










Western Washington University

Curriculog crosslisting guide











Crosslisting proposals are available through the course revision, new course and course cancellation Approval Processes. When a crosslisting is launched the two proposals are known as a primary and a crosslisted proposal, and are attached to each other. The Originator of the primary proposal is responsible for adding the crosslisted proposal and correct participants.

Course Revision Crosslisting

1. Click  New Proposal, hover over the Request for Course Revision proposal and click  Start Proposal.
2. Do not revise imported fields until after launching proposal.
3. Import  course information, fill out all required fields and click save changes at bottom of screen.
3. Go to Proposal Toolbox and click  Crosslistings. Click Add Crosslisting then go to second proposal listing (will temporarily be named same as primary proposal) and click  Edit Proposal.
4. Go to left panel of proposal and manually update the Prefix, Course Number, Academic Department and Course Type fields and then click save changes at bottom of screen. These fields will update the crosslisted proposal name and required participants.
5. Click  View Primary (top left of proposal) to return to the primary proposal and click  Launch Proposal.
6. Make revisions to primary proposal. No revisions are needed in the crosslisted proposal as Curriculog will treat each proposal the same.
8. Go to  Decisions in the Proposal Toolbox and approve the proposal. Click on  Crosslistings then click on the crosslisted proposal, go to Decisions and approve the crosslisted proposal.
9. Don't forget to attach separate syllabus to each proposal.

New Course Crosslisting

1. Click  New Proposal, hover over the New Course proposal and click  Start Proposal.
2. Fill out all required fields and click save changes at bottom of screen.
3. Go to Proposal Toolbox and click  Crosslistings. Click Add Crosslisting then go to second proposal listing (will temporarily be named same as primary proposal) and click  Edit Proposal.
4. Go to left panel of proposal and manually update the Prefix, Course Number, Academic Department, Course Type and Catalog Description fields and then click save changes at bottom of screen. Don't forget to add "also offered as (primary course)" in Catalog Description field. These fields will update the crosslisted proposal name and required participants.
5. Click  View Primary (top left of proposal) to return to the primary proposal and click  Launch Proposal.
6. Go to  Decisions in the Proposal Toolbox and approve the proposal. Click on  Crosslistings then click on the crosslisted proposal, go to Decisions and approve the crosslisted proposal.
7. Don't forget to attach separate syllabus to each proposal.

Note: Due to Curriculog's use of the term "Crosslisting," when considering equivalent curriculum proposals, we will now refer them as crosslisted courses rather than equivalent courses.