

How do I Merge or Cross-list ACE Course Sections

Cross-listed and Merged Courses are processed by the Office of the Registrar which in turn updates ACE.

Department chairs and their designated scheduling representatives (usually their Administrative Assistant (AA)), can submit requests for combining (merging or cross-listing) ACE sites when a particular instructor is teaching more than one section of a course or needs cross-listed courses.

To request a merged or cross-listed ACE site:

- Instructors should email their department chair or AA, indicating which section they want as their primary section in the merged/cross-listed group. The primary section is the one that will appear in ACE.
- Requests must include the CRN for each course section.
- **Note: It is critical that you do not develop content in your secondary ACE site prior to the course merge as it will be LOST. However, you can develop content in your primary site (the site that will show up in ACE). We suggest you submit the request to have your sections merged/cross-listed as early as possible.**

Once the request has been submitted to their department chair or AA, the request will be processed by the Office of the Registrar.