

Learning Hub Quick Reference Guide: Combine Classlist

□ Combined Classlist

How to:

1. Email courseschedule@andrews.edu and let them know the two or more classes that need to be cross-listed
2. The combined (meta) course will automatically be listed in Learning Hub
3. Notify dilit@andrews.edu that the course is now cross-listed
4. They will confirm that the students from the individual courses are showing in the cross-listed course
5. Do everything for the class in the cross-listed course. This is a sample of what a meta name looks like:
BSAD 620 001, BSAD20 999 Christian Ethics, Sev & Society – SP2012