|  |  |
| --- | --- |
| **From**: \_\_\_\_\_\_\_\_\_\_[name and uvid]\_\_\_\_\_\_\_\_\_ | **Proposer (if other)**: \_\_\_\_\_\_[name and uvid]\_\_\_\_\_\_\_ |
| **Department/Program**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Unique ID**: \_\_\_\_\_\_\_[copy Unique ID generated by your Summary Memo, uvidmmddyyyy]\_\_\_\_\_\_\_\_\_\_ |

**Temporary Cross-List or Tag**

College of Arts and Sciences

1. **Catalog and Schedule information for Class-section to be tagged/cross-listed for the one term**:

|  |  |  |
| --- | --- | --- |
| **Subject Area Code**: \_\_\_\_\_\_\_\_\_ | **Course Number**: \_\_\_\_\_\_\_\_\_ | **Section Number**: \_\_\_\_\_\_\_\_\_ |
| **Course Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Special Topic** (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Semester & Year requested for effectiveness**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **“Home” Department of Existing Course** (for approval): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **Brief description of course or special-topic, with rationale(s) for temporarily cross-listing or tagging the class-section** (please show why class-content makes the class-section applicable to the cross-listers’ or taggers’ major/minor):
2. **Please list all major(s)/minor(s) for which the class-section will be specifically required, a requirement-option choice, or an elective, and which one**:

(Note particularly the class-section’s role in the temporarily cross-listing/tagging’s major(s)/minor(s) to which the section is being added by this application, but also previously-existing role(s) of the course):

|  |
| --- |
| **The course will be, in the following major(s)/minors** (also specify which requirements or requirement-choices the course will satisfy, if the major/minor includes more than one): |
| **Specifically required** | **Requirement-option choice** | **Elective** |
|  |  |  |

1. **Please tag the class-section for the following Interdisciplinary Program(s):**  Yes No:

(copy and paste the line in order to list multiple partners)

**Interdisciplinary Program**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please cross-list the class-section with the following class-section(s):**  Yes No:

(copy and paste the box in order to list multiple partners

|  |  |  |
| --- | --- | --- |
| **Subject Area Code**: \_\_\_\_\_\_\_\_\_ | **Course Number**: \_\_\_\_\_\_\_\_\_ | **Section Number**: \_\_\_\_\_\_\_\_\_ |
| **Course Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Course Title Abbreviation**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Department**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval** |  |  |  |
| CAS Dean |  | Date |  |

NO LONGER PART OF THE FORM!

Temptag or Tempcross: Associated Instructions

1. Although Permanent cross-listing usually is desirable only when faculty members appointed to either academic unit are likely to teach the class, Temporary cross-listing to a variable-topics number in the second-unit’s Subject Area is an efficient way to cross-credit a class-section for one semester. Temporary tagging will be visible in LOCUS’s Class Search in the usual way.
2. The Temptag/Tempcross application may be submitted either by the “home” academic unit of the class-section to be included, on a semester-specific basis, in a major or minor in which it is not included by permanent programming, or by the “second unit” seeking to include it.
	1. A vital function of the application is to generate a record for the Dean’s Office of your authorization, whereby students’ Academic Advisors may confirm and Direct the credit to their major or minor individually (LOCUS does not automate this function for semester-specific inclusions).
	2. If the temporary inclusion is by an Interdisciplinary Program and registration is still open for the section, the approved Temptag application will also get the IDP’s tag added to the class-section’s Class Attributes so that it may serve students searching in the Class Schedule.
	3. Cross-listed sections, however, temporary or permanent, require the academic units’ schedulers to work directly together and with ClassScheduling@luc.edu in Registration & Records so as to set up a Combined Section that may be searched for by either Subject Area Code.
3. Multiple Temptag/Tempcross applications may be submitted together as a package, but it is usually most efficient to limit every package to one pair of partnering academic units: that way each set of applications can be processed swiftly after it is approved, rather than having to wait while additional partners in other applications navigate their busy schedules. Please do *not* mix Temporary and Permanent applications in the same application-package: they need different approvals following up the partnering academic units’ approvals.
4. The heading information of the Temptag/Tempcross form corresponds to the heading information of the Summary Memo eForm. We recommend that you draft in advance all the application-forms that will be part of your application-package, including any Temptag/Tempcross forms needed, omitting only temporarily the Unique Number. Do not click the “submit” button of the Summary Memo until after all other documents are prepared and the Summary Memo has been filled out completely and double-checked for accuracy.
5. After you submit your Summary Memo, copy the Unique Number it generates for your application-package onto each of your Temptag/Tempcross application-forms. Then upload the application forms and all supplementary documents, and index all items by the Unique Number of the application-package. If you are submitting multiple packages of curricular-change applications on the same date, please add to the automatically generated ID a number after the date so as to differentiate separate submissions, e.g., mlettie05162017-1.
6. Information for the existing course-section (item 1) may be gathered by consultation with the “home” department and the Class Schedule in LOCUS.
7. In item 2, the description should be particular to the section being tagged/cross-listed. Both the description and the rationale should be as full as needed to make clear your plans for the course and its role(s) in the major(s)/minor(s). The Summary Memo’s brief statement in the Table of Contents, by contrast, introduces the application-package overall and assists approvers and reviewers in navigating the package.
8. Item 3 registers, and should highlight, the role(s) the tagged/cross-listed class-section will have in the tagging/cross-listing major(s)/minor(s), including specific requirement-option lists as well as categories, but also the section’s role in other major(s)/minor(s) it serves (consult the “home” unit).
9. Item A is “yes” if the class-section is to be tagged for any Interdisciplinary Program and included in its major(s)/minor(s), “no” if no IDPs are seeking by this request to add the section. Request for multiple IDPs by copying and pasting the line with the additional information. Please ensure that all IDPs are included in the Table of Contents in the Summary Memo and in the Summary Memo’s item 3, so that DocFinity can collect all needed authorizations.
10. Item B is “yes” if the class-section is to be cross-listed with a class-section in any second Subject Area Code, “no” if no cross-listing is being sought by this request. Request multiple cross-listings by copying and pasting the information-template with the additional information. Please ensure that all cross-listing units are included in the Table of Contents in the Summary Memo and in the Summary Memo’s item 4, so that DocFinity can collect all needed authorizations. Please also see the note above about scheduling the cross-listed section.