

## Quick Reference Guide: Cross-list Management

- Navigate to Main Menu > Harvard Custom Menu > Harvard Student Records > Cross List Management
- Enter the Academic Org and Academic Year, and click Search. Select the Academic Org/Academic Year from the search results.
  - **Note:** The search for Cross List Management is a bit different than the search methods used in Curriculum Management. Use the full description of your subject, rather than the subject code (ex: "Sociology" instead of "SOCIOL"). Use the full academic year: "2015-2016."

### Cross List Management

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**▼ Search Criteria**

Academic Org:

Academic Year:

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

### Search Results

[View All](#) [First](#) [1 of 1](#) [Last](#)

Academic Org	Academic Year
<a href="#">English</a>	<a href="#">2015-2016</a>


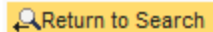
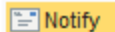
- Enter a Course ID, or select the magnifying glass to search for a course. Once the Course ID has been entered, click Save.

## Cross List Management

Academic Organization English

Academic Year 2015-2016

Personalize   Find    First  1 of 1  Last				
*Course ID	Subject Area	Catalog Nbr	Course Title	
1   107821 	ECON	1400	The Future of Globalization: I	 

 Save  Return to Search  Notify

- To add a row to the list, click on the plus button (+) and enter the next course ID. Click Save to save your changes.
- To remove a course from the list, click on the minus button (-) next to the appropriate row, and click Save.

**Note:** you will only be able to cross-list courses that are scheduled by the “home” department in a particular term. If a department decides to remove a class, then the cross-list will be removed as well.

### To view your cross-lists:

Course Search Preview (before the mid-June): Navigate to the my.harvard.edu> Click on ‘Students Faculty Advisors Teaching Staff’> Other Resources>Course Search Preview

My.harvard Course Search (once the course search is public): Navigate to the my.harvard.edu> Click on ‘Students Faculty Advisors Teaching Staff’>Course Search

Pull up your department in the advanced search; you will see the cross listed courses in the results. You may also expand subject facet on the left menu to view a breakdown of cross listed courses and department courses.