

If a class is not cross-listed or concurrent in the SSAXLST form, assign ZZ. Otherwise, the class will be processed as concurrent or cross-listed. Additional details regarding the documentation of cross-listed and concurrent classes can be found in the [Faculty Assignment for Cross-listed and Concurrent Classes](#) memo sent to UH Schedulers and the Council of Chief Academic Officers on October 7, 2019.

If you received this memo in error, please notify Fiorella Peñaloza at fpenaloz@hawaii.edu or (808) 956-7124 and forward to the appropriate person who handles concurrent and cross-listed classes.

Thank you.

c: Debora Halbert, VPAS, UH System
Wilson Lau, UHCC System
Megan McGehee, UHM
Chelsea Kay-Wong, UHH
Princess Soares, UHWO
Terri Ota, UHWO
Debie Amby, UH Maui College
Cassieann Pacheco, UH Maui College
Sherrie Ann Straslicka-Walker, Hawai'i CC
Susan Pope, Kapi'olani CC
Janel Oshiro, Leeward CC
Kevin Morimatsu, Windward CC
Nell Ushijima, Outreach College, UHM
Fiorella Peñaloza, IRAPO, UH System