

Canvas Cross-list Course Request Form



Cross-listing is only allowed if students from each section will physically see students from the other sections at least once

September 2022

IMPORTANT: Please allow 5 business days for processing

NOTE: Cross-listing courses is not recommended after the first day of the course.

Student submissions will be LOST if courses are cross-listed AFTER students have submitted assessments/assignments/discussions.

Please provide the COMPLETE titles and sections EXACTLY as it appears in Canvas to avoid delays in processing (EXAMPLE: SP22 DENH 3021-001 Clinic 1 Seminar)

INSTRUCTIONS: Requirements, Signatures and Routing:

a. Course Director & Chair(s) signatures are required prior to submitting form to **BSS ACT to TDx** (see #2 Signatures)

b. Form must be submitted by Primary Course Instructor or designate (**email must be cc'd to instructor, course director, and chair** if not physically signed)

c. All emails must **ALSO** be cc'd to the Registrar's LMS Office (**RegistrarLMS@uthscsa.edu**)

d. **Save** completed Excel form.

e. [Click here](#) to generate the email message with required addresses - add Instructor, Director and Chair email addresses as needed
(REMEMBER: **attach this completed form to the email**)

1. Provide 'PARENT' course (course where the CONTENT will be housed), instructor, and school information (only ONE course group per form is acceptable)

Complete 'Parent' Course Title from Canvas (Example: SP22 DENH 3021-001 Clinic 1 Seminar) - use separate form for additional course group(s) :

Primary Course Instructor's Full Name:

Contact Phone No.:

Email:

@uthscsa.edu

School:

2. Signatures (typed signatures accepted - but form MUST be cc'd to Instructor, Course Director and Chair)

I certify this electronic signature to be true and correct:

Course Director

Date

Chair

Date

3. 'CHILD' Course information

Course Term, Subject Area, Catalog Number, Section and Title
(example SP22 DENH 3022-002 Clinic 1 Seminar)

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