

What will be needed from Departments?

To allow these changes to work effectively there will be several things asked of departments offering flex entry courses.

- Request to create a Reg2CRN for each flex entry course.
 - For each flex entry course, a Schedule Maintenance Workflow Request will be needed from the department to create a second section of 5B, 5C, AND 7B POT offerings to be used as the Reg2CRN.
 - These requests will need to be sent in by the 12th class day of the Fall 24 term.
 - Please note that both sections cannot share a section number.
 - Capacities of Reg2CRN will be “0” and will not be determined until after 12th class day of the Fall 24 term.
 - Reg2CRN will be hidden from schedule view and students cannot register for those sections until after 12th class day of the Fall 24 term.
- Monitoring of enrollment and capacity of flex entry courses
 - Waitlists are NOT available for cross listed courses. Departments will need to manually monitor course need.
 - Any seats that become open after 12th class day in Reg1CRN need to be removed from the Reg1CRN capacity and added to the Reg2CRN capacity manually by Scheduling Team and an email will be sent to departments notifying the change.
- Limited use of capacity and APPR overrides for flex entry courses.
 - Departments must be very aware of which section is in use based on the date. Capacity and APPR overrides should NOT be given to the Reg1CRN after the 12th class day. Reg2CRN should then be in use.
- Use of Courses on Blackboard
 - Crosslisted courses should appear as 1 course on Blackboard but if they do not, blackboard should be contacted to have the courses merged.
- Grade entry
 - Grade entry for Reg1CRN and Reg2CRN will be separate. They will not be on a merged list.