

# Frequently Asked Questions

## 1. Having issues logging in to CRF?

**Answer:**

Use the following link [re-authenticate](#)

- Can a CRF be edited when in **draft state** (saved)?

**Answer: Yes only by the owner.** The user who created and saved the CRF (owner) can login and navigate to the School where the CRF is saved, then click on the CRF to be edited. Once on the CRF the user can select the Edit option on the green menu (see [screenshot](#))

## 2. What is a prerequisite?

**Answer:** When one course needs to be completed before the desired course can be taken.

## 3. What is a concurrent prerequisite?

**Answer:** When one course needs to be completed before or at the same time as the desired course. This is still a prerequisite course.

## 4. What is a co-requisite?

**Answer:** When one course must be completed during the same semester as the desired course. For example, a student must register for BIO 001 at the same time for the same semester if they want to register for BIO 001L.

## 5. What is the process to cross-list two undergraduate courses?

**Answer:** *Cross-listed courses* are those undergraduate courses (numbered 1 to 199) that have different prefixes, names, and/or course numbers but are intended to be offered as the same course (i.e., same meeting time, requirements, units, and course description). Each course that is cross-listed with another course must have its own CRF that indicates the corresponding cross-listed course. Cross-listed courses must have the same course requirements, number of units, prerequisite courses, course description, and anticipated resources. If cross-listed courses originate within different Schools, each School CC must approve the course and the Dean of each School must approve the CRF.

## 6. What is the process to conjoin an undergraduate course and a graduate course?

**Answer:** *Conjoined courses* are those courses that are taught concurrently as both an advanced upper division undergraduate and an introductory graduate course. As per SR 762, undergraduate and graduate versions of conjoined courses "must have clearly differentiated and unique performance criteria, requirements, and goals." Each course that is conjoined with another course must have its own CRF that indicates the corresponding conjoined course. The graduate version of the course must be reviewed and approved by GRC.

## 7. Are there additional steps for distance or blended courses?

**Answer:** Yes, you should also complete the UGC Online Education Questionnaire that is required for Distance or Blended course requests. If you have any

questions contact the Curriculum Manager for your school or the UGC Senate Analyst.